

**Student  
and  
Family  
Handbook  
2025  
2026**



OMAHA PUBLIC SCHOOLS

**Dundee  
Elementary**

## **Multi-Tiered Systems of Support for Behavior (MTSS-B) is being implemented in all Omaha Public Schools and Programs.**

The Omaha Public Schools implements Multi-Tiered Systems of Support for Behavior (MTSS-B) to promote student use of positive behavior. Through this framework, Omaha Public Schools has committed to providing staff with tools and resources to positively engage students and families through implementation of school-wide positive behavior interventions. These practices are designed to support safe and encouraging learning environments.

We believe that we cannot “make” students learn or behave. But we can create environments to increase the likelihood of positive behaviors occurring.

MTSS-B is a research-based, highly effective behavioral framework that is designed for teaching and reinforcing students’ social, emotional, and academic learning skills in order to sustain academic achievement and support the social, emotional, and behavioral well-being of students. Consistent implementation of MTSS-B leads to:

- Improved school climate;
- Reductions in major disciplinary infractions;
- Improved academic achievement;
- Improved concentration, positive social behavior, and emotional regulation.

Omaha Public Schools is committed to supporting students through behavior interventions and alternatives to exclusionary practices that require removal from the educational setting where the safety of the student and/or others is not of immediate concern.

MTSS-B utilizes consistent practices that have tiers of increasingly intensive supports, and in our schools, this includes:



## Social Emotional Learning (SEL)

In addition to MTSS-B, Omaha Public Schools continues to support Social Emotional Learning (SEL) development through curriculum, strategies, and resources. SEL is defined by the Collaborative of Academic Social Emotional Learning (CASEL) as the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.

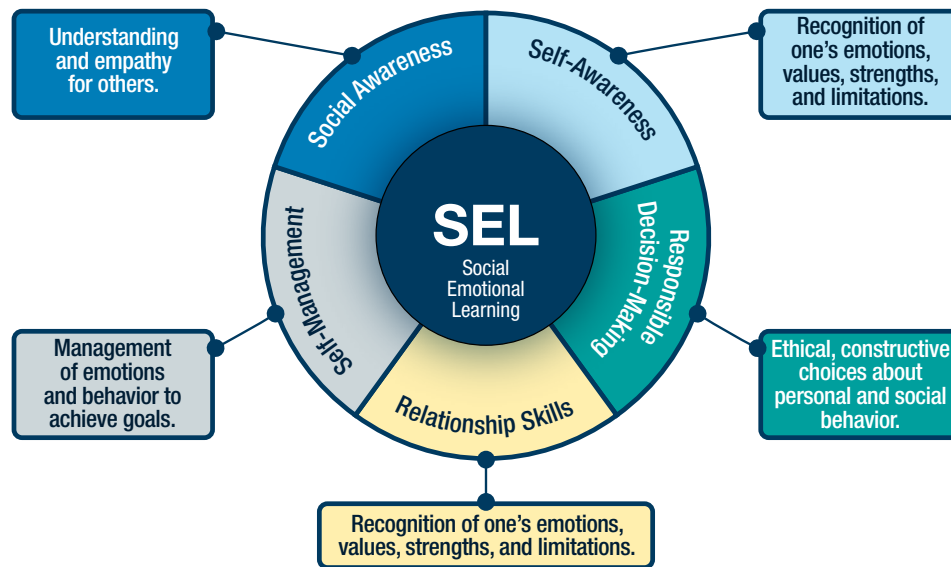
Within the Omaha Public Schools, our goal is to focus on CASEL's five SEL competencies:

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making

SEL promotes knowledge, skills, and attitudes that support lifelong success and advance educational equity and excellence.

### How do MTSS-B and SEL Align in all Omaha Public Schools and Programs?

MTSS-B and SEL are frameworks that work together to provide an ethic of care for students and promote success in students' academics, behavior, attendance, and overall well-being. Combined they create positive learning environments where students and staff are equipped with resources and skills for successful school communities.



If you would like more information about how MTSS-B and SEL are implemented in your school, contact the building principal.



# Dundee Elementary

## Student and Family Handbook 2025-2026

310 North 51 Street / Omaha, Nebraska 68132-2846  
531-299-1340 / [www.ops.org/dundee](http://www.ops.org/dundee)

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*This handbook is prepared to serve as a guide to Dundee Elementary students. In it you will find the policies and procedures that are followed at Dundee. We hope that you will find this handbook a convenient reference during the school year.*

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### Mission Statement

Omaha Public Schools prepares all students to excel in college, career, and life.

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### Vision Statement

Every student. Every day. Prepared for success.

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Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to accept allegations regarding non-discrimination policies: Superintendent of Schools, 3215 Cuming Street, Omaha, NE 68131 (531-299-9822). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Director of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131 (531-299-0307).

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**Omaha Public Schools District Student Handbook**

**Omaha Public Schools Student Code of Conduct**

## School Colors and Mascot

We at Dundee Elementary take great pride in our school and community. School pride is important to each individual student. It instills the feeling of belonging and security. This feeling contributes to a positive and productive learning environment in the school. As part of our school spirit and pride, we have selected a “Wildcat” as our mascot.



Our school colors are blue and gold. Every Friday we celebrate our spirit and pride by wearing our school colors. This is a visible way of feeling a true belonging to our school/community family.

## History

Dundee School's original location was a two-room building at 4910 California Street. This small, white frame house was sold in 1904 and pupils and teachers moved to the present site of the school, a new six-room tan brick building. Construction on two additions to the original building was completed in 1915. The number of classrooms increased from six to eighteen, and an auditorium, gymnasium, manual training room, and the first domestic science room in Nebraska were added. That same year the village of Dundee was annexed into the city of Omaha.

Dundee Elementary has a rich history of excellence in education and strong community involvement.

During the 1994–95 school year, the long awaited renovation of Dundee became a reality. The plans included an updating of the current facility as well as the addition of a new gymnasium and media center. As we begin another school year, we have much to be thankful for- a tremendous faculty providing a quality educational environment for our children, outstanding dedicated staff as well as great parent and community support. Thanks to everyone for all you do for Dundee!

## Dundee Daily Schedule

|  |                        |
|--|------------------------|
| Principal and Secretary on Duty.....   | 8:00 a.m to 4:30 p.m.  |
| Teachers on duty .....                 | 8:30 a.m. to 4:15 p.m. |
| Breakfast Available.....               | 8:30 a.m. to 8:50 a.m. |
| First Bell .....                       | 8:40 a.m.              |
| School Begins (Tardy Bell) .....       | 8:50 a.m.              |
| Afternoon Dismissal _ All Grades ..... | 4:05 p.m.              |

Students should time their arrival so that they do not arrive before 8:40 a.m. unless they are eating breakfast at school. (Breakfast is not served until 8:30 a.m.) The school cannot assume responsibility for the supervision and safety of students arriving before these times. The playground is closed before school.

## GENERAL INFORMATION

### Safety Patrol

Students serve on Safety Patrol for one reason - the safety of young children. Patrol members stand at their posts in hot, cold, wet and snowy weather. The Safety Patrol asks that students follow a few common sense rules:

- Cross with the Safety Patrol
- Listen to the Safety Patrol for directions
- Do not push, shove or run
- Walk while crossing the street
- Stand behind the Safety Patrol while waiting to cross

We again emphasize to parents that students **should arrive at school at 8:40 a.m. when Safety Patrols are on duty.** Staff is not available until this time to provide proper supervision. Students are also asked to leave the school grounds immediately following dismissal and not remain to meet friends or play on equipment. Students need to leave promptly while patrols are still on duty. Our responsibility is to see that students are safely on their way home. We cannot provide after school supervision.

### Dundee School Safety Patrol

|                      |                  |
|----------------------|------------------|
| Morning Duty .....   | 8:30 – 8:50 a.m. |
| Dismissal Duty ..... | 4:00 – 4:10 p.m. |

### Safety Patrol Posts

- 51st and Davenport
- 51st and Chicago

### Bike Safety

Students are encouraged to ride their bikes to school and lock them up in our bike rack on the north side of the building. Students riding their bike to school should have a bike helmet for safety and once on school property, should walk their bike to the rack. After school, students are to walk their bikes until off of school property.



## Traffic and Safety Concerns

Parents are urged to drive with extreme caution in the school neighborhood. The area in front of Dundee on 51st street, is reserved for buses before and after school. To avoid congestion in front of the school, children can be dropped off and picked up a block or two away and utilize the patrol crossings at 51st and Davenport and/or 51st and Chicago.

Be kind to our neighbors by parking on the street and not on their lawns. Please be aware of the traffic (one-way and no parking) signs around our building. Please avoid parking by the entrance to the playground lot so traffic can flow smoothly in and out.

## Clothing/Student Dress

Students are to dress in an appropriate manner that does not distract others from learning. **(i.e. no baggy, saggy pants, heavy pocket chains, low cut tank tops, mid-drift tops, etc.)** Students are asked to remove hats, hoods and coats once entering the building. These may not be worn during schools hours. Students are also asked to wear appropriate shoes. Shoes with wheels are not acceptable at school. **Flipflops, high heeled shoes and certain types of sandals are a safety concern on stairways and at recess.** Basically, student apparel is the responsibility of the parent. However, parent cooperation is appreciated to ensure that student dress is safe and suitable for all school activities.

In extremely hot weather, students are allowed to wear shorts, providing they are not short-shorts, biker/athletic shorts or torn cut-off jeans. **Please remember that Dundee is a climate controlled building and rooms are cool.** The wearing of shorts in late fall and early spring is discouraged. Staff will determine if it is appropriate for students to participate in outside recess. The wearing of sweatshirts or T-shirts which are imprinted with suggestive or objectionable language or graphics, or alcohol/tobacco logos is NOT permitted in school.

**Face paint, tattoos, heavy make-up, hair color, etc.** can also be disruptive to the learning environment. If these type of problems occur, **parents will be contacted to come pick up their children.** Students are welcome to return to school as soon as the distraction has been eliminated.

## Cell Phones and Smart Watches

Cell phones and smart watches are not used at school. If your child needs to bring one, the expectation is that it is turned OFF and in their backpack during the school day. If you need to get a hold of your child during the school day, please call the main office: 531-299-1340.

## Lost and Found

Students are asked not to bring unnecessary items to school. This includes toys, legos, trading cards, stuffed animals, electronics and any other item that is unnecessary and disruptive to the learning environment. Parents may be asked to pick up certain items rather than having them be returned to the student. Lost or damaged personal items cannot be replaced by the school.

## School Directory

The PTO publishes a school directory at the beginning of the year. It lists names, addresses, and phone numbers of students. One directory is distributed to each family who completes the form and returns it to school at the beginning of the year.



## Homework

Teachers will assign special projects or individual activities to engage the interest of a student or to supplement assigned class work. Parents are encouraged to work with their children whenever needed and on any topic that interests them. There may be times when a student has work to do at home because an assignment has not been completed in school. Completion of homework is an important pattern in responsibility to establish when children are young. This includes the completion of make up work when a student has been absent. Frequent absences and incomplete assignments have a negative effect on student learning and grades. Helping students check over work, review math flash cards and read nightly are just a few of the things parents can do to support and promote good study habits.

A more specific homework policy has been developed at each grade level. This information will be shared with parents at curriculum night.

## Information Center

Dundee's library has many fine books, materials and equipment. Students have a weekly library period with our media specialist. Students learn how to make use of a library and reference materials. Literature and the love of reading are promoted in these weekly sessions.

Students are allowed to check out books for a one week period. We hope you will help your child read these books and talk with them about what they have read. We all need to work together to help children develop their reading skills. Books that go home should be carried in book bags or backpacks. Students are responsible for the cost of lost or damaged books.

## Art

An art specialist works with students to develop skills, knowledge and an appreciation for various art techniques and media. Various artists and their works are introduced and studied as a basis for applied art by the student.

## Physical Education

Physical Education is an important part of your child's education. Students work at least once a week with a physical education specialist as well as enjoying other playground and PE opportunities.

**For safety reasons, all students must have tennis shoes or other appropriate rubber-bottomed shoes for PE classes.** These may be the shoes the student wears daily or a special pair kept at school. All PE shoes should be kept clean and free of dirt or other materials which may be hazardous during class. Students are also encouraged to wear clothing that is comfortable and appropriate for physical activity.

## Vocal Music

Students meet at least once a week with a vocal music specialist beginning in kindergarten. Curriculum objectives include vocal skills and music appreciation. Students in 5th and 6th grade have an additional opportunity to be a member of the school chorus. Chorus meets once a week and students are involved in several performances throughout the year.

## Strings and Band

Beginning in 4th grade, students have the opportunity to begin playing the violin or other string instruments. Beginning Band is offered for 5th and 6th graders.

Parental permission must be received for participation in these classes. Classes meet twice weekly. Participation in these classes result in time away from a student's regular classroom routine and may mean a student must make up work which has been missed. Practice at home is also a necessity. These special classes are very worthwhile and students are encouraged to make a strong commitment toward beginning to make beautiful music.

**Students are responsible for class attendance with instruments.** Parents are responsible for renting or buying an appropriate size instrument. Please contact your child's instrumental music teacher if you have questions.

## **Special Occasions/Parties/Treats**

Again this year, we ask that parents **NOT** bring birthday treats during the school day. Food allergies have become an issue, as well as the disruption to instructional time. Instead, if a student wishes to contribute something to the school in honor of his/her birthday, a Book Club has been established for the media center. A student may donate a new book to add to our library collection. Please contact our media specialist for suggested titles. Another option is to give a book, instructional game, crayons, markers, etc. to the student's classroom.

There are two parties during the school year. They are held for Halloween and Valentine's Day. The PTO room parents help organize these parties. Special notices are sent home with specific information regarding these parties.

No homemade or homebaked treats are permitted to be brought from home by a student in the Omaha Public Schools. Also, please do not send any store bought items that contain any kind of nuts, including peanuts.

## **Dundee School Expectations**

A vital part of education is discipline. We spend time during the first few weeks of school and throughout the year discussing with your child his/her responsibility of abiding by the expectations established by the school. Appropriate behavior in our schools is a responsibility to be shared by students, parents, teachers, principals, the Board of Education and the community.

In addition to the expectations established by State Statute, reasonable guidelines for student behavior have been established by the Omaha Public Schools to help students develop an increasing amount of self-discipline. The guidelines apply in the classroom, in the school building, on the school grounds, at all district functions and on buses and vans.

As a parent, you have a very important role in helping us with this critical part of the educational process. Below are some ways you can assist us.

1. Reading and reviewing school expectations.
2. Cooperating with school officials when discipline is necessary.
3. Seeking help from school and community agencies in correcting a student's misbehavior.
4. Making sure the student attends school daily and on time.
5. Reinforcing and practicing the P.A.W.S. program introduced and taught at school.

All students have the right to pursue an education in a surrounding conducive to learning. Therefore, ALL students are expected to act in a way that does not detract from another student's right to learn. All students are expected to know and follow school expectations.

**At Dundee we have established four basic school-wide expectations for students to show "Paws-itive" Behavior:**

- 1. Practice Kindness**
- 2. Act Responsibly**
- 3. Work and Play Safe**
- 4. Show Respect**

All staff members are expected to help reinforce these basic expectations. Each teacher has additional expectations specific to their classroom – as well as procedures or consequences that may occur if students fail to comply.

## **The Wildcat Way – Dundee Expectations**

Our four basic school wide expectations are ethical values to guide our choices. Parents are the most important and influential adults in a student's life. Influence and support given by the family, directly affects a student's grades, school behavior and the probability that the student will do well in school. These expectations also allow students and teachers to use common language when discussing both positive and negative behaviors.

**Practice Kindness:**

Use kind manners, words, tones, & actions.

Encourage others to do their best.

Play fair and take turns.

Greet students and staff politely.

**Act Responsibly:**

Stay in assigned area, follow directions, & ask for and accept help from others.

Be ready to learn, respond immediately to attention signals, follow directions immediately, and do your best.

**Work and Play Safety:**

Keep hands, feet, and objects to self, & report safety issues immediately.

Use equipment appropriately, be aware of others around you & stay in the play area.

Use crosswalks & sidewalks as you walk to your destination.

**Show Respect:**

Calmly accept feedback from others.

Listen when others are speaking and raise your hand and wait quietly.

Show good sportsmanship.

Follow directions of supervising adults and safety patrol.

**Problem Solving**

A key component of the School-wide Management Goals is the problem solving format. Students encounter conflict, confusion, difficult choices and a wide range of situations on a daily basis. Problem solving provides students with the tools for responding to the many challenges in their lives. In addition, problem solving helps teachers, students and parents to:

- Perceive other people's feelings as well as his/her own.
- Recognize that problems can be solved.
- Select responsible goals.
- Generate more than one solution to a problem.
- Keep channels of communication open.
- Avoid power struggles.

**Positive Action Center**

The Positive Action Center (PAC) provides students with a positive, neutral environment in which to learn problem solving techniques, conflict resolution, goal-setting, social skills, accepting the logical consequences for their choices and individual responsibility.

The PAC Facilitator will build a positive relationship with students and provide a variety of prevention and intervention strategies to assist students with realistic goals and a productive plan for classroom success. This is an ongoing process. It is the goal of PAC to build confidence in the students' ability to apply the skills they have learned in PAC to real life situations.



## Bus/Van Safety and Behavior Expectations Responsibility and Procedures

Parent support and cooperation are asked regarding bus/van expectations and guidelines. The safety of all children is our primary concern. The bus/van ride is an extension of the classroom and thereby requires the same acceptable behavior as is required in the school or classroom. The provision for transportation is a privilege offered and may be withdrawn if a student's misconduct warrants such action.

If a student fails to follow these generally accepted bus expectations ●●●

Obey the bus driver, remain seated, no fighting, no vandalism, no throwing objects from the bus, no head/arms outside of the bus windows and no profanity or obscene language

●●● the bus driver is required to "write-up" the student on a special Bus Conduct Report Form and submit it to the school principal.

Consequences for improper bus conduct are as follows:

- One write-up The student is counseled, a copy of the write-up is given to the student and one given to parent.
- Two write-ups Parent contacted by phone, student counseled, copy of write-up sent to parent.
- Three write-ups Parent conference requested. Student consequence is one day "off the bus".
- Four write-ups Parent conference. Student consequence increased to three days "off the bus".
- Five or more write-ups Parent involvement increases. Student consequence may be multiple days "off the bus" or for the remainder of the school year.

**NOTE: It becomes the responsibility of the parent to get the student to and from school if the student has been advised he/she is "Off the Bus".**

**"Off the Bus" does not mean that the student is suspended from school. Students who miss class because they are "Off the Bus" are required to make up all class work.**

## Bus Expectations for Field Trips

Bus/van expectations apply for all field trips and other experiences using bus/van transportation. Permission and Release of Liability forms are sent home whenever students participate in field trip activities. These forms must be signed, completed, and returned to school before the student may participate in the field trip experience.



## **Omaha Public Schools 2025-2026 Calendar**

# **Omaha Public Schools District Student Handbook**

## **Omaha Public Schools Student Code of Conduct**