

Omaha Public Schools District Student Handbook

Elementary School · 2021-2022

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



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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 OPS 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 OPS.

Grading Scale

Omaha Public Schools Grading Scale	A	B	C	D	F
	3.26 - 4.00	2.51 - 3.25	1.76 - 2.50	1.01 - 1.75	0.00 - 1.00

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.

Progress Reports

Student progress reports are distributed at the middle of each grading period. Progress reports are designed to let parent(s)/guardian(s) know how their child is performing academically. These grades (marks) are not final and do

not appear on student transcripts. As always, parent(s)/guardian(s) can make an appointment with teachers or school counselors in the event that additional supports are needed to improve the student's progress.

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. For quarter-long courses, grades (marks)

issued at the conclusion of the quarter will appear on the student's transcript. For semester-long courses grades issued at the conclusion of the semester will appear on the student's transcript.

Grade Reporting Timeline

September – First Quarter Progress Report
 October – First Quarter Grade Report
 (some courses may post to transcript)
 November – Second Quarter Progress Report
 December – Second Quarter Grade Report
 (posted to transcripts)

February – Third Quarter Progress Report
 March – Third Quarter Grade Report
 (some courses may post to transcript)
 April – Fourth Quarter Progress Report
 May – Fourth Quarter Grade Report
 (posted to transcripts)

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. Parent(s)/guardian(s) 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 with the exception of football. Football insurance coverage will need to be purchased in addition to the above coverage if the student is in need of insurance for football participation. Schools do not carry insurance on students, their vehicles, or their personal property. For more information please contact Michelle Haynes in Student Information Services at 531-299-9724.

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 OPS 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 that:

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 schools or diminish the amount of time devoted thereto.
2. The 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. Any person or organization seeking to distribute flyers of announcements concerning non-school events to a class or school must receive approval from the Office of District Communications. All flyers are to be distributed through the online Community Opportunities. A single flyer may be posted in the building common place, at the discretion of the building leadership.
4. The administration may, at its discretion, announce, or authorize to be announced, any lecture, community activity, or film which it feels has educational merit.

5. School representatives 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.
6. 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 yearbooks is permitted. The middle/high school principal will have the final approval of all advertising in all school publications.
7. With the exception of district-approved Adopt-A-School partners, Office of District Communications initiatives or sports advertising agreements entered into with the Omaha Schools Foundation and approved by the Superintendent or his or her designee, no school district property, equipment, facility, or space may be utilized for advertising purposes.

For more information please contact District Communication at 531-299-0221.

Attendance Best Practices

The single most important factor contributing to student achievement is school attendance. The Omaha Public Schools strongly believes that daily attendance is critical to academic success. Students are expected to be in school regularly, on time and remain present the entire day. All OPS schools will follow the Attendance Policy found in the Buff pages of the **Student Code of Conduct**.

If a student is going to be absent –

Please contact the school before 7:30 a.m. (secondary) and 9:00 a.m. (elementary). Voicemail will be available to leave message as to the reason for the student absence. If an absence is not reported, contact will be made to the family's home and/or work to notify of the student

If a student is going to be late to school –

Students must check in with the attendance office before reporting to class. A note or school contact from the parent/guardian reporting the reason for the late arrival is requested. Minutes late to school will accumulate and

Request to leave school 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, the student is asked to bring a note from a parent /guardian stating the exact time for leaving and the reason. This is for the safety of all students. If you plan to remove your

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 weather is questionable, please listen to the radio, or watch your local weather channel, or check OPS social media for word of school closing. The district will also communicate with

STRIVE FOR 95 is the district focus on increasing the number of 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

absence. This is to ensure that every child is accounted for and for the protection of all children. If the school is not notified of the student's absence or contact was not made, please provide a note of explanation as to the reason for the absence.

will be added to the total number of days missed. District procedures will be followed regarding late arrivals to school.

child from school during the day, we ask that you pick the 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.

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

OPS 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

Child Find requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child. Children with disabilities from birth to age 21 are covered. This includes children who are being homeschooled, attending private school, highly mobile

children, migrant children, homeless children, children who are wards of the state as well as children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. For more information, please contact: OPS Director of Special Education, 3215 Cuming Street, Omaha, NE 68131-2024, 531-299-9461.

Children’s Online Privacy Protection Act (COPPA)

The Omaha Public Schools may contract with publishers or other third-party website operators to provide online curriculum that aligns with district standards or other services that support the teaching and learning processes of the district. These websites are offered for the benefit of the students and for the school system, e.g., homework help lines, web-based testing services, and supplemental

curriculum. Website operators provide the Omaha Public Schools with full notice of their collection, use and disclosure practices. The use of the website and the collection of any 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.

Directory Information

The Family Educational Rights and Privacy Act (FERPA) does permit the School District to disclose appropriately designated “directory information” without written consent unless a parent(s)/guardian(s) or eligible student advises the School District to the contrary in accordance with School District procedures. The primary purpose of directory information is to allow the School District to include this type of information from a student’s education records in certain school publications. Examples include:

- A playbill, showing a student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity programs showing weight and height of athletic team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parent(s)/guardian(s) or eligible student’s prior written consent.

The School District has designated the following types of information as directory information:

1. Name
2. Grade level
3. Date and place of birth
4. Dates of attendance
5. The current and the most recent educational agency or institution attended
6. Major field of study
7. Degrees, honors, and awards received
8. Participation in officially recognized activities and sports

9. Weight and height of members of athletic teams
10. Photograph

The School District no longer lists address, phone number and parent 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 addresses, phone numbers, and parent names: for example, scholarship organizations, news articles on student achievement, class ring manufacturers, yearbook publishers, college recruiters, and senior picture photographers. Therefore, the School District annually requests written consent from parents to release addresses, phone numbers, and parent 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.

Parent(s)/guardian(s) and eligible students who do NOT want directory information made available may indicate their preferences on the release distributed at the beginning of the school year or may notify in writing the Student Information Services office at 3215 Cuming

Street, Omaha, Nebraska 68131-2024 or at sis@ops.org.

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 secondary students request that this information NOT be released to these institutions without their prior written consent.

Parent(s)/guardian(s), eligible students or secondary students who do NOT want their name, address, and telephone listing to be released to military recruiters or institutions of higher education may indicate their preferences on the release distributed at the beginning of the school year or may notify in writing the Student Information Services office at 3215 Cuming Street, Omaha, Nebraska 68131-2024 or at sis@ops.org.

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 in the Student Information Services office, School District of Omaha, 3215 Cuming Street, Omaha, Nebraska 68131-2024 or upon request at sis@ops.org.

Emergency Protocols

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

Hold

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

Secure

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

Lockdown

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

Evacuate

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

Fire Drills

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

Severe Weather

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

IN AN EMERGENCY TAKE ACTION



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

STUDENTS

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

ADULTS

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



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

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



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

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



EVACUATE! (A location may be specified)

STUDENTS

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

ADULTS

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



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

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

ADULTS

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

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 District Operational Services at 531-299-2201 for inquiries regarding this policy.

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.

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 (including booster), and other pertinent information necessary to keep students safe, healthy and ready to learn at school.

Accident Report

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

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

Action Plans and Rescue Medication

Asthma, anaphylaxis, seizures and diabetes are conditions which can result in potentially life-threatening episodes. There may be other conditions that require an action plan and rescue medications in order to respond to a potential medical emergency. The school needs an updated action plan, signed by the health care provider

and the parent/guardian, at the start of each school year and if changes to the plan occur during the school year. This plan, authorizes the required rescue medication be administered to the student at school in the event of an emergency. The parent/guardian is responsible for providing the prescribed medication(s).

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.

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 **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

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.

Minimum 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 grades Early Childhood - 4th, 7th, and 10th. The purpose of screening is to identify any possible health concerns needing further evaluation or assistance. Parents/guardians are to be notified of the screening result if the student is found to need further evaluation, as determined by the qualified screener. The cost of the evaluation, by a health care provider, is the responsibility of the parent or

guardian of the student.

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

A parent/guardian may submit a statement signed by a health care provider stating the student has undergone required screenings within the last six months prior to the start of school. A student in the mandated grades must submit to any required screening at school for which such a statement is not received.

Nebraska School Immunization Law

- **Students are required to be immunized prior to enrollment and any student not in compliance will not be permitted to continue in school. The minimum immunizations required for enrollment are:**

Students 2-5 years of age:

- 3 doses of pediatric Hepatitis B vaccine
- 4 doses DtaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR or MMRV given on or after 12 months of age
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, or written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease
- 4 doses of pneumococcal or 1 dose given on or after 15 months of age

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 DtaP, 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 students (or students enrolling for the first time in OPS in grades 8-12) only:

- Students enrolling in 7th grade and those transferring in from out of state in grades 8 thru 12 must provide evidence of having 1 booster dose of tetanus, diphtheria and pertussis (Tdap) vaccine, given on, or after 7 years of age. 1 dose Tdap (must contain pertussis booster) – the dose can be received any time after 10-11 years of age depending on which brand of vaccine is used.
- Exemptions will be granted for: (1) health reasons substantiated by a written health care provider statement; (2) religious conflict substantiated by a notarized affidavit from the parent(s)/guardian(s).
- Proof of at least one immunization for each required series of immunizations is necessary, to be provisionally enrolled.
- If a student does not have proof of receiving all State required immunizations, provisional enrollment may be allowed when a parent(s)/guardian(s) provides an immunization appointment date to their child's school nurse. Written verification from the health care provider is necessary when the student returns to school, after receiving the immunization. Provisional enrollment will continue, provided the immunizations are given as soon as it is medically possible.
- Special provisions are available for children of officers or enlisted persons on active duty in the military. Please contact your child's school for further information.

Immunization Requirement

Students who do not meet the state immunization requirement for immunization compliance may be subject to emergency exclusion until the school reviews the official

immunization record which indicates the student meets minimum requirements and/or receiving the required immunizations as quickly as medically permitted.

Physical Examination Requirements

Students initially enrolling in school, entering the seventh grade or transferring from out-of-state are required (by Nebraska Department of Health and Human Services) to have a physical examination by a licensed health care

provider within six months prior to entrance and provide proof of such an examination. Parent(s)/guardian(s) 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 within six months prior to entrance into kindergarten or transfer from out-of-state. The evaluation will examine for amblyopia, strabismus and internal and external eye health, with testing sufficient to

determine visual acuity. Parent/guardian may opt out of this requirement through a written waiver obtained at the school.

Procedures for Medications

1. OPS policy requires written authorization from a health care provider, or dentist, and written parent(s)/guardian(s) permission for any prescription or over-the-counter medication administered to any student. No unauthorized medication (aspirin, Tylenol and cough drops included) will be administered by the school nurse or other school personnel. No OPS personnel will prescribe medication at any time. When a student must take medication during school hours, adherence to the following procedures is strictly followed:
 - a. The school must have written permission from the parent(s)/guardian(s) and a written health care provider statement which provides instruction in providing the correct dosage at the correct time(s). This authorization must be submitted at the start of each school year and with any change in the medication or change in dosage. Authorization from the parent(s)/guardian(s) and health care provider is necessary for all over-the-counter medication also.
 - b. The medication must be brought to school by the parent(s)/guardian(s) or an adult authorized by the parent(s)/guardian(s). Secondary students are allowed to bring medication to school if parent(s)/guardian(s) permission and physician authorization and instructions are available in the health office. **No secondary or elementary students are allowed to bring or carry home any controlled medication (methylphenidate, Adderall, etc.) to school. A parent(s)/guardian(s) or parent(s)/guardian(s)-designated adult is to bring controlled medication directly to school personnel.**
 - c. Pharmacies will provide a prescription medication bottle dedicated to school with each refill. The label on the medication is to include the student's name, health care provider's name, date and directions to be followed.
 - d. Expired or outdated medication will not be accepted or administered to students at any time.
 - e. Non-emergency medication (routine, as needed and over-the-counter medication) is stored in a locked area in the health office until they are turned into OPS environmental services for disposal.
 - f. Emergency medication (e.g. EpiPens, inhalers, glucagon and diastat) is stored in a secure but unlocked area in the health office to provide immediate access.
 - g. Parent(s) or guardian(s) of a student who will not be returning for OPS summer session are responsible to pick up their students' prescription or over the counter medication on or before the final day of school. Medication that is not picked up will be sent to the district's environmental services for disposal.
 - h. Parent(s) or guardian(s) of a student who will be attending summer session in OPS are responsible to pick up their students' prescription or over the counter medication on or before the final day of summer school. Medication that is not picked up will be sent to the district's environmental services for disposal.
2. A student may self-carry or self-administer if:
 - a. The student's health care provider has provided written authorization indicating the name of the medication, the dosage and the frequency of administration. A student may not self-carry or self-administer over-the-counter medications or controlled substances, even if authorized by the health care provider.
 - b. The parent/guardian provides written permission.
 - c. If a student uses his/her own medication other than as prescribed, or endangers himself/herself or others, the student may be subject to disciplinary action by the school and may be prohibited from carrying their medication at school.
3. A student may self-monitor a diabetic condition if:
 - a. There is a written management plan developed by the school, health care provider and parent(s)/guardian(s) designating the specifics of self-monitoring.
 - b. The parent(s)/guardian(s) has completed a designated liability statement.
 - c. If a student uses his/her own medical supplies other than as prescribed, or endangers himself/herself or others, the student may be subject to disciplinary action by the school and may be prohibited from self-monitoring the diabetic condition.

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 eight School Based Health Centers (SBHC) in buildings throughout the district. The SBHCs are staffed by licensed advanced practice registered nurses and physician assistants

that can diagnose, treat and prescribe medications for many illnesses that keep children out of the classroom, in addition to providing school physicals, physicals to participate in athletics and administering immunizations which are required to attend school. With parent(s)/guardian(s) consent, any OPS 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, commercial insurance, or they can provide a low-cost sliding fee schedule for uninsured children based on family income and size. To enroll, the “School Based Health Center Enrollment and Consent Form” must be completed by a parent(s)/

guardian(s) and returned to school. For enrollment forms and more complete information about hours, services and cost, please visit <https://district.ops.org/DEPARTMENTS/Student-and-Community-Services/Health-Services/School-Based-Health-Centers> or call your school nurse for assistance.

<p>Kellom Elementary 311 N. 24 Street 402-505-5451</p>	<p>King Science & Technology Magnet 3720 Florence Blvd. 402-502-5644</p>	<p>Belvedere Elementary 3775 Curtis Ave. 402-932-1232</p>	<p>Northwest High Magnet 8204 Crown Point Ave. 402-916-5964</p>
<p>Indian Hill Elementary 3121 U Street 402-933-4968</p>	<p>Liberty Elementary 2021 St. Mary’s Ave. 402-505-8180</p>	<p>Spring Lake Magnet 4215 S 20 Street 402-932-7014</p>	<p>Bryan High 4700 Giles Road 402-557-3100</p>

Special Health Needs

It is imperative for parent(s)/guardian(s) to notify the school of any health needs/concerns their child may have, such as asthma, seizure disorders, severe allergy, diabetes, blood disorders, etc.

Parent(s)/guardian(s) must provide all of their student’s

medications and medical supplies for special health care procedures, including blood glucose monitors, inhalers, tubing for nebulizers, catheterization supplies, etc. Medication and medical procedures require authorization from the parent(s)/guardian(s) and health care provider.

Special Emergency Procedures

In case of cardiac arrest, an Automated External Defibrillator (AED) may be administered by designated trained staff in CPR/AED to students as a life-saving measure. If a student sustains a life-threatening asthma attack or a severe allergic reaction (anaphylaxis), epinephrine and nebulized albuterol may be administered

by trained staff. Naloxone nasal spray may be administered by designated trained staff when an opioid overdose is suspected. Emergency Medical Services will be activated in life-threatening emergencies. AED and emergency medications are not to be taken off school grounds for individual use.

Multi-Tiered Systems of Support for Behavior

In the Omaha Public Schools, we believe we can affect student behavior by creating environments where students are likely to learn and behave. These environments are guided by a set of standardized practices to increase the likelihood of positive behavior occurring. With consistent implementation, MTSS-B

- Improves school climate
- Reduces aggressive behavior
- Reduces major disciplinary infractions

- Supports social-emotional learning and self-regulation
- Improves academic achievement and student attendance

School administrators use this framework to support students’ needs when making decisions regarding the OPS Code of Conduct. Each school and program in Omaha Public Schools has an MTSS-B Team to ensure effective practices are in place.

Nutrition Services

The Omaha Public Schools District recognizes students need access to nutritious meals during the school day to stay focused in the classroom. During the 2021-22 school year only, the United States Department of Agriculture (USDA) issued a waiver to provide breakfast and lunch at no charge to all students. Starting the 2022-23 school year, breakfast will be provided at no charge and lunch will be

provided at reasonable prices. 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.

Meal Applications

At the beginning of each school year, meal applications are distributed to OPS families. They are available online, at all schools, and in the Nutrition Services Office. The completion of the meal application is extremely important as the information may be requested, with the permission of the parent or guardian, for other educational

opportunities. A student’s meal status from the prior year is carried over for thirty student days into the next school year. To continue meal benefits, a completed and approved application for the current year must be on file. Families may complete an application online for the upcoming school year any time after July 23 (may vary

year-to-year). Families may also submit applications any time throughout the school year if they believe they may qualify or if their circumstances have changed (e.g., if the household size goes up, income goes down or if anyone

in the household starts receiving SNAP, TANF, or other benefits). **Links for the online meal application and online payment are located at www.ops.org.**

Meal Balances

Parents and/or guardians are encouraged to monitor their child's meal balance online and keep an adequate amount of funds in the child's account to pay for their purchases. Prepayment is encouraged and may be made online, or at the school with cash or check. District staff will notify parents of low account or negative balances by using various communication channels (e.g., sending reminders home with the child, making phone calls, sending letters home and through email messages). For information on accessing your child's online account visit: **www.schoolcafe.com** (you will need your student's ID).

Elementary Schools:

- Breakfast and lunch is provided at no cost to all students during the 2021-22 school year.
- Students must have money in their account or cash to purchase extra milk or a la carte items.
- Money remaining in a student's account at the end of the 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 OPS their meal balance will follow them.

Online Meal Accounts

To learn more about how to log in to your child's meal account online, visit **www.schoolcafe.com**. You will need your child's student ID to register.

Smart Snacks

All food sold to students during the school day (from 12:00 AM 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

Middle and High Schools:

- Breakfast and lunch is provided at no cost to all students during the 2021-22 school year.
- Money remaining in a student's account at the end of the year will be carried forward to the next school year unless contacted by the parent/guardian for a refund or a child leaves the district. If a student changes buildings within OPS their meal balance will follow them.

Adults:

- Adults must have money in their account or cash to make a purchase.
- Adults will not be allowed to charge meals or a la carte items.
- Adults may check their account balance as they go through the line or contact the cafeteria manager.

If you have questions regarding your child's meal account please contact your child's school or the OPS Nutrition Services Department at 531-299-0230.

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

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).

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

Student Meals

The federal government requires the school district to verify the information on a designated number of meal applications each year. Families will be contacted if their meal application has been selected.

• Breakfast:

Breakfast is available at no charge to all students during the 2021-22 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 2021-22 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.

Student Payment Procedures

Weekly, monthly, or semester payment amounts are encouraged. Payment by check is accepted and online payment is encouraged. At the end of every year, a student returning to Omaha Public Schools will have the remaining balance in his/her school lunch account carried over into the next year. If the student is graduating or leaving the district the money in a school lunch account may be transferred to other accounts upon request or the money will automatically 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.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of

communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online [How to File a Complaint](#) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter 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.

Parent(s)/Guardian(s) Communication & Access to the Schools

Access to the Schools

Parent(s)/guardian(s) are encouraged to visit their children's schools, classrooms, assemblies, counseling sessions and other instructional activities. The district will encourage home and school cooperation by promoting clear, two-way communication with parent(s)/guardian(s) about the instructional program, and the child's participation and progress. Special notice is routinely given to parent(s)/guardian(s) regarding open houses, parent-teacher conferences, award and recognition ceremonies, school activities, certain assemblies, student programs, and other special events.

Parent(s)/guardian(s) are also encouraged to visit their children's classrooms and daily learning environments. Parent(s)/guardian(s) and other visitors to the schools are expected to arrange such visits in advance. All visitors need to report to the main office or designated area to

sign-in and receive visitor's badge.

Parent(s)/guardian(s) and other patrons of the district are welcome and encouraged to visit the schools. All visitors are expected to report to the main office or designated area to notify staff they are in the building or on school grounds. Visitors to the schools must respect the learning environment and maintain proper behavior and decorum. Disruption of the orderly process of the school is prohibited. The principal or his/her designee is authorized to deny access, ban or bar future access, remove or request the removal of any visitor whose behavior is disruptive to the educational/working environment of the school. Any visitor to the schools who has been denied access or who has been asked to leave may appeal to the Office of the Superintendent.

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. Parent(s)/guardian(s) are encouraged to ask questions. Parent(s)/guardian(s) are invited to seek the counsel of any of these school staff to help solve your problems. Contact your 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 parent(s)/guardian(s) to talk with the teacher involved or to

seek the advice of a counselor. Students often wait when they have difficulty in a class, thinking they will be able to help themselves without assistance. Often, however, the problem gets worse, and the student can see no answer. Parent(s)/guardian(s) are encouraged to show concern and need for help early. The teacher is there to help students succeed.

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

Newsletters mailed to parent(s)/guardian(s), electronic communication, and school websites are among the other means of communication with the home. The school

newspaper and FM-radio station, KIOS, circulate school news. KIOS, which is 91.5 on the radio dial, is located at the Telecommunications Center, 3230 Burt Street.

Campus Parent Portal

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

the internet from the Omaha Public Schools homepage (district.ops.org) or from the direct Campus Portal link (<https://campus.ops.org/campus/portal/ops.isp>). Contact your school's main office to gain access.

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. A couple days' notice is required.

Email/Telephone Change

If there is a change of email and 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. OPS 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. OPS 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. OPS 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 OPS 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 OPS 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.

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

routines. 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:

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 extracurricular activity, and which shall also be the fee for purchase of an activity card.

1. 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.
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.
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. 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.
9. 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.
10. 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 parent(s)/guardian(s) 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:

Students may be charged a fee for the purchase of breakfast or lunch. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also 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. 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 qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Students shall be provided 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 for qualification in the free or reduced-price lunch program to determine eligibility for fee waiver, and/or which shall provide the information necessary to determine whether a student qualifies for fee waiver because he or she meets the

criteria for participation in the free or reduced-price lunch program. Students who qualify for free or reduced-price lunches shall be provided a fee waiver or 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 parent(s)/guardian(s) 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, nor his/her parent(s) or legal guardian(s) shall receive an official transcript. An official transcript will only be issued to a school to which the student

transfers. The student and his/her parent(s) or legal guardian(s) 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 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 by presenting the original copy of a release of information statement signed by the parent(s)/guardian(s) (or student if over 18) stating specific items to be released and to whom the information is to be given. Records are also released to other educational institutions as provided for in the Family Educational Rights and Privacy Act (FERPA) without prior parental or student consent.

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

1. The right to inspect and review the student’s education records within 45 days of the day the School 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 School 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 School District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible

student, the School 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 School District as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School 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 School 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 School 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 their own and other's 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.

Textbooks/Library Books

Textbooks are supplied by the Omaha Public Schools. Books must be returned in good condition when checked

in to the teacher. It is the responsibility of the family to pay for any loss and/or damaged books.

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(s)/guardian(s), 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 79-202 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 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 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. 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 Form Mandatory Attendance Form found at:

<https://cdn.education.ne.gov/wp-content/uploads/2019/08/NebraskaWithdrawalFromMandatoryAttendanceForm10-005.pdf>

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 signed withdrawal form is forwarded to the Student Information Services office to be entered into the data management system and reported to the Department of Education.

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.