

**POLICY REFERENCE MANUAL**  
**(All Section 100 policies approved 4/13/16)**  
**Section 100**  
**District Organization and Basic Commitments**

- 100.01 Terminology Used In This Manual
- 101.00 Preamble  
Legal Status of the School District
- 102.00 Educational Philosophy of the School District
- 103.00 Equal Education Opportunity (revised 8/10/21)
- 104.00 Educational and Operational Planning (revised 11/11/20)
- 104.01 Annual School Census

## TERMINOLOGY USED IN THIS MANUAL

Throughout this manual, when actions, duties or responsibilities are ascribed to the “superintendent” or the “principal,” it shall be understood that those actions, duties or responsibilities are ascribed to the “superintendent or his/her designee” or to the “principal or his/her designee.”

Throughout this manual, when actions, rights or responsibilities are ascribed to the “parent” of a student, it shall be understood that those actions, rights or responsibilities are ascribed to the “parent(s)/guardian(s)” of a student.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## PREAMBLE

The Elgin Public Schools is a public school system designed to serve the community by providing educational opportunities to all eligible students. Every feasible effort is made to provide as varied a program as is possible; to give a sound school program to all children; to provide both college preparatory and vocational training in the secondary school, and to create in all children attending the school a desire to further educational pursuits throughout their life-time.

The Board of Education further recognizes that along with an excellent academic program, an activities program of varied areas outside the classroom, with all students having the opportunity to participate, is highly desirable.

## LEGAL STATUS OF THE SCHOOL DISTRICT

Nebraska law authorizes the creation of public schools known as Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Nebraska law. This school district shall be known as the Elgin School District. The school district, as a body corporate, possesses all the usual powers of a corporation for public purposes.

This school corporation is located in Antelope County, and its affairs are conducted by elected school officials, known as the Elgin School District Board of Education. This school corporation has local control over school matters in the territory of the school district, as outlined by the applicable state statutes.

## Mission Statement

Creating an environment where all children will learn.

Legal Reference:   Neb. Constitution, Art. VII, Sect. 1, 2  
                          Neb. Statute 79-405  
                          79-501 et seq.  
                          Languis v. Deboer, 181 Neb 36 (1966)

Cross Reference:   201.01 Board Powers and Responsibilities

Approved:

Revised:   April 2009

## LEGAL STATUS OF THE SCHOOL DISTRICT

***Under Nebraska law, schools are organized as corporations with all the usual corporate powers.***

Nebraska law authorizes the creation of public schools known as Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Nebraska law. This school district shall be known as the \_Elgin Public District 18 School. The school district, as a body corporate, possesses all the usual powers of a corporation for public purposes.

This school corporation is located in \_\_\_Antelope\_\_\_\_\_ County, and its affairs are conducted by elected school officials, known as the \_\_\_Elgin Public\_\_\_\_\_ School District Board of Education. This school corporation has local control over school matters in the territory of the school district, as outlined by the applicable state statutes.

Legal Reference:               Neb. Constitution, Art. VII, Sect. 1, 2  
                                      Neb. Statute 79-405  
  79-501 et seq.  
                                      Languis v. Deboer, 181 Neb 36 (1966)

Cross Reference:               201.01 Board Powers and Responsibilities

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



Approved	Reviewed	Revised
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## EQUAL EDUCATIONAL OPPORTUNITY

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The district does not discriminate on the basis of race (including skin color, hair texture, and protective hairstyles), color, religion, national origin, age, sex, disability, or marital status, sexual orientation or gender identity in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated as Compliance Coordinator to handle inquiries regarding the non-discrimination policies:

Name and/or Title: Superintendent of Schools

Address: Elgin Public Schools, 101 N. 4<sup>th</sup> Street, Elgin, NE 68636

Telephone No.: 402-843-2455

The board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, national origin, sex, disability, age or marital status of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Every report of alleged violations of this policy that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing investigation of this policy, potential issues of sexual harassment or discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged sexual harassment or discrimination as well as the incidents of alleged violations of this policy.

Legal Reference:	Neb. Statute 79-2,114-2,124
	20 U.S.C. §§ 1221 et seq.
	20 U.S.C. §§ 1681 et seq.
	20 U.S.C. §§ 1701 -1721
	29 U.S. C. § 794
	42 U.S.C. §§ 12101 et seq.
	28 C.F.R. Pt. 35.1
	34 C.F.R. Pt. 100
	34 C.F.R. Pt. 104
	34 C.F.R. Pt. 106

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

Cross Reference

102 Educational Philosophy of the District  
402.01 Equal Employment Opportunity  
404.06 Harassment by Employees  
501 Objectives for Equal Educational Opportunities for  
Students  
504.18 Harassment by Students



## EDUCATIONAL AND OPERATIONAL PLANNING

At least every 5 years the board shall conduct an in-depth needs assessment, soliciting information from administrators, employees, parents, students and community members, regarding their expectations for adequate student preparation. A systematic on-going process guides planning, implementation, and evaluation and renewal of continuous school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. A The school system develops and implements a continuous school improvement process to promote quality learning for all students. This process includes procedures and strategies to address quality learning, equity, and accountability.

In all school systems, the continuous school improvement process includes the following activities at least once within each five years:

1. Review and update of the mission and vision statements.
2. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
3. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
4. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
5. Evaluation of progress toward improvement goals.

The school improvement process includes a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations of the external representatives are provided to the Department. The external team visits are conducted at least once each five years.

Legal Reference: Neb. Statute 79-526  
79-701, 702  
79-729  
79-1301  
NDE Rule 10-009

Cross Reference	201.01 Board Powers and Responsibilities
	203.06 Board Committees
	604.01 Basic Instruction Program
	1002.00 District Annual Report

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## ANNUAL SCHOOL CENSUS

***This is a mandatory policy.***

The board will direct the superintendent to establish a permanent, continuing census of school children residing in the district. A list of the names of district taxpayers and all children from birth through twenty years shall be maintained at the superintendent's office.

Legal Reference:               Neb. Statute 79-524  
  79-537 (Class V)  
  79-578

Cross Reference:           607.01 Class Size - Class Grouping  
                                  1002 District Annual Report

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_