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ADMINISTRATION

Concept of Administration

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

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

1. decision making and communication.
2. planning, organizing, implementing and evaluating.
3. coordinating and guiding the various centers of authority and responsibility within the school system and the community so as to enable people to do things together for education that they might not be able to do separately.

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

District Administration

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

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

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

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

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

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

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

Date of Adoption (or Last Revision):	5-12-87
Related Policies and Regulations:	
Legal Reference:	79-908

ADMINISTRATION

Superintendent of Schools

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

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Appointment of Superintendent

It shall be the responsibility of the Lincoln Board of Education to appoint the superintendent of schools, who shall represent the board in carrying out the policies of the board. The superintendent, at all times, shall be subject to the control and decisions of the board, and shall act as executive officer of the board.

The superintendent of schools is appointed by the board of education to a term of office as determined by the board. Selection of the superintendent shall be in terms of his/her ability to carry out the responsibilities set forth by the board.

Date of Adoption (or Last Revision):	5-12-87
Related Policies and Regulations:	
Legal Reference:	79-519

ADMINISTRATION

Performance Appraisal of Superintendent

A formal appraisal of the job performance of the superintendent of the Lincoln Public Schools will be conducted no less than annually. The appraisal will be conducted by a committee of board members appointed by the president. The appraisal will be conducted in accordance with the criteria and procedures as set forth by the board.

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Procedures for Performance Appraisal of Superintendent

The annual appraisal shall focus on, but not be limited to: (1) personal characteristics; (2) managerial abilities; (3) relationship with the Lincoln Board of Education; and (4) job targets as these factors affect the superintendent's overall effectiveness in the administration of the Lincoln Public School District.

On or about September 1 of each year, the committee assigned to conduct the job performance appraisal of the superintendent will, in cooperation with the superintendent, establish a set of annual job targets. The job targets will be set forth in language such that progress toward each target can be readily documented.

An appraisal progress review will be conducted by the committee and the superintendent in January of each year. The intent of the progress review is to advise the superintendent of any deficiencies that must be corrected prior to the end of the appraisal period and to make any changes or additions to job targets in the light of new conditions. The documentation of progress toward the job targets will serve as a basis of the appraisal report which will be completed at the end of each appraisal period. The appraisal period will be September 1 - August 31. In addition to the measurement of success in the areas listed above, the committee may seek additional information from other board members, staff members, parents, students or other members of the community. Such additional information shall be appended to the appraisal report. The report will be placed in the superintendent's permanent personnel file. Copies will be provided to board members.

The appraisal instrument will be adopted by the board.

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Superintendent's Executive Committee

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

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

Date of Adoption (or Last Revision):

4-10-2007

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Superintendent's Executive Committee

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

The Executive Committee includes:

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

Date Regulation Reviewed by the Board of Education: 4-10-2007
Related Policies and Regulations: 2120
Legal Reference:

ADMINISTRATION

Educational Equity

The Lincoln Board of Education is committed to the concept of educational equity for students, staff and patrons of the Lincoln Public Schools. In all programs conducted by the school district, the dignity and worth of all human beings will be recognized. Such recognition shall be extended regardless of a person's economic status, race, ethnic background, culture, religion, sex, sexual orientation, age or mental, physical or linguistic ability.

Date of Adoption (or Last Revision):

1-14-2003

Related Policies and Regulations:

Legal Reference:

Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973

ADMINISTRATION

Multicultural Education

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

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans; and
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race; and
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

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

Date of Adoption (or Last Revision):

4-6-93

Related Policies and Regulations:

2130

Legal Reference:

79-4,229 - 79-4,233, 79-4,140.16

ADMINISTRATION

Job Descriptions

Every administrative position shall have a written job description.

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

Specific job descriptions for each administrative position can be found in the district's job description manual.

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Education Service Unit

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

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

79-2204, 79-2215

ADMINISTRATION

Individual School Administrative and Supervisory Personnel

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

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Internships

The superintendent is authorized to permit a limited number of qualified persons who are candidates in a graduate program of an accredited institution to participate in a paid internship in the school system included in the personnel report, subject to approval of the board of education.

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

External Consultants

The Lincoln Board of Education encourages the use of consultants as a means of providing the district with specialized services not normally required.

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Consultants

Consultative services to the superintendent's office and to the Lincoln Board of Education are provided in the following areas:

Legal Counsel

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

The legal firm will be responsible to the board of education and to the superintendent's office for legal opinions or legal advice on request. Members of the school district staff may have access to the school district's legal counsel only at the specific direction of the superintendent's office.

At times it may become necessary for the district to obtain additional legal assistance for the school district. The superintendent is authorized to make appropriate arrangements for additional legal services.

The amount of the retainer paid the district's legal firm shall be set annually by the board of education. Additional amounts over and above the retainer may be charged to the district by the school district legal firm when the district is involved in litigation and the board has been informed in advance.

Architectural Services

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

Auditing Service

An auditing firm shall be appointed on an annual basis.

Management Consultation

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

Date Regulation Reviewed by the Board of Education: 9-29-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Organization and Administration

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

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

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

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

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

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

3110, 8311

Legal Reference:

23-921,933; 79-435

ADMINISTRATION

Organization and Administration

The central administrative staff of the school district helps principals and teachers develop, organize, administer and supervise the school program. The central administrative staff will visit schools regularly and will be available for special help upon request. They also:

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

It is the function of the superintendent and his/her staff to administer the school system on the basis of the policies and directives of the state board of education and the state statutes.

Date Regulation Reviewed by the Board of Education: 5-12-87

Related Policies and Regulations: 8311

Legal Reference:

ADMINISTRATION

Line of Responsibility

The main operational line of organization for the Lincoln Public School System runs from the Superintendent's office through the three divisions – Business Affairs (Associate Superintendent for Business Affairs); Instructional Services (Associate Superintendent for Instruction) and Human Resources (Associate Superintendent for Human Resources). If for any reason it is necessary to define an order of rank in the absence of the Superintendent, then the following order shall prevail: Associate Superintendent for Instruction, Associate Superintendent for Business Affairs, Associate Superintendent for Human Resources.

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

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

Date of Adoption (or Last Revision):

4-10-2007

Related Policies and Regulations:

2500.1

Legal Reference:

ADMINISTRATION

Organizational Plan

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

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

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

Date of Adoption (or Last Revision):
Related Policies and Regulations:
Legal Reference:

12-14-93
2120.1

ADMINISTRATION

Organizational Plan

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

The organizational plan shall have the following characteristics:

1. The plan will consist of a table of organization and job descriptions with necessary narration to clearly explain the table.
2. The plan must include positions for all staff.
3. The plan should be published and distributed to all employees and made available to the public upon request.
4. The plan should be reviewed periodically with changes adopted by the board of education as necessary.
5. Administrative positions which become vacant through normal attrition will not automatically be filled as they exist in the organizational plan. Instead, the plan will be re-examined to determine prior to an appointment being made, if the plan can be made more effective by changing the job description, combining functions or otherwise changing the plan.

Date Regulation Reviewed by the Board of Education: 5-12-87
Related Policies and Regulations: 2120
Legal Reference:

ADMINISTRATION

Participatory Decision-Making

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

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

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Administrative Conference

Central office department and division heads, program consultants and building principals meet together regularly in an administrative conference. The conference serves as the vehicle by which administrators can make a contribution to district decisions and as an important communications link for key administrators in the day-to-day operation of school district business.

Date Regulation Reviewed by the Board of Education: 5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Control and Communication Systems

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

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Employee Association Use of School Equipment

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

Date Regulation Reviewed by the Board of Education: 5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Research, Evaluation, Planning

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

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Emergencies

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

Date of Adoption (or Last Revision):

5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Weather Emergencies

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

1. The associate superintendent for business affairs will consult with the director of maintenance, the grounds supervisor, the transportation supervisor, city and county officials as well as the civil defense office and relay all information to the superintendent of schools.
2. The superintendent will notify the administrative assistant to the superintendent for general administration/communication of a decision to close schools. He/she will notify the news media.
3. Whenever possible, news media will be contacted before 9 p.m. and prior to 6 a.m. so school closing information may be announced at normal broadcast times. Ideally, a decision to close schools will be made no later than 6 a.m.
4. School activities will be canceled when schools are closed due to a weather emergency. An exception may be made for interscholastic athletic contests. A decision on these contests will be made by the building athletic directors with the advice of their principals. Building athletic directors will also confer with one another for district consistency. If interscholastic athletic contests are to be held, operation and maintenance personnel are to be notified immediately to give priority to clearing lots at buildings where the activities will be held.
5. If weather conditions warrant, the emergency radio system may be used. Announcements will be repeated three times at ten-minute intervals to insure school personnel receive the entire message.
6. If custodial or food service staff members receive the message by telephone, they should communicate that message to their building principal immediately.
7. In the event the superintendent of schools is out of the city, he/she will delegate the authority to declare a weather emergency to one of the associate superintendents.
 - a. If school is canceled for the entire day due to inclement weather, a weather make-up date or dates will be scheduled and used to allow employees to complete their annual work assignment.

ADMINISTRATION

Weather Emergencies (Continued)

Employees who have the weather make-up day or days as part of their work assignment are expected to work. These employees not working will be required to use a paid leave day such as vacation leave, special leave, or emergency leave, in order to be paid for the inclement weather day.

Other employees who have less than a 260-day work assignment will not report on the inclement weather day but will be required to work the scheduled weather make-up day or days. These employees will receive their regular rate of pay for the inclement weather day. Any employee not reporting on the weather make-up day or days will not receive a day's or days' rate of pay or will be required to use a paid leave day.

- b. A designated central office administrator will be responsible for placing a prerecorded message in the answering machine connected to the LPSDO switchboard advising callers of the weather emergency.
 - c. All building principals shall report to their buildings as soon as possible to watch for students who may come to school and to secure their buildings.
8. Personnel expected to report to work, even though school has been canceled, include:
- a. The superintendent of schools;
 - b. The associate superintendent for business affairs;
 - c. The associate superintendent for instruction;
 - d. The director of maintenance;
 - e. The transportation supervisor;
 - f. The grounds supervisor;
 - g. The custodial supervisor;
 - h. The director of maintenance will designate the personnel that are to report in order to provide needed services.

ADMINISTRATION

Weather Emergencies (Continued)

- i. The director of transportation will designate the personnel that are to report in order to provide needed services.
- j. Other employees may be called in by their supervisors to work as needed. This announcement would be made through the news media.

Date Regulation Reviewed by the Board of Education: 10-24-95
Related Policies and Regulations: 2410
Legal Reference:

ADMINISTRATION

Bomb Threats

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

1. Notify either the desk sergeant at the police department or call the fire department emergency number. A telephone call to either will result in a notification to both departments.
2. Notify the office of the superintendent who will alert the appropriate district staff of the bomb threat.
3. Inform students and employees of the bomb threat (using his/her judgment as to the time element involved, if that is a factor), and request all pupils to remain in their classes until a notice of further passing or an all-clear signal is given.
4. Request all staff to make a visual observation of their classroom/ work area and inform them not to open cabinets, doors, or move objects.
5. Have all certificated employees note and report to the principal's office, after the building is safe, each absentee from class at the time of the threat.
6. Have a voluntary team, designated by the principal to participate in the search with the police or fire department, report to the office.
7. See that all halls, restrooms, and other rooms are checked in order that all pupils are accounted for.
8. Have the police and fire department, along with the designated team, meet in the principal's office to decide on procedure for checking the building.
9. When persons who have inspected the building report back that in their opinion the building is safe, resume whatever schedule is needed for the remainder of the day.

ADMINISTRATION

Bomb Threats

10. Discuss the matter with faculty and students, and point out that because of the possible seriousness, it is unreasonable to overlook such threats. However, experience has shown that these threats are false and that students and certificated employees would ordinarily expect nothing more to happen than being inconvenienced in their regular procedures for the day.

Date Regulation Reviewed by the Board of Education: 5-10-88

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Civil Defense

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

The plan should be based on the following assumptions:

1. That all children who are able to go home or to assigned places, will be dismissed immediately.
2. Students will not be placed on school buses but will be kept in school under the supervision of faculty members designated by the building principal until such time as an all-clear signal is sounded or parents are able to pick up their children.
3. Those buildings with shelters should have a plan on file for staffing them.
4. Civil defense drills are not to be held except upon notification from the central office.

Date Regulation Reviewed by the Board of Education: 5-12-87

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Community Emergency Shelter

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

1. Shall make available designated public school facilities when requested by Civil Defense or the local Red Cross chapter.
2. Shall make available administrative and support staff necessary to operate and maintain school facilities.

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

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

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

Date Regulation Reviewed by the Board of Education: 3-27-90

Related Policies and Regulations:

Legal Reference:

ADMINISTRATION

Public Health Emergencies

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

Date of Adoption (or Last Revision):

6-27-2006

Related Policies and Regulations:

Legal Reference: