

**Student  
and  
Family  
Handbook  
2024  
2025**



OMAHA PUBLIC SCHOOLS

**Pawnee  
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.

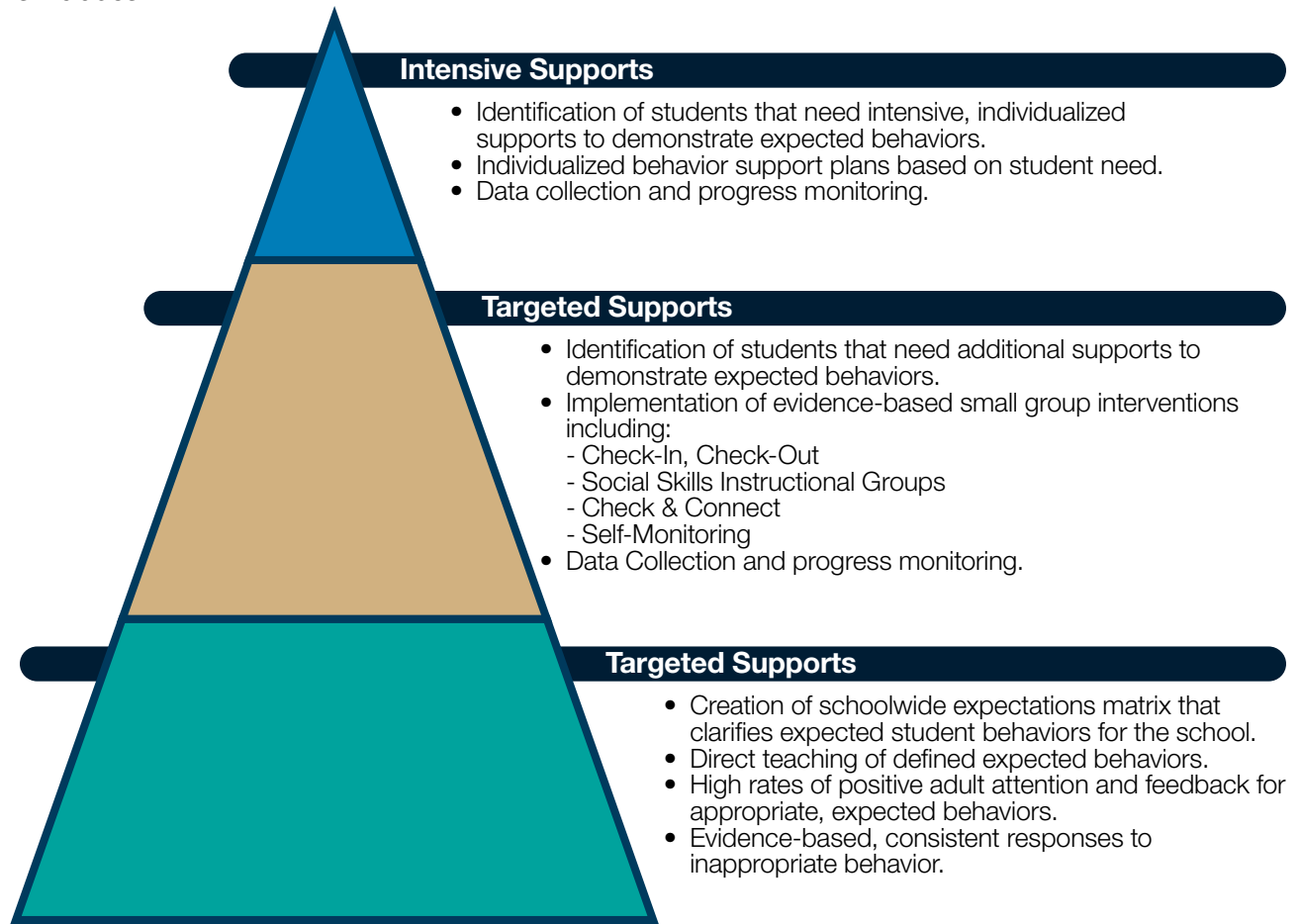
We believe that we cannot “make” students learn or behave. But we can create environments to increase the likelihood of positive behaviors occurring.

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, OPS 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.

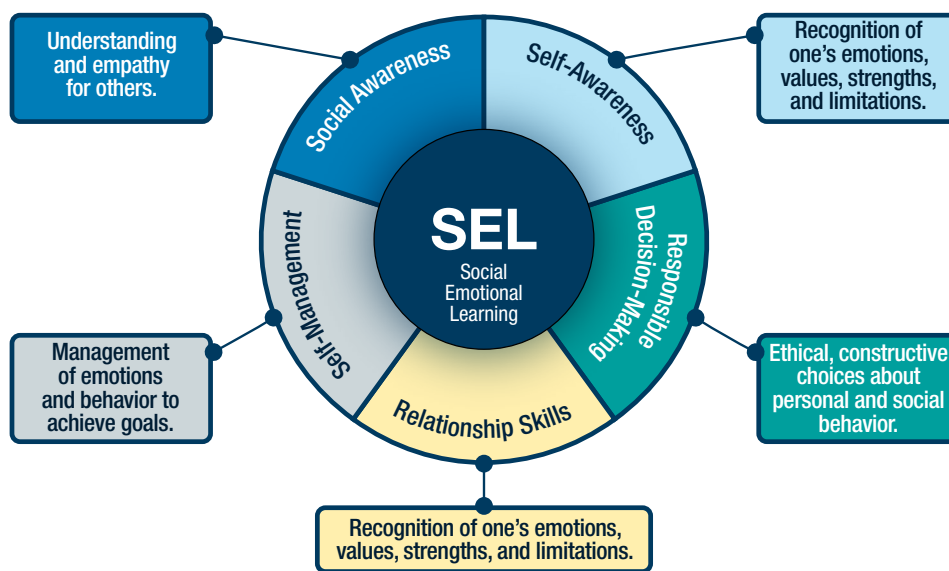
Within the Omaha Public Schools, our goal is to focus on CASEL's five SEL competencies:

- 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.



# Pawnee Elementary

## Student and Family Handbook 2024-2025

7310 South 48 Street / Omaha, Nebraska 68157-2299  
531-299-1900 / Fax 531-299-1919 / pawnee.ops.org

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*This handbook is prepared to serve as a guide to Pawnee Elementary students. In it you will find the policies and procedures that are followed at Pawnee. 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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## History of Pawnee

Pawnee opened in 1966 on a sixteen-acre site in Sarpy County. In 1977, a six-room addition was added. The Pawnee mission statement calls for a positive learning environment that allows each student to develop his/her academic potential. We strive to promote a genuine appreciation of human worth and dignity as well as create an atmosphere where one's contributions are recognized and rewarded.

Pawnee is a school strengthened by diversity. We currently serve approximately 400 students in All-Day Kindergarten through 5th Grade. Our staff works in partnership with parents and the community with a common goal of striving for excellence in teaching our children. Programs which assist us in meeting the needs of our students include: English as a Second Language (ESL), Positive Action Center (PAC), GATE Program, and full time school counselor.

At Pawnee Elementary we believe all students can learn. Our staff is a team of dedicated, knowledgeable and creative professionals who strive for excellence in teaching our children. We are very proud of the "intentionally inviting" environment we have created and our continuing tradition of excellence. We invite you to learn more about us through our Web page: <http://www.ops.org/pawnee>

Feel free to contact us by mail, phone, or e-mail. And if you are in the neighborhood, be sure to stop by for a visit.

## School Colors and Mascot

We at Pawnee Elementary take 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 bear "cub" as our mascot.

Our school colors are red and white. 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.

## Pawnee's Mission and Vision

The **Mission** of our school is to have High Performing Staff and Students in Every Classroom.

The **Vision** of our school is Building the Foundation of College and Career.

## General Information about Pawnee

### Daily Schedule

Principal and Secretaries on Duty ..... 8:00 a.m. to 4:30 p.m.

Teachers on Duty..... 8:30 a.m. to 4:20 p.m.

Breakfast Available..... 8:35 a.m. to 8:50 a.m.

Breakfast Bell..... 8:35 a.m.

School Begins (Tardy Bell)..... 8:50 a.m.

Afternoon Dismissal (All Grades) ..... 4:05 PM

All students should enter through the front doors. Students should time their arrival so they do not arrive before 8:50 a.m. unless they are eating breakfast at 8:35 a.m.. Our school grounds are unsupervised before school begins. Teachers and staff use this time to prepare for the day, or are involved in planning meetings, Student Assistance Team meetings, etc. Students are not allowed in the building before 8:35 a.m..

### Reporting Absences/Tardies

Pawnee Elementary is equipped with an automated telephone system (531-299-1900). If you call before 8:00 AM when your child will be absent/tardy from school you will be directed to leave a voice message to report the absence. Please include the name of your child and classroom and the reason for his/her absence.

Although a phone call may have been made, it is always helpful for the classroom teacher to have a note of explanation from you upon your child's return to class. If your child visited the doctor or dentist, please send a note from their office to explain your child's absence. Please let us know if there are any special considerations that have arisen from an illness, such as medication or limited physical activity. A note from a doctor and you, the parent or guardian, must accompany all medication to be taken at school.

Pawnee Elementary will make every effort to contact parents of students with unexplained absences. If contact cannot be made in a reasonable amount of time, an Omaha Public Schools Student Support Liaison (S.S.L) will be contacted and appropriate action will be taken to ensure your child's well being.

## Request to Leave School Early

At times it may be necessary to pick up your child early due to a doctor or dentist appointment. Please send a note with your child in the morning to inform your child's teacher. It is then necessary to come to the office to sign out your child. At that time we will call. No student will be dismissed as a result of a phone call. This is for the protection of your child. Students leaving early will be counted absent for instructional minutes missed that day.

## Dismissal Time – Late Pickups

School is dismissed at 4:05 p.m.. Students will be escorted out their designated doors. Students not walking should be picked up in a timely fashion, no more than 10 minutes after dismissal. If an emergency causes you to be late, please call the school office.

## Telephone Use

Telephones in the school are for business purposes. Students are not allowed to use the phone (either to make calls or to take calls) except in emergencies. You may call the office and a message will be delivered to your child if necessary. If at all possible discuss after school arrangements with your child before they come to school. Please understand that it is often difficult and even disruptive to deliver messages to students during the day, especially in the afternoon. We know plans can change at the last minute, but please limit phone calls and messages to students to true emergency situations.

## Safety at Pawnee

### Traffic Safety and Parking

1. All buses will pull all the way down and park on the right-hand side of the drive, closer to the school. To allow vehicles to enter the driveway, do not park on the first section of the drive after entering Pawnee.
2. **If you plan to leave your vehicle** for any reason, you must park on **the left side of the driveway** (Closer to 48th Street) or in a parking space in one of the parking lots.  
**The right side of the driveway** (closer to the school) is a **pick-up lane only**. Drivers must stay in the vehicle and your child will come to you. You may not leave the vehicle at any time, for any reason.
3. The crosswalk must be used at all times if crossing the Pawnee driveway!
4. The central lane is the "move along" lane and drivers are to continue moving in this lane after they have picked up their students from the curbside of the driveway. This lane is "non-stopping" and at NO TIME will students be allowed to walk to the "move along" lane to be loaded into a car.
5. The central lane or "move along" lane is to be used cautiously. Drivers may feed carefully into the lane once they have student(s) securely placed in their vehicle. Additionally, please watch for other drivers feeding into the "move along" lane.

*It is vital that you pull on to the school grounds to pick up a student. **Do Not Stop** on 48th street to have a student walk in the street from Pawnee grounds. This is extremely unsafe for students and has caused accidents when weather conditions are not ideal.*

Staff members will be directing traffic. Please follow their directions promptly and politely.

## **No Dogs, Please**

We all love family pets, especially dogs! However, we ask that Pawnee be a “no dog” zone at the beginning and end of the school day. Several of our young and not so young students are afraid of dogs and seeing any type of dog as they arrive or dismiss from school is upsetting and frightening for some. Other students are not afraid of dogs, but may not use their best judgment when approaching pets with unwanted petting, hugging or grabbing. All Pawnee students have the right to feel comfortable and safe when coming to or leaving school. With that in mind, dogs are to be kept off the Pawnee school grounds for the safety and comfort of all Pawnee Cubs. We appreciate your caring and attention to this matter. Thank You!

## **Parents and Visitors at Pawnee**

### **Parent Visitation and Participation**

Parents are encouraged to visit children’s classrooms. For the safety of all students, visitors must report to the office before going to the classroom.

ALL visitors will need to:

- 1.) Sign in.
- 2.) Receive a Visitor Pass.
- 3.) Receive a *Visitor’s Information and Procedure* sheet to complete.

ALL visitors should sign out and turn in their Visitor Pass when departing the building. Visitors who wish to confer with a teacher are asked to arrange an appointment at a time outside regular class hours.

Active participation by parents of Pawnee students is greatly appreciated. Strong community support has provided funds and equipment for an outstanding education program.

Several After School Programs will provide opportunities for participation and parent support.

## **PTO**

You are encouraged to join the Pawnee’s Parent Teacher Organization (PTO). Your active participation will allow you to become more informed about the school program and will give you an opportunity to become acquainted with other parents and teachers. PTO meetings are held after school each quarter.

## **Adopt-A-School Program**

Pawnee Elementary is actively involved in the Omaha Public Schools Adopt-A-School program. The goals of the school/community partnership are:

- To develop a better understanding by the community of the needs and responsibilities of the school system
- To provide students/staff with enrichment experiences for motivational purposes
- To utilize business expertise to supplement the skills of school personnel
- To utilize school personnel expertise to supplement the skills of business
- To assist the school system in making students more employable
- To increase staff and student awareness of the many contributions that businesses and civic organizations make to the community
- To increase the awareness of businesses and civic organizations of the many contributions made to the community by the staff and students
- To improve student attitudes toward school
- To develop a better understanding of the free enterprise system including the needs and requirements of industry

Pawnee’s partner for the 24-25 school year is Spirit Life Church.



## Food Services at Pawnee

### Cafeteria

Wholesome meals are served daily for breakfast and lunch in our school cafeteria. All lunches served by the cafeteria personnel are nutritious and served according to Nutrition Services guidelines. Nutrition Services has expanded its offerings and in addition to the hot lunch, students also have a choice of chef salad or cold box lunches.

No foods or drink that are sold in competition to the federally sponsored food program are allowed in the cafeteria during breakfast or lunch. This includes fast food or cans of pop. Glass bottles or containers should not be brought because of breakage. We ask your cooperation in not sending these items to school with your child. Students do not have access to refrigerators or microwave ovens. Please do not send foods that will spoil or need heating.

If your child has a food allergy, please make us aware of it in a written note. Alternatives will be provided when possible.

Breakfast and lunch periods are a time to eat and relax, but students must remember to do their part to make the cafeteria a pleasant place for others to enjoy their meals. Students are expected to talk quietly and use good table manners. All school rules and behavior guidelines apply during these times.

### Special Occasions, Class Parties, Treats

Class parties will be held in October and on Valentine's Day. Our PTO will sponsor these parties.

Treats must be purchased according to the health regulations established by the school district. Only commercially prepared products are allowed. **No homemade treats may be served at class parties or for other special activities.** Please contact your child's teacher before sending treats to school.

We request that you not have flowers, balloon bouquets, and/or gifts delivered to school. These items create a distraction. It is also difficult at times for the students to get their gifts home. If you do have gifts delivered to school they will be held at the office until dismissal at which time the child will be called to the office to collect the gift.



# School – Wide Management



## Pawnee Expectations Matrix

— Be Safe — Be Responsible — Be Respectful —



### All Settings

- Follow adult directions
- “Give Me Five”
- Walk throughout the building
- Stay in your personal space
- Say “Please” and “Thank You”

### Classrooms/Special

- Follow teacher directions
- Be kind to one another
- Use materials as directed
- Maintain a clean work area
- Keep four chair legs on the floor

### Cafeteria

- Stop at the condiment station before you sit down
- Sit on your pockets
- “First Five”
- Raise your hand to leave the table
- Tap and stack your tray to fit

### Restrooms

- Respect others’ privacy (no peaking under/over stall or door space)
- Always flush
- Wash your hands
- One pump of soap, two paper towels
- Paper towels go in the trash

### Playground/Recess

- Include everyone in the game
- Play fair
- Take turns
- Pick up equipment
- Line up at the whistle

### Hallway

- Walk to the right in a straight line
- Keep hands and feet off of displays
- Quiet/no voices so others may learn
- Go directly to your destination
- Carry a pass/agenda

### Arrival and Dismissal

- Be on time
- Walk only on sidewalks
- Cross with adults
- Be aware of people around you
- Go directly to your destination

### Bus

- Listen to the driver
- Remain seated
- Keep hands, feet and objects to yourself
- Keep belongings with you at all times
- Use school appropriate words

### Safety Drills

- Make space for others
- Follow adult directions
- Eyes forward
- Move quickly and safely
- Stand quietly to hear instructions

## School-Wide Management Plan

We will spend time during the first few weeks of school and throughout the year discussing with your child his/her responsibility for abiding by rules and regulations 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 rules and regulations established by state statute, reasonable guidelines for student behavior have been established by the Omaha Public School District 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 school 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.

- Reading and reviewing school rules and regulations with family members.
- Cooperating with school officials when discipline is necessary.
- Seeking assistance from school and community agencies in correcting a student's misbehavior.
- Making sure the student attends school daily and on time.
- Reinforcing and practicing the different life skills 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 the school rules.

Each teacher will have additional rules and expectations specific to his/her classroom, as well as procedures or consequences that may occur if students fail to comply.

**The following are the steps teachers shall take if a student's behavior does not meet Pawnee expectations.**

- **Two verbal warnings**

Teacher and student may have a nonverbal signal or a of verbal warning

- **Sign the classroom book**

- **Call PAC/Send them to PAC**

Complete an incident report in PAC

Work with PAC Facilitator to reteach or review expected behavior

Teacher may email, text, or call home.

***IF THE PAC ROOM IS NOT AVAILABLE, GO TO NEXT STEP***

- **Call the office and admin or security will support.**

Severe disruptions may result in an immediate referral to the office.

## Positive Action Center

The Positive Action Center (PAC) is another key component of Pawnee's School-Wide Management Plan.

The Positive Action Center is:

- a problem solving resource for the student and teacher.
- used to teach specific life skills needed as designated by the referring staff member.
- an opportunity for the student to relearn and to practice a skill in a neutral, nonpunitive environment that is needed before returning to the classroom.
- a facilitator to problem solving, helping the student to identify and to express his or her needs appropriately.

PAC is staffed by a paraprofessional who is knowledgeable of the Life Skills components and Problem Solving methods.

Life Skills and Problem Solving instruction are taught in the classroom and reinforcement is provided throughout the school. Sometimes a child needs additional practice in one or both of these areas. There may come a time when your child will be assigned to the PAC when assistance in redirecting unacceptable behaviors is needed.

All the components of the School-Wide Management Plan (Rules and Guidelines, Life Skills, Problem Solving, and Positive Action Center) support our philosophy that discipline is an on going teaching process that fosters respect and dignity for all individuals. By taking a proactive approach we hopefully are creating an intentionally inviting climate that teaches mutual respect, taking responsibility for our own actions, and developing resources needed to become lifelong problem solvers.

## Personal Items

Students should not bring unnecessary personal items to school. If it is necessary to bring items for school projects or activities, these items should be well labeled. Items of any sentimental or monetary value should be left at home. Pawnee is not responsible for personal items that are lost or stolen.

Students should **NOT** bring the following items:

1. Candy, gum, snack items, or beverages of any kind.
2. Personal Technology.
3. Cell Phone: Families who require their child to have a phone at school, will be asked to power off phone and then placed in a box to be locked and stored during the school day. Any unauthorized use of a phone will result in a school consequence.
4. Toy guns or play weapons (While toys, these items represent violence and many are difficult to distinguish from the real items.)
5. Trading cards, comic books and Pokemon cards should be left at home.
6. Matches, lighters, lighter fluid or other flammable liquids.
7. Any other items that would interfere with school purposes; this may include perfumes, nail polish and/or remover, hair spray, gels, etc.
8. Playground equipment (basketballs, soccerballs, & footballs).

Students and parents should be aware that the possession of any type of **knife (mini pocketknife, nail clippers, kitchen knives, scouting knife) or other item considered to be a weapon (throwing stars, chemical sprays, etc.) is strictly prohibited. Students who bring such items to school are subject to disciplinary action as outlined in "Dangerous and Illegal Behavior Guidelines".**

## Lost and Found

Pawnee students are encouraged to be careful of and responsible for all their school and personal items. Pawnee Elementary cannot be responsible for lost or damaged items.

Lost and Found is available for any misplaced items that have been turned in or found. Students may check this box for any lost items. Well-labeled items can be returned to their owners, please remember to put names on coats, jackets, hats, or other items.

## Academics at Pawnee

### Homework

Homework is an integral part of the learning process. We believe homework assignments should be meaningful and appropriate for the individual child. Teachers may assign special projects or individual activities to engage the interest of a student or to supplement assigned class work. Individual teachers will establish specific classroom policies regarding homework.

Completion of homework is an important pattern in responsibility to establish when children are young. Therefore, it is crucial we have parent support and participation if homework is to enhance student learning. We encourage parents to set aside a time for children to complete assignments on a regular basis. For younger children, this might be a cooperative session with parents to go over skills (e.g. flashcards) or do reading together.

Requesting homework: If your child is absent from school for one day, it is not necessary to request homework. Students are given time to make up any missed assignments. If it appears your child will be absent for more than one day you may request that homework be made available. Please give twenty-four (24) hours notice when requesting homework.

## Agenda

All students in grades 4–5 will use an agenda throughout the school year. Agendas will be used for writing down each lesson's learning target, homework assignments, deadlines and important dates. They will also act as a pass when students move throughout the building independently. Using student agenda in the classroom can help students stay on track and succeed to the best of their ability. Agendas are also useful tools for communication between home and school. Please make it a habit to review your student's agenda daily.

## Field Trips

Field trips may be scheduled at various times throughout the year. A permission slip will be sent home before each trip along with a letter explaining the details of the trip. Written permission must be received from parents before a child will be allowed on a field trip. Field trips are an extension of the school day. All school general rules, guidelines, medication policies, bus safety and behavior rules apply during these activities.

## School Counseling Department

The role of the elementary school counselor is to assist all students with developing and attaining their academic, career, and personal goals.

The Pawnee Elementary counselor uses a set curriculum provided by the Omaha Public Schools District. These standards are taught during weekly classroom guidance lessons. Some topics that are covered include self-awareness, relationship building, respect, responsibility, positive decision-making skills, and life skills. Students build self-esteem, make healthy choices, resolve conflicts, solve problems, and gain greater understanding of diverse cultures.

The school counselor helps students plan for their futures by exploring the world of work, setting career goals, preparing for learning beyond high school, strengthening academic skills, and discovering their personal strengths and interests. Students are also introduced to some of the career fields that are available.

Support is provided for issues of immediate concern to students and their families. The school counselor serves students and their families during times when critical life events pose a challenge for the family or the student. The school counselor can also provide information concerning community resources, such as parenting classes or other student or family supports.

Students may visit the counselor individually or with a small group of students who share a common issue that has recently occurred in their lives, such as a divorce or the death of a loved one. Students may access the counselor by completing a self-referral form, or through a teacher, parent/guardian, administration, or peer referral. Parents are welcome to contact or visit the school counselor anytime during the school day. Meetings with the school counselor are conducted with the rules of confidentiality.

The mission of our counseling program is to ensure student success through the combined efforts of students, staff, families, and the community. Pawnee Elementary welcomes you to visit our school counselor.

## Health Services

Pawnee Elementary has a Health Room staffed by a full-time nurse. A Health Record Card is on file for each student. Our health staff conducts height and weight checks, along with dental, vision, and hearing screenings for all students grade 1–4. Please help to keep this card up to date by reporting to the nurse any booster shots, new glasses, or any other pertinent health information.

Our health staff is also in charge of the day-to-day needs of our students related to accidents and illness.

**It is extremely important that we have your current phone numbers and emergency numbers to contact you in the event that your child is injured or becomes ill.** If your child should develop a rash we must request he/she be seen by a doctor for diagnosis and proper treatment in case the rash is contagious. A note from the doctor must accompany the child before he/she can return to school. If necessary, they will exclude a child from school until a disease is no longer contagious or until medical attention is received. To prevent the spread of contagious disease students should not be sent to school if

they have been vomiting the night before, or the morning of school. Students will be excluded from school until they are fever free for 24 hrs. **without** the use of fever reducing medication. A temperature of 100 or greater is considered to be a fever. Our number one concern is always the health and welfare of our students. Please call if you have a question regarding your child's attendance due to illness or accident.

## **Combined District and School Title I Parent and Family Engagement Policy**

Omaha Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.

### **In General**

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
  - Back to School Night
  - School Open House
  - Title I Annual Parent Meeting
  - Curriculum Night
  - Parent-Teacher Conferences
  - Reading Night
  - Math Night
  - STEAM/STEM Night
  - Family Game Night
  - PTA/PTO – meetings & activities
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities
  - Climate Survey
  - Title I Annual parent meeting
  - Committee meetings
  - Development of the School Improvement Plan
  - Student Assistance Teams
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand
  - The student handbook
  - Curriculum Night
  - Parent-Teacher Conferences
  - Standardized Tests results
  - Progress reports & report card
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.
  - Summer Reading Program
  - College and Career Academies and Pathways Night with The Empowerment Network

## **Parent Right To Know Clause**

At the beginning of the school year, any District that accepts Title I, Part A funding must notify parents that they can request information regarding their child's teacher and his/her qualifications, including certification and endorsements. Parents can also request information about paraprofessionals working with their children.

# Omaha Public Schools 2024-2025 Calendar



Next Level Learning – May 29–July 3

Please check with your child(ren)'s school regarding dates of specific school related activities.

Juneteenth - No School For Next Level Learning Students - June 19

Independence Day ..... July 4

**STAGGERED SCHOOL START** - indicated by asterisk\*

- **August \*14** – Kindergarten, and Entry Level Grades at Middle and High School
- **August \*15** – First Day of School for All Other K-12 Students
- **August \*21** – First Day of School for Pre-K Students

Labor Day – No School For All Students ..... September 2

Two Hour Late Start For All Students ..... September 24

No School For All Students ..... October 4

**HIGH SCHOOL CONFERENCES ARE THE WEEK OF OCTOBER 7**

No School For High School Students – October 10 & 11

First Quarter Ends – October 11

Second Quarter Begins – October 14

**MIDDLE SCHOOL CONFERENCES ARE THE WEEK OF OCTOBER 14**

No School for Middle School Students – October 17 & 18

**HIGH SCHOOL – PreACT Day for 10th Grade** ..... October 22

No School for 9, 11, 12th Grade High School Students

**ELEMENTARY CONFERENCES ARE THE WEEK OF OCTOBER 21**

No School For Elementary Students – October 24 & 25

Two Hour Late Start For All Students ..... October 29

No School For All Students ..... November 5

Thanksgiving Recess – No School For All Students ..... November 25-29

Second Quarter Ends – December 19

No School For All Students ..... December 20

Winter Recess – No School For All Students ..... December 23-January 2

No School For All Students ..... January 3

Third Quarter Begins – January 6

Martin Luther King Day – No School For All Students ..... January 20

Two Hour Late Start For All Students ..... January 28

No School For All Students ..... February 14

Presidents' Day – No School For All Students ..... February 17

**ELEMENTARY CONFERENCES ARE THE WEEK OF FEBRUARY 24**

No School For Elementary Students – February 27 & 28

**HIGH SCHOOL CONFERENCES ARE THE WEEK OF MARCH 3**

No School for High School Students – March 6 & 7

Third Quarter Ends – March 7

Fourth Quarter Begins – March 10

**MIDDLE SCHOOL CONFERENCES ARE THE WEEK OF MARCH 10**

No School For Middle School Students – March 13 & 14

Spring Recess - No School For All Students ..... March 17-21

No School For All Students ..... March 28

Two Hour Late Start For All Students ..... April 1

No School For All Students ..... April 18

No School For All Students ..... April 21

Last student day – Fourth Quarter Ends ..... May 21

Memorial Day ..... May 26

Elementary – 8:50 a.m. to 4:05 p.m.

Middle School – 7:40 a.m. to 3:05 p.m.

High School – 7:40 a.m. to 3:05 p.m.

Note: At Kennedy, Lewis & Clark, Wakonda, Wilson, and Alternative Programs – Check with the school regarding start & end of school day times.

**June 2024**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December 2024**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**July 2024**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**January 2025**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August 2024**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	*14	*15	16	17
18	19	20	*21	22	23	24
25	26	27	28	29	30	31

**February 2025**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**September 2024**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**March 2025**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**October 2024**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April 2025**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**November 2024**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May 2025**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Omaha Public Schools Board of Education**

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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).



# Omaha Public Schools District Student Handbook

*Elementary School • 2024-25*

*Every student.  
Every day.  
Prepared for  
SUCCESS.*



The ***District Student Handbook*** is a resource for all Omaha Public Schools stakeholders. We provide this ***Handbook*** to assist students and families in navigating the Omaha Public Schools. We believe that educating students is best accomplished when we work collaboratively with students and their families. In this handbook you will find a range of useful information related to academics, curriculum and instruction, athletics and activities, emergency protocols and much more. After reviewing the ***District Student Handbook***, if you have any questions regarding advocacy, appeals (see page 5), or additional resources to support your student or family, please contact your child's school.

You may also visit the Omaha Public Schools website at <https://www.ops.org> for additional information.

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## Academics, Curriculum, & Instruction

### Academic Integrity Position Statement

Academic integrity is a fundamental component of teaching and learning. Maintaining high standards of academic integrity ensures the sustainability of the Omaha Public Schools educational process. Therefore, students are expected to commit to and be responsible for demonstrating the five fundamental components, even in the face of adversity:

- |              |                    |
|--------------|--------------------|
| 1 - Honesty  | 4 - Respect        |
| 2 - Trust    | 5 - Responsibility |
| 3 - Fairness |                    |

The following activities show a lack of academic integrity: cheating, collusion, falsifying records, lying, plagiarism

(including electronic), alteration of materials, forgery, or providing or using external assistance relating to an examination, test, quiz, or daily assignment, without the expressed permission of the teacher, including looking at another student's work, sharing answers, or copying another student's work or any act designed to give unfair academic advantage to the student. As an institution of high academic integrity and as believers of supporting students to reach high academic success, every opportunity should be taken to give students the chance to demonstrate mastery of the content.

### Grading Overview

Grades for students enrolled in the Omaha Public Schools (OPS) are based on achievement of district-wide/State content standards, which specify what students should know and be able to do. Standards are the same across schools and classrooms for the same

courses in the Omaha Public Schools. These common grading practices are intended to ensure students have the knowledge and skills necessary for the next level of a course, the next grade or readiness for college or the workforce.

### Grading Purpose and Intended Use

Common grading practices provide specific, clear learning goals for students, parent(s)/guardian(s), teachers and administrators regarding what a student must know and be able to do to master the content of a course. They allow teachers to be consistent with common best

practices from grading based on educational research. Most importantly, common grading practices provide clarity for students and families as to what the grading criteria and expectations are between and amongst teachers, courses, and schools in Omaha Public Schools.

### Grading Scale

**Omaha Public Schools Grading Scale**

A	B	C	D	F
4.00 – 3.26	3.25 – 2.51	2.50 – 1.76	1.75 – 1.01	1.00 – 0.00

### Coursework Types

Coursework may be expected to be completed during class time or outside of school.

- **Practice** (0%) assignments are brief. They are done to learn a new skill or to gain initial content knowledge, (e.g., student responses on white boards, a valid sampling of math problems, keyboarding exercises, diagramming sentences, checking and recording resting heart rate). Practice assignments are not generally graded for accuracy (descriptive feedback will be provided in class) and are not a part of the grade. Practice work is at the student's instructional level.
- **Formative** (35%) assessments/assignments are done for learning. They are minor assignments, (e.g., a three paragraph essay, written responses to guiding questions over an assigned reading, completion of a comparison/contrast matrix). Formative assignments are graded for accuracy and descriptive feedback is provided. Descriptive feedback provides the student with the necessary information to improve their learning. Formative work is at the student's instructional level and/or grade level standards. It is suggested to have three to five formative assessments for every one summative assessment. Formative assessments may be assigned to be completed at home or at school. Formative assessments may be assigned to be completed at home or at school.
- **Summative** (65%) assessments/assignments are major end of learning unit tests or projects, (e.g., a research paper, an oral report with a power point, science fair project). Summative assignments are graded for accuracy. Summative assignments assess the student's progress on grade level standards. Summative assessments may be assigned to be completed at home or at school.



## Report Cards

Student report cards are designed to inform parent(s)/ guardian(s) of the student's level of proficiency in each

course at the end of each quarter. Grades at the end of the semester will appear on the student's transcript.

## Grade Reporting Timeline

September – First Quarter Progress Report  
 October – First Quarter Grade Report  
 November – Second Quarter Progress Report  
 December – Second Quarter Grade Report (posted to transcripts)  
 February – Third Quarter Progress Report  
 March – Third Quarter Grade Report  
 April – Fourth Quarter Progress Report  
 May – Fourth Quarter Grade Report (posted to transcripts)

## Grade Point Average

Grade Point Average (GPA) is computed by dividing total grade points earned by credits attempted. GPA takes into account the grade earned, amount of credit earned, and

the weight (based upon credit) of the course. All graded courses are included in this computation. Grade points are assigned as follows.

Academic Courses		Honors & A.P. Courses	
Letter Grade	Grade Points	Letter Grade	Grade Points
A	4.0	A	5.0
B	3.0	B	4.0
C	2.0	C	3.0
D	1.0	D	2.0
F	0	F	0

Note: One-half credit courses receive half the number of grade points.

## Accident Insurance

At the beginning of each school year, all students are given the opportunity to purchase group accident insurance through a private company. The fee is small for the coverage provided. Parents or guardians may choose the 24-hour plan or a more limited school plan that only covers students during school attendance, school activities, school sponsored events and all

athletic participation except football. Football insurance coverage will need to be purchased in addition to the above coverage if the student needs insurance for football participation. Schools do not carry insurance on students, their vehicles, or their personal property. For more information, please contact Workers' Compensation and Insurance Management at (531) 299-0308.

## Accreditation

Accreditation is a required process by which schools examine all systems and educational functions to certify competency and authority in the operation of Nebraska public schools. In conjunction with the Nebraska Department of Education and an outside accreditation agency like Cognia, every five years Omaha Public

Schools is externally reviewed. This ensures that all people, processes, departments and operations of each school meet all accreditation standards. The Omaha Public Schools engages in systems accreditation with Cognia and all schools are accredited through 2025.

## Advertising and Promotion in the Schools – OPS Policy 1060

Neither the facilities, the staff, nor the children of the school district shall be used in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual, or organization, except as follows:

1. District staff may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the District or any school or diminish the amount of time devoted to any educational program.
2. Schools may use films or other educational materials

bearing mention of the producing firm or sponsor, providing such materials can be justified on the basis of their actual educational value.

3. Persons or organization seeking to distribute flyers of announcements concerning non-school events to a class or school must receive prior specific approval from the Office of District Communications. Flyers or announcements approved by the Office of District Communications shall be distributed through the online Community Opportunities. A single flyer concerning a non school event may be posted in the building common area, at the discretion of the

- building Principal.
4. Persons or organizations seeking to distribute flyers or announcements concerning school events to a class or school must receive prior specific approval from the building Principal.
  5. District staff may, at its discretion, announce, or authorize to be announced, any lecture, community activity, or film which it feels has educational merit.
  6. District staff may, upon approval of the Board of Education, cooperate with any agency in promoting activities in the general public interest, and which promotes education that is in the best interest of the students.
  7. Middle and high schools are permitted to sell advertising space for publications such as student newspapers, sports rosters, theater productions, and year books, subject to the approval of the Principal.
  8. The District may sell commercial advertising in or on scoreboards; Or other appropriate locations in athletic facilities at Elementary, Middle, or High Schools. All revenue generated from such advertising shall be used for the sole purpose of maintaining and upgrading the athletic facilities across the District.
  9. The District may permit advertising by District-approved Adopt-A-School partners, for Office of District Communications initiatives or sports advertising agreements entered into with the Omaha Public Schools Foundation and approved by the Superintendent of the Superintendent's designee.
  10. Elementary and middle schools may produce school newsletters and or newspapers, but may not sell advertising for these publications. However, because of some secondary specialized curriculum areas (e.g., journalism, theatre, performing arts, etc.) advertising space for publications such as student

newspapers, sports rosters, theatre productions, and any advertising authorized by this Policy shall be student-oriented and consistent with the District's educational standards and goals. The District may control the content of advertising as allowed by law. Advertisement on District property or at District events may not include information or materials that:

- i. Are obscene to minors; or
- ii. Are libelous; or
- iii. Are pervasively indecent or vulgar or contain any indecent or vulgar language; or
- iv. Advertise any product or service not permitted to minors by law; or
- v. Are generally considered to constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); or
- vi. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of school procedures.

The inclusion of advertisements in district publications, in district facilities, or on district property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity. The Superintendent, or the Superintendent's designee shall have final discretion to allow any such advertising, approval of the content of such advertising and determine the price of such advertising.

For more information, please contact District Communications at (531) 299-0221.

## Appeals and Concerns

The Omaha Public School District has a variety of procedures and policies that ensure that students and other stakeholders may request a review, file a formal complaint, and/or appeal decisions made by school administration. Stakeholders are encouraged to initially contact the School

Principal or Program Director with concerns. In situations where there has not been resolution, or the stakeholder would like additional advocacy, they may contact the Office of Family and Community Relations for additional support.

### Access to Student Records

A student or the student's parent/guardian may review the educational records of the student. Any request to review student records must be honored as soon as possible but at least within ten days of receipt of the request.

The District will not provide full access to or disclosure of

educational records to the student or the student's parent(s) or guardian(s) if educational records contain information regarding more than one student. In such cases, access will be provided only to information regarding the student who is or whose parent(s) or guardian(s) is requesting such access or disclosure.

### Academic Appeals

Students and parent(s) or guardian(s) have the right to appeal academic and grading decisions. Students, parent(s) or guardian(s) should begin the appeal with the classroom teacher. If further discussion is necessary, the

Instructional Facilitator or Curriculum Specialist at the school should be included in the process. If the concern continues, the Assistant Principal or Principal should be contacted.

## Athletic Appeals

Students and parent(s) or guardian(s) have the right to appeal athletic and extracurricular decisions. Students, parent(s) or guardian(s) should begin the appeal with the teacher, coach or activity supervisor. If further discussion

is necessary, the Assistant Principal or Athletic Director at the school should be included in the process. If the concern continues, the Principal should be contacted.

## Behavior/Discipline Appeals

Any discipline intervention that removes a student from the learning environment is subject to an appeal at the request of the student or the student's parent(s) or guardian(s). It is recommended that a family begin the appeal process for all behavior resolutions with the school administration.

### Discipline Appeals to the School Principal or Program Director:

The School Principal or Program Director has the decision-making authority for both in-school and short-term (including 1 to 5 school days) out-of-school suspension resolutions. Questions about these resolutions should be discussed with the school administrator or program director.

Student Success Center (SSC) is an in-school suspension option, provided to students as an effort to keep students in school and to minimize absences. In the SSC, the students work in a supervised classroom environment which minimizes distractions while allowing them to focus on their needs both academically and socially. The SSC resolution encourages students to accept responsibility for their actions. SSC may also be used as a preventative measure to help students make positive choices related

to behaviors.

### Discipline Appeals to the District Student Hearing Office:

A student discipline hearing may only be requested when the discipline recommendation is for a long-term suspension (lasting more than 5 school days), mandatory reassignment, emergency exclusion (lasting more than 5 school days), or expulsion.

- Long-term Suspension – Exclusion from school for a period of time exceeding five school days but less than 20 school days.
- Reassignment – Mandatory transfer to another school or program; a student may not return to the school from which was reassigned.
- Expulsion – Expulsion means a student may not attend any school in the district for the period of the expulsion. Expelled students may participate in a district-specified alternative school during the term of expulsion. A student may not return to the school from which expelled.

For additional questions, contact the Omaha Public Schools Student Hearing Office (531) 299-9951.

## Civil Rights and Discrimination Complaints/Appeals

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 and investigate complaints related to the non-discrimination policies: Superintendent of Schools, 3215 Cuming Street, Omaha, NE 68131, (531) 299-0310.

The following individual has been designated to handle inquiries regarding the non-discrimination policies: Director of Equity and Diversity, 3215 Cuming St., Omaha, NE 68131, (531) 299-0307, or [equityanddiversity@ops.org](mailto:equityanddiversity@ops.org).

## Attendance Best Practices

Attendance is a priority in the Omaha Public Schools. Daily attendance is critical to academic success as well as social and emotional well-being. Students are expected to attend regularly, arrive on time, remain in attendance

for the entire day and miss less than 9 days throughout the school year. Every minute counts. All Omaha Public Schools will follow the Attendance Policy found in the **Student Code of Conduct**.

## Student Absence

Communicate with school including the reason for student's absence:

- Call Attendance Office
- Leave voice message
- Respond to Attendance Calls
- Respond to Text Messages

Please contact school in advance or prior to start time:  
– Secondary before 7:40 a.m.

– Elementary before 8:50 a.m.

If an absence is not reported, contact will be made with the parent(s)/guardian(s) provided phone numbers with notification of the student absence. This is to ensure that every student is accounted for and for the safety of all students.

## Arriving Late

Communicate with school:

- Call Attendance Office
- Provide a note upon arrival

Students not present at the start of the school day are recorded as absent. Students must check in with

the attendance office before reporting to class. Minutes late to school will accumulate and will be added to the total number of days missed. District procedures will be followed regarding late arrivals to school.

## Leaving Early

Whenever possible, doctor, dentist, and other appointments should be made outside of school hours. However, if it is necessary to leave during the school day, parent(s)/guardian(s) are asked to communicate with the office.

- Provide a note to include date and reason

This is for the safety of all students. If you plan to remove your child from school during the day, we ask that you pick your child up in the office. No student will be dismissed as a result of a phone call. All students must be checked out at the office by a parent/guardian/emergency contact, and identification must be verified.

## School Closing and Early Dismissal

The Omaha Public Schools recognizes the right and responsibility of parents/guardians to make a choice in the matter of school attendance in bad weather. If the weather is questionable, please listen to the radio, watch your local weather channel, or check Omaha Public Schools social media for communication of school closing. The district

will also communicate with families via voice and text messages and information will be posted on the district website and social media sites. If school closes during the day, the school will follow the instructions on your student's emergency card. If this information changes, please notify the office immediately.

## Child Abuse and Neglect

Omaha Public Schools Child Abuse Reporting Policy (OPS Policy 5402) is based on Nebraska State Law (28-711). Every person who is employed by Omaha Public Schools is considered a mandatory reporter. In any situation that would cause a concern to the health or well-being of a child, the staff member who became aware of or witnessed the incident is to contact Child Protective Services (CPS) or Law Enforcement. In addition to calling CPS, the employee needs to speak with his/her building principal or their immediate supervisor. The building principal or immediate supervisor will contact Human Resources if the incident is regarding a staff member causing harm to a student.

When any physician, medical institution, nurse, school employee, social worker, or other person has reasonable cause to believe that a child has been subjected to abuse or neglect or observes such child being subjected to

conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to the proper law enforcement agency or to the department on the toll-free number 1-800-652-1999.

Any person who willfully fails to make any report of child abuse or neglect required by section 28-711 shall be guilty of a Class III misdemeanor. This is a maximum of three months' imprisonment or five hundred dollars fine or both.

Schools are obligated by law to allow CPS and/or Law enforcement under Nebraska State Law (43-250) and Nebraska Administrative Code (390) to speak to your child without prior parental consent when there is an open case involving suspected abuse and or neglect. It is then the responsibility of CPS or Law enforcement to contact you and discuss the contact with your child. School staff are instructed not to notify parents by these officials.

## Child Find

All children with disabilities residing in the district, including children with disabilities who are homeless children or wards of the State and children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, shall be identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. 92 NAC 51-006.01

Schools are obligated to actively seek out any and all children who need an evaluation and special education services. Schools should use the following activities to consider whether a referral for an evaluation is needed:

- Attendance team meetings

- Review of health records
- Academic indicator dashboard
- Grade reports
- Behavior dashboard
- SAT team meetings
- A pattern of suspensions

At-risk students are not required to be evaluated but are required to be found and determined whether or not they should be evaluated. Before a student is unenrolled due to truancy, the team should be considering whether or not an evaluation is necessary.

For more information, please contact: Special Education Division, 3215 Cuming Street, Omaha, NE 68131-2024, (531) 299-0244

## **Children's Online Privacy Protection Act (COPPA)**

The Omaha Public Schools may contract with publishers or online providers to offer online curriculum that aligns with district standards or other services that support the teaching and learning processes of the district. These applications or websites are offered for the benefit of the students and for the school system. Online providers

give Omaha Public Schools full notice of their collection, use and disclosure practices. Use of the applications or websites and the collection of information from students are solely for the use and benefit of the school, and for no commercial purpose.

## **Civil Rights Appeals**

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 and investigate complaints related to the non-discrimination policies: Superintendent of Schools, 3215 Cuming Street, Omaha, NE 68131 ((531) 299-0310).

The following individual has been designated to handle inquiries regarding the non-discrimination policies: Director of Equity and Diversity, 3215 Cuming St., Omaha, NE 68131, (531) 299-0307, or [equityanddiversity@ops.org](mailto:equityanddiversity@ops.org).

## **Dating Violence Prevention – OPS Policy 5420**

Omaha Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the Omaha Public Schools and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse, to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Incidents of dating violence will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited

to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education for students shall be age-appropriate and conducted by trained staff members or a professional. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the District's student-parent handbook or an equivalent such publication. Parent/guardian shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information and given the opportunity to meet with the Principal or other person designated by the Principal to discuss any questions they may have.



## Emergency Protocols

Procedures are established in the event of a crisis during school hours or sponsored activities. The staff is trained in specific methods to handle crisis situations.

### Hold

In the event of an occurrence that requires students and staff to remain in their classrooms, and out of the hallways until the occurrence is resolved. Students and staff would remain in their classrooms, or other needed locations, until an “all-clear” announcement is made.

### Secure

Secure takes place if an external threat is identified near school grounds. All external doors are to remain locked. No entry or exit to the school will be allowed until an “all-clear” announcement is made.

### Lockdown

A lockdown takes place if an internal or external threat is identified at the school. All school doors are locked and students are confined to classrooms or secured location. No entry into or exit from the school will be allowed until an “all-clear” announcement is made.

### Evacuate

In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Students will be released ONLY to parents/guardians/emergency contact with picture ID and permission from a district official. This procedure is necessary to account for the location of all students.

### Fire Drills

In conformity with the regulations of the Nebraska State Fire Marshal, each school is required to hold fire drills. Upon the sounding of the fire drill signal, all students are dismissed immediately and are to follow, under the leadership of the teacher, the exit instructions that have been issued. Your books and wraps are to be left in the classroom; purses should be taken with you; the classroom door should be closed upon vacating the room. Remain alert, calm, and quiet as it may be necessary for a change in exit instructions to be given over the P.A. system. Avoid crowding, pushing, or shoving. Under the guidance and leadership of the teacher, students should

remain in the assigned sidewalk area until the “all-clear” signal is sounded.

### Severe Weather

The Omaha Public School policy recognizes the right and the responsibility of parents in the matter of school attendance when inclement weather exists. In case of extreme winter weather conditions, announcements of school closings will be made from the department of District Communications at or before 5:30 a.m. Any changes in dismissal time will also be announced. If the school is alerted to an approaching tornado, immediate directions will be announced within the school building. All students, staff, and visitors will move to sheltered areas until the emergency has passed. In cases of emergencies or of impending disaster, staff is responsible for giving specific instructions for student safety.

## IN AN EMERGENCY TAKE ACTION



### HOLD! In your room or area. Clear the halls.

#### STUDENTS

Clear the hallways and remain in room or area until the “All Clear” is announced  
Do business as usual

#### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



### SECURE!

#### Get inside. Lock outside doors.

#### STUDENTS

Return to inside of building  
Do business as usual

#### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



### LOCKDOWN! Locks, lights, out of sight.

#### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

#### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



### EVACUATE! (A location may be specified)

#### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



### SHELTER! Hazard and safety strategy.

#### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazard  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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## Equal Access

As required by federal law, Omaha Public Schools provides equal access to our facilities to designated student and youth groups, and 36 USC Subtitle II: Patriotic and National Organizations. Please see OPS Policy 1101

for more information. For inquiries, contact the building principal or the Executive Director of Supply Chain at (531) 299-9835.

## **Family and Community Relations**

Our district has a grievance process to address concerns from families and community members. The Ombudsperson and Family and Community Engagement Specialist(s) work alongside families, community members and school personnel to address and resolve concerns.

The goal is to collaborate and support what is in the best interest of the student. Stakeholders are encouraged to contact the school administration first to address concerns. If additional support is required, contact Family and Community Relations at (531) 299-0314.

## **Family Communication & Access to the Schools**

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### **Access to the Schools**

Parents/guardians are encouraged to visit their children's schools in accordance with this Policy. The District will promote home and school collaboration by implementing clear, two-way communication with parents/guardians about the instructional program, and the child's participation and progress. Communication is also shared with parent/guardians regarding open house, parent-teacher conferences, award and recognition ceremonies, assemblies and other special events.

Parents/guardians are also encouraged to visit or monitor their children's classrooms and daily learning environments. Parent/guardian visits to the school and/or classroom during instruction must be arranged in advance with the building administration and coordinated with the classroom teacher. Coordinated classroom visits will be limited to thirty minutes. Visits during district and state testing are prohibited.

During the school day, all visitors are expected to report to the school's main entrance to notify staff they are in the building or on school grounds and must provide identification. At all times, visitors to the school buildings and on school grounds must respect the learning environment and maintain proper behavior and decorum. Disruption of the orderly process of the school is prohibited. The principal or the principal's designee is authorized to deny entry, ban or bar future access, remove or request the removal of any visitor in the building or on school grounds whose behavior is disruptive to the educational/working environment of the school.

Any visitor to the school buildings and grounds who has been denied access or who has been asked to leave, may contact the Office of Family and Community Relations in Student and Community Services to report concerns.

### **Communication**

Establishing good communication with students is a major goal of Omaha Public Schools, one which the school considers an important factor in a student's educational success. Teachers, counselors, and principals strive to answer questions and correct misinformation by maintaining an "open door" policy with students. Parents/guardians are invited to ask questions or seek the counsel of any of these school staff to help resolve issues. Contact the main office to be directed to the appropriate staff member.

One goal of a student's success in school is correcting problem situations early. The way to do this is to encourage parents to talk with the teacher involved or to seek the advice of a counselor. Students often wait when they have difficulty in a class, thinking they will be able to help themselves without assistance. Often, however, the

problem gets worse, and the student can see no answer. Parents/guardians are encouraged to show concern and need for help early. The teacher is there to help students succeed.

Parent(s)/guardian(s) will have the opportunity to meet their child's teachers and discuss progress at Parent-Teacher Conferences scheduled during the school year. Also report cards will be distributed to parent(s)/guardian(s) at these conferences.

Newsletters mailed to parent(s)/guardian(s), electronic communication, and school websites are among the other means of communication with the home. The school newspaper and FM-radio station, KIOS, circulate school news. KIOS, which is 91.5 on the radio dial, is located at the Telecommunications Center, 3230 Burt Street.

### **Campus Parent Portal**

The District offers parent(s)/guardian(s) the opportunity to complete the Annual Update, view their student's grades, homework, and attendance and to pay fines/fees online. The app, Campus Parent, provides anytime access via the

internet from the Omaha Public Schools homepage ([www.ops.org](http://www.ops.org)) or from the Campus Portal link (<https://campus.ops.org/campus/portal/parents/ops.jsp>). Contact the school's main office to gain access.

## **Family Educational Rights and Privacy Act (FERPA)**

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The Family Educational Rights and Privacy Act (FERPA) permits designated Directory Information to be disclosed without written consent from a parent/guardian unless

the parent/guardian provides written request that it NOT be allowed.

## Directory Information

Directory information, as designated by the District, includes:

1. Name
2. Grade level
3. Date and place of birth
4. Dates of enrollment
5. The current and the most recent educational agency or institution attended
6. Honors and awards received
7. Participation in officially recognized activities and sports
8. Weight and height of members of athletic teams
9. Photograph

For example, Directory Information allows student information to be used in such things as:

1. Omaha Public Schools social media, web pages and publications
2. Graduation programs
3. The annual yearbook

4. A playbill, showing student's role in a drama production
5. National and local media stories – print, broadcast, and web
6. Honor roll or other recognition lists
7. Sports activity programs showing weight and height of athletic team members

Parent(s)/guardian(s) and eligible students who do NOT want directory information made available may indicate their preferences on the release distributed at the beginning of the school year or may notify in writing the Student Information Services office at 3215 Cuming Street, Omaha, Nebraska 68131-2024 or at [sis@ops.org](mailto:sis@ops.org).

Students and parent(s)/guardian(s) have the right to obtain a copy of the policy of the School District on student records. Copies of the policy are available from the Student Information Services office, School District of Omaha, 3215 Cuming Street, Omaha, Nebraska 68131-2024 or upon request at [sis@ops.org](mailto:sis@ops.org).

## Release to Military or Postsecondary Institutions

In addition to disclosure of directory information, federal law also requires school districts to release to military recruiters and institutions of higher education, secondary school students' names, addresses and telephone listings, unless parents and/or eligible students (students over the age of 18) request that this information NOT be released to these institutions without their prior written consent.

Parent(s)/guardian(s), or eligible students who do NOT

want their name, address, and telephone listing to be released to military recruiters or institutions of higher education may indicate their preferences on the release distributed at the beginning of the school year or may notify in writing the Student Information Services office at 3215 Cuming Street, Omaha, Nebraska 68131-2024 or at [sis@ops.org](mailto:sis@ops.org).

## Limited Release of Non-Directory Information

Limited Release of Non-Directory Information, such as address, phone number, and parent(s)/guardian(s) names may only be released with permission of a parent/guardian or as otherwise permitted by state and federal law. Examples of **school-related purposes** for which the District practice allows this release include:

1. Scholarship organizations
2. Senior portrait photographers
3. Student directories for student/school/parent use
4. Yearbook publishers/class ring manufacturers
5. College recruiters
6. Student financial aid entities

The District no longer lists address, phone number and parent(s)/guardian(s) name as Directory Information, in

an effort to protect students and parents from disclosure of this information for non-school purposes. However, there are many school-related purposes for disclosing this information. The District annually requests written consent from parents to release addresses, phone numbers, and parent(s)/guardian(s) names for these types of limited purposes, which are detailed on the release. The release is distributed at the beginning of the school year and can also be obtained at any time by contacting Student Information Services, 3215 Cuming Street, Omaha, Nebraska 68131-2024 or at [sis@ops.org](mailto:sis@ops.org). We encourage parents to sign the limited release.

## Health Services

The mission of Health Services is to support student success by providing comprehensive school health services using a collaborative approach that promotes an inclusive, safe, and healthy learning environment to foster academic engagement of all students.

### Annual Health Screenings

Students enrolled in Omaha Public Schools are provided a free non-diagnostic health screening in accordance with Nebraska State Statute #173 NAC 7. Students in early childhood, kindergarten, first, second, third, fourth, seventh, and tenth grades are screened for hearing, vision, dental, height, and weight per the rules and regulations set forth by the state of Nebraska. The purpose of screening is to identify any possible health concerns needing further evaluation. Parents/guardians are notified of the screening result if the student is found to need further evaluation,

Parents/guardians are asked to update the school nurse with any changes in their child's health status, immunization status, and other pertinent information necessary to keep them safe, healthy, and ready to learn at school.

as determined by the qualified screener. The cost of the health care provider evaluation is the responsibility of the parent/ guardian of the student.

Per Nebraska State Regulations, a parent/guardian may supersede the mandated school health screening by submitting a statement signed by an authorized health care provider attesting that the required screening has been completed in the previous six months. An updated healthcare provider statement must be submitted each school year.

### Emergency Procedures

In the event of cardiac arrest, an Automated External Defibrillator (AED) will be used by staff trained in the use of CPR/AED. If a student experiences a life-threatening breathing emergency or severe systemic allergic reaction (anaphylaxis), epinephrine and nebulized albuterol will be administered by trained staff in accordance with

the Nebraska Department of Education (NDE) Rule 59 regulation. Narcan nasal spray will be administered by trained staff when an opioid overdose is suspected. Emergency Medical Services will be activated in life-threatening emergencies.

### Health Conditions

If your child requires management of their condition by the health office, it is the responsibility of the parent/guardian to ensure the school nurse has the necessary supplies/medications, and authorization forms signed by the parent/guardian and health care provider.

Asthma, anaphylaxis, seizures and diabetes are examples of conditions which can result in potentially life-threatening episodes. The school needs an updated action plan for

these conditions, signed by the health care provider and the parent/guardian annually. This plan authorizes the required rescue medication to be administered. It is the responsibility of the parent/guardian to provide updated action plans and/or medication orders annually and as changes occur. Work with your healthcare provider and school nurse in developing a specific plan to keep your child safe, healthy, and ready to learn.

### Nebraska School Immunization Law

The Omaha Public Schools follows the immunization requirements outlined by the Nebraska Department of Health and Human Services. A copy of each student's immunization record must be presented to the school's health office prior to attending school. Students who do not meet the state rules and regulations must have a medical waiver or a notarized religious waiver on file. Any student who does not comply with the state immunization requirements shall not be permitted to continue in school until proof of progress toward compliance is received. Below is a list of required immunizations.

#### Early Childhood Programs (ages 2-5):

- 3 doses of pediatric Hepatitis B vaccine
- 4 doses DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV given on or after 12 months of age
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
- 1 dose of varicella (chickenpox) or MMRV

given on or after 12 months of age, or written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease

- 4 doses of pneumococcal or 1 dose given on or after 15 months of age

#### Kindergarten – 6th Grade:

- 3 doses of pediatric Hepatitis B vaccine
- 3 doses DTP, DT or Td vaccine, one given on or after the fourth birthday
- 3 doses of Polio vaccine
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age, or written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease

#### 7th – 12th Grade:

- 1 dose of Tdap vaccine
- 3 doses of pediatric Hepatitis B vaccine
- 3 doses DTP, DT or Td vaccine, one given on or

- after the fourth birthday
- 3 doses of Polio vaccine
- 2 doses of MMR or MMRV given on or after 12 months of age
- 2 doses of varicella (chickenpox) or MMRV

given on or after 12 months of age or written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease

## Physical Examination Requirements

A physical examination completed by a health care provider is required by Nebraska state law for all students entering school for the first time (early childhood or kindergarten), transitioning into seventh grade, or transferring into Omaha Public Schools from out-of-state. Required school physical exams must be completed on

or after March 1 of the current year to be valid for the upcoming school year. It is the responsibility of the parent/guardian to provide a copy of the physical examination to your child's school. Parents/guardians may opt out of this requirement through a written waiver obtained at the school.

## Visual Evaluation Requirement

A vision evaluation by a health care provider or an optometrist is required by Nebraska state law for all students entering school for the first time (early childhood or kindergarten) or transferring from out-of-state. Required school vision exams must be completed on or after March

1 of the current year to be valid for the upcoming school year. The evaluation will assess for amblyopia, strabismus, internal and external eye health, and visual acuity. Parents/guardians may opt out of this requirement through a written waiver obtained at the school.

## Procedures for Medications

The Medication Procedures of the Omaha Public Schools prohibit administration of any medication by school staff or self-administration by a student without a written order from a licensed prescriber. No unauthorized medication (including Tylenol, cough drops, Advil, antacids, etc.) shall be administered by the school nurse or other trained school personnel without a written order from a licensed prescriber. It is the responsibility of the parent/guardian to provide updated medication orders annually and as changes occur. Medication orders must be completed by a health care provider and signed by the parent/guardian. When a student must take medication, these procedures will be adhered to:

- The school has a written, signed order from a licensed prescriber which includes the student's name, the name of the medication, dosage, route, frequency/time of administration, and the date of the order.
- The parent/guardian shall provide a written statement that authorizes school personnel to administer the medication as ordered by the health care provider.

**• Medication must be brought to school by the parent/guardian or designated adult and given directly to school personnel. Students are not allowed to bring or carry any controlled medication (methylphenidate, Adderall, etc.)**

- The medication must be provided by the parent/guardian in the original pharmacy or manufacturer's labeled container.
- Expired medication will not be accepted or administered to students at any time.
- Medication left at school or that has expired will be turned in to Omaha Public Schools Environmental Services for disposal.
- Medication shall only be administered by a registered nurse or competency trained school personnel.
- If needed, the school nurse may contact the prescribing provider for clarification on medication administration.

## School Based Health Centers

To ensure students are healthy and ready to learn, the Omaha Public Schools partners with One World Community Health Center and Charles Drew Health Center to provide quality health care at nine School Based Health Centers (SBHC) in buildings throughout the district.

The SBHCs are staffed by licensed advanced practice registered nurses and physician assistants to provide the following services:

- Administer immunizations
- Complete school and sport physicals
- Diagnose and treat common illnesses and conditions
- Prescribe medications
- Create action plans for conditions

- Provide mental health services
- Provide preventative care and screenings

With parent/guardian consent, any Omaha Public Schools student and their minor siblings may use the services provided in the SBHC. The relationship with a student's medical home is not disrupted if the SBHC is utilized by the student. The SBHC accepts Medicaid, Kids Connection, or commercial insurance. For uninsured students, the SBHC will provide a low-cost sliding fee schedule based on family income and size, and may assist in obtaining insurance coverage.

Prior to the appointment, the "School Based Health Center Enrollment and Consent Form" must be completed by a parent/guardian and returned to school or the SBHC.



For enrollment forms and more complete information about hours, services and cost, please visit <https://www.ops.org/Page/553> or call your school nurse for assistance.

**Kellom Elementary** – 1311 N. 24 Street / (402) 505-5451

**Indian Hill Elementary** – 3121 U Street / (402) 933-4968

**King Science & Technology Middle** – 3720 Florence Blvd. / (402) 502-5644

**Liberty Elementary** – 2021 St. Mary's Ave. / (402) 505-8180

**Belvedere Elementary** – 3775 Curtis Ave. / (402) 932-1232

**Spring Lake Elementary** – 4215 S 20 Street / (402) 932-7014

**Northwest High** – 8204 Crown Point Ave. / (402) 916-5964

**Bryan High** – 4700 Giles Road / (402) 991-3904

**Buena Vista High** – 5616 L Street / (402) 952-4050

## Multi-Tiered Systems of Support for Behavior (MTSS-B) & Social Emotional Learning (SEL)

The Omaha Public Schools (OPS) implements Multi-Tiered Systems of Support for Behavior (MTSS-B) to promote student use of positive behavior. Additionally, Social Emotional Learning (SEL) engages students of all ages in identifying and regulating emotions to support problem solving and academic success. Through these frameworks, Omaha Public Schools has committed to providing staff with tools and resources to positively engage students and families through implementation of schoolwide social, emotional and behavioral interventions. These practices are designed to support safe and encouraging learning environments.

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.

Each school and program in Omaha Public Schools has an MTSS-B Team to ensure effective practices are in place. 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.

## Nutrition Services

The Omaha Public Schools District recognizes students need access to nutritious meals during the school day to stay focused in the classroom. Studies have shown children who are not hungry perform better in school. During the 2024–25 school year the district is participating in the Community Eligibility Provision (CEP). All students enrolled in an Omaha Public School where meals are provided will receive a healthy breakfast and lunch at no charge regardless of income. No further action is required.

### Account Balances

Parents and/or guardians are encouraged to monitor their child's account balance online and keep an adequate amount of funds in the child's account to pay for their a la carte purchases. Prepayment is encouraged and may be made online, or at the school with cash or check. For information on accessing your child's online account visit: [www.schoolcafe.com](http://www.schoolcafe.com) (you will need your student's ID).

Money remaining in a student's account at the end of the school year will be carried forward to the next school year unless contacted by the parent/guardian for a refund or the child leaves the district. If a student changes buildings

By providing breakfast and lunch at no charge, we will be contributing to the education environment for the students. It is the parent/guardian's responsibility to pay for their student's ala-carte purchases such as additional entrees, chips, cookies, or other extras. The information below describes the standard practice the district will follow to maintain the financial integrity of the nonprofit school meals program while minimizing any undue focus on children who do not have funds.

within Omaha Public Schools their account balance will follow them. If the student is graduating or leaving the district the money in the account may be transferred to other accounts upon request or the money will be refunded at the end of the school year. Please contact your school's cafeteria manager or the Nutrition Services Office (531-299-0230) for details.

Adults must have money in their accounts or pay cash to make a purchase. They will not be allowed to charge meals or a la carte items.

### Smart Snacks

All food sold to students during the school day (from 12:00 a.m. through 30 minutes after the school day) must meet the Smart Snack guidelines; and the nutrition

standards. The regulation applies to foods sold a la carte during breakfast and lunch, in the school store, vending machines, school offices, and fundraisers which sell foods

that can be eaten by students during the school day.

Additionally, Nebraska's Competitive Food Rule states no food items can be sold in competition with the school

meals program from thirty minutes before until thirty minutes after meal service (breakfast and lunch).

## Student ID Numbers

Student ID numbers are confidential and must not be shared with anyone. Unauthorized use of an ID number will result in your account being charged for the food. As

soon as you become aware someone is using your ID number, please notify Nutrition Services at (531) 299-0230 immediately.

## Student Meals

The United States Department of Agriculture (USDA) requires school districts to serve meals which meet federal nutrition requirements. Offer Versus Serve (OVS) applies to menu planning and the meal service. Students may decline some of the items offered at breakfast or lunch. The goals of OVS are to reduce food waste and to permit students to choose the foods they want to eat.

### • Breakfast

Breakfast is available at no charge to all students during the 2024-25 school year. A variety of healthful items are available, of which, each student must

choose a minimum of three items. Students must select a fruit as part of the meal.

### • Lunch:

Lunch is available at no charge to all students during the 2024-25 school year. A variety of menu items are available at lunch. A student, who participates in the lunch program, must choose a minimum of three components to a maximum of five. All students must take a fruit or vegetable as part of the meal. Additional items are available at a la carte prices.

## Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained

online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: 202-690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Personal Contact Changes

### Address Change

If you are moving, whether it is still in the school's attendance area or not, please report to the school's main office to inform the school and to provide proof of address such as lease agreement or utility bill. If moving from the district, advance notice should be given to the school so necessary paperwork can be completed for the transfer. Several days' notice is needed to ensure a smooth transition to another school district.

### Email/Telephone Change

If there is a change of email and/or telephone contact information for parent(s)/guardian(s) or emergency contact, please notify the main office or submit the information through the Campus Parent app. This information is used to communicate with families about pertinent information.

## Protection of Pupil Rights Amendment (PPRA)

PPRA affords parent(s)/guardian(s) certain rights regarding the administration of surveys, collection and use of information for marketing purposes, and certain

physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following

protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent(s)/guardian(s) family;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s family; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, height and weight, oral assessment, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing sales or other distribution purposes; and
3. Instructional materials used as part of the educational curriculum.

These rights transfer from the parent(s)/guardian(s) to the student who is 18 years old or an emancipated minor under State law.

The Omaha Public Schools (OPS) has developed and adopted policies, in consultation with parent(s)/guardian(s), regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Omaha Public Schools will directly notify parent(s)/guardian(s) of these policies at least annually at the start of each school year and after any substantive changes. Omaha Public Schools will also directly notify, such as through U.S. mail or e-mail, parent(s)/guardian(s) of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent(s)/guardian(s) to opt their own child out of participation of the specific activity or survey. Omaha Public Schools will make this notification to parent(s)/guardian(s) at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parent(s)/guardian(s) will be provided reasonable notification of the planned activities and surveys. Parent(s)/guardian(s) will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED; and
- Any non-emergency, invasive physical examination or screening as described above.

Parent(s)/guardian(s) who believe their rights have been violated may file a complaint with: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920 or at <https://studentprivacy.ed.gov/>.

## School Counseling

The Omaha Public Schools School Counseling division provides a comprehensive, strengths-based program aligned with the American School Counselor Association National Model and the Nebraska Department of Education School Counseling Model. The role of the school counselor is to address all students’ academic, career, and social/emotional development by delivering a comprehensive program including classroom lessons, individual student planning, and responsive services to all students from Kindergarten through 12th grade. School counselors prepare students to excel in college, career, and life by instilling hope, increasing school connectedness, and empowering students to achieve academic success.

The Safe2HelpNE reporting system is available to students, families, staff, and community members to anonymously report concerning behavior that could impact the safety of students or schools across Nebraska. The **Safe2HelpNE** system can be used to report any safety concern including, but not limited to: school threats, bullying, suicide concerns, crime, domestic violence, abuse, or a friend’s physical or mental health. To make a report, visit the website **Safe2HelpNE.org**, download the app on Apple or Android, or call 833-980-7233. Crisis counselors are available to respond any time of the day or night, any day of the year.

## Behavioral and Mental Health Community Partners

The **Methodist Community Counseling Program** has been a collaborative effort of the Methodist Hospital

Foundation, Omaha Public Schools and neighborhood churches since 1996. The program’s mission is to provide



accessible, affordable behavioral health services in the neighborhoods where you live, work and learn. The Methodist Community Counseling Program includes a team of licensed mental health practitioners dedicated to helping clients improve their quality of life by addressing their unique mental health and emotional challenges. Counseling services are offered to students in each middle school, high school and alternative program in Omaha Public Schools and to the community at locations across Omaha.

The **Connections Program** has been a collaborative effort between Project Harmony and Omaha Public Schools since January 2015. The program's mission is to promote hope, health, and resilience for children and families in need. The Connections program offers low- or no-cost professional therapy to students needing preventative mental health care at a convenient location

and time in an individual or group setting. Connections works closely with the family and the child's school to find the right therapist to help each child build confidence, resilience and coping skills. The program is available to all Omaha Public Schools elementary students.

The **School and Family Enrichment (SAFE) Program** has been a collaboration between the Omaha Public Schools, Region 6 Behavioral Health Care, and Child Saving Institute since August 2000. The program's mission is to provide, at no cost to the family and on a voluntary basis, home-based family support, case management and/or behavioral support as needed. A SAFE Specialist will work closely with the student, family and the school in focusing on the family/child strengths and achieving agreed upon goals. The SAFE program is available to all elementary students in Omaha Public Schools.

## Sexual Harassment

No individual may be discriminated against on the basis of sex in any education program or activity. Sexual harassment of students is a form of prohibited sex discrimination under the circumstances described in the Guidance. Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. The following conduct is sexual harassment:

- **Sexual Harassment** – Conduct on the basis of sex, including gender identity and sexual orientation that satisfies one or more of the following:
  - **Quid Pro Quo Harassment.** An employee of the District conditioning the provision of an aid, benefit, or service of the District's on an individual's participation in unwelcome sexual conduct.
  - **Severe, Pervasive, and Objectively Offensive Unwelcome Conduct.** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity. Unwelcomeness and objectively offensive are evaluated based

on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

- **Sexual Assault.** An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.
- **Domestic Violence.** A felony or misdemeanor crime of violence
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

## Stranger Danger

The present or potential danger to children that is presented when an unknown individual make physical, verbal, etc. contact or attempted contact with children/students. Whether there is danger or perceived danger, all efforts are taken by staff to ensure safe procedures and

routes. In an event that an individual accesses school grounds without appropriate authorization or a student encounters an unsafe situation, law enforcement may be contacted.

## Student Fines & Fees

### PART ONE: Permissible Fees

No fees shall be charged to students, nor shall materials be required from students, for their participation in any school-related course or activity, whether curricular, co-curricular or extracurricular, except as expressly permitted below.

#### a. Extracurricular activities:

Extra-curricular activities are those activities or

organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

1. The District shall annually set a single fee for high schools, and a single fee for middle schools

which may be required for participation in any extra-curricular activity, and which shall also be the fee for purchase of an activity card.

2. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or to pay a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments or specialized attire, or to pay a reasonable usage cost for such equipment or attire.
3. Any student who participates in an extra-curricular activity will receive an activity card. All extra-curricular participation fees shall be deposited into the Student Fee Fund as described in PART TWO of this policy, and as further described in the accounting practices of the District.
4. The extra-curricular participation fee shall be waived for students who qualify for a fee waiver pursuant to PART THREE of this policy.
5. Students who do not participate in extra-curricular activities but wish to purchase an activity card to obtain admission as a spectator to those extra-curricular activities open to spectators may do so on a voluntary basis.
6. The fee for the purchase of an activity card shall be waived for students who qualify for a fee waiver pursuant to PART THREE of this policy. Fees collected from the purchase of activity cards shall be deposited into the Student Fee Fund as described in PART TWO of this policy, and as further described in the accounting practices of the District.
7. Fieldtrip fees may only be charged if participation by the student is voluntary, if the fieldtrip is not

part of the curriculum or an extension of the curriculum, and if the fieldtrip occurs after school hours and/or does not count toward school attendance. All extra-curricular fieldtrip fees shall be deposited into the Student Fee Fund as described in PART TWO of this policy, and as further described in the accounting practices of the District.

8. Students may be required to furnish minor personal or minor consumable items necessary for participation in extracurricular activities.
9. Schools may continue to seek and accept donations and participate in fundraisers according to District policy in order to fund school day and/or curriculum-related fieldtrips.
10. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team, or organization, decide to make purchases, and may fundraise and/or seek donations according to District policy to assist in the funding of their organizations and such purchases, which may include, but are not limited to, apparel and trips. Fundraising by an organization for the activities of that organization is not a fee charged by the District
11. Money raised through fundraising and donations should not be deposited in the Student Fee Fund.

**b. Spectator events:**

Spectators may be charged admission fees and transportation charges, if transportation is provided, to attend extracurricular activities, as defined by this policy.

**c. Minor personal or minor consumable items for classes or courses:**

The District may request students to furnish minor personal consumable items, including but not limited to, pencils, paper, pens, erasers and notebooks, for courses and activities which count for graduation or advancement between grades, or in which participation is otherwise required by the District. The request for such items shall be made in such a way that it is clear the furnishing of same is voluntary. If a student is unable to provide the minor personal consumable item required, the school may supply the item to the student.

**d. Clothing:**

In addition to school guidelines about general appropriateness of attire, schools may require students to furnish and wear nonspecialized clothing meeting general written guidelines for specified courses and activities, if the written guidelines are reasonably related to the course or activity.

**e. Musical instruments:**

Students who take elective (optional) music courses such as band and orchestra shall be permitted to supply their own instrument, and music stand, or shall be provided without charge by the District an instrument and stand, if a stand is necessary. The

District shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply music for such courses.

1. Personal supplies related to musical instruments, including but not limited to, such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other cleaning supplies are considered minor personal or minor consumable items, and shall be the responsibility of the student. If a student is unable to provide the minor personal or minor consumable item required, the school may, as appropriate, supply the item to the student.
2. For music courses that are extracurricular activities, schools may require fees or require students to provide specialized equipment, such as musical instruments, or specialized attire consistent with the Public Elementary and Secondary Student Fee Authorization Act.

**f. Lost or damaged school district property:**

Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians may be held responsible for damages to school property where such damage is caused or aided by the student and may be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. A school may require a student to reimburse the school district or educational service unit for school district or educational service unit property lost or damaged by the student, and pursuant to Neb. Rev. Stat. 79-737.

**g. Parking:**

Students may be charged a fee to park their cars on school property. Each school shall publish its parking fee, if any, in the student handbook.

**h. Yearbooks, class rings and other optional purchases:**

Students may be charged for the purchase of items such as yearbooks, class rings, class sweatshirts and other such voluntary purchases.

**i. Graduation items:**

Students may be required to pay the necessary fee to cover the cost of graduation robes, caps, tassels and other items required to participate in graduation ceremonies.

**j. Food:**

Due to the district participation in the Community Eligibility Provision (CEP), all students enrolled in an Omaha Public School where meals are provided will receive a healthy breakfast and lunch at no charge regardless of income.

Students are, however, responsible for the cost of a la carte purchases such as additional entrees, chips, cookies, or other extras. Additionally, they are responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a "school store", a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

**k. Next Level Learning (Summer School):**

The District may annually set fees for student participation in non-remedial classes offered during the summer. There shall be no fee charged for courses offered by the District in summer school for remediation which is provided as defined in Nebraska Statute for students between ages 6-15 for which participation is recommended by the District. Fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund as described in PART TWO below and as further described in the accounting practices of the District.

**l. Night school/Adult education:**

The District may annually set fees for student participation in classes offered to students taking classes through the District's night school/adult education program or summer school for students age 16 or beyond. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund as described in PART TWO below and as further described in the accounting practices of the District.

**m. Post-secondary education costs:**

For a course in which students receive high school credit and for which they may also choose to apply for postsecondary education credit, a student may be charged the tuition and other fees only associated with obtaining credits from a post-secondary educational institution. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund as described in PART TWO below and as further described in the accounting practices of the District.

**n. Student files and records:**

Fees may be charged for copies of student files or records pursuant to Neb. Rev. Stat. 79-2, 104.

**o. Transportation:**

Students may be assessed a fee for transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, and 79-611.

**PART TWO: Procedures for the collection and expenditure of student fees**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which

money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from or on behalf of students for: (1) participation in extracurricular activities, (2) post-secondary education costs and (3)

summer school or night school.

### **PART THREE: Waiver of student fees**

Required fees that are charged to students pursuant to PART ONE, subsections a and b, shall be waived for students who are: 1) in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR); 2) under the legal responsibility of a foster care agency or court; 3) participating in the Head Start program; 4) homeless, runaway, or migrant; or 5) in households with income below the federal poverty guidelines. Students shall be provided with an Educational Benefit Forms prior to, or at the beginning of each school year, or upon initial

enrollment in the District, which shall permit the District to use information the student has provided to determine eligibility for the fee waiver. Students who qualify for the fee waiver shall be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Students or their parents may request a fee waiver prior to participating in or attending the activity, and prior to the purchase of the materials, and the fee waiver must be submitted prior to the time the fee is due or the time the specialized equipment or attire is needed.

### **Student Unpaid Obligations**

Students are required to assume the financial responsibility for their actions. This may include, but not necessarily be limited to obligations for: (a) the loss or damage to school owned supplies and/or equipment; (b) fines resulting from the late return of library books; and (c) any other fines/fees as permitted under state statutes. A fee will be assessed for returned checks (\$20.00) and refund requests (\$5.00.)

Those students who fail to meet their obligations outlined above or others as indicated in the student handbook shall be subject to the following restrictions until such time as the financial obligations are met:

1. The student and his/her parents or legal guardians shall not receive an official transcript. An official transcript will only be issued to a school to which the student transfers. The student and his/her parents or

legal guardians may review the student's permanent record by following the established practices and procedures.

2. The student's name may not appear on the school's honor roll and the student may not receive any other academic recognition provided through the school.
3. The student may be ineligible to participate in any activity (apart from graduation) or on any team that represents the school.
4. The student may be ineligible to receive any awards.
5. The student, upon becoming eligible for graduation, will not receive a diploma.

Upon payment of all outstanding debts, the student will be eligible to receive any or all of the above at a time and in a manner designated by the school officials.

## **Student Records**

The privacy of student records is protected by the Family Educational Rights and Privacy Act (FERPA). Under FERPA, parent(s) and guardian(s) of students have the right to review records, request amendment of those records and consent to the release of records. FERPA does allow for some exceptions to the consent for release. For instance, records may be released to other educational institutions without prior parental or student consent.

FERPA affords parent(s)/guardian(s) and students 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. (By action of the School Board the number of days for the school to act has been shortened to 10.) Parent(s)/guardian(s) or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or

eligible student believes are inaccurate or misleading. Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal or the Student Information Services Office (3215 Cuming St. Omaha, NE 68131-2024) or at [sis@ops.org](mailto:sis@ops.org), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member; a

person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if they need to review an education record to fulfill their professional responsibility. Upon request, the District discloses education records without consent to officials of another school district or school in which a student seeks or intends to enroll. Upon request, the

District also discloses education records of former students, without consent to officials of another school district or school in which the former student is then enrolled.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

## Students Responsibilities and Rights

A student's basic responsibility in school is to act in a manner that enhances his/her and others opportunity to learn. A student does not have a right to engage in

conduct or actions that would materially and substantially interfere with the requirements of appropriate discipline in the operation of a school.

## Technology Use and Responsibility

The Omaha Public Schools may provide students with a 1 to 1 take home device for use during the school year.

1. **Ownership:** The technology device remains the sole property of Omaha Public Schools and will not be transferred to the parent or student at any time.
2. **Use:** The device is only intended for District-approved instructional activities and for student use.
3. **Return of the device:** Upon termination of the student's enrollment, the parent or guardian must return the technology device within two days to the school in the same condition it was received.
4. **Liability:** Failure to return the device may result in the parent or guardian being liable to Omaha Public Schools for the full value of the device and accessories, as well as any administrative and attorney fees related to recovering the device.
5. **Reporting damage or loss:** The parent or guardian must notify the school of any damage or loss to the device within two days of the occurrence and will be solely liable for the full value of the loss or damage.
6. **Policy compliance:** All usage of the technology device must be in accordance with Omaha Public Schools policies and rules regarding network and internet use. The district reserves the right to terminate possession if the parent, guardian, or student is believed to have violated any part of this **Technology Agreement**, the **School Handbook**, or the **Student Code of Conduct**.

- a. Per District Policy #6800 Online and Digital Access and Education. The school district shall monitor online activities of students and staff when using district or online applications while using District network resources and or devices.
- b. The Omaha Public Schools also recognizes that it cannot control the information on other computer systems and that it may not be physically possible to screen out all such inappropriate information and materials. It is the primary responsibility of the parent or guardian to establish and convey the standards that their student should follow.
- c. **Voluntary Device Protection Program:** The district offers a voluntary device protection program. The protection is offered annually for a cost of \$20 per device. This program covers loss or damage beyond the warranty for the entire school year, including summer school. The program can be purchased through the parent portal or at the student's school.
7. **Day Use only devices:** If your student has violated any of the agreements listed above, or lost multiple devices, the school may issue a "day use" device. The day use devices are not part of the 1 to 1 program and may not provide the same level of individual customizations as a 1 to 1 device. The school may also choose to provide **other forms** of instructional resources for student learning.

## Textbooks

Textbooks are supplied by the Omaha Public Schools. Textbooks not returned or that have been damaged are subject to fines. It is the responsibility of the student and/

or parent(s)/guardian(s) to work with the school to pay textbook fines.

## **Volunteers**

If there is interest assisting school personnel in the operations of the school; i.e. library work, aiding classroom teachers, tutors, reading to students, cafeteria, etc., contact the main office at the school. The principal will then follow the Volunteer Process through Human

Resources. District volunteer forms (which include a background check component) are utilized at all schools for any individual (parent, relative, or otherwise) wishing to volunteer or provide any type of support that would bring them in contact with students.



# Omaha Public Schools Points of Pride

Omaha Public Schools serves the  
largest number of Nebraska students:

# 51,776

Nearly one out of every six students in the state.

Omaha Public Schools is the most  
diverse school district in the state,  
serving students who speak  
**111 languages.**

## Profile of Omaha Public Schools Teaching Staff

Total Master's  
Level or Above

# 62.81%

Degree Status

Bachelor's  
Degree  
28.43%

Bachelor's  
Degree +18 Hours  
8.17%

Master's  
Degree  
46.04%

Average  
Age

# 42

Average Years  
of Experience

# 11

Master's Degree  
+30 Hours  
16.29%

Doctorate  
Degree & Other  
1.07%

## Student to Teacher Ratio

Elementary K-6 13.36

Middle School 20.6

High School 20.3

Total amount of scholarships OPS graduates earned in 2024: approximately **\$60 million**

## Did You Know?

- Omaha Public Schools students earned more than **1,400 industry-recognized certifications** during the 2023-24 school year.
- Omaha Public Schools connected students with more than **1,000 experiential learning opportunities** in 2023-24, including work-based learning.
- Omaha Public Schools offers **Dual Language programs at 10 schools** to students in grades K-12.
- Omaha Public Schools students earned more than **22,000 college credits while in high school** during the 2023-24 school year.



Omaha Public Schools is proud to offer diverse educational opportunities, including 115 pathways across all nine high schools and our Career Center. Offerings include our College & Career Academies and Pathways, International Baccalaureate, the Advanced Placement Capstone Diploma Program, Omaha Public Schools Early College Program, Cambridge International and dual enrollment.

Check out [www.ops.org](http://www.ops.org)  
to learn more.

# Omaha Public Schools Student Code of Conduct

2024-25 School Year

*Every student.  
Every day.  
Prepared for  
SUCCESS.*



## **Parent(s)/Guardian(s) and Students**

We ask that you take time to sit down together and read through these guidelines.

Please note the behaviors that may result in an administrative response.



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

The Omaha Public Schools (OPS) implements Multi-Tiered Systems of Support for Behavior (MTSS-B) to promote student use of positive behavior. Through this framework, OPS 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.

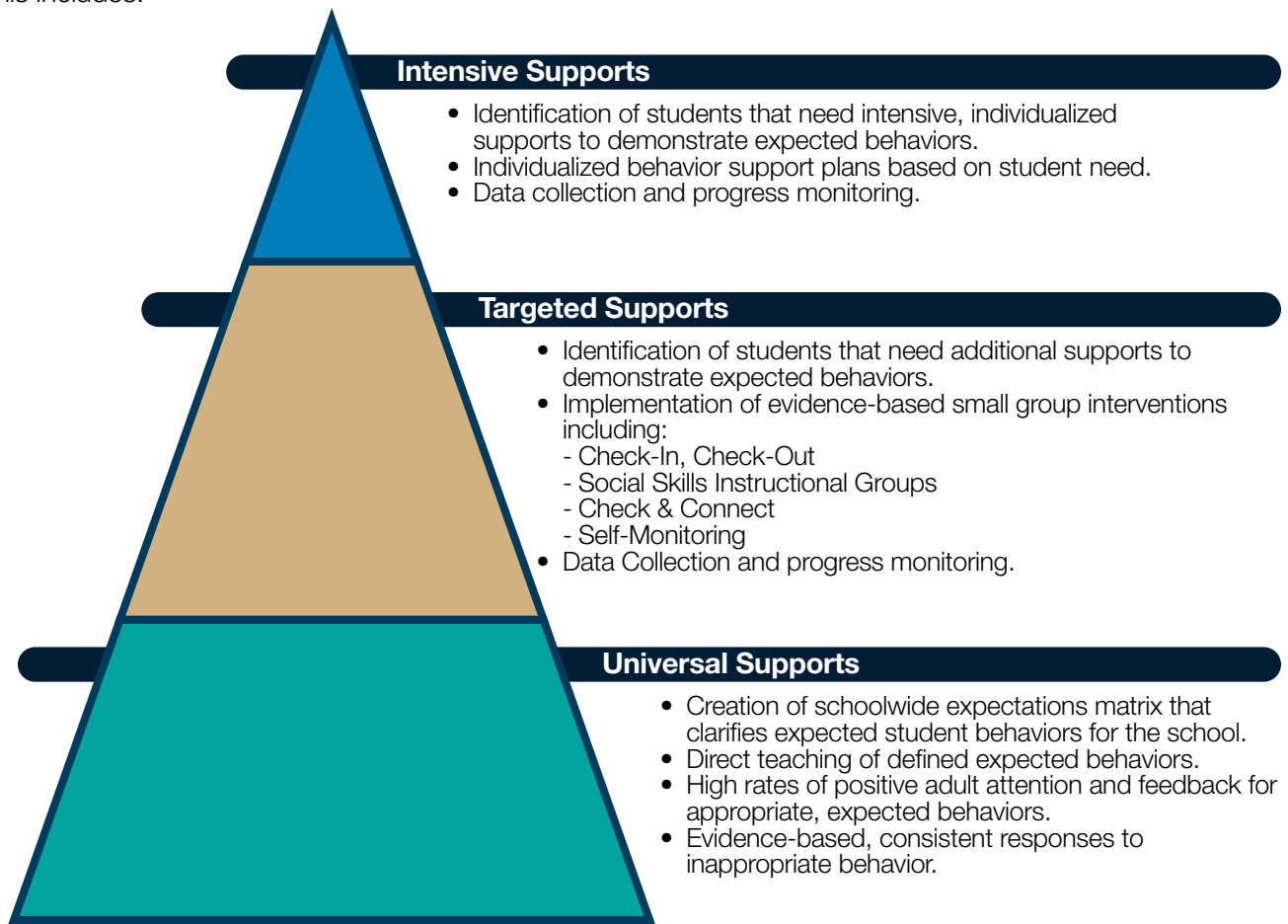
We believe that we cannot “make” students learn or behave. But we can create environments to increase the likelihood of positive behaviors occurring.

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.

OPS 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.

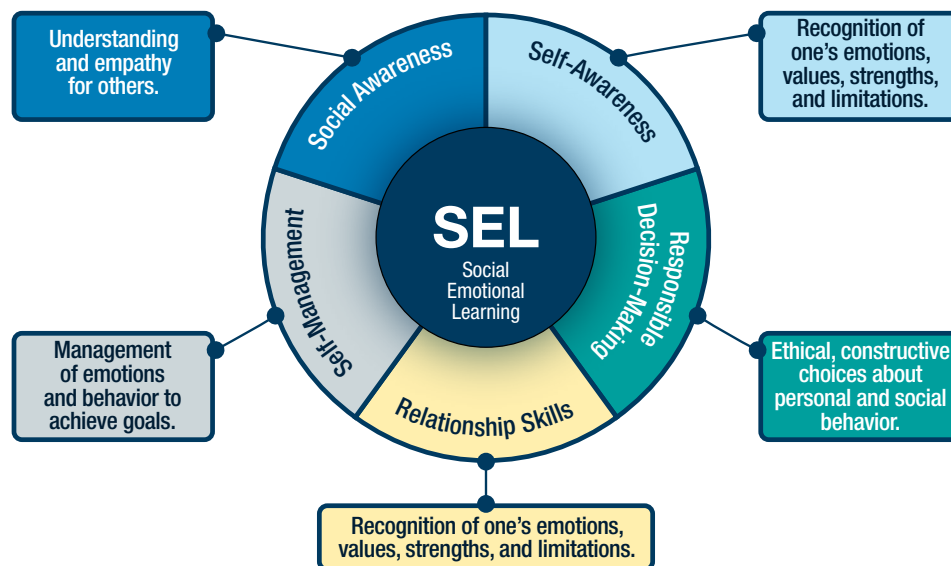
Within the Omaha Public Schools, our goal is to focus on CASEL's five SEL competencies:

- 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.

## ***Expectations for Stakeholders***

### **The Student Is Expected to:**

1. Behave in a Respectful, Responsible, and Safe manner;
2. Abide by expectations, guidelines, rules and regulations established by the School and District;
3. Attend school daily on time; and
4. Adhere to a high personal standard of academic effort and achievement.

### **The Parent(s)/Guardian(s) Are Expected to:**

1. Set an example of respecting the worth of other persons;
2. Review school expectations, guidelines, rules and regulations with student and family members;
3. Collaborate with school officials;
4. Seek help from school and community agencies when necessary to support a student's achievement;
5. Inform school officials of concerns relative to student needs; and
6. Make sure the student attends school daily on time.

### **The Teacher is Expected to:**

1. Treat each child with dignity and respect;
2. Teach and positively reinforce the **Student Code of Conduct**;
3. Review the school expectations, procedures, and routines with students;
4. Establish and maintain an atmosphere of high achievement and appropriate behavior in the learning environment;
5. Communicate with students and parent(s)/guardian(s) regularly about student behavior and academic progress; and
6. Report frequent student misbehavior promptly to appropriate school personnel, and report immediately any misbehavior that will or may result in expulsion or suspension.

### **The Principal Is Expected to:**

1. Establish school expectations, procedures, and routines in conjunction with staff, school and district policy and procedures.
2. Communicate school expectations, procedures, and routines as well as the **Student Code of Conduct** to parent(s)/guardian(s), staff, and students;
3. Consistently enforce school expectations and the **Student Code of Conduct**; and
4. Collaborate with parent(s)/guardian(s), in conjunction with the teacher, regarding student behavior problems.

### **The Board of Education and Central Office Administration are Expected to:**

1. Establish school district policy relative to student behavior and discipline; and
2. Train and support school administrators in appropriate application of the **Student Code of Conduct**.

### **The Community Is Expected to:**

1. Maintain a standard of conduct for adults, youth, and children that fosters appropriate behavior;
2. Cooperate with and support the Board of Education and school personnel in the enforcement of the **Student Code of Conduct** and school expectations, procedures, and routines; and
3. Provide educational and recreational opportunities to allow for the development of appropriate student behavior.

## Omaha Public Schools **STUDENT CODE OF CONDUCT**

The Board of Education believes school is an appropriate setting for all children and youth. The **Student Code of Conduct** is designed to support this concept by developing, through reasonable and consistent practices, appropriate student behavior patterns. Those behaviors and disciplinary actions set forth in the **Code** are designed to serve as learning experiences for students.

The **Student Code of Conduct** includes those behaviors having disciplinary actions and/or intervention strategies that shall be carried out by the school building administrators. The **Code** applies to conduct on school grounds, in remote learning environments, on Omaha Public Schools owned computers and digital devices, in a vehicle owned, leased or contracted by a school or the district being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or designee or at a school-sponsored activity or athletic event.

Compliance with the **Student Code of Conduct** is expected of all students. This **Student Code of Conduct** applies to all students attending the Omaha Public Schools. School administrators will consider student age and grade level among other factors when assigning disciplinary actions.



## Early Childhood Education Interventions & Responses

This list of Interventions is not intended to be exhaustive, nor will every OPS school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.

### Early Childhood Practices

One of the purposes of early childhood education is to assist students in developing appropriate social-emotional skills. For many students, this may be their first experience in a structured setting and they may need greater support in meeting social-emotional expectations. What may be perceived as inappropriate behavioral choices may be a deficit in executive functioning and self-regulation or could be due to toxic stress or an unmet need, e.g., hunger, sleep, feelings of safety and security. Young children need to practice, be taught and then practice self-regulation to develop memory, attention and self-control in environments where adults scaffold the child's practice of these skills. Social skill development must be embedded throughout the daily routine and throughout the entire school year to ensure generalization. The focus is on developing appropriate skills rather than punishing for inappropriate behaviors. According to Nebraska state statute, suspension from school is not an appropriate behavior intervention for early childhood students. Please contact the Early Childhood Coordinator for additional resources.

Early Childhood student interventions aim to teach alternative behavior, so students can learn and demonstrate safe, respectful and responsible behavior. Staff members are encouraged to try a variety of teaching and classroom management strategies which may include, but are not limited to:

- Collaborate with the student's family to discuss student strengths and strategies that are successful in the home environment and develop a communication system between home and school.
- Create and maintain stable relationships among students and staff.
- Develop social connections through play.
- Establish routines and predictability using visual schedules.
- Consistently use visual supports and modeling to teach social skills.
- Teach students how to cope with stress and self-regulate when they are overwhelmed.
- Teach students the appropriate language to meet their needs.
- Use positive language in a calm tone when redirecting students so they know what is expected (e.g., "please walk" rather than "don't run").
- Consistently reinforce the positive behaviors of the student, which will reduce the negative behaviors displayed.
- Consider sensory needs and strategies (e.g., fidget toys, alternative seating, options for quiet areas in the classroom, etc.).
- Implement reinforcement systems for individual students or for the entire class.
- Collaborate with early childhood support staff, including Special Education, regarding strategies.
- Consult the building school psychologist for additional support.
- Schedule a SAT/IEP meeting to address concerns and strategies.
- Contact Kid Squad for classroom support and/or family support.
- Consider the MANDT Crisis Cycle for additional student support.
- Develop a behavior plan.



## Behavior Violations and Response Levels

The **Student Code of Conduct** is organized around descriptions of “levels” of behavior violations and “levels” of interventions and response. **Violations** are organized by categories ranging from classroom managed behaviors to more serious incidents that may require an administrative response. Applying a **Leveled Intervention and Response** to behavior violations supports a teaching and learning approach to managing behavior in our schools. School Administration considers the least restrictive resolutions to managing behavior violations.

When determining a resolution for a behavior violation of the **Student Code of Conduct**, school administration will consider:

- the age and experience of the student;
- the developmental level of the student;
- the student’s intent;
- the severity of the circumstances;
- the impact of disruption to the school environment (including behavior after the initial incident);
- the repeated nature of the situation (if applicable); and
- other mitigating factors

Interventions that may be applied to address behavior are indicated in a chart on the page after the violation descriptions on the following pages. Interventions indicated are **response guidelines**, and school administration may apply a more or less severe resolution depending on the situation. Please note those violations that may result in an expulsion from school.

<p><b>Level 1</b> interventions aim to teach alternate behavior so students can learn and demonstrate safe, respectful and responsible behavior. Staff are encouraged to try a variety of teaching and classroom management strategies.</p>	<p><b>Level 2</b> interventions often involve support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student’s skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p>
<p><b>Level 3</b> violations may involve the short-term removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In the case of repeated need for suspension, a plan of support (e.g. Early Intervention Plan, Student Assistance Team, MTSS-B Tier II or III Intervention, Community Resources) should be implemented.</p>	<p><b>Level 4</b> violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of a student from the school environment due to the severity of the behavior. Such violations may involve the mandatory reassignment or expulsion of a student to another school or to an alternative program that will provide additional structure to teach appropriate behavior.</p>

### Behavior Response Guidelines for Grades PK-2

Except in situations where the student brings a deadly weapon to school elementary school staff shall not suspend the student in pre-kindergarten through 2nd grade.

Young children need to be taught and then practice self-regulation to develop memory, attention, and self-control skills necessary for the learning environment. If a pre-K through second grade student must be removed from the classroom, they will work in the school with staff and resources to practice and develop skills to support a return to the classroom environment.

### Behavior Response Guidelines for Grades 3-6

If a student in grades 3-6 must be removed from the school environment, the following short-term suspension guidelines are recommended (per event):

- 3rd and 4th Grade: 3-day maximum
- 5th and 6th Grade: 4-day maximum

There may be circumstances when it is necessary and appropriate to exceed these guidelines. Final decisions regarding length of suspension will be made by the Principal. For students in grades PK-6, expulsion will not be a consequence for a violation of the **Student Code of Conduct** except in cases of knowingly and intentionally possessing a firearm.

The **Student Code of Conduct** is a resource for teaching expectations and rules, rationales, and possible consequences for violations. It is designed with four levels of violations and four levels of administrative responses.



# LEVEL 1

## Interventions & Responses

This list of Interventions is not intended to be exhaustive, nor will every OPS school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.

Level 1 interventions aim to teach alternative behavior so students can learn and demonstrate safe, respectful and responsible behavior. Staff members are encouraged to try a variety of teaching and classroom management strategies which may include, but are not limited to:

- Parent(s)/guardian(s) conference or contact made
- Parent(s)/guardian(s) accompany student to school
- Implementation of classroom Multi-Tiered Systems Support for Behavior (MTSS-B):
  - Expectations established and taught
  - Positive rapport/relationship
  - Re-teaching, prompting, feedback
  - Effective classroom supervision
- Verbal correction
- Collaborative Problem Solving
- Written reflection or apology
- Seat change
- Behavior card
- Functional Behavior Assessment (FBA)
- In-class time-out
- Establish Buddy Teacher/Classroom system
- Positive referral
- Loss of classroom privileges
- Teacher or student conference
- Detention
- Classroom contribution/service
- Skills Teaching/Social Emotional Learning
- Student Success Center (SSC)/Positive Action Center (PAC)

## Leveled Interventions and Responses

<p><b>Level 1</b> interventions aim to teach alternate behavior so students can learn and demonstrate safe, respectful and responsible behavior. Staff are encouraged to try a variety of teaching and classroom management strategies.</p>	<p><b>Level 2</b> interventions often involve support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student's skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p>
<p><b>Level 3</b> violations may involve the short-term removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In the case of repeated need for suspension, a plan of support (e.g. Early Intervention Plan, Student Assistance Team, MTSS-B Tier II or III Intervention, Community Resources) should be implemented.</p>	<p><b>Level 4</b> violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of a student from the school environment due to the severity of the behavior. Such violations may involve the mandatory reassignment or expulsion of a student to another school or to an alternative program that will provide additional structure to teach appropriate behavior.</p>

Level 1 Violations	Level 1	Level 2	Level 3	Level 4	Administrative Response
<b>Cheating or Plagiarizing</b> Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests, and using the ideas or writings of another person	•	•			
<b>Classroom Disruption/Other Behavior Disruptive to the School Environment</b>	•	•			
<b>Disrespectful to Adults/Others</b> Using words or actions that are impolite or indicate a lack of respect or courtesy	•	•			
<b>Engaging in Verbal Conflict</b> Disrupting the school environment by engaging in a loud argument that includes disparaging comments or discussion of potential physical conflict	•	•			
<b>Excessive Tardies/Hall Sweep</b> Arriving late to class excessively, as determined by individual school procedures or is caught in the hallway by school staff after the tardy bell has rung	•	•			There will be no out-of-school suspension for attendance infractions; OPS attendance policy will be followed
<b>Failure to Serve Detention</b> Student does not serve an assigned detention, whether it is scheduled during the school day or after school hours	•	•			
<b>Misuse of Pass/Out of Area</b> Student is out of the assigned area during the school day, uses a hall pass in a way not intended by the issuer	•	•			
<b>Inappropriate Clothing</b> Words or images that promote alcohol, drug use, weapons, insult or demean others, or disrupt the school environment are not acceptable at school * also see Dress and Personal Appearance on page 25	•				
<b>Inappropriate Language</b> Using inappropriate words or topics of conversation in school	•				
<b>Insubordination/Non-Compliance with Behavioral Expectations</b> Failure to comply with the instructions of school staff when current behavior prevents success of the student or impacts learning	•	•	•		
<b>Parking, Unauthorized</b> Parking in an unauthorized area on school property	•				
<b>Truancy</b> Neither the family nor school officials know the student's whereabouts or the student is refusing to attend school or class	•	•			There will be no out-of-school suspension for attendance infractions; OPS attendance policy will be followed

For more information on Repeated Violations, see page 14; for information regarding level of response, see page 6.  
Full definitions for all violations can be found in the Glossary, beginning on page 15.

## LEVEL 2

### Interventions & Responses

This list of Interventions is not intended to be exhaustive, nor will every OPS school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.

Level 2 interventions often involve the family, support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student's skills, positive view of schooling, and positive experiences at school so that misbehavior is less likely to continue or escalate.

Short-term suspension may be applied due to the severity or chronic nature of an individual behavior. In cases of multiple infractions, an assistance plan such as a Behavior Intervention Plan (BIP) may be developed.

Interventions for Level 2 Violations may include, but are not limited to:

- Level 1 Interventions
- Parent/guardian collaboration (a parent/guardian meeting is a mandatory element of response to chronic Level 2 misbehavior)
- School or Community Counselor support
- Change in schedule or class
- House Call
- Consultation with School Psychologist
- Social Worker
- Mentoring
- Peer mediation
- Referral to School-based Health Centers
- After-school program
- Service to School/Service to Community
- Conflict resolution
- Loss of school privileges
- Temporary removal from the bus
- Revision of Individual Educational Plan (IEP)/504 Plan
- Referral to community agency
- Late School
- Saturday School
- Student Success Center (SSC)/Positive Action Center (PAC)
- Additional restorative practices that teach desired behaviors and repair the relationship

## Leveled Interventions and Responses

<p><b>Level 1</b> interventions aim to teach alternate behavior so students can learn and demonstrate safe, respectful and responsible behavior. Staff are encouraged to try a variety of teaching and classroom management strategies.</p>	<p><b>Level 2</b> interventions often involve support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student's skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p>
<p><b>Level 3</b> violations may involve the short-term removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In the case of repeated need for suspension, a plan of support (e.g. Early Intervention Plan, Student Assistance Team, MTSS-B Tier II or III Intervention, Community Resources) should be implemented.</p>	<p><b>Level 4</b> violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of a student from the school environment due to the severity of the behavior. Such violations may involve the mandatory reassignment or expulsion of a student to another school or to an alternative program that will provide additional structure to teach appropriate behavior.</p>

Level 2 Violations	Level 1	Level 2	Level 3	Level 4	Administrative Response
<b>Absence or Tardiness, Excessive</b> In accordance with Student Attendance Policy 5008, school staff will intervene when a pattern of attendance emerges that is concerning or seems counter to the student's continued school success	•	•			There will be no out of school suspension for attendance infractions; OPS attendance policy will be followed
<b>Bus Misconduct</b> Activity on the bus which is unsafe; refusal to follow directions of the driver or aide	•	•			
<b>Careless Driving</b> Driving on school grounds carelessly or without due caution so as to endanger a person or property		•			
<b>Exposure to Bodily Fluid</b> Intentionally creating or attempting to create an exposure to bodily fluids, including but not limited to, spitting, throwing, wiping, or otherwise dispersing bodily fluids on or to another person for any reason		•	•	•	Law enforcement may be contacted
<b>Fighting, Less Serious</b> Mutual physical combat that does not result in injury or a substantial disruption to the school environment, other than the disruption of the fight itself		•	•		
<b>Misuse of Computers, Digital Devices, or Network</b> Creation or access of inappropriate material; vandalizing; gaining or attempting to gain unauthorized access; using computers, digital devices or networks for harassing or threatening or other non-educational purpose * see full definition in Glossary	•	•	•		Law enforcement may be contacted
<b>Possession of Obscene or Pornographic Literature, Materials, or Electronic Images</b> The possessing, taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise		•	•		Law enforcement may be contacted
<b>Reckless Behavior</b> Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk, resulting in substantial disruption	•	•	•		
<b>Reckless Behavior Resulting in Personal Injury</b> Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk resulting in personal injury		•	•	•	
<b>Refusal to Cooperate with School Administrative Staff</b> A student, who has already been sent to the office for misbehavior, continues to fail to comply with directions from staff		•	•		
<b>Tobacco and Vapor Devices, Use of</b> To include students found to be in use of tobacco, vapor devices or any product that may be used to distribute tobacco in any form, including the use of vapor products, electronic nicotine delivery systems, or alternative nicotine products while in the school building, on school grounds or at school activities * see Glossary, page 17	•	•			
<b>Trespassing</b> To enter or remain on any school district property or property where a school event is being held without authorization and with no legitimate purpose for entry		•	•	•	Law enforcement may be contacted
<b>Unauthorized Entry</b> Allowing or assisting any individual to enter a district building other than through the designated entrances or that breaches any method of established security		•	•	•	Law enforcement may be contacted
<b>Unauthorized Use of Camera, Video Device, Personal Device that Attaches to School/District Network, Cell Phone or Recording Device</b> Student use of cameras/video devices without explicit, prior written authorization of the principal is prohibited	•	•			
<b>Vulgarity/Profanity</b> Written or oral language that is disgusting and/or repulsive, but does not constitute harassment	•	•			

For more information on Repeated Violations, see page 14; for information regarding level of response, see page 6.  
Full definitions for all violations can be found in the Glossary, beginning on page 15.

## LEVEL 3

### Interventions & Responses

This list of Interventions is not intended to be exhaustive, nor will every OPS school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.

Level 3 violations may involve the short-term removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In the case of repeated need for short-term suspension, an assistance plan (Behavior Intervention Plan, Student Assistance Team) should be developed.

Interventions for Level 3 Violations may include, but not limited to:

- Interventions from all previous levels
- Parent(s)/guardian(s) collaboration [parent(s)/guardian(s) meeting may be required upon re-entry from a suspension]
- Plan of assistance (Behavior Intervention Plan, Student Assistance Team)
- Substance abuse screening
- Consult with Behavior Specialist
- Credit recovery program
- Restitution
- Restorative Practices strategies, including school and community service
- Communication with law enforcement (as needed)

## Leveled Interventions and Responses

<p><b>Level 1</b> interventions aim to teach alternate behavior so students can learn and demonstrate safe, respectful and responsible behavior. Staff are encouraged to try a variety of teaching and classroom management strategies.</p>	<p><b>Level 2</b> interventions often involve support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student's skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p>
<p><b>Level 3</b> violations may involve the short-term removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In the case of repeated need for suspension, a plan of support (e.g. Early Intervention Plan, Student Assistance Team, MTSS-B Tier II or III Intervention, Community Resources) should be implemented.</p>	<p><b>Level 4</b> violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of a student from the school environment due to the severity of the behavior. Such violations may involve the mandatory reassignment or expulsion of a student to another school or to an alternative program that will provide additional structure to teach appropriate behavior.</p>

Level 3 Violations	Level 1	Level 2	Level 3	Level 4	Administrative Response
<b>Assault, No Injury</b> Attempting to cause injury to another person, including staff; by knowingly and intentionally using force that places another person in reasonable apprehension of imminent personal injury		•	•	•	
<b>Bullying</b> Any intentional ongoing pattern of written or verbal expression, electronic abuse, physical acts, or gestures intended to cause distress/harm upon one or more students and includes an imbalance of power		•	•	•	OPS reporting and intervention procedures will be followed, as appropriate
<b>Damage to School, Staff or Student Property</b> Willfully or recklessly causing or attempting to cause damage		•	•		Restitution may be required, additional consequences may be applied if restitution is not made
<b>Drugs, Possession or Under the Influence</b> Drugs, alcoholic beverages, controlled or imitation controlled substances, or other mood-altering chemicals * See Glossary, page 18	•	•	•	•	Law enforcement may be contacted
<b>False Allegations Against Staff</b> Any knowingly or recklessly false allegation against a staff member, written, spoken or otherwise communicated which is harmful to the reputation of the staff member, or which may impede the ability of the staff member to perform assigned duties		•	•	•	
<b>Fighting, Serious</b> Mutual physical combat that results in injury, creates a substantial disruption involving large numbers of students, and/or results in the potential for continued fighting * see Glossary, page 18			•	•	Law enforcement may be contacted
<b>Harassment</b> Any physical, verbal, graphic, electronic, or written material or behavior, which may be related, but not limited to a person's disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status which has the effect of creating an intimidating, hostile, or offensive school environment * see Glossary, page 19		•	•	•	Law enforcement may be contacted
<b>Sexual Harassment</b> Sexual harassment includes the unwelcome written, verbal, or physical conduct on the basis of sex, including gender identity and sexual orientation that creates an intimidating, hostile or offensive school environment * see Glossary, page 19		•	•	•	Law enforcement may be contacted Report to the OPS Title IX coordinator
<b>Public Indecency</b> Behaviors described in Nebraska Statute 28-806 <b>except</b> that this violation shall apply only to students <b>at least 12 years of age</b> . For students under age 12, other violations may apply * see Glossary, page 19		•	•	•	
<b>Theft</b> Stealing or attempting to steal property	•	•	•		Restitution may be required, additional consequences may be applied if restitution is not made
<b>Threats or Intimidation</b> Use or threat of violence, force, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes. Threats may include behavior, verbal, written and/or physical action		•	•	•	Conduct a threat assessment
<b>Unlawful Activity</b> Engaging in any activity forbidden by state or federal law and not otherwise specifically included in this <b>Code</b> which creates potential danger in the school environment or interferes with school purposes		•	•	•	Law enforcement may be contacted

For more information on Repeated Violations, see page 14; for information regarding level of response, see page 6.  
Full definitions for all violations can be found in the Glossary, beginning on page 15.



## LEVEL 4

### Interventions & Responses

This list of Interventions is not intended to be exhaustive, nor will every OPS school have access to each intervention listed. School staff will seek to implement the intervention(s) that seem to most effectively support positive behavior for the specific student under the specific circumstances.

Level 4 violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of a student from the school environment due to the severity of the behavior. Such violations may involve the reassignment of a student to another school or to an alternative program that will provide additional structure to teach appropriate behavior. These interventions focus on maintaining the safety of the school community and correcting self-destructive and dangerous behavior.

Long-term suspension may be applied when it is feasible to reintegrate the student back into the school environment. Reassignment may be applied when chronic misbehaviors are present and school staff have documented efforts to intervene and support acceptable behavior. Expulsion may be applied when the student's presence at school is deemed too dangerous or disruptive for staff to maintain a safe and positive climate. Upon return to a traditional school setting after a reassignment or expulsion, the school staff will establish a plan of support (e.g. an early intervention or safety plan) for the student's ongoing success at school.

Violence against school staff is an egregious act, which not only jeopardizes the safety and well-being of individuals but also undermines the foundations of our ongoing efforts to maintain a safe and secure environment that is conducive to teaching and learning. Because intentional and knowing violence against a staff member is extremely disruptive to the learning environment it may result in consequences including mandatory reassignment or expulsion in grades where these consequences are available, even in cases of first offense. As in every disciplinary situation, student age, developmental level, the severity of the circumstances, and other mitigating factors will be considered.

Interventions for Level 4 Violations may include, but not limited to:

- Interventions from all previous levels
- Parent(s)/guardian(s) notification
- Long-Term Suspension or Reassignment
- Expulsion
  - For student in grades K-6, expulsion will not be a consequence for a violation of the **Student Code of Conduct** except in cases of knowingly and intentionally possessing a firearm.
- Referral to IEP team (students with disabilities) for manifestation determination
- Alternative educational placement
  - High School (grades 9-12)
  - Middle School (grades 6-8)
- Communication with law enforcement (as needed)

## Leveled Interventions and Responses

<p><b>Level 1</b> interventions aim to teach alternate behavior so students can learn and demonstrate safe, respectful and responsible behavior. Staff are encouraged to try a variety of teaching and classroom management strategies.</p>	<p><b>Level 2</b> interventions often involve support staff, both school-based and within the community, and/or the administrator. These interventions aim to increase the student's skills, positive view of schooling, and positive experience at school so that misbehavior is less likely to continue or escalate.</p>
<p><b>Level 3</b> violations may involve the short-term removal of a student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. In the case of repeated need for suspension, a plan of support (e.g. Early Intervention Plan, Student Assistance Team, MTSS-B Tier II or III Intervention, Community Resources) should be implemented.</p>	<p><b>Level 4</b> violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of a student from the school environment due to the severity of the behavior. Such violations may involve the mandatory reassignment or expulsion of a student to another school or to an alternative program that will provide additional structure to teach appropriate behavior.</p>

Level 4 Violations	Level 1	Level 2	Level 3	Level 4	Administrative Response
<b>Arson</b> Intentionally setting or attempting to set a fire on or in school property		•	•	•	Law enforcement will be contacted Conduct a threat assessment
<b>Assault with Injury (Intentional)</b> Assault of another person, including staff, when the student has knowingly and intentionally used force to cause personal injury			•	•	Law enforcement may be contacted
<b>False Alarm/Bomb Threat</b> Causing a substantial disruption to the school environment and/or placing students at risk by making a false report or activating an alarm		•	•	•	Law enforcement may be contacted
<b>Firearm</b> Knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S. Code 921 * see firearm definition in Glossary, page 19					Per federal law, expulsion for one calendar year; law enforcement will be contacted Conduct a threat assessment
<b>Distribution</b> Selling, Distributing, Intent to Distribute, or Attempting to Distribute Alcoholic Beverages, or a Controlled/ Imitation Controlled Substance			•	•	Law enforcement will be contacted
<b>Sexual Assault</b> Sexual Assault in the first or second degree as defined in Nebraska Statutes 28-319 thru 28-320.01 * see Glossary, page 20				•	Mandatory reassignment away from the victim or expulsion/ Law enforcement will be contacted/ Report to the OPS Title IX coordinator
<b>Weapon (other than firearm)</b> Knowing and intentional possession, handling, transmission, or use of any knife or dangerous weapon * see Glossary page 20 for listing and definition of a weapon			•	•	Law enforcement may be contacted Conduct a threat assessment

For information regarding level of response, see page 6.  
Full definitions for all violations can be found in the Glossary, beginning on page 15.

### Repeated Violations

Concerning a violation at any level, it may be relevant that the student has committed the same, or similar, violation multiple times during the same school year. In such a case, Repeated Violations may be added as a secondary violation. Repeated Violations will not be used as a primary violation or alone. There may be instances of repeated violations that warrant a higher level of response than indicated in this **Code**.

## Glossary

### Level 1 Violations

#### **Cheating or Plagiarizing**

Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests, and using the ideas or writings of another person

#### **Classroom Disruption/Other Behavior Disruptive to the School Environment**

Behaving in such a way that interferes with teaching and learning

#### **Disrespectful to Adults/Others**

Using words or actions that indicate a lack of respect or courtesy

#### **Engaging in Verbal Conflict**

Disrupting the school environment by engaging in a loud argument that includes disparaging comments or discussion of potential physical conflict

#### **Excessive Tardies to Class/Hall Sweep**

Arriving late to class excessively, as determined by individual school procedures or caught in the hallway by school staff after the tardy bell

#### **Failure to Serve Detention**

Student does not serve an assigned detention, whether it is scheduled during the school day or after school hours

#### **Misuse of Pass/Out of Area**

Student is out of the assigned area during the school day, uses a hall pass in a way not intended by the issuer

#### **Inappropriate Clothing**

Words or images that promote alcohol, drug use, weapons, insult or demean others, or disrupt the school environment are not acceptable at school

\* also see *Dress and Personal Appearance*, page 22

#### **Inappropriate Language**

Using inappropriate words or topics of conversation in school

#### **Insubordination/Non-Compliance with Behavioral Expectations**

Failure to comply with the instructions of school staff when current behavior prevents success of the student or impacts learning

#### **Parking, Unauthorized**

Parking in an unauthorized area on school property

#### **Truancy**

Neither the family nor school officials know the student's whereabouts or the student is refusing to attend school or class

### Level 2 Violations

#### **Absence or Tardiness, Excessive**

**Absences:** The District may report to the county attorney when the school has documented that efforts, as required by the collaborative plan, have not been successful in improving regular attendance, and the child has been absent more than twenty days per year. The school shall also provide notice to the parent(s)/guardian(s) prior to the referral to the county attorney. A referral cannot be made to the county attorney's office until at least 20 days of absence are accrued; however the school may involve the county attorney at any point in the process of addressing the student's absences. For additional information see the "Student Attendance Policy."

**Tardies:** Students who report to class after class has started or leave school before the end of the school day will have the total time missed calculated and will become an absence when it is equal to the length of the school day. Repeated tardiness will be reported to the parent(s)/guardian(s).

#### **Bus Misconduct**

Any offense committed by a student on a district owned, leased or contracted bus being used for a school purpose shall have the same level of Intervention or Response in the same manner as if the offense had been committed at

the student's assigned school; this will include activity on the bus which is unsafe and refusal to follow directions of the driver or aide. Also see "Behavior Rules for Students Receiving District-Provided Transportation" on page 24.

#### **Careless Driving**

Driving on school grounds carelessly or without due caution so as to endanger a person or property.

#### **Exposure to Bodily Fluids**

Intentionally creating or attempting to create an exposure to bodily fluids, including but not limited to, spitting, throwing, wiping, or otherwise dispersing bodily fluids on or to another person for any reason. Bodily fluids mean any naturally produced secretion or waste product generated by the human body and shall include, but not be limited to, any quantity of human blood, urine, saliva, mucus, vomitus, seminal fluid, or feces.

#### **Fighting, Less Serious**

Mutual physical combat that does not result in injury or a substantial disruption to the school environment, other than the disruption of the fight itself; any fight, whether more serious or less serious, may be punished more severely if the students who are fighting do not stop fighting when a school employee orders them to stop.

## Misuse of Computers, Digital Devices, or Network

The use of computers or digital devices, whether stand-alone or as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Omaha Public Schools. Any use that is inconsistent with these objectives is prohibited.

Computers and all associated networks, communication facilities, data storage and transfer devices, printers, scanners, peripherals, and other associated equipment or facilities (referred to as “computing facilities”) are owned by the school district. The school district exercises exclusive control over this school property, and students should not expect privacy regarding their use of any computing facilities because school district property is subject to search and inspection at any time by school officials. This search and inspection includes but is not limited to electronic mail, Internet access, network access, file storage and transfer, and any personal computing, communication, and data storage devices used in conjunction with the computing facilities. If the device is participating on the district network, it will fall under the acceptable use policy as well as the BYOD (Bring Your Own Device) guidelines defined by BYOD schools. Students are responsible for any use of computing facilities made by or through their account, regardless of whether at school or at home. Students are responsible for content contained in computer files assigned to them.

Students using computing facilities to access the Internet, an international computer network, are able to access computers and people all over the world. Sites exist on the Internet that contain illegal, indecent, defamatory, inaccurate, or offensive material. The Omaha Public Schools does not condone students’ access to unsuitable materials, and it maintains software designed to restrict student access to such materials. The Omaha Public Schools also recognizes that it cannot control the information on other computer systems and that it may not be physically possible to screen out all such inappropriate information and materials. All student Internet activities are subject to being monitored.

It is the primary responsibility of the parent(s)/guardian(s) to establish and convey the standards that their student should follow. In support of parent(s)/guardian(s) the Omaha Public Schools will enforce the minimum appropriate computer use standards set out below. If a student uses a computer or the Internet inappropriately, the student will be subject to the disciplinary actions previously stated.

Inappropriate use of computing facilities shall be defined as:

- The creation, display, access, transmission, reception, exchange or distribution of any text, image or sound that is indecent, obscene, racist, sexist, pervasively vulgar, defamatory, illegal, or that promotes harm to self or others or otherwise in violation of the Omaha Public Schools Internet Safety Policy.
- Using computing facilities to harass or threaten individuals or groups.
- Vandalizing computing facilities. This includes any **attempt to alter or destroy data of another or to endanger the integrity of a computer** or computer network or the data stored thereon (including the introduction of any virus, time bomb, trojan horse or the like), any deletion of or alteration to system files or data, and damaging equipment. The unauthorized examination or copying of files or data belonging to others is also defined as vandalism.
- Violating copyright law. This includes using unauthorized copies of software, music, photographs, movies or any other audiovisual or multimedia work and making, transmitting, receiving, exchanging and/or distributing such unauthorized copies. Violating copyright laws will be considered theft.
- Plagiarizing computer-based copyrighted materials in reports and assignments is also defined as inappropriate use.
- Gaining or attempting to “hack” or otherwise gain unauthorized access to computers, computer networks, or computer files or data. This includes, but is not limited to, exceeding the authority granted or attempting to evade security restrictions or software designed to prevent or monitor inappropriate access to the Internet or networks.
- Gaining or attempting to gain unauthorized access to a personal account or file of another individual.
- Forgery of or interference with electronic mail messages. This includes impersonation of another person while sending electronic messages, using a false or anonymous name, age, gender or identifier, and the reading, deleting, copying or modifying of any other person’s electronic messages.
- Using computers or computer networks to commit, facilitate, encourage or promote illegal acts.
- Using computers or computer networks to commit, facilitate, encourage or promote the unauthorized or fraudulent use of a credit card.
- Using computers or computer networks for a **non-educational purpose**, such as advertising, games, or commercial purposes, unless driven by learning objectives/educational objectives, etc. by the Omaha Public Schools.
- Giving a personal password to another individual or letting another individual use a personal account.
- Knowingly introducing materials forbidden by the Omaha Public Schools into the Omaha Public Schools computers and/or systems via any electronic storage media. This is defined as indecent, obscene, racist, sexist, pervasively vulgar, defamatory, offensive, or illegal material, or materials promoting harm to self or others.

Depending on the incident, Law Enforcement may be contacted.



### **Possession of Obscene or Pornographic Literature, Materials, or Electronic Images**

Students are prohibited from possessing pornographic or obscene books, magazines, pictures or material of any kind. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district; and reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

### **Reckless Behavior**

Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk, resulting in substantial disruption.

### **Reckless Behavior Resulting in Personal Injury**

Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk resulting in personal injury. The term personal injury shall mean physical pain, illness, or any impairment of physical condition.

### **Refusal to Cooperate with School Administrative Staff**

A student, who has already been sent to the office for misbehavior, continues to fail to comply with directions from staff.

### **Tobacco and Vapor Devices, Use of**

To include students found to be in use of tobacco, vapor devices or any product that may be used to distribute tobacco in any form, including the use of vapor products, electronic nicotine delivery systems, or alternative nicotine

products while in the school building, or on school grounds or at school activities; the use of tobacco by students in the school or on school grounds or at school activities is forbidden; This practice is in accordance with state and city statutes that forbid minors to purchase and use tobacco and in accordance with directives from the Fire Department.

Please be aware that vaping substances other than tobacco may result in additional violations being applied that may merit a higher level of response.

Vapor devices have been shown to trigger building fire alarm systems. Please be aware that using vaping devices on campus may result in additional violations being applied. See **False Alarm/Bomb Threat**, page 19

### **Trespassing**

To enter or remain on any school district property or property where a school event is being held without authorization and with no legitimate purpose for entry. Law enforcement may be contacted.

### **Unauthorized Entry**

Allowing or assisting any individual to enter a district building other than through the designated entrances or that breaches any method of established security. Law enforcement may be contacted.

### **Unauthorized Use of Camera, Video Device, Personal Device that Attaches to School/District Network, Cell Phone or Recording Device**

Student use of cameras/video devices without consent from school staff is prohibited. The school accepts no responsibility for personal cellular telephones, and personal electronic communication devices present on campus. Refer to section: **Personal Cell Phone/Portable Device Guidelines for Students**.

### **Vulgarity/Profanity**

Written or oral language that is disgusting and/or repulsive, but does not constitute harassment.

## **Level 3 Violations**

### **Assault, No Injury**

Knowingly and intentionally using force and/or attempting to cause injury to school staff, volunteer, other person, or student; intentionally placing this person in reasonable apprehension of imminent personal injury. A student's intent may be inferred from the words and acts of the student.

### **Bullying**

Any intentional ongoing pattern of written or verbal expression, electronic abuse, physical acts, or gestures intended to cause distress/harm upon one or more students and includes an imbalance of power; see Nebraska Revised Statute 79-267 (79-2,137). Bullying on the basis of disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status constitutes a violation of the

Board's policies prohibiting unlawful discrimination or harassment. For support with discrimination claims please contact The Office of Equity and Diversity at 3215 Cuming St., Omaha, NE 68131, (531) 299-0307, or [equityanddiversity@ops.org](mailto:equityanddiversity@ops.org).

### **Bullying Prevention Policy No. 5415**

One of the guiding principles of the Omaha Public Schools is safe, healthy, and engaged students.

The administration and staff are to implement strategies and practices to reinforce and support a positive school culture. This will encourage students to engage in positive behaviors including: empathy, cooperation, teamwork, problem solving and self-control.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate

behaviors by all students, including bullying prevention education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school sponsored activities or school-sponsored athletic events. The school district shall review the bullying prevention policy annually.

### Forms of Bullying

- Physical Bullying – Hitting, kicking, hair pulling, pushing, or any physical aggression.
- Verbal Bullying- Teasing, name calling, put-downs, or other behavior that would deliberately hurt others' feelings.
- Sexual Bullying – Any bullying behavior, whether physical or non-physical, that on the basis of sex, including gender identity and sexual orientation (Please consult with Title IX Coordinator for the formal complain process).
- Emotional or Exclusion Bullying – Starting rumors, telling others not to be friends with someone, eye rolling, or other actions that would cause someone to be without friends or intentionally left out.
- Cyber-bullying – Using electronic devices such as computers, cell phones, and pagers to bully others through methods such as posting comments, statements, or pictures on blogs or websites, text messaging, instant messaging, and email.

### Rationale

The Nebraska State Legislature finds and declares that:

- (a.) Bullying disrupts a school's ability to educate students; and
- (b.) Bullying threatens public safety by creating an atmosphere in which such behavior can escalate into violence.

On or before July 1, 2009, each school district shall develop and adopt a policy concerning bullying prevention and education for all students. The school district shall review this policy annually.

### Damage to School, Staff, or Student Property

Willfully or recklessly causing or attempting to cause damage. Any student who willfully causes or assists in causing damage or attempts to cause damage in any way to any property, real or personal, is subject to disciplinary action. The parent(s)/guardian(s) shall also be liable to the School District for all property belonging to the School District, loaned to the student, which is returned to the District in damaged condition. Restitution may be required. Restitution is the act of offering repayment for goods or damage to property which could include, but is not limited to, monetary replacement, the offering of a similar item of value, or agreed upon alternative contribution to the individual or institution impacted.

### Drugs, Possession or Under the Influence

Drugs, alcoholic beverages, controlled or imitation controlled substances, or other mood-altering chemicals. Possession includes any knowing and voluntary having, taking, receiving or handling of drugs, alcoholic beverages or controlled/imitation controlled substances.

A student is considered to be under the influence when there is evidence the student has consumed an alcoholic beverage or a controlled/imitation controlled substance and there is an impairment of the student's ability to think and act correctly and efficiently.

Evidence of consumption may include the odor of alcohol on the student's breath, the odor of marijuana on the student's breath or person, other physical signs of consumption or the testimony of reliable witnesses that the student did consume alcohol or a controlled/imitation controlled substance prior to coming on to school grounds or on to a vehicle owned, leased or contracted by a school or the district being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or by a designee or attending a school sponsored activity or athletic event.

Evidence of impairment of a student's ability to think and act correctly and efficiently may include rapid mood swings, vomiting, slurring of words, lack of motor control and balance, glassy eyes and difficulty in orienting to time and place.

The use of drugs, alcohol, controlled substance, imitation controlled substance or abuse of non-controlled substance in the school, on school grounds or at school activities is forbidden.

- Parent(s)/guardian(s) will be contacted and provided with school and community resources to support substance abuse.
- Repeated violations may increase the severity of the response to include a recommendation for a mandatory reassignment to another school or program.
- Law enforcement will be contacted.

\* Also see **Tobacco and Vapor Devices** page 17.

### False Allegations Against Staff

Any knowingly or recklessly false allegation against a staff member, written, spoken or otherwise communicated which is harmful to the reputation of the staff member, or which may impede the ability of the staff member to perform assigned duties.

### Fighting, Serious

Mutual physical combat that results in injury, creates a substantial disruption involving large numbers of students, and/or results in the potential for continued fighting. Any fight, whether more serious or less serious, may be punished more severely if the students who are fighting do not stop fighting when a school employee orders them to stop. Citing that the student was defending themselves when responding with physical combat may not be considered a defense against a charge of **Fighting, Serious**.



## Harassment

Any physical, verbal, graphic, electronic, or written material, which may be related, but not limited to a person's disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status which has the effect of creating an intimidating, hostile, or offensive school environment. For support with harassment claims please contact The Office of Equity and Diversity at 3215 Cuming St., Omaha, NE 68131, (531) 299-0307, or [equityanddiversity@ops.org](mailto:equityanddiversity@ops.org).

Examples of prohibited harassment include, but are not limited to, the following:

- Name calling or taunting on the basis of a person's: disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status.
- Language of any kind, including graffiti, which is disparaging, demeaning or threatening to others on the basis of a person's: disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status.
- Any other verbal or physical conduct which, judged from the perspective of a reasonable person with the same disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status, as the person claiming to have been harassed, creates a hostile school environment.

## Sexual Harassment

Sexual harassment includes the unwelcome written, verbal or physical conduct on the basis of sex, including gender identity and sexual orientation that creates an intimidating, hostile or offensive school environment. For support with harassment claims please contact The Office of Equity and Diversity at 3215 Cuming St., Omaha, NE 68131, (531) 299-0307, or [equityanddiversity@ops.org](mailto:equityanddiversity@ops.org). Examples of prohibited sexual harassment include, but are not limited to, the following:

- Unwelcome, intentional touching or grabbing of another student's intimate parts or the clothing covering a student's intimate parts.
- Explicit and offensive sexual references or gestures.

## Public Indecency

As described in Nebraska Statute 28-806 (This violation shall apply only to students at least 12 years of age. For students under age 12, other violations may apply): (1) A person commits public indecency if such person performs or procures, or assists any other person to perform, in a public place and where the conduct may reasonably be expected to be viewed by members of the public: (a) An act of sexual penetration; or (b) An exposure of the genitals of the body done with intent to affront or alarm any person; or (c) A lewd fondling or caressing of the body of another person of the same or opposite sex. (2) Public indecency is a Class II misdemeanor for persons 18 years of age or over. For students 18 years of age or over, law enforcement will be contacted.

## Theft

Stealing or attempting to steal property. The parent(s)/guardian(s) shall also be liable to the School District for all property belonging to the School District, loaned to the student, and not returned on demand of the employee of the District authorized to make the demand. Restitution may be required, additional consequences may be applied if restitution is not made. Restitution may be required. Restitution is the act of offering repayment for goods or damage to property which could include, but is not limited to, monetary replacement, the offering of a similar item of value, or agreed upon alternative contribution to the individual or institution impacted.

## Threats or Intimidation

Use or threat of violence, force, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes and which is not otherwise specifically prohibited by other provisions of the **Student Code of Conduct**. Threats may include behavior, verbal, written and/or physical action. The school will conduct a threat assessment evaluation.

## Unlawful Activity

Engaging in any activity forbidden by state or federal law and not otherwise specifically included in this **Student Code of Conduct** which creates potential danger in the school environment or interferes with school. Law enforcement may be contacted.

## Level 4 Violations

### Arson

Intentionally setting or attempting to set a fire on or in school property. Law enforcement will be contacted and the school will conduct a threat assessment.

### Assault with Injury (Intentional)

Assault of student, school employee, visitor, or volunteer, where the student has knowingly and intentionally used force to cause personal injury. A student's intent may be inferred from the words and acts of the student. The term personal injury shall mean physical pain, illness, or any impairment of physical condition.

### False Alarm/Bomb Threat

Causing a substantial disruption to the school environment and/or placing students at risk by making a false report or activating an alarm. Law enforcement may be contacted.

### Firearm

Knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S. Code 921.

Under 18 U.S.C. 921 the following are firearms:

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion.
2. The frame or receiver of any such weapon;

3. Any firearm muffler or firearm silencer; or
4. Any destructive device which includes:
  - a. Any explosive, incendiary, or poison gas –
    - i. bomb,
    - ii. grenade,
    - iii. rocket having a propellant charge of more than four ounces,
    - iv. missile having an explosive or incendiary charge of more than one-quarter ounce,
    - v. mine, or
    - vi. device similar to any of the devices described in the preceding clauses;
  - b. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, and
  - c. Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (a) or (b) and from which a destructive device may be readily assembled. The term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned or given by the Secretary of the Army pursuant to the provisions of federal law; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.

The term “firearm” does not include an antique firearm. Guns, including antique firearms, BB guns, paint ball, “air soft” guns, dart guns, or pellet guns which are not firearms as defined above are considered dangerous weapons. Students are forbidden knowingly and intentionally to possess, use, or transmit any such gun. The school will conduct a threat assessment evaluation.

Per federal law, expulsion for one calendar year; law enforcement will be contacted.

### Distribution

Selling, distributing, intent to distribute, or attempting to distribute alcoholic beverages, or a controlled/imitation controlled substance.

Evidence of an intent or attempt to distribute may include, but are not limited to, the following:

- Possession of quantities of prohibited substances greater than those reasonably considered for personal use.
- Possession of paraphernalia associated with distribution of prohibited substances, such as but not limited to possession of scales, bags, and foil.
- Evidence of an exchange of prohibited substances.

An **imitation controlled substance** is a substance that looks very much like an illegal drug and is said to be an illegal drug, but is not an illegal drug. The following are to be considered in determining whether a particular pill/

capsule is an imitation controlled substance:

1. The substance is said to produce the same or similar effects as the illegal drug or substance;
2. The person who has it or who is distributing it says that it is a specific illegal drug;
3. The person who is selling it charges more per pill/capsule than the pill/capsule’s contents usually sell for;
4. The pill/capsule is packaged in the same or similar bottle or box as the illegal pill/capsule drug;
5. The pill/capsule looks like the illegal drug it is said to be.

Contact law enforcement.

### Sexual Assault

Sexual Assault in the first or second degree as defined in Nebraska Statutes 28-319 thru 28-320.01.

Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person is a violation of this **Student Code of Conduct**.

Sexual assault or attempting to sexually assault any person is a violation of this **Student Code of Conduct**, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity or event, in accordance to Nebraska Statute 79-267.

Mandatory response for this violation:

- Law enforcement will be contacted.
- Mandatory reassignment away from victim or expulsion.
- Report all incidents to the OPS Title IX Coordinator, 3215 Cuming St., Omaha, NE 68131 (531-299-0307) or [equityanddiversity@ops.org](mailto:equityanddiversity@ops.org).

### Weapon (other than firearm)

Students are forbidden to knowingly and intentionally possess, handle, transmit or use any instrument that is generally considered a weapon. Dangerous weapons (other than firearms) shall include: (a) Guns, including antique firearms, BB guns, paint ball, “airsoft” guns, dart guns, or pellet guns which are not firearms as defined above (b) knives of all kinds, including pocket knives, regardless of the length of the blade, dirks, or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; or (c) knuckles and brass or iron knuckles that consist of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist enclosed in the knuckles. (d) Any object which could be used to injure another person and which has no school related purpose for being at the time in the student’s possession will be considered a weapon for purposes of this **Student Code of Conduct**. The following are examples of objects generally considered to be weapons: ammunition, stun gun, taser, lead pipes, chains, chuck-

sticks, throwing stars, darts, black-jacks, unauthorized tools, fireworks, pepper spray, mace, or chemicals.

It is not a defense to a charge of possessing, handling, transmitting or using a weapon that the student did not intend to hurt anyone.

Law enforcement may be contacted. The school will conduct a threat assessment.

### **Immediate Surrender of an Unknown Weapon**

Students may not be in possession of weapons of any type. If at any time a student discovers that they are in

possession of a weapon the student must immediately turn the weapon in to the nearest teacher, counselor, administrator or other school staff person. If the student immediately turns in a weapon, the student will not face the consequence for weapon possession. If, however, the student continues to possess the weapon, to go on to further classes, to display the weapon to other students, or otherwise does not take the immediate action of reporting, the student will be subject to consequences as defined in the **Student Code of Conduct**. This clause does not apply to possession of a firearm or gun.

## **Weapons – Notice To All Students**

**The items listed below are commonly used as tools in some of your classes:**

*Examples of some, but not all, unauthorized tools are: box cutter knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vice grips, and any other tool that may be used in class.*

**Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion.**

**STOP!**  
**Leave them in class!**  
**Don't bring them!**

Any object, which could be used to injure another person and which has no school-related purpose for being in the student's possession, at that time, will be considered a weapon for purposes of the **Student Code of Conduct**.

### **WEAPON POSSESSION – Read Carefully**

Students may not be in possession of weapons of any type. If at any time a student discovers that he or she has possession of a weapon other than a firearm/gun the student must immediately turn the weapon into the nearest teacher, counselor, administrator, or other school staff person. If the student immediately turns in a weapon, the student will not face the consequences for weapon possession. If, however, the student continues to possess the weapon, to go onto further classes, to display the weapon to other students, or otherwise does not take the immediate action of reporting, the student will be subject to expulsion/consequences as defined in the **Code of Conduct**.

## Intervention and Response Terms

### Community Service

Duties performed for the benefit of the school or community. Examples include but are not limited to cleaning, outside work, or assisting students or staff.

### Emergency Exclusion

The recommendation to exclude a student from school for a period of time as long as the student's presence in the school presents a danger to self or others.

### Expulsion

Expulsion shall mean a student may not attend any school in the district for the period of the expulsion. This includes any school function including graduation ceremonies or being on any OPS school property during the duration of the expulsion. However, an expelled student may participate in a district specified alternative school, class, or educational program during the term of expulsion. If misconduct punishable by a one semester expulsion occurs during the last 10 days of a semester, the expulsion will be for the remainder of the semester and the next semester or the remainder of the semester, summer school and the first semester of the next school year. No student may return to the school from which the student was expelled. Any student expelled more than once during his/her high school enrollment years will be readmitted to an alternative program after completing coursework at the Expelled Student Program in areas specific to the student need(s).

### Reassignment

Mandatory transfer to another school or program; no student may return to the school from which the student was reassigned.

### Restorative Practices

Behavioral interventions are a part of the teaching and learning process, to hold students accountable for their actions, by providing meaningful opportunities to build social and emotional skills. They are intended to focus on problem-solving, repairing harm, and restoring relationships. All participants in the process have a voice and are valued in the resolution so that relationships are built and strengthened in the school community.

### Saturday School

Saturday School requires that the student spend a block of time at school on a Saturday morning(s). Exact time(s) will be determined by the building principal. Transportation will not be provided to or from Saturday School.

### Student Success Center (SSC)/ Positive Action Center (PAC)

In the SSC/PAC room, the students work in a closed classroom environment, which minimizes distractions while allowing them to focus on their needs both academically and socially. Components of the SSC/PAC include individual guidance and/or instruction on writing skills, study skills, social skills, and conflict resolution. The SSC/PAC encourages students to accept responsibility for their actions. The use of the SSC/PAC rooms may also be used as a preventative measure to help students make positive choices as it relates to behaviors.

### Late School

Late School requires that the student spend a block of time after school as determined by the building principal. Transportation will be provided for eligible students.

### Suspension, Long-Term

Exclusion from school for a period of time exceeding five (5) school days but less than twenty (20) school days

### Suspension, Short-Term

Exclusion from school for a period of time up to five (5) school days



## ***Additional Information***

### **BEHAVIOR RULES FOR CONDUCT OCCURRING OFF SCHOOL GROUNDS – OPS Policy 5103**

It is the belief of the Omaha Public Schools that it is important to support the total student. Expectations for our students go beyond the school day and into the community. We believe that part of learning is accepting responsibility for one's actions. Our intent is to support all students in their decision-making and their development into responsible adult citizens while serving as a deterrent to certain unacceptable or unlawful behaviors. This policy applies to conduct which occurs in places that are not otherwise covered by the **Student Code of Conduct**.

#### **Disciplinary Action**

Any student engaging in 1) behaviors off school grounds that would otherwise violate the **Student Code of Conduct**; or 2) student speech off school ground that causes substantial disruption to the school environment, may be subject to:

1. Emergency exclusion if the student's conduct presents a clear threat to the physical safety of self, or others, or is so extremely disruptive as to

- make temporary removal necessary to preserve the rights of other students to pursue an education;
2. Short-term suspension by the principal for up to five (5) school days as provided in OPS Policy 5105;
3. Participation in and successful completion of a district substance use screening by a qualified community provider or community counselor at the discretion of District or school administration; and/or
4. Suspension or exclusion from extracurricular and/or co-curricular activities in accordance with the provisions of OPS Policy 5104.

#### **Appeal Process**

Nebraska statutory provisions regarding short term suspension and emergency exclusion shall apply to each of the disciplinary measures respectively as set forth in OPS Policy 5101.

### **BEHAVIOR RULES FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES – OPS Policy 5104**

Students who participate in extracurricular activities, including but not limited to NSAA activities as set forth in OPS Policy 5102, are deemed to be held to a higher standard when it comes to representing their respective schools – both on- and off-campus. Extracurricular activities means student activities or organizations which are supervised or administered by the District or a District staff member which do not count towards graduation or grade advancement and in which participation is not otherwise required by the school. It is therefore critical for those students to always be mindful of their behavior and how it reflects on their schools and the District.

In addition to any other discipline imposed for violations of the **Student Code of Conduct** or for violations of OPS Policy 5103, any student participating in any extracurricular activity at the time the student commits the violation will be subject to suspension from participation in said activity or activities as described in the following:

First Offense: 15 Calendar Days

Second Offense: 90 Calendar Days

Third Offense: 180 Calendar Days

The sanction shall be implemented upon confirmation and notice to the student by the school administration, and the sanction applies to all activities, public or private, that occur on school property or at a school function. In addition, the teacher/coach/sponsor of the extracurricular activity may impose other sanctions as permitted and described pursuant to the "Rules Regarding Other Conduct" in the **Student Code of Conduct**.

#### **Rules Regarding Other Conduct**

Individual coaches, activity sponsors, or staff responsible for an extracurricular activity, may impose participation restrictions or eligibility restrictions for participation in extracurricular activities on students for behavior other than those set forth in the **Student Code of Conduct** or in OPS Policy 5103 provided:

1. Before the student participates in an extracurricular activity, that student and the student's parent(s)/guardian(s) have been advised of the participation and eligibility rules and the types of misbehavior that would cause a student to become subject to such participation and/or eligibility restrictions.
2. Participation and/or ineligibility restrictions are imposed only after the coach, activity sponsor or responsible staff has:
  - a. Investigated the alleged misbehavior;
  - b. Given the student written or oral notice of the charges against the student;
  - c. Explained the evidence against the student; and
  - d. Given the student a chance to tell the student's version of what happened.
  - e. The coach, activity sponsor or responsible staff has decided the student, in fact violated the participation and/or eligibility rules.
3. The student has the right to appeal the individual coach's, activity sponsor's or responsible staff's decision, as specified above, to the school principal. The determination of the principal under such circumstances shall be final.

## BEHAVIOR EXPECTATIONS FOR STUDENTS IN REMOTE LEARNING ENVIRONMENTS

In addition to in-person classroom lessons, students enrolled in the Omaha Public Schools may also receive instruction at home through remote teaching and learning experiences. Guidelines and expectations of the **Student Code of Conduct** remain in effect for students in remote learning environments.

Additionally, students receiving digital curriculum and instruction online should be aware of appropriate use of computers, digital devices, and the network. Any activity, which violates local, state, or federal laws, is considered a violation of the **Student Code of Conduct**, will result in disciplinary action, and may be referred to law enforcement.

It is expected that students adhere to the following **Behavior Guidelines for Remote Learning**:

- Appropriate clothing for the learning environment
- Student emails should only be sent for class/course purposes
- Do not cut, copy, or plagiarize internet content or the work of others
- Use care with food and drinks while using a district device
- Use appropriate language for the learning environment
- Never post or repost sensitive information or inappropriate images

- Students should never create or knowingly send computer viruses
- Handle district devices with care

**Individual schools may have additional expectations for their school learning environment. See the information pages in your school's *Student and Family Handbook*.**

It is required that students adhere to **Online Safety Practices for Remote Learning**:

- Passwords are private information and should only be shared with parent(s)/guardian(s)
- Students should never use others' passwords
- Students should never post personal information (address, email, phone number, etc.)
- Should a password become compromised, report it to a school staff member immediately
- Report device or content concerns to school staff immediately
- Students should never communicate with others they do not know
- Students should not share pictures of themselves for any reason other than a learning assignment
- Seek support from school staff if having trouble with a district device, network, or online program

## BEHAVIOR EXPECTATIONS FOR STUDENTS RECEIVING DISTRICT-PROVIDED TRANSPORTATION

The school bus is considered an extension of the school. Any behavior violation committed by a student on a district-owned, leased or contracted bus being used for a school purpose shall have the same level of Intervention and Response in the same manner as if the violation had been committed at the student's assigned school. This will include any referral or activity on the bus which is considered unsafe and/or refusal to follow directions of the driver, OPS staff, or aide. **The Student Code of Conduct** will be applied to referrals for behaviors on the bus.

In addition, it is expected that students adhere to the following **Safety Guidelines for Transportation**:

- The driver is in full charge of the bus and students. Please show respect and follow directions of the driver and/or staff.
- Only assigned students are eligible to ride their assigned bus.
- Wait until the driver instructs you to get on or off the bus.
- Board the bus in an orderly manner.
- Sit facing forward, keeping the aisle clear.
- If students are required to wear safety restraints, the bus will not move until the restraints are properly fastened.

If required, students who refuse to wear safety restraints, may be subject to Intervention and Response, including removal from the bus.

- Remain seated until the driver directs you to unload.
- Do not extend your arms or head outside the bus window.

- Do not throw any items out of the bus window.
- Keep your voices at a quiet level, so to not distract the bus driver.
- Eating, drinking, and smoking are not permitted on school buses.
- The school district is not responsible for items left on the bus.
- Be on time to your bus.

Violation of **Safety Guidelines for Transportation** may result in any of the following resolutions:

- Structured entry on the bus
- Bus safety training review
- Assigned seating while on the bus
- Student conference with administration
- Parent(s)/guardian(s) conference with student and administration
- Temporary removal from the bus (1-5 days)\*
- For continued bus misconduct, a student may be suspended from the bus for 6-19 days\*

\*If a student is temporarily removed from the bus, it is the responsibility of the parent(s)/guardian(s) to transport the student to and from school.

Repeated violation of **Safety Guidelines for Transportation** may result in the loss of the bus transportation privilege.



## BOOK BAGS AND PERSONAL ITEMS

Students may carry book bags, backpacks, and similar items to transport books, supplies, and other belongings. Bags are subject to inspection, and the student is responsible for all contents. Objects that have no school-related purpose or that create a disruption to the learning environment may be confiscated until the end of the school day, and/or a parent/guardian may be required to

pick up the object. Repeated violations may be viewed as insubordination, resulting in additional application of the **Student Code of Conduct**.

All lockers and their contents are subject to random searches by school staff without prior notification to students. Please see OPS Policy 5406 regarding student searches for additional information.

## DRESS AND PERSONAL APPEARANCE

Personal appearance is basically a concern of the student and their parent(s)/guardian(s). However, a student's appearance should promote positive opportunities for learning. The following guidelines shall apply to all regular school activities:

1. Students must be fully clothed, with a covered torso and shoes.

2. Words or images that promote alcohol, drug use, weapons, that insult or demean others, or that disrupt the school environment are not acceptable at school.
3. Any exception to these guidelines, such as for Spirit Days, special events and/or extracurricular activities, must be approved by the school administration.

## MAKE-UP WORK DURING SUSPENSION

Students will be given an opportunity and must assume responsibility for making up work, including tests, missed during suspension. Completion of make-up work is equal to the time the student has been suspended from school

but is not to exceed ten (10) days. Credit will be awarded for acceptable makeup work. See OPS Policy 5207 for more information on make-up work.

## MISCONDUCT BETWEEN SEMESTERS OR BETWEEN SCHOOL YEARS

If misconduct otherwise covered by the **Student Code of Conduct** occurs between semesters or between school years, the penalties provided for in the **Student**

**Code of Conduct** shall be enforced during the next semester.

## NO TRESPASSING/BAN AND BAR WARNING AND RESTRICTION

Visitors to the schools must respect the learning environment and maintain proper behavior and decorum. Disruption of the orderly process of the school is prohibited. The principal or his/her designee is authorized to deny access, ban and bar future access, remove or request the removal of any visitor whose behavior is disruptive to the educational/working environment of the school as outlined below:

1. Presents a risk to the safety of others resulting in the likelihood of violence (e.g. specific threats, posturing, or actions)
2. Presents a disruption to the learning environment adversely affecting students/staff (e.g. yelling or destroying property)

3. Repeated failures to follow school policy/procedures (e.g. refuses direction from school administrators or check-in process)
4. Does not have legitimate purpose to be on school grounds or activities (e.g. loitering or wandering inside building)

An individual in receipt of a "No Trespass or Ban/Bar Restriction" may not come onto the grounds of an issuing school. All restrictions are applicable from date of issuance through the subsequent summer and are made void, unless otherwise specified, each August. Any visitor to the schools who has been denied access or who has been asked to leave may appeal to Student and Community Services.

## PERSONAL CELL PHONE/PORTABLE DEVICE GUIDELINES FOR STUDENTS

The purpose of these guidelines is to provide a district-wide procedure regarding the use of cell phones and other Personal Electronic Devices (PEDs) by students and the consequences for noncompliance with the procedure to ensure that the use of cell phones and PEDs does not interfere with teaching and learning during the school day.

### GUIDELINES

High schools and Middle schools have building expectations for cell phone use that are to be followed by all students. Students may be permitted to use cell phone and PEDs only when directed by school staff as

acceptable for classroom instruction. Elementary school students shall leave cell phones powered off in their backpacks or lockers and may only use them before or after school and/or at the approval of their building administration.

The use of cell phones and PEDs should not interfere with teaching and learning during the school day. The school assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students on school property or held by school officials during the confiscation period.

## DEFINITIONS

1. "Cell phone" includes, and is not limited to, iPhones, "smart" phones, Internet enabled phones and other PEDs that are capable of placing and/or receiving telephone calls (including personal listening device such as earphones, ear buds, "Bluetooth", etc.), text messages, creating and distributing videos, taking photographs, and the like.
2. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a smartphone, cellular phone, or tablet.
3. "Personal Electronic Device" is an electronic device that emits an audible signal, visual signal, vibration, displays a message, or otherwise summons the possessor, including, but not limited to, iPads, paging devices, electronic emailing devices, radios, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, personal digital assistants (PDAs), cameras, and any device that provides a connection to the Internet.
4. "School Hours" means the time a student enters the school bus or school property until the end of the school's designated "school day." "School Day" means the regular school day with a designated starting time and ending time as defined by the local school building.
5. "School property" includes parking lots, school buses, and outside or inside all areas of the school building.
6. "Turned off" or "powered off" means the device is not activated. Devices in quiet vibrate or other modes, except off, are not considered turned off or powered off.
7. "Use" includes carrying or possessing a cell phone or PED that is either visible or can be heard, with or without a personal listening device such as earphones, ear buds, "Bluetooth", etc. A cell phone set on "vibrate" or "manner mode" shall be considered to be in use. A cell phone or PED that emits an audible signal, vibrates, displays a message or otherwise summons the possessor shall be deemed "in use." A cell phone or PED, even if placed in an "off" position but visible to others, may be deemed "in use." A cell phone or PED in an "off" position and stored out-of-sight in a back-pack, book bag, pocket, purse, vehicle, locker, etc. shall be not be deemed "in use."

## PROCEDURES

Students are permitted to use cell phones and PEDs only during the following times:

- Before school hours on school property (as directed by school administration).
- After school hours on school property (as directed by school administration).

- Lunch period (high school students only).
- Passing periods (high school students only).
- At evening or weekend activities on school property.
- An emergency situation with the permission of the teacher, instructor, coach, program director, or administrator.
- For approved instructional use by the student's teacher (high school students only).

Building administration will have the discretion to determine the use of cell phones and PEDs for students participating in after school and/or extracurricular activities while on school property or while attending school sponsored or school related activities on or off school property.

### Prohibited Use of Cell Phones and PEDs:

- The use of cell phones and PEDs at any time other than those specified.
- The sharing or electronic posting of images taken or stored on cell phones or PEDs during school hours and/or on school property.
- Student use of cell phone camera/video recording without consent from school administration is prohibited and considered a violation of the **Student Code of Conduct** (see additional information under **Unauthorized Use of Camera, Video Device, Personal Device that Attaches to School/District Network, Cell Phone or Recording Device**, page 17)

### If guidelines for use are not followed, then the Personal Electronic Device (PEDs) and/or cell phone may be confiscated:

When a PED and/or cell phone is confiscated the device should be turned over to the designated staff member. The individual who confiscated the item shall take reasonable measures to secure the item until such time the PED and/or cell phone is given to the building administration by the end of the day. Once the device is turned over to the designated staff member, the staff member shall take appropriate action to store the device in a secured location within the school building. Return of the device will occur according to building protocols, which may include communication with the parent(s)/guardian(s) and possible disciplinary action.

### Noncompliance with Attempted Confiscation:

Students committing repeated violations of this Procedure shall be subject to additional disciplinary action consistent with the **Student Code of Conduct**. Students who refuse to comply with a request to turn over their cell phone and/or PED shall be subject to discipline for insubordination and such other disciplinary action consistent with the **Student Code of Conduct**.

## SCHOOL EXCLUSION AND DUE PROCESS RIGHTS

A principal (or designee) may determine that it is necessary to exclude a student from classes. The decision to exclude is made after the principal has investigated the facts, given the student oral or written notice of the charges against the student, and provided an opportunity for the student to present the student's version.

The range of possible exclusions includes short-term suspension, emergency exclusion, long-term suspension, expulsion, or reassignment. Except in situations where the student brings a deadly weapon to school, elementary school staff shall not suspend a student in pre-K through 2nd grade. It is the principal's responsibility to determine the type of exclusion and/or action recommended. A student cannot attend school, take part in any school function including graduation ceremonies, or be on school property during the duration of a suspension, exclusion, or expulsion.

The administrator will take action based upon first-hand information. This may include contact with witnesses to the student's prohibited conduct. Prior to any decision, the administrator must confer with the student to inform the student of the charge and the available information, give the student an opportunity to tell the student's version of the incident, weigh the evidence as to the offense, make a decision whether the student engaged in the prohibited conduct, and then inform the student of the decision.

In cases of recommendations for long-term suspension, reassignment, exclusion, or expulsion, the student may, upon request, have a hearing on the specific charges. Students are advised of this right when a principal decides to recommend one of the above actions. If a hearing is not requested within five school days the recommendation will go into effect. See OPS Policy 5101 for more information on student discipline and exclusion of students from school.

### Rights for the Student Receiving Special Education Services

If a student receiving special education services violates a provision of the **Student Code of Conduct** resulting in a recommendation for expulsion, mandatory reassignment, or a long-term suspension in excess of five consecutive days, a Manifestation Determination (Due Process) IEP meeting shall be convened within three working days of the recommendation. The IEP team shall determine if the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability and will also determine if the conduct in question was a direct result of the school district's failure to implement the IEP. If a student or parent(s)/guardian(s) wishes to appeal the outcome of the IEP Manifestation Determination an appeal could be placed through the Special Education Department with the Director of Special Education.

## SCHOOL RESOURCE OFFICERS (SRO)

School Resource Officers (SROs) are hired and trained to support the safety efforts of the Omaha Public Schools. They serve in designated schools and work alongside school administration. SROs and/or police officers are responsible for responding to criminal law matters where it is mandated by law that such offenses be referred to the criminal justice system. Absent an immediate threat of imminent physical harm and/or criminal law matters, school discipline issues are addressed by school administration.

SROs and/or police officers who witness school discipline issues shall contact school administration to address the matter. SROs should act as any school adult in redirecting minor misbehavior and may choose to de-escalate a situation using conflict resolution techniques and leverage existing positive relationships with those involved. Incidents must be referred to school personnel to determine appropriate response for violations of the **Student Code of Conduct**.

## STUDENT SEARCHES – OPS Policy 5406 SEARCH AND SEIZURE

### Drug Searches by Police/ Sheriff Canine Units

The District retains the right to utilize the services of Omaha Area Law Enforcement Authorities' Canine Units in the detection of illegal drugs and/or contraband at any time, announced or unannounced at the District's schools and programs.

- A. The Superintendent or designee (in consultation with the Office of School Safety) may request the canine unit be utilized to search all inside areas of a school building, including lockers, at a time when students are or are not present. If a search takes place in a classroom when students are present, all will exit the room, leaving all items behind.
- B. A building principal (in consultation with the Office of School Safety) may request that a canine unit

be utilized to search vehicles in a school parking lot or in other areas where student vehicles are parked during or after school hours. If a dog alerts to a student's vehicle, the student will be required to unlock the vehicle doors and trunk for internal inspection. Any refusal to unlock the vehicle will be handled by law enforcement.

- C. Any illegal drugs and/or contraband found on school grounds, whether in a student locker, vehicle, or any other place on school grounds, will be confiscated and the student may be subject to disciplinary action specified in the **Student Code of Conduct**.
- D. The student's parent(s)/guardian(s) shall be notified should illegal drugs and/or contraband be discovered.

- E. This policy shall be included in the student handbooks. This policy shall not be implemented until parent(s)/guardian(s) and students are provided written notice of this policy.

### Searches of School Lockers, Student Automobiles, and Students' Persons

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks, lockers, and district owned electronics issued by the school.

Vehicles parked on school property are subject to search by the principal or the principal's designee if the principal or his or her designee has reasonable cause to believe that contraband is in or on the vehicle.

Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband or evidence indicating that the student has otherwise violated the **Student Code of Conduct**. This includes all student pockets, purses, backpacks, and other kinds of carrying devices, and any personal computing, communication, and data storage devices. If the student does not allow the search, Law Enforcement may be called.

## SECRET ORGANIZATIONS

Under state law, it is "unlawful for the pupils of any public secondary school to participate in or be members of any secret organization." The Board of Education is

empowered to deny to any student who violates the law any or all privileges of the school, or it may expel such student for failure to comply with the law.

## STUDENT ATTENDANCE – OPS Policy 5008

Attendance promotes success and positive outcomes for all learners. Regular attendance by students at school is essential for students to obtain the maximum opportunities from the education program. Parents, guardians, or those responsible for making educational decisions on behalf of the student and students are encouraged to ensure regular and timely attendance at school.

The District recognizes the following as Excused Absences:

- School Sponsored Activities – School related activities that take a student out of their scheduled classes, i.e. field trips, competitions, athletic events, school matinees, speakers, testing, etc.
- Bereavement – Parent/guardian notifies the school the student is attending a funeral.
- Court/Legal Appearance - Parent/guardian notifies the school the student is required to attend a court or legal proceeding. This is specific to only the student.
- Illness – Parent/Guardian notifies the school the student is ill.
- Medically Excused – A medical provider's note is required to verify the absence to include: a medical appointment, hospitalization, or a long term chronic physical or mental illness; or the school nurse is required to send the student home.
- Military Leave – Parent/guardian notifies the school the student absence is specific to deployment and/or military leave activities.
- Office – The student is in the school, but has written authorization from a school administrator or nurse identify the reason the student was not in class.
- Post-Secondary Visit – Parent/guardian notifies the school the student is visiting a post-secondary program.
- Religious Holiday Observance- Parent/guardian notifies the school of the religious holiday observance.
- Student Success Center – Student attending the

Student Success Center.

- Suspension – Student absence while on suspension.
- Bus – The Principal, or designee, provides notice that there has been a delay due to District provided transportation.
- Interim – The student is in an interim school setting.
- Senior Release – The student is a 12th grader and not required to attend at the end of the school year – graduation.
- Technology – The student had technology issue preventing them from participating in remote learning.

All other absences are Unexcused.

To improve attendance, the District will take a holistic approach utilizing school, family, and community resources to identify and address the reasons students are absent from school. When concerns arise about a student's attendance, the District will work with the person or persons who have legal or actual charge and control of any child or the person who is responsible for making educational decisions on behalf of the child if that person is someone other than the person who has legal or actual charge or control of the child.

After a student has accumulated FIVE days of unexcused absences or its hourly equivalent, the District shall render services to address barriers to that student's attendance. Such services shall include, but are not limited to, verbal or written communication by school officials to the person or persons who have legal or actual charge and control of any child or the person who is responsible for making educational decisions on behalf of the child.

After a student has accumulated TEN days of unexcused absences or its hourly equivalent, the student's records will be reviewed by the School Attendance Team, which shall be comprised of a School Support Liaison (SSL)/Elementary Assistant Principal/Attendance Designee, a School Counselor, a School Social Worker, and a School Administrator. The District shall render services



to address barriers to that student's attendance. Such services may include, but are not limited to, individualized problem solving, a meeting with the family and a member of the school's Attendance Team and development of a collaborative plan as needed.

After a student has accumulated FIFTEEN days of unexcused absences or its hourly equivalent, the designated school official shall send written communication to the parent/guardian or the person who is responsible for making educational decisions on behalf of the child providing notice of available resource and that the District may refer the absences of the child to the county attorney upon twenty days of unexcused absences, or its hourly equivalent. After a student has accumulated TWENTY days of absences or its hourly equivalent, REGARDLESS OF WHETHER THOSE ABSENCES ARE EXCUSED OR UNEXCUSED, the District shall render services to address barriers to that student's attendance. Such services shall include, but not be limited to:

- Written communication by school officials to the person or persons who have legal or actual charge and control of any child or the person who is responsible for making educational decisions on behalf of the child.
- One or more meetings of the Student Attendance Team along with the parent/guardian or the person who is responsible for making educational decisions on behalf of the child, and, when appropriate, the student, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for

making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- The physical, mental, or behavioral health of the child;
- Educational counseling;
- Referral to community agencies for economic services;
- Family or individual counseling;
- Assisting the family in working with other community services; and
- Referral to restorative justice practices or services.

#### Reporting Excessive Absenteeism to the County Attorney:

The District MAY report to the county attorney when the District has documented the efforts it has made as required by the collaborative plan noting that they have not been successful in improving regular attendance by a student. The designated school official shall also provide written notice to the parent/guardian or the person who is responsible for making educational decisions on behalf of the child prior to making the referral to the county attorney. A student's physical or mental illness that makes attendance impossible or impracticable shall NOT be the basis for referral to the county attorney. The District may involve the county attorney at any point in the process of addressing the student's absences without it rising to the level of a referral.

*Legal Reference: Neb. Rev. Stat. 79-201 and 79-209*

## Student Attendance

Attending school on time and every day is a critical and necessary factor for student success. Showing up for school and being ready to learn impacts a student's academic success and their connectedness to school starting in kindergarten and continuing through high school. Students are expected to arrive on time and be engaged in learning throughout the academic day.

Attendance matters. Students who attend school regularly are more likely to be on or above grade level academically, be socially and emotionally connected to the school and staff, and remain on track to high school graduation.

Ensuring students arrive on time and attend school throughout the day is everyone's responsibility.

In addition to in-person learning, students enrolled in the Omaha Public Schools may also receive instruction at home through remote learning. Guidelines and expectations of the Omaha Public Schools Attendance Policy 5008 remain in effect for students in remote learning environments or programs.

### Student Responsibilities

- Establish bedtime and morning routines
- Arrive on time and attend the entire day

- Miss fewer than 9 days of school throughout the year
- Communicate with teachers

### Parent/Guardian Responsibilities

- Establish bedtime and morning routines
- Ensure your child(ren) arrive to school on time and attend the entire day
- Encourage and monitor attendance
- Schedule any medical or other appointments after school or on non-school days
- Communication is key – talk with teachers and school staff to report absences

### Teacher Responsibilities

- Create a positive classroom culture of why attendance matters
- Encourage attendance
- Set and monitor attendance goals with students and parent(s)/guardian(s)
- Collaborate with school staff and families to address attendance concerns
- Celebrate students who are meeting attendance goals

### Administrative and Support Staff Responsibilities:

- Create a positive school culture of why attendance matters
- Encourage and communicate the importance of attendance

- Set and monitor attendance goals with staff, students and parent(s)/guardian(s)
- Collaborate with school staff and families to address attendance concerns
- Celebrate and recognize attendance

## STUDENT SIGNATURE OF RECEIPT OF SCHOOL RULES

The signature on the Receipt of Student Handbook verifies that a copy of the Student Handbook, which contains the **Student Code of Conduct** and other school rules, was received. The signature shows agreement to accept responsibility to know the contents of the handbook, to understand the rules for students contained

in it, and that the rules will be followed. In elementary schools, the signature is received by the parent(s)/guardian(s) of the student. In secondary schools, the student signs the Receipt of Student Handbook form or may sign electronically via Student Portal.

## NEXT LEVEL LEARNING (Summer School) AND DUE PROCESS

Students attending school classes during non-traditional times, such as spring and summer sessions, are also held to the requirements of the **Student Code of Conduct**. However, disciplinary consequences may be limited to short-term suspension, long-term suspension

and Expulsion from Next Level Learning instructional programs. Students have the right to a hearing if more than five days of the session are missed due to a disciplinary action.

## SURVEILLANCE CAMERAS – STUDENTS

Surveillance cameras are located on all school buses and in various public spaces in school buildings. Students have no expectation of privacy in places where surveillance cameras are installed. These cameras are present to assist school officials in providing a safe learning environment for all students. Video from these cameras is not generally a student record. The video may become a student record if it is directly related to a student rather than just incidentally

related, which is determined on a case-by-case basis. Videos that are student records may be reviewed by the parent(s)/guardian(s) of the student in the presence of school officials. Videos that are student records may be used as evidence in student hearings and may become public if the parent(s)/guardian(s) request an open hearing. See OPS Policy 3231 for more information on video surveillance.

## TOBACCO, ALCOHOL, DRUGS

The use of tobacco, drugs, alcohol, controlled substance, imitation-controlled substance, or abuse of non-controlled substance in the school is forbidden. The school district recognizes that student drug and alcohol abuse is a public health issue and not a school discipline, juvenile justice, or criminal issue. When students are suspected

of using or abusing drugs, school staff will collaborate with the parent(s)/guardian(s) to address the issue, and students may be referred to student assistance programs. Suspension is not considered intervention for drug use or abuse, but may be utilized in order to maintain a safe and drug free school environment.

## UNAUTHORIZED VISIT TO OTHER CAMPUSES

A violation committed by a student on school grounds other than those of the school to which the student is assigned or at any school sponsored activity or athletic

event shall be punished in the same manner as if the offense had been committed at the student's assigned school.

