

**Student
and
Family
Handbook
2023
2024**



OMAHA PUBLIC SCHOOLS

**Washington
Elementary**

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.

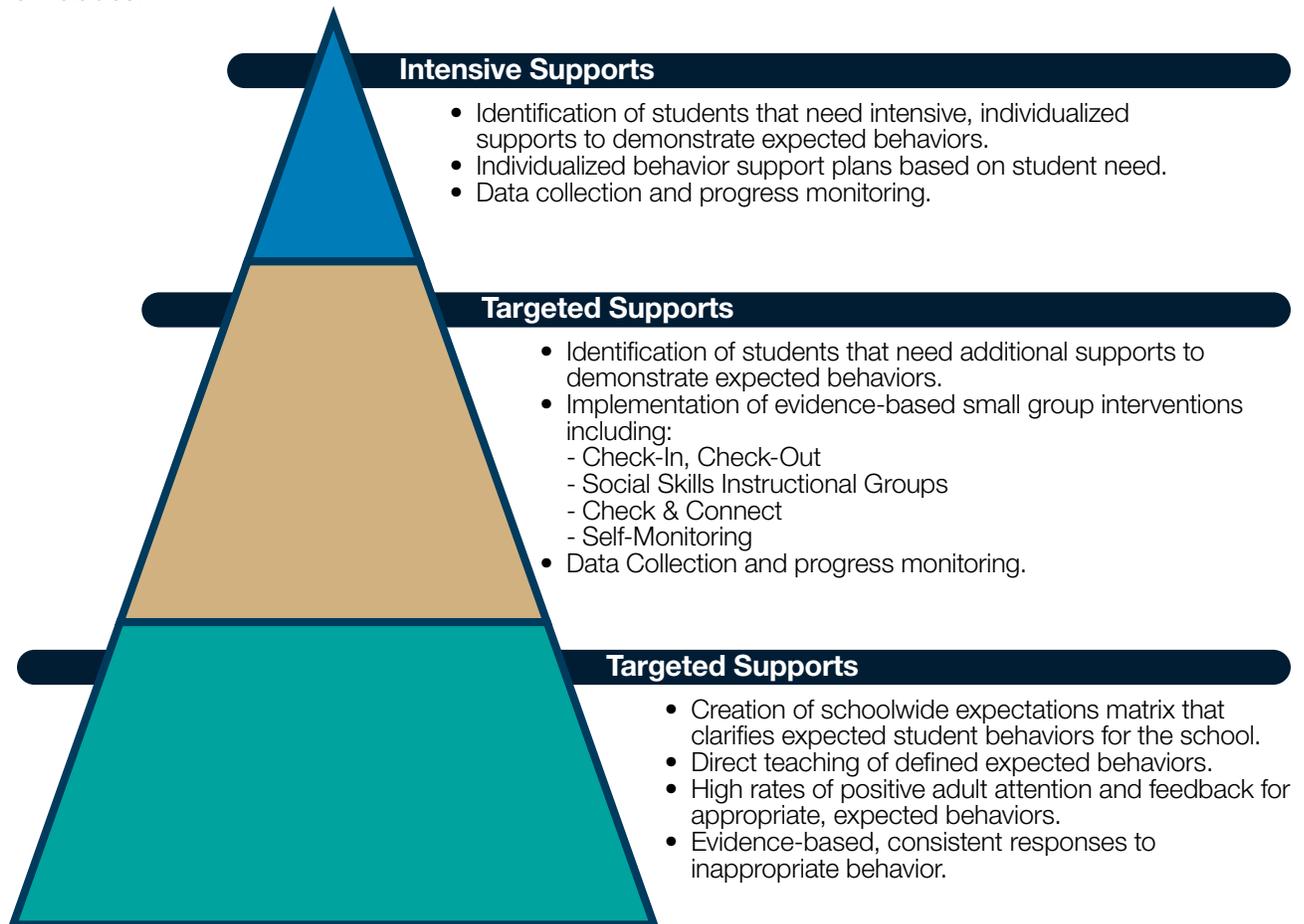
We believe that we cannot “make” students learn or behave. But we can create environments to increase the likelihood of positive behaviors occurring.

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.

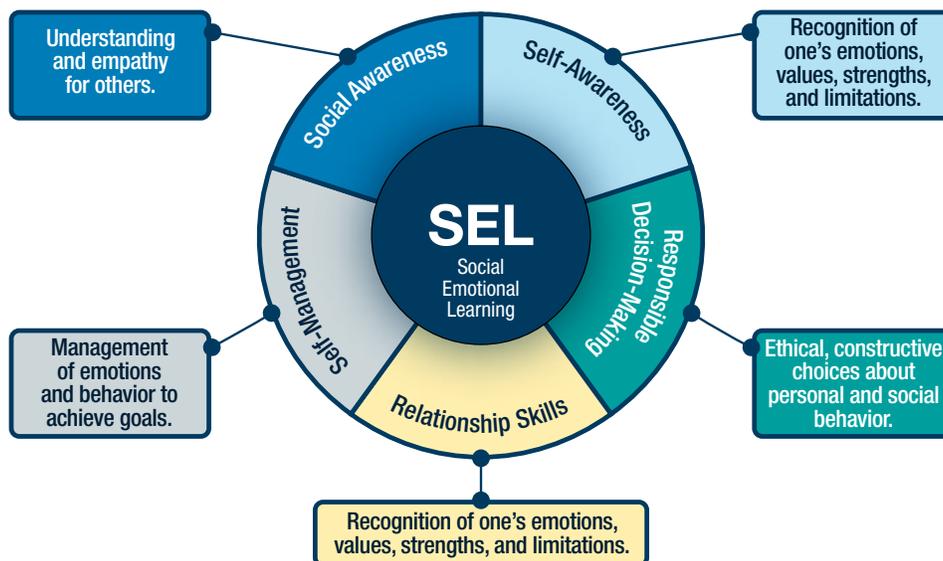
Within the Omaha Public Schools, our goal is to focus on CASEL's five SEL competencies:

- 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.



Washington Elementary

Student and Family Handbook 2023–2024

5519 Mayberry Street / Omaha, Nebraska 68106-1636
531-299-2220 / www.ops.org/washington

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



Mission Statement

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

Vision Statement

Every student. Every day. Prepared for success.

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

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Omaha Public Schools District Handbook

Omaha Public Schools Code of Conduct

Washington Elementary Vision Statement

Washington Elementary is driven by a vision in which all students are active and successful learners. Our high standards, teamwork, and nurturing environment inspire students to achieve.

Building Level Citizenship Plan

Students at Washington are expected to follow classroom and school rules that enhance their own learning and that of their classmates. Safety rules are to be followed at all times to ensure a safe and secure learning environment.

We believe our students are successful when they follow our 4 B's: Be Safe, Be Respectful, Be Responsible and Be a Leader. We practice positive reinforcement and acknowledge their appropriate behavior with Cool Cats. If a student feels like they need a moment to calm down, they are given an opportunity to visit the Wildcat Den. If a behavior continues then a student may be referred to PAC, Positive Action Center to work on strategies to be more successful. If a student becomes unsafe or continues with the behavior, they may receive an office referral to speak with the principal.

Colors:

Our school colors are red and white.

Daily schedule:

- 8:00 a.m. Office opens
- 8:30 a.m. Breakfast begins. Students may arrive.
- 8:50 a.m. School begins. The tardy bell rings.
- 4:05 p.m. Students are dismissed.
- 4:30 p.m. Office closes.



Accidents

In case of an accident at school, emergency first aid will be administered, and parents will be notified. If we are unable to reach parents, the emergency numbers you have provided will be called. It is essential that parents keep the office notified of any address or telephone changes. The name and number of a neighbor, relative, or person who may be called if parents cannot be reached must be current.

Address Change

If you are moving, please notify the office. It is important that we have current information of where we can reach you at all times. We are required to complete an address verification form whenever a child moves.

Birthdays

Students may bring a non-food item to share with classmates on their birthday. Appropriate items like wristbands, pencils, stickers, or small toys are permitted.



Breakfast Program

Our breakfast program is free for all students. Hot breakfast is offered each day, as well as cereal and oatmeal. Breakfast starts at 8:30 a.m.

Clothing, Student Dress Code

Student apparel should be safe and appropriate for the working and learning atmosphere of the classroom. Parent cooperation is appreciated to insure that student dress is safe and suitable for all school activities. Please adhere to the following guidelines:

- During hot weather, students may wear walking shorts. No biker shorts or short shorts. Shorts should be fingertip length or longer.
- Students may not wear sweatshirts, t-shirts, or jewelry which are imprinted with suggestive objectionable language, pictures, or alcohol/tobacco logos.
- Students may not wear see-through shirts, tight short skirts, tight exercise clothing, halter bra tops, or spaghetti straps.
- Shoulders, midriffs and waists are to be covered with clothing.
- Boys' pants must be fastened at the waist, not the hips.
- Safe shoes or sandals are to be worn at all times. Flip flops are not safe for school.
- Tennis shoes or other type of soft footwear are required for use in the gym.
- Hoods and hats are not to be worn in the school.
- No "Heelies" or "Wheelies" tennis shoes.

Complaint Procedure

If parents have a concern regarding a situation with their child at school, they are encouraged to follow these steps:

1. Do not ignore problems or let them continue to grow and bother you and your child. Please feel free to call the school and express your concerns.
2. Contact your child's teacher to discuss the concerns and possible solutions. Just as we try to teach children to talk to each other concerning their conflicts, we ask that adults model these behaviors by initially going to the teacher to seek a solution.
3. If the concern cannot be resolved with the teacher, the parent should then schedule a conference with the principal. Your concerns are always important to us and we will make every effort to work with you to resolve problems.
4. If the parent feels the concern has not been resolved, you can contact Student and Community Services at TAC, 531-299-0314.

Computers/Ipads

Each student is able to use a district issued iPad and charger. It is the responsibility that each student brings it to school every day fully charged. The student will be able to use the iPad for district approved apps and approved websites provided by the teacher. If a student misuses their iPad, the principal will follow the procedures according to the Code of Conduct.

Early Dismissal Request

If it is necessary for you to take your child from the building early, please come to the office to sign him/her out of the building.

Students will only be allowed to leave during school hours if an adult noted on the student information sheet pick him/her up. If a student must leave early, we require a note from the parent. Students will be checked out only to authorized adults. When the student returns, he/she should check in at the office. This is done for the protection of your child.

Supplies and Books/Toys/Candy/Gum

Books and most other school supplies are furnished by the district. Toys, games, fidget spinners, and other personal materials should not be brought from home unless requested by the teacher or with the teacher's permission.

Cell Phones

Students who carry a cell phone for safety to and from school will keep it in their backpacks until they reach their classroom in the morning. They will turn it over to their teacher, who will lock it in a closet until dismissal. Students will put the phone directly into their backpacks until they leave the building.

Bicycle Policy

Washington School has a bicycle rack. You may ride your bike to and from school as long as you have parent permission and follow the rules below.

- Secure your bike on the rack with a good lock. The school is not responsible for loss or theft.
- You must wear a helmet.
- Cyclists will wait until car and walker traffic has passed before starting out after dismissal.
- Cyclists may lose privileges for unsafe riding.



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
 - Saturday Parent Workshops hosted at Monroe Middle

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.

Washington Elementary School-Parent Compact

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences, the compact shall be discussed as it relates to the individual child's achievement.

Administrator/Teacher:

It is important that students achieve. We will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic achievement standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.

Parent / Caring Adult:

I want my child to achieve; therefore, I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning—volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.

Student:

I know my education is important to me. It is important that I work to the best of my ability.

I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.

Omaha Public Schools 2023-2024 Calendar



Next Level Learning – June 6–July 14

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

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.

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

Independence Day - No School For Next Level Learning Students - July 3-5

STAGGERED SCHOOL START - indicated by asterisk*

- **August *15** – Elementary Self-Contained Start Day
- **August *16** – Elementary Student Start Day
- **August *16** – Entry Level Middle and Senior High Student Start Day
- **August *17** – All Other Middle and Senior High Student Start Day
- **August *22** – Early Childhood Special Education Start Day
- **August *23** – Early Childhood Classes Start

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

Labor Day- No School For All Students September 4

No School For All Students September 15

No School For All Students September 22

First Quarter Ends – October 6

Second Quarter Begins – October 9

SENIOR HIGH CONFERENCES ARE THE WEEK OF OCTOBER 9TH

No School For Senior High Students – October 12 & 13

MIDDLE SCHOOL CONFERENCES ARE THE WEEK OF OCTOBER 16TH

No School for Middle School Students – October 19 & 20

ELEMENTARY CONFERENCES ARE THE WEEK OF OCTOBER 23RD

No School For Elementary Students – October 26 & 27

No School For All Students November 1

Thanksgiving Recess - No School For All Students November 20-24

Second Quarter Ends – December 21

No School For All Students December 22

Winter Recess - No School For All Students December 25-January 4

No School For All Students January 5

Third Quarter Begins – January 8

Martin Luther King Day - No School For All Students January 15

No School For All Students February 2

Presidents' Day - No School For All Students February 19

MIDDLE SCHOOL CONFERENCES ARE THE WEEK OF MARCH 4TH

No School for Middle School Students – March 7 & 8

Third Quarter Ends – March 8

Spring Recess - No School For All Students March 11-15

Fourth Quarter Begins – March 18

SENIOR HIGH CONFERENCES ARE THE WEEK OF MARCH 18TH

No School For Senior High Students – March 21 & 22

ELEMENTARY CONFERENCES ARE THE WEEK OF MARCH 25TH

No School For Elementary Students – March 28 & 29

No School For All Students April 12

No School For All Students April 15

Last student day - Fourth Quarter Ends May 22

Memorial Day. May 27

June 2023

S	M	T	W	T	F	S
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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 2023

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 2023

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2024

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28	29	30	31			

August 2023

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February 2024

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September 2023

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March 2024

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23	24	25	26	27	28	29
30	31					

October 2023

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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 2024

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2023

S	M	T	W	T	F	S
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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 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	

Omaha Public Schools Board of Education

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Omaha Public Schools District Student Handbook

Elementary · 2023-2024

*Every student.
Every day.
Prepared for
success.*



Omaha Public Schools Student Code of Conduct

2023-2024 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.

Omaha Public Schools District Student Handbook

Elementary · 2023-2024

*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 distributed at the end of each grading period. Report Cards are designed to inform parent(s)/guardian(s) of the student's level of proficiency

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

Grade Reporting Timeline

October – First Quarter Grade Report
December – Second Quarter Grade Report

March – Third Quarter Grade Report
May – Fourth Quarter Grade Report

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 Student Information Services at (531) 299-0237.

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. All of the Omaha Public High Schools are accredited through 2025 by Cognia and the State Department of Education.

Advertising and Promotion in the Schools – Policy No. 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 or 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 Communication 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 and Extracurricular Activity 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.

Family and Community Relations

Our district has a process to address concerns from families and community members through the Family and Community Referral Process. 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 in advance of a formal Family and Community Referral. For more information, contact Family and Community Relations at (531) 299-0314.

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 schools will follow the Attendance Policy found in the **Student Code of Conduct**.

STRIVE FOR 95 – Students reaching 95% attendance or higher throughout the school year.

- Attend regularly
- Arrive on time
- Attend the entire day
- Miss less than 9 days throughout the school year

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 to 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 (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.

Dating Violence Prevention – Policy No. 5420

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

For purposes of this policy "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on a consideration of the following factors:

- a. The length of the relationship;
- b. The type of relationship;
- c. The frequency of interaction between the persons involved in the relationship.

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 within the scope and subject to the limits of the District's authority as set forth in Policy 1210.

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 that is age-appropriate shall be incorporated into the school program. 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 school district's student-parent handbook or an equivalent such publication. Parents and legal guardians 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.

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	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	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 the Boy Scouts and other designated youth groups. Please contact the building

principal or the Executive Director for Supply Chain at (531) 299-9835 for inquiries regarding this policy.

Family Communication & Access to the Schools

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.

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

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

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.

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.

internet from the Omaha Public Schools homepage (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)

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

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

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.

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.

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

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.

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. 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.

An ill or injured student needs parent/guardian permission to leave school property. The exception would be in the event of an emergency requiring EMS services.

Accident Report

A written student accident report will be completed when an accident occurs on school property in which the

A health record is on file for each student in the health office and student health information is entered electronically in Infinite Campus. Parents/guardians are asked to update their child's health information by reporting to the nurse any changes in health status, newly received immunizations, and other pertinent information necessary to keep students safe, healthy, and ready to learn at school.

student sustains an injury that requires an evaluation by a health care provider.

Annual Health Screenings

In accordance with the Nebraska State Statute, #173 NAC 7, the Omaha Public Schools is required to conduct non-diagnostic health screenings to all students enrolled in Early Childhood – through 4th, 7th, and 10th grades.

The purpose of screening is to identify any possible health concerns needing further evaluation or assistance. Parents/guardians are notified of the screening result if the student is found to need further evaluation, as determined

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

The screening measures the following: height/weight, hearing, vision and dental health.

Per Nebraska State Regulations, a parent/guardian may

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

Health Conditions

For the health and safety of your student, notify your child's school of any health needs and concerns. 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 from 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

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 prior to enrollment. Students who do not meet the state rules and regulations must have a medical waiver or a notarized religious waiver on file. Students who do not meet the state immunization requirement for immunization compliance may be subject to exclusion. Below is a list of the required immunizations.

Students 2–5 years of age:

- 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

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 are to be done on or after March 1 for the upcoming school year. A copy of the

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.

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.

these conditions, signed by the health care provider and the parent/guardian annually. This plan authorizes the required rescue medication to be administered to the student at school in the event of an emergency. 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.

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

All students from Kindergarten through 12th grade:

- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11–15 years of age
- 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 and separated by at least one month, or written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease

Additionally for 7th grade through 12th grade:

- 1 booster dose of a tetanus, diphtheria and pertussis (Tdap) vaccine given on or after 10 years of age

physical examination should be requested and provided 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 are to be done on or after March 1

for the upcoming school year. The evaluation will examine for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine 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 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 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 in writing a statement 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

statement must be signed by the legal prescriber.

- **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.)**
- All medication must be brought to school in the original pharmacy or manufacturer's labeled container. The label on the prescription medication is to include the student's name, health care provider's name, date and directions to be followed.
- Expired or outdated 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.

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 within nine School Based Health Centers (SBHC) in buildings throughout the district.

The SBHCs are staffed by licensed advanced practice registered nurses and physician assistants and 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 – 311 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 2023–24 school year and for the upcoming 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. 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.

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 (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

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 2023–24 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 2023-24 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.

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 teacher 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 our conduct 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);
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 parent(s)/guardian(s); 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.

Omaha Public Schools SAFE Schools Hotline –

The Omaha Public Schools offers students and families the Omaha Public Schools SAFE Schools Hotline for help dealing with depression, anxiety, suicidal thoughts, substance abuse, bullying, relationship issues, violence, or to report a school concern. The Hotline number is **531-299-SAFE** (7233) and is available 24 hours a day, 365 days a year, staffed by trained counselors. Spanish-speaking counselors and translation services representing more than 140 languages are available.

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

rouines. 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

Any person other than the student, his/her parent(s), guardian(s), teachers, counselors, or school officials, may gain access to the student's records if the parent(s)/guardian(s) (or student if over 18) present a release of information stating specific items to be released and to whom the information is to be given. Records are also released to other educational institutions without prior parental or student consent as allowed by the Family Educational Rights and Privacy Act (FERPA).

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, 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 the official needs to review an education record in order to fulfill his or her 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 School 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 the 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.
1. **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.
2. **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.
3. **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.
4. **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.
5. **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 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.

Withdrawal from School

Pursuant to Neb. Rev. Stat. 79-202, a person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements of section 79-201 if an exit interview is conducted and the withdrawal form is signed and filed with the Commissioner of Education.

To begin the withdrawal process, the person with legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age submits a request to the school where the student is enrolled.

The principal or his/her designee (Administrator, School Support Liaison, and/or School Social Worker and/or School Counselor), will schedule the exit interview which shall be personally attended by: (a) the child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable; (b) the person who has legal or actual charge or control of the child who requested the exit interview; (c) the child's principal or the principal's designee (Administrator School Support Liaison, and/or School Social Worker and/or School Counselor) if the child at the time of the exit interview is enrolled in a school operated by the school district; (d) the superintendent designee (School Support Liaison) and (e) any other person requested by any of the required parties.

During the exit interview, the person making the written request shall present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either (i) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child or (ii) an illness of the child making attendance impossible or impracticable.

During the exit interview, the School Counselor will identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. During the exit interview, the

School Social Worker will identify all known community and family resources and opportunities that will be available to the child and family after withdrawing. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may either sign the withdrawal form provided by the school district or may rescind the written request for the withdrawal. The principal or his/her designee will complete the **Nebraska Withdrawal From Mandatory Attendance Form** found at:

<https://www.education.ne.gov/aded/nebraska-mandatory-withdrawal-from-attendance-form/>.

All information must first be inputted into the form and then printed off to be signed. The withdrawal form signed by the person making the written request is valid only if (i) the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable and (ii) the Principal or the Principal's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of Principal or the Principal's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child or an illness making attendance impossible or impracticable. The School Support Liaison will provide a signed copy of the form to (1) the person making the request, (2) the Student Information Services office to be entered into the data management system under Section 79-2,104, and (3) the Nebraska Department of Education which can be accomplished by sending a PDF of the completed form via e-mail to tate.lauer@nebraska.gov.

Students who have withdrawn may re-enter school the following semester by contacting the last school attended, or the Student Placement office at (531) 299-0302. Contact should be made prior to the start of the semester.