**Community Partner Request to Provide Services**

**Instructions**

Omaha Public Schools' vision: Every Student.  Every Day.  Prepared for Success.

* The mission: To prepare all students for success in college, career, and life.
* We cannot do this without the support of community partnerships. Partnerships and collaboration are essential for helping students achieve their maximum potential.

Complete this form if you want to:

* Partner with Omaha Public Schools for the first time to establish a collaborative partnership that would provide services to students, using evidence-based practices, in alignment with district goals.
* Expand or make program changes to an approved, existing Omaha Public Schools partnership.

Do not complete this form if you are:

* *Not* expanding or making any program changes to an approved partnership.
* Serving as a guest speaker at a school and will be under the direct supervision of a certificated employee. Please reach out directly to the school leader.
* Observing or shadowing a classroom. Please contact Human Resources at HRinfo@ops.org.
* Looking to share industry knowledge with students or staff via experiential learning, mock interviews, or internships/externships. Please reach out to Chris Humphries, Business Partner Liaison, at Christopher.Humphries1@ops.org

Before completing, please review the Omaha Public Schools board policy on [community partnership proposals.](https://www.ops.org/site/default.aspx?PageType=2&PageModuleInstanceID=2160&ViewID=1c43854f-5875-4d47-be5f-0e18028c22cb&FlexDataID=2377)

Questions? Contact Sheena Helgenberger at sheena.helgenberger@ops.org or 531-299-9688.

**To Answer:**

1. Type of Request

\_Initial Request - First time request to Omaha Public Schools for a specific service, program, or partnership.

\_Expansion Request - Organization is already an approved Omaha Public Schools partner and wishes to expand current programming to new schools, grade levels, etc. **or** add new programming to current schools or grade levels.

\_This partner request is dependent on my organization receiving grants or funding from sources other than Omaha Public Schools. We are submitting now to adhere to the district schedule of submitting requests.

1. Omaha Public Schools Student and Community Services hosted Service Providers are **required to be self-funded**. The district and schools will not provide funding for the programming or program activities. Students will not be charged to participate in services and will not participate in fundraising for program activities. Does your organization agree to these terms?

\_Yes

\_No

1. Organization Name
2. Organization CEO Name
3. Organization Mailing Address
4. Contact Person Name, Email, and Phone Number (for questions related to this request)

Insurance Requirements

Service Providers are required to maintain and pay all premiums on the following policies of insurance:

* $1,000,000 per occurrence
* $2,000,000 general aggregate
* $2,000,000 completed operations aggregate
* $1,000,000 personal and advertising injury

Coverage shall be provided by a standard form Commercial General Liability Policy covering bodily injury, property damage including loss of use, and personal injury.

Omaha Public Schools shall be named as additional insured on a primary and non-contributory basis including completed operations. Additional insured status shall be maintained for two (2) years after final acceptance and payment.

Professional / E&O Liability: Minimum limits of at least:

* $1,000,000 per occurrence
* $1,000,000 general aggregate
* Coverage shall have an effective date or retro date on or before the date of the Agreement and shall be maintained during the term of the Agreement and for a minimum period of one year after the term expires.

Sexual Abuse & Molestation Liability: Minimum limits of at least:

* $500,000 per occurrence
* $1,000,000 general aggregate
* Coverage shall have an effective date or retro date on or before the date of the Agreement and shall be maintained during the term of the Agreement and for a minimum period of one year after the term expires.

Automobile Liability: Minimum limits of at least:

* $500,000 per occurrence
* $1,000,000 per accident, combined single limit BI/PD
* Coverage shall apply to any owned, hired, or non-owned autos.
* A Waiver of Subrogation in favor of Omaha Public Schools shall apply.

Workers Compensation: Minimum limits: statutory coverage for the state where the project is located.

Employers Liability: Minimum limits of at least:

* $500,000 each accident
* $500,000 disease - per person
* $500,000 disease - policy limit
* A Waiver of Subrogation in favor of Omaha Public Schools shall apply.

Umbrella/Excess Liability: Minimum of at least $1,000,000 per occurrence

* A Waiver of Subrogation in favor of Omaha Public Schools shall apply.

1. I have read the Omaha Public Schools Insurance Requirements and certify that my organization will be able to provide insurance certificates that meet these requirements.

\_Yes

\_No

Background Check Requirements

Verification of current background checks are required of any service provider employee, contractor, or volunteers who will have access to Omaha Public Schools students, families, and/or staff at any District school, program, or facility while performing their programming.

* The District requires that Service Providers must obtain, at Service Providers cost, the following:
  + criminal background check,
  + national and county of residence criminal history record check,
  + check of the Abuse and Neglect Registries for adults and children,
  + check with the Nebraska State Patrol Sex Offender Registry, and the United States Justice Department Dru Sjodin National Sex Offender Public website (collectively, "Background Check") for all employees, contractors, or volunteers who are providing services under the Agreement.
* A background check must be completed within sixty (60) days prior to an employee, contractor, or volunteer's first contact with Omaha Public Schools, or within the last 12 months for an individual with a history of regular support on-site with Omaha Public Schools students. For any employer, contractor, or volunteer starting after that date, the Service Provider shall provide verification of the completed background check prior to permitting the employee, contractor, or volunteer to commence providing services to District students, families, and/or staff.
* **A verification form** (not copies of individual's background checks) **must be submitted** to cspdocuments@ops.org annually, prior to the initiation of services. This form will be shared with approved partners.

1. I have read the Omaha Public Schools Background Check Requirements and certify that my organization will be able to provide background check certification statements that meet these requirements.

\_Yes

\_No

Research and Data Requests

Individuals or organizations interested in conducting research with student and/or staff data must request the information through the Omaha Public Schools Research department. 

* Researchers are not permitted to request data directly from schools, staff or other departments.
* This includes conducting surveys or assessments with Omaha Public Schools students, their families, or educators.
* Being an approved Omaha Public Schools partner does not guarantee your data or research request will be approved.
* Learn more at <https://www.ops.org/Page/515>

1. I understand that my organization will need to submit a data request and/or research request if it wishes to access student data and/or conduct surveys and assessments as part of the intended services.

\_Yes

\_No

Technology

Community partners working with Omaha Public Schools (OPS) must adhere to established technology standards to ensure network security, data privacy, and compliance with federal laws such as CIPA and COPPA. Partners may receive network access, device use, and software support based on their service tier, but all technology use must align with OPS-approved security protocols. Only district-approved educational technology may be used on OPS devices, and access to student data requires prior authorization and a Data Protection Agreement (DPA). Unauthorized software installation, network modifications, or IT troubleshooting outside OPS policies is prohibited. All technology-related requests, including network access, software installation, and device use, must be reviewed and approved by OPS Technical Teams before implementation. Adhering to these standards helps maintain a secure and efficient digital environment for students, staff, and partners.

1. I understand that my organization will need to adhere to technology standards, if applicable, as part of the intended services.

\_Yes

\_No

Mandatory Training

If your request to provide services, or expand services, is accepted, Omaha Public Schools asks that your organization staff complete the following training once a year by September 15:

* Mandatory Reporting   9:46 minutes
* Adult Sexual Misconduct   18:48 minutes
* Understanding the Standard Response Protocol   11:10 minutes
* FERPA Training Video   18:54 minutes
* Sudden Cardiac Arrest Recognition and Response   7:29 minutes

1. I understand that my organization staff working with the district will need to take these trainings once a year.

\_Yes

\_No

Program Application Materials

If your program has students and their families complete an application to join, please send a copy to Sheena Helgenberger at sheena.helgenberger@ops.org for review.

1. I will email a copy of all program materials required to participate (such as an application/waiver/consent).

\_Yes

\_No

Intended Programming

1. Does your organization have a current contract with Omaha Public Schools as a service provider to provide this service?

\_Yes

\_No

1. If yes, paste a shareable link to the current contract. If you're unable to provide a link, please email a copy of your current contract to [Sheena.Helgenberger@ops.org](mailto:Sheena.Helgenberger@ops.org). If no, proceed to the next question.
2. If this service has been provided by your organization in Omaha Public Schools previously, list all schools, principals, and years. If no, proceed to the next question.
3. Please provide a short description (3-4 sentences) of your program. This should tell us what the program looks like operationally.
4. What is the intended impact of your program? How do you determine success? Please share information related to measures, outcomes, and/or goals.
5. Our Moonshot is that literacy is the foundation of Omaha Public Schools, and all students will read on grade-level by 2030. If relevant, how does your partnership support this?
6. [OPS Policy 1401](https://www.ops.org/site/default.aspx?PageType=2&PageModuleInstanceID=2160&ViewID=1c43854f-5875-4d47-be5f-0e18028c22cb&FlexDataID=2377)) requires services to be based on evidence-based practices that support academic achievement. Cite evidence-based research from peer-reviewed journals or web based national clearing houses supporting the proposed service's impact in a district like Omaha Public Schools.
7. Does your program recruit/serve a specific population of students? Example: students interested in robotics, students with disabilities, multilingual students. (500 word limit)
8. What makes a student eligible for your program? How do you hope to recruit or identify students to participate in your program?
9. Type of services this partnership wishes to offer (select the best-fitting, top option)

\_Literacy

\_Attendance

\_Behavioral Health Services

\_Community Based Social Services

\_Foster Care Support/Transition

\_Health Services and Screenings

\_Mentoring

\_Out of School Time Programming

\_Post-Secondary Access

\_Post-Secondary Access (Specific work with the district’s Curriculum and Instruction Support team)

\_Re-engagement in School

\_Youth Development Activities

\_Other (please insert)

1. List the grade(s) that your program serves.
2. New partners: How many students do you hope to serve with Omaha Public Schools? Existing partners: How many students do you currently serve with Omaha Public Schools?
3. Existing partners: If you currently offer programming and wish to expand, how many schools are you looking to expand your program to? We generally do not recommend expanding to many schools at once. We instead encourage intentional, sustainable relationship building at just one or a few schools. If not an existing partner, proceed to the next question.
4. Existing partners: If you currently offer programming and wish to expand, and your program serves a wide grade range, please specify any target grade range for this expansion: such as, if you'd like to focus on grades 4-6 or instead match with one middle school and one high school. If not an existing partner, proceed to the next question.
5. Timing Delivery of Services must take place outside of instructional time. Select all that apply. Please note: School-based services provided outside of instructional days and hours require approval of a [Permit to Use Facilities](https://www.ops.org/site/default.aspx?PageType=3&ModuleInstanceID=5489&ViewID=C9E0416E-F0E7-4626-AA7B-C14D59F72F85&RenderLoc=0&FlexDataID=27433&PageID=1458&Comments=true).

\_School Based Before School

\_School Based During Lunch

\_School Based After School

\_Community Based Non-school Days

\_Community Based Outside of School Time

1. Is there a written curriculum or presentation for the program?

\_Yes

\_No

1. Provide a link to the program curriculum or presentation. The content will be reviewed by Omaha Public Schools staff for age appropriateness and alignment to the Omaha Public Schools curriculum. If you cannot link, email the curriculum or presentation to Sheena.Helgenberger@ops.org.

If there is no curriculum, additional information like a sample agenda, PowerPoint slides, and handouts should be provided to us for review.

1. Give an example of a what a typical meeting or gathering of this service looks like (such as an outline or agenda)
2. What is the schedule for the proposed services? Include start and end dates of proposed services for the school year. Include days (e.g. M-F, twice a week, etc.), hours of day services are to be provided, summer school days, and staff work schedule.
3. What are your organization's qualifications for, and training in, providing this type of service? Please enter the qualifications of your staff including any post-secondary degree or advanced training.
4. Service Providers and school staff are required to protect instructional time and expect activities like field trips to be scheduled after school, on the weekend, or on school vacation days. Student absences for activities not sponsored by the district/school are counted as absences for the student. Will the organization offer field trips or other off-campus events in the proposed services? If so, describe. Please note: Requests for a student to attend a field trip/event during the school day must be received at least a month prior to the program for the request to be considered by the school. This allows your organization time to advertise the event, obtain parent permission to attend, and to arrange student transportation and service provider supervision. The service provider organization is responsible for all organization, costs, and supervision related to field trips/events.
5. Which facility resources are required to provide your program? Check all that apply. If the proposed services are accepted and programming occurs outside of the regular school day, a [Permit to Use Facilities](https://www.ops.org/site/default.aspx?PageType=3&ModuleInstanceID=5489&ViewID=C9E0416E-F0E7-4626-AA7B-C14D59F72F85&RenderLoc=0&FlexDataID=27433&PageID=1458&Comments=true) is required.

\_Athletic Fields

\_Auditorium/Meeting Room

\_Cafeteria/Multipurpose Room

\_Classrooms

\_Gymnasium

\_Pool (Facilities Use Permit and current certified lifeguards required)

1. Hosting a Service Provider requires school and district staff support, who have limited time outside their current responsibilities. Think carefully about how your program will be implemented. Which school staff resources are requested to provide your program? Check all that apply.

\_Administrators (Coordination with staff, school procedures)

\_Counselors (Coordination with staff, school procedures, referring students to programs)

\_Teachers (Coordinate with school counselors for recommendations)

\_Office Personnel (as directed by administration)

\_Custodial Staff (custodial services)

\_Security Officers (school safety services)

\_Support Staff (as directed by administration)

1. Hosting a Service Provider requires school and district staff support. As you think about how your program will be implemented, which district resources are requested to provide your program? Check all that apply.

\_Curriculum Instruction and Support (Course for credit selection, curriculum approval)

\_District Communications (Promotion of community events or announcements)

\_District Operations (Set up of facilities, custodial services)

\_Research (Points of contact for surveys, evaluation approval, data requests)

\_School Safety (security)

\_Student and Community Services (points of contact for programming, data access)

\_Student Information Services (records management)

1. If your request to provide or expand services is accepted, the district will work with you to place your services at schools identified by the district as having the greatest need. Is there a specific part of the district you would prefer to partner in? Examples of answers include: certain zip codes, neighborhoods. If there are no specifications, proceed to the next question.
2. Is this location preference non-negotiable? (This may be due to grant or funding stipulations.) If yes, please explain why. If no, skip this question.
3. What is your expected timeline for your programming in schools? Such as “student recruitment will take place in the fall and programming begins in the spring and runs for 10 weeks.”
4. Do you have anything else to add or any questions for us? Your request to provide services will be reviewed by the Community Partnership Review Committee. Learn more about the deadlines and next steps by visiting the Student and Community Services / Community Partnerships webpage.