

**Student  
and  
Family  
Handbook  
2025  
2026**



**Forest  
Station**  
Elementary



OMAHA PUBLIC SCHOOLS

**Forest Station  
Elementary**

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

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

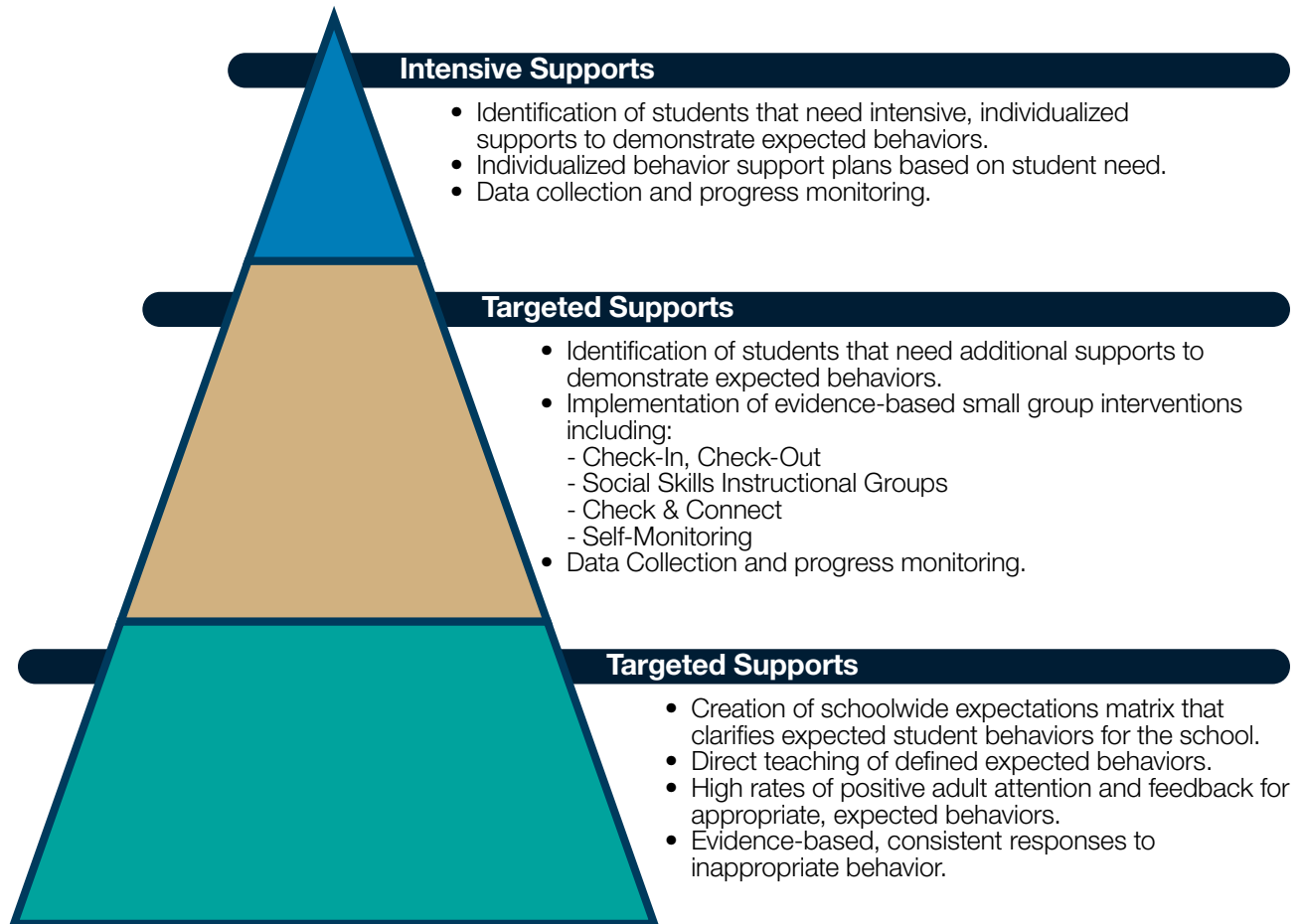
We believe that we cannot “make” students learn or behave. But we can create environments to increase the likelihood of positive behaviors occurring.

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

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

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

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



## Social Emotional Learning (SEL)

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

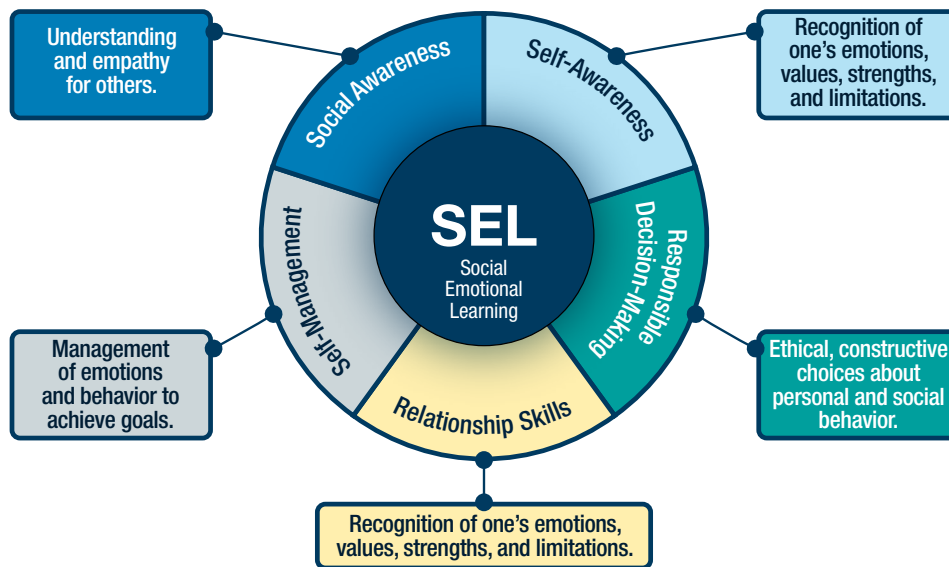
Within the Omaha Public Schools, our goal is to focus on CASEL's five SEL competencies:

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

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

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

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



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



# Forest Station Elementary

## Student and Family Handbook 2025–2026

1000 N. Fort Crook Road / Omaha, Nebraska 68147

531-299-3020 / Fax 531-299-3039 /

Student Transportation 531-299-0140 / [ops.org/foreststation](https://ops.org/foreststation)

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

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### **Mission Statement**

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

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### **Vision Statement**

Every student. Every day. Prepared for success.

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

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## Dear Parent(s) Guardians,

Welcome to Forest Station Elementary, home of the Owls! We are excited to partner with you on your child's educational journey. We hope you will find Forest Station to be a warm and welcoming school, with committed and dedicated staff, and a place your child will flourish.

At Forest Station, we meet students where they are socially and academically, and focus on goals and progress, helping your child reach new levels of success. Your child should expect to be pushed and supported in this process. You should expect to be kept informed of your child's progress and you should commit to being an active participant. We encourage families to provide support for their children by fostering a positive attitude about and towards school, provide reinforcement at home, participate in school activities, and maintain open communication with school staff.

Please take time to review the enclosed policies in this handbook with your child and feel free to call or visit at any time. Your child can, AND WILL, experience success as we work together as a team this year!

Sincerely,

Shelly Burghardt, Principal

# Forest Station



## History of Forest Station

Forest Station school is located at 1010 Childs Road W and is the fourth elementary school built within the city limits of Bellevue, Nebraska.

Originally, the location for Forest Station was considered at the site of the former Sears building within the old Southroads mall. When negotiations for that site fell through, Omaha Public Schools purchased the land on 10th and Child's road. At that time, a portion of the land belonged to the Pendleton factory, which now sits adjacent to Forest Station on the northeast corner.

Construction of Forest Station kicked off in 2018, but because the school had not yet been named and the property sat at the intersection of Fort Crook and Child's road, the school was routinely referred to as 'Fort Crook' during the majority of the building process, and in fact several prints referred to the project as 'Fort Crook' even at completion. It was not until a naming committee, (which included fourth grade student, Eva Pichardo-Lara, from Gomez Heritage Elementary) recommended the official name of "Forest Station" to the school board in April of 2021 that the building name of Forest Station became official.

The cost of building Forest Station was 21.3 million. It was designed by architect Kenneth Hahn and construction was completed by Hausman construction. This project was part of a 400 million dollar bond approved by the voters of Omaha in May of 2018. The bond was specifically intended to relieve overcrowding in numerous Omaha Public Schools. Forest Station would adjust the boundary lines of both Babe Gomez Elementary and Chandlier View Elementary, significantly altering their overpopulated buildings.

Forest Station sits directly west of Fontenelle Forest. This wooded area is home to hundred-year-old trees, deer, owls, frogs, and other wildlife. With the close proximity of the forest to the school, the naming committee knew 'Forest' needed to be included within the name in some capacity.

Forest Station has two active railroad tracks which run along the east side of the property. Train horns can be heard throughout the school day, which is unique in such an urban setting. The naming committee reflected upon the significance of the distant sound of the traveling trains and felt this symbolized the hope of something new and different to come in the future. It was decided in April of 2021 to officially name the school Forest Station Elementary.

At capacity, Forest Station will serve more than 600 students in Early Childhood through fifth grade from the Omaha Public School district. The first class of Forest Station Owls will begin their journey in August 2022 with Principal Shelly Burghardt and 20 other classroom teachers.

The colors selected for the school were dark green, representing nature and green trees; white, symbolizing something new and fresh; and tan, signifying balance.

The mascot chosen was the Owl. Owls are known to be great thinkers, preferring to plan out a strategy rather than using force. The name chosen for the Forest Station Owl was, **Orion**.

- O** – Outstanding
- R** – Respectful
- I** – Inquisitive
- O** – One of a kind who is
- N** – Never giving up!



Orion is a constellation which can be seen anywhere in the world, just as we know our impact of our students will be felt around the world as well.

## Mission of Forest Station Elementary

Creating an inclusive community where all are empowered to explore, be challenged, and evolve to be our very best self, every day, and in every situation.

## Forest Station’s Vision Statement

Empowered and joyful learners supporting one another to change our world.

## Daily Schedule

- 8:00 a.m. – 4:30 p.m.....Office staff on duty
- Breakfast .....8:35 a.m.
- Starting Bell .....8:50 a.m.
- Lunch Schedule ..... 11:30 a.m. – 1:30 p.m.
- Dismissal .....4:05 p.m.

Students will be allowed to enter the building at 8:35 each morning. Students will not be allowed on school grounds prior to 8:35 a.m. The school cannot assume responsibility for students arriving prior to 8:35 under any circumstance.

Any student not picked by 4:15 p.m. will be brought to the office and parents will be called. An authorized adult must then check the student out from the office. Parents, please inform your day care provider that students must be picked up by 4:15 p.m.

## Parking/Drop Off/Pick Up

Dismissal of nearly 450 students is challenging and requires the patience and adherence to policy. Please respect the procedures that have been established. They are in the best interest and safety of your child.

**Parking:** Parking is allowed on the west side, main entrance, from 9:00–3:00 p.m., daily. The parking lot in the back of the school is reserved for staff.

**Drop Off:** Students may be dropped off at the west door, front parking lot beginning at 8:35 a.m.

**No student should be dropped off prior to 8:35 a.m.**

**Pick Up:** All students picked up by personal vehicle will be loaded into cars in the back front (west) parking lot. Students generally line up in grade level order, beginning with Grade K at the south end of the block. Older students are asked to come and stand with the youngest sibling to wait for their ride.

Daycare and bus students will be loaded in the back of the building on the west side.

Should there be any change to our child’s schedule, please send a note or call school at 531-299-3020.

***A student will be told to follow their normal routine unless the school receives direct communication from a parent/guardian stating otherwise.***

## School Dismissal

Dismissal is always a challenging time at any school. Our focus is of course on creating a smooth, manageable dismissal, and most importantly, keeping our students safe in the process. For these reasons, please observe the following expectations during pickup.

- All personal vehicles will enter off of Child's Road and proceed to the front of the building, by the west doors for pickup.
- Bus students will be loaded by the east doors.
- Students who are walking will be dismissed through a common door on the northwest end of the building.
- If walking to pick up your child, please plan to meet by these doors.
- Please observe all staff directions and one way traffic at all times. You may share any specific concerns with the principal.

## General Information

When a student is going to be absent, the school should be called between 8:15 and 9:00 a.m. The school number is 531-299-3020. Night messaging service is available from 4:30 p.m. to 8:00 a.m. We expect that students will be present unless they are ill. Even if a child is going to be late, it is important your child still comes to school, every learning minute matters!

If we do not receive a call from you about an absence by approximately 9:15 a.m., we will call you at home and at work if necessary in order to ensure every child is accounted for. This is for the protection of your children.

If a child is tardy or checked out early for the day, the minutes of missed instruction will be counted towards his/her overall attendance rate. In the event that absences become excessive, a letter will be sent to your home to bring this matter to your attention. State law requires students to be present at school unless they are physically unable to attend for a medical reason. Your support & commitment to good daily attendance is appreciated.

Students will only be allowed to leave school during school hours if an adult noted on the student information sheet picks him/her up. No student will be permitted to check out without an authorized adult (18 years of age or older). When the student returns, he/she should also check in at the office. This is done for the protection of your child.

**Unless a student provides a written note or a phone call is received at school, students will be instructed to follow their normal dismissal routine each day.** To ensure the message is relayed to the student, calls with any changes to dismissal plans should be made by **3:30 a.m. at the latest.**

Should your child become ill, parents will be contacted and asked to arrange transportation to pick up your child. In the event a parent can't be reached, emergency contacts will be called. Please make sure we have emergency contact information, especially phone numbers, up to date and current throughout the year.

## Change of Address

Omaha Public Schools participates in an emergency phone alert system. For this reason, it is critical that the office be informed of any changes in phone numbers, at home or work as well as current phone numbers for any emergency contacts. Address changes require a proof of address such as a purchase/rental agreement or a utility bill with your name and address on it. Any changes will also be given to our nurse and counselor.

If a child is changing schools, please ask the new school the child will be attending to contact Forest Station directly. You will also be asked to complete a release of records authorization. At that time Omaha Public Schools will forward records that are requested by the new school. Students should return all school books, library books, instructional materials and supplies before leaving. We also encourage families to give as much notice as possible to Forest Station so we can help your child transition and allow time for students to say goodbye to their peers.

## Crisis Plan

Forest Station emergency coordinators include the principal, assistant principal, nurse, guidance counselor and security guard. Some of our emergency procedures include:

- All visitors must report to the office where they are asked to sign in and out. All guests will be given a Guest Tag to wear while in the building.
- In the event of an emergency, crisis codes will be called over the intercom for lock down, lock out, shelter in place, or an emergency evacuation of the building. These crisis procedures are practiced periodically throughout the school year so students recognize the signals, know how to react, and where to seek safe shelter or exits.
- Parents will be notified about a crisis situation through text, email, or phone call. Please avoid calling the school's direct line as this ties up valuable resources needed in a moment of crisis.
- In the event students need to evacuate from Forest Station, you may call Public Information at 531-299-0221 for information about our reunification site and checkout procedures

## Early Dismissal with Parent/Guardian Approval

We understand that at times a student will need to be checked out before the school day is over. We encourage you to keep these instances to a minimum, as the minutes missed will be counted toward the students' overall cumulative absences.

- Procedures for Dismissing Students Early from Class:
  1. Early dismissal of any child is completed in the office, where the parent must sign the student out. If a parent goes to the classroom, the teacher is to refer them to the office.
  2. The student will be called to the office for dismissal unless the office informs the teacher that the parent will collect him/her at the classroom.
  3. **No** child is to be dismissed from the playground or a field trip without being signed out by the office first.
  4. No child will be released from the building without an authorized adult signing him/her out. Siblings must be 18 or older.

## Early Dismissal Due to School Closing

The Omaha Public Schools recognize the right and responsibility of parents in the matter of school attendance during bad weather.

If weather is questionable, please expect a phone call or text message announcing the closing of school. Announcements are made beginning at 6:00 a.m. It is important to keep numbers current so you receive the message.

If school closes **during the day**, we will follow the instructions on your child's emergency sheet. Please fill these out clearly and carefully and update us of any changes.

## School Meals

Studies have shown children who are not hungry perform better in school. Therefore, during the 2024–25 school year, Omaha Public Schools is participating in USDA's Community Eligibility Program (CEP). All students enrolled and attending an Omaha Public School where meals are offered a healthy breakfast and lunch at NO COST each day. No further action is required of you for your child to receive these meals.

Although meals are at no cost to students, we encourage adding funds to your child's account for ala-carte items in advance. Payments may be made online ([www.schoolcafe.com](http://www.schoolcafe.com)) or by cash or check at the school.

### **2024–2025 Meal Price:**

Students (all schools): .....Breakfast \$0.00 ..... Lunch \$2.50

## School Breakfast

Breakfast begins at 8:35 a.m. daily. ***There is no supervision prior to this time and therefore no students should be on school grounds before 8:35 a.m.*** Breakfast is available free of charge and is served until 9:05 a.m. Starting our day quiet and calm leads to a successful day, therefore we observe a quiet breakfast room and hallways in the morning. Outside food should not be brought from home for breakfast.

## **School Lunch**

A student may choose to bring a lunch from home if they desire. Items brought from home should not require refrigeration or the need to be heated. Neither can be done at school for safety purposes.

A lunch brought from home should be a complete meal and not consist of only chips and candy. Please note, a child who brings only snack items as a lunch will be instructed to eat a school lunch and take the snacks home to eat later. Soda should be avoided in lunches brought from home.

The school also discourages any wastefulness of food and encourages students to try a wide variety of foods. Students may not eat lunches prepared by commercial vendors during the school lunch hour in the cafeteria.

The school lunch program is a federally funded program. Due to this fact, we must adhere to the guidelines established by the program, which include children not bringing items from home to supplement the school lunch. Additional entrees and sides may be purchased from the cafeteria if desired.

Lunch time is a time to eat and relax, but students must remember to do their part to make the cafeteria a pleasant place for others to enjoy their meal. Students are expected to talk quietly and use appropriate table manners. Students unable to maintain a respectful atmosphere will be given an alternative lunch time and space.

## **Health**

By Nebraska Law, schools are required to have adequate immunization history or a signed refusal statement from the parent or guardian for all students, pre-kindergarten through 5th grade.

The school has a nurse on duty throughout the week. She keeps health records and medical situations updated for all students. Please notify the nurse if your child is taking any medications or of any changes in health status or medication.

Routine vision, hearing, height & weight, and dental is completed each school year. Results are sent home with the student. If any results need follow-up, the parent/guardian will also be contacted.

Additional screenings can be completed if requested by teacher or parent/guardian or prior to SAT/IEP meetings.

## **Health Services and Medication Policy**

The policy of the Omaha Public Schools is not to administer any medication or to allow a student to take any medication without a written order from the doctor. No unauthorized medication (aspirin and cough drops included) shall be administered by the school nurse, other school personnel, or students. No personnel of the Omaha Public Schools will prescribe medication at any time.

When a student must take medication which has been prescribed by a duly licensed physician during the hours he/she is in school, the following procedures are to be strictly adhered to:

- a. The school shall have in writing the permission of the parents or legal guardian and a written statement from the physician. The physician's statement must tell when the medication is to be taken and the amount.
- b. The medication must be brought to the school by the parent or legal guardian or an adult authorized, in writing, by the parent or legal guardian.
- c. Only one week's supply shall be brought at a time, unless otherwise indicated by the parent and attending physician.
- d. The label on the medication shall include the student's name, physician's name, date and directions to be followed.
- e. The medication shall be stored in a locked container. The container will remain in the nurse's office.

## **Parent/Teacher Partnership**

Forest Station has a collaborative partnership between parents and staff. Through this organization we provide opportunities for family events, financial support of students and teachers, as well as volunteer opportunities. In addition, this organization seeks feedback and input regarding our Title I program and ways to improve Forest Station to best meet the needs of our students.

We are continuously looking for participants! Please contact your child's teacher or the school office (531-299-3020) for more information and consider becoming a member of our PTO today!

## Newsletter

The Forest Station newsletter will be sent electronically monthly so parents and students remain informed of upcoming events, school news and general information. It is important for families to read the newsletter on a regular basis and keep your email address updated with the front office so you receive this communication.

## Computers

All students at Forest Station will be given an iPad to use for instructional purposes. This iPad will remain with the student through their entire Omaha Public Schools career. iPads will remain at school during the school year. Insurance may be purchased yearly. If not purchased, lost, damaged, or stolen iPads will be the fiscal responsibility of the family. School issued iPads at all times or the warranty will be void. One charger is provided when the iPad is issued. Any additional chargers are the responsibility of the family.

In the event that a student displays irresponsible behavior with a computer, such as, but not limited to, accessing inappropriate sites, use for purposes other than instructional (photo/video use), carelessness or reckless computer use, etc., he or she may be denied access to any further use of school computers. In this event, alternative assignments will be assigned for grades. Please note that consequences outlined in the Student Code of Conduct will also be enacted. Computer use is a privilege and students are expected to demonstrate responsibility when using computers at school.

Social networking sites such as Facebook, Instagram, Tik Tok, and Twitter cannot be accessed from school and are highly discouraged at home as well. If parents make a decision to allow their child to participate in such social networking sites, please note that the school cannot be accountable for anything posted on these sites. No discussion of posted material will be allowed during the school day as it is a severe distraction and robs students of instructional time.

## Cell Phone Use

At Forest Station, we understand that it is sometimes necessary for students to have access to a cell phone outside of the instructional day. For this reason, students are allowed to bring a cell phone to school with the approval of their parent or guardian and classroom teacher.

Students choosing to bring a cell phone will be asked to turn them in to their classroom teacher each morning upon arrival. Phones will then be redistributed at the end of the day, before dismissal.

***Under no circumstances should children have cell phones on their person during the instructional day.*** This is for the protection of our students and to deter photos being taken and/or shared on social media. After and before school, phones should remain out of site and not in use. Should a student need to contact a parent during the school day for some reason, they will be instructed to use a school phone.

Forest Station and the staff members of Forest Station will not be liable for lost, damaged, or stolen phones. Any student who chooses to bring a phone should be aware they are doing so at their own risk.

Students who do not abide by this policy will have their phone confiscated until parent contact is made and arrangements to pick up the phone can be made. Students who repeatedly violate this expectation will lose the privilege of bringing a cell phone to school.

## Parent Visitations

Visitors who wish to confer with a teacher or staff member are asked to arrange for an appointment at a time outside of regular class hours. Teachers are unable to conference with a parent during the instructional day, unless prior arrangements have been made with the teacher. Whenever a parent or visitor comes into Forest Station School they must first report to the office and sign in to receive a visitor's sticker. Visitor's must enter through the main (west) doors. This is to ensure the safety of our students and staff. Any parent visits should be limited to 20 minutes or less to avoid an instructional distraction to other students.

## Report Cards

Parent-teacher report card conferences are formally scheduled two times during the school year. Report cards are issued four times a year, but teachers are more than willing to discuss student progress at any point. In addition, families are encouraged to utilize the Infinite Campus app to remain informed of their child's progress. Families may access this site by visiting: <https://campus.ops.org/campus/portal/ops.jsp>

## Clothing Guidelines

Forest Station students are to dress in a reasonable manner that does not distract or is in any way inappropriate. Forest Station School wants to maintain the best learning environment for our students. We feel that the manner in which children come to school helps prepare them for the best learning to take place. Parents may be called or students asked to change if attire is inappropriate. The health office does keep extra clothing on hand for such situations.

1. Shorts and skirts should be “finger-tip length” or longer.
2. Clothing should be appropriate for the weather conditions. Coats & hats will not be allowed in the classroom. Light sweaters or jackets may be worn. **Hoods are not allowed to be worn while in the school building.**
3. Clothing should be appropriate for the learning environment in the building.
4. Clothing and jewelry that display violence, drugs, drug paraphernalia, alcohol ads or inappropriate pictures or language will not be allowed to be worn at Forest Station School.
5. Tube tops, head scarves, bandanas, caps, muscle man shirts, spaghetti strap tops, crop tops, and see through clothing of any type are not allowed. Undergarments and any exposed skin of the midriff are not allowed.
6. Pants must be worn above the hips. NO sagging will be allowed. Students may be sent to the office for string, if pants are too baggy and not kept above the waist.

## Spirit Day

On most Fridays of the school year, Forest Station will observe Spirit Day. Students and staff are encouraged to dress in the school colors of dark green, white and tan. Forest Station School tee shirts and sweatshirts can also be a good way to display Forest Station Spirit. These are available for purchase at the office or other school sponsored activities. Encourage your child to show his/her school spirit and pride by wearing dark green, white and tan on Fridays.

## Birthdays

Birthdays are very special day to many of us and we know many families wish to help their child celebrate during the school day by bringing treats or items to share. Please be aware of the fact that some students don't observe birthday's or holidays, and that instruction remains our primary responsibility of the school day.

The Health Department prohibits homemade baked goods from being distributed at school on any occasion. Due to the high number of students with dangerous food allergies and a growing concern for children's healthy eating habits, all items brought for a birthday celebration must be checked in the office and those deemed inappropriate will be sent home with the child at the end of the school day. We encourage families to consider items besides food or a special birthday visit by a guest as birthday recognition.

## Library

Every child has a class with the Media Specialist to learn skills and to check out books to enjoy on their own.

- Books are checked out for one week.
- Books may be renewed for an additional week.
- Please treat books with respect.
- Place books that you are returning onto the return cart.
- Always use a shelf marker.
- If you are not sure where a book belongs, hand it to Mr. Ventura.

### Check out for each grade level:

Kindergarten ..... 1 book at a time  
1st Grade..... 2 books at a time  
2nd Grade ..... 4 books at a time  
3rd to 5th Grades .... 5 books at a time

### **Taking Care of Your Library Books**

- Don't leave your books in your car!
- Keep books away from PETS!
- Keep books away from babies and little kids!
- No EATING while reading!
- Be sure your hands are CLEAN!
- Protect your books from BAD WEATHER!
- Store your books in your backpack when you're not reading them!
- Students must keep the books free of tears/rips, dirt, stains, writings, and/or marks of any kind.



### **Birthday Book**

Any student wishing to donate a book to the library in their honor is encouraged to see the media specialist about their book choice. This is an excellent way to celebrate a birthday and leave a lasting contribution to Forest Station.

## **Guidance**

Guidance sessions are limited in nature and are not considered therapy, however, our guidance counselor is willing to support your child and entire family in any manner they can. Please do not hesitate to contact the school counselor at any time to discuss available resources.

## **P.E. Classes**

Physical Education is an integral part of all class schedules. For safety reasons, all children are required to have gym shoes available on physical education days. If available, children may ask to borrow a pair of gym shoes from the school.

In the event your child is injured or has specific limitations that might impact his/her participation, it is important to communicate that with our staff immediately.

## **School Discipline**

### **Forest Station Responsible Citizen Information**

Discipline at Forest Station is an ongoing teaching process that fosters respect and dignity for all individuals. It is proactive, developmentally appropriate, and culturally sensitive. It stresses growth, individual responsibility, and problem solving in a collaborative effort along with students, parents, educators, and the community.

We believe that a child learns best when he/she is happy and in an atmosphere of courtesy, safety, caring, respect, structure and discipline. Our staff wants to recognize good work and appropriate behavior, eliminating as many classroom disruptions as possible. We do our professional best to motivate students to do their work well, while teaching and guiding them in appropriate behaviors. However, if expectations are not followed, there will be intervention. Therefore, we hope students choose to work hard and follow our expectations.

A vital part of education is appropriate school behavior and we spend time during the first weeks of school and throughout the year discussing with your child his/her responsibility of abiding by the expectations established by the school. This is a collaborative effort and we encourage an atmosphere of cooperation between home and school concerning this plan.

In addition to rules and regulations established by state statute, reasonable guidelines for student behavior have been established by the Omaha Public Schools to help students develop an increasing amount of self-discipline. The guidelines apply in the classroom, school building, school grounds, school functions and on buses/vans. **Student Code of Conduct** may be found in the Buff pages of this handbook. Please review them carefully with your child.

## Forest Station Expectations

Anybody entering Forest Station Elementary should expect a kind and caring atmosphere where people feel safe and respected. Forest Station has three school-wide rules which apply to all students, in all areas and will be enforced by all adults:

### Be Safe. Be Respectful. Be Responsible.

#### Restroom Expectations

##### **Be Safe**

- Keep hands and feet to yourself.
- Keep water in the sink.
- Put towels in the trash can.
- Wash hands well before leaving.

##### **Be Respectful**

- Use quiet voices.
- Give others privacy.
- Use restroom appropriately.
- Knock on a stall door before entering.

##### **Be Responsible**

- Use restrooms only during supervised times, or with adult permission.
- Flush the toilet after use.
- Keep the restroom clean.
- Return promptly to your classroom.

#### Playground Expectations

##### **Be Safe**

- Walk to and from the playground.
- Use the equipment safely.
- Keep hands and feet to yourself.
- Solve problems non-violently
- Rocks, sticks, sand, and snow stay on the ground.

##### **Be Respectful**

- Speak politely and use appropriate language.
- Display good sportsmanship.
- Play fairly.
- Include others.

##### **Be Responsible**

- Listen and follow all adult direction.
- Get help from an adult if you need it.
- Respect school property and equipment.
- Stay in your assigned area.

#### Cafeteria Expectations

##### **Be Safe**

- Enter and wait in a quiet line.
- Keep all food to yourself.
- Sit with feet on the floor and face at the table.
- Leave your seat only with permission.

##### **Be Respectful**

- Use good table manners.
- Follow all adult directions.
- Say "please" and "thank you" to others.
- Use quiet voices.
- Allow anyone to sit next to you.

##### **Be Responsible**

- Eat in a timely manner.
- Raise hand and wait to be excused.
- Keep your area clean.
- Keep soda, candy, chips and restaurant food at home.

#### Before/After School Expectations

##### **Be Safe**

- Arrive and depart on time (8:35 am/4:05 pm)
- Always walk on the sidewalk.
- Rocks, sticks, sand, and snow stay on the ground.

##### **Be Respectful**

- Follow all adult directions.
- Always follow Safety Patrol directions.
- Respond to all greetings by others.

##### **Be Responsible**

- Wait in designated areas.
- Make all arrangements ahead of time.
- Bring and take all supplies with you each day.
- Use cell phones off of school grounds.
- Turn cell phones into an adult each day.

#### Hallway Expectations

##### **Be Safe**

- Watch where you are walking (eyes forward).
- Walk at all times, right behind the person in front of you.
- Keep hands, feet, and other objects to yourself (hands still).

##### **Be Respectful**

- Walk quietly (voices off).
- Be courteous of others.
- Respect items in the hallway.
- Respect the learning of others.

##### **Be Responsible**

- Stay on the right side.
- Always have adult permission and a pass.
- Go directly to the instructed location.

#### Bus Expectations

##### **Be Safe**

- Keep hands, feet and objects inside the window.
- Stay seated.
- Walk getting on and off the bus.

##### **Be Respectful**

- Wait your turn while entering and exiting the bus.
- Use quiet voices to talk (Level 1).
- Face forward at all times.
- Speak politely to and about others.

##### **Be Responsible**

- Keep track of all belongings.
- Keep the bus clean.
- Let the office know when you are not riding.
- Eat treats when you get home.
- Go directly to the bus. Walk and use the sidewalk.

## Student Redirection

In the event a student is not conducting him/herself in a safe, respectful or responsible manner the child will be redirected by an adult. The focus of any redirection will be on teaching rather than punishing. Knowing the student becomes critical in implementing a strategy that best meets the needs of the child. The manner in which a behavior is addressed is left to the professional judgment of the teacher working directly with the child. Many classrooms have individual classroom management plans that operate in conjunction with the school-wide plan. The following are just some of the interventions staff may utilize to address the behavioral need:

Special Seating	Think Time (in or out of class)
Stress Kit	Additional Assistance, Support or Supervision
Water/Walk/Etc.	Assignment Adjustment
Parent Contact	Peer Partnering
Counselor Referral	Role Playing
Loss of Privilege	1:1 Conference
Problem Solving	

## PAC Room (Positive Action Center)

While classroom teachers will make every attempt to successfully intervene before referring a child on, occasionally it does become necessary for some children to have an intervention that removes them from the setting entirely. In that instance, students may be referred on to a buddy room or the PAC room for reteaching and the opportunity to create a plan. Once an appropriate plan has been completed and the student regains composure, he/she will be returned to class.

### Office Referral

If a student displays behavior that is extreme or causes intentional disruption or harm, an office referral will be written for that student. When appropriate the Code of Conduct will apply. Students may or may not be returned to class based on the seriousness of the behavior. If a student is unable to return to class due to repeated disruption of the learning environment or an inability to regain self control, a parent will be contacted and expected to make arrangements to pick that student up immediately.

## Suspension and Expulsion

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

The range of possible exclusions include: short-term suspension, emergency exclusion, long-term suspension, expulsion, or mandatory reassignment. It is the principal's responsibility to determine the type of exclusion and/or action recommended.

1. Short-term suspension may be for a period of time up to five (5) school days.
2. Emergency exclusion may be recommended for a period of time as long as the student's presence in the school presents a danger to himself/herself or others.
3. Long-term suspension is for a period of time exceeding five (5) school days, but less than twenty (20) school days.
4. Expulsion is for a period of time not to exceed the remainder of the semester in which the expulsion took effect. Expulsion will be the result of a district recommendation.
5. Mandatory reassignment means transfer to another school within Omaha Public Schools.

A student cannot attend school, take part in any school function, or be on school property during the duration of a suspension, exclusion, or expulsion. Following a suspension, a meeting between the parent/guardian, student, & administrator may be requested before the student returns to class. The student may, upon request, have a hearing on the specific charges, in cases of recommendation for long-term

suspension, mandatory reassignment, exclusion, or expulsion. Students are advised of this right when a principal decides to recommend one of the above actions. If a hearing is not requested within five school days, the recommendation will go into effect.

## **SAT Meetings**

In the event that a student is not progressing academically, behaviorally, or has missed a significant amount of instructional time, a Student Assessment Team meeting will be scheduled. This meeting can be called by any staff member working with the student, including the teacher, counselor, specialist, or parent. It is a strategic approach used to meet the child's needs by working in collaboration. Based on the results of the interventions implemented, follow up SAT's may occur.

## **Communication**

Ongoing communication is key to successful collaboration to help your child succeed. Parents will be asked to utilize Class Dojo to communicate with their child's teacher. Classroom teachers will sign families up when they arrive in the fall or on their first week of classes if transferring from another school.

If a parent needs help or support with this process, please call 531-299-3020 for assistance. It is expected that families respond to all communication in a timely manner.

## **Playground Expectations**

To support our healthy children initiatives, all students are expected to run or walk the perimeter of the playground before free choice begins. To maintain a safe and respectful atmosphere for all students, the following guidelines are to be observed by all students while outside using the equipment.

No climbing on top of equipment.

No climbing up slides or on top of slides.

No rock or sand throwing.

Hands & feet to selves at all times. No "play" fighting.

Control of body, no reckless behavior which might result in running into or hurting others.

Appropriate, safe use of equipment at all times.

Unless specifically approved by a classroom teacher, all play items should be left at home and will not be the responsibility of Forest Station if lost, damaged, or stolen.

Students who have difficulty following these expectations may be given an alternative activity during recess such as, sitting or playing away from others, walking/jogging around the playground, or assisting with grounds clean up.

## **Homework Policy**

Homework allows school and family to work in collaboration. It not only builds organization and responsibility, but also allows parents and guardians to know what skills are being developed during the day. The following general homework guidelines will be observed at Forest Station:

1. Primary Students – should average of 15–20 minutes practice daily. In addition, each child should have the opportunity to read or be read to nightly.
2. Intermediate Students – should expect a daily average of 30–45 minutes of homework to build and maintain skills introduced in the classroom. Intermediate students are also expected to read or be read to nightly.

Teachers may assign special projects or additional practice work for students as the year progresses. Parents are encouraged to work with their children whenever needed. There may be times when a student has work to do at home because an assignment has not been completed during required class time or because of a child's absence. Please make sure you review your homework each night and hold your child accountable for completing their work.

## **Bus-Van Conduct (Includes all Omaha buses, vans and field trips.)**

It is the policy of the Omaha Public Schools that the bus/van ride be considered an extension of the classroom; thereby requiring acceptable behavior on the bus/van just as it is required in the classroom.

If a student fails to follow the accepted bus rules (i.e. – obey the bus driver, remain seated, no head/arms out the side of the bus/van, no throwing objects from the bus, and no profanity), the bus driver is required to ‘write-up’ the student on a special Bus Conduct Report form and submit it to the principal. The student will then receive a consequence for his/her behavior and the parent will be notified.

### **\*The following are the consequences improper bus conduct:**

ONE Write Up – note sent home and/or a phone call.

TWO Write Ups – one day off the bus.

THREE Write Ups – three days off the bus.

FOUR Write Ups – five days off the bus.

FIVE Write Ups – off the bus for the remainder of the semester.

Fight/Inappropriate touch – Immediate 5 days off the bus.

***\*All bus students will be required to ride the bus home daily unless the school receives a phone call or note from parents/guardians stating otherwise.***

***Student transportation can be reached at 531-299-0140***

## **Field Trips**

Bus and van rules apply for all field trips and other experiences requiring transportation. Permission and Release of Liability Forms are sent home whenever students participate in field trip activities. These forms must be signed and returned to school prior to the trip if the student wishes to participate. We are not able to accept oral parental permission in lieu of written permission. Students will not be allowed to ride a bus without written permission. On occasion when we believe it would be best for the child, a parent or designee may be asked to accompany the child on a scheduled field trip.

## **Forest Station is a Title I School**

Forest Station is lucky to have been designated a Title I building. As a result of this designation, Forest Station receives additional federal funding to enhance the educational experience of every child and the opportunities for family involvement.

# Forest Station



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

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

### **In General**

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

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

### **Parent Right To Know Clause**

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

## ***Forest Station Elementary*** **Responsibilities Compact**

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

### **As a School, we will ...**

- provide high quality curriculum and instruction.
- provide parent-teacher conference opportunities every fall and spring.
- foster communication with parents and guardians about academic expectations, provide tools for families, and build community.
- provide a safe and secure learning environment.
- teach good character by modeling Forest Station's expectations.

### **As a Student, I will ...**

- complete assignments on time and ask questions if I need to.
- be safe, respectful, and responsible.
- resolve conflicts in a positive way.
- talk to my family about what I am learning in school.
- come to school with a positive attitude ready to learn.
- demonstrate good character.

### **As a Family, we will ...**

- attend school events and parent-teacher conferences.
- ensure regular attendance and expect proper behavior.
- support Forest Station's expectations.
- monitor homework completion and encourage daily reading.
- communicate with the school about our child's progress, expectation, and goals.
- provide a safe home.
- support and model good character.

# Omaha Public Schools 2025-2026 Calendar



Next Level Learning — May 28-July 3, 2025

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

Juneteenth - No School For Next Level Learning Students – June 19, 2025

Independence Day . . . . . July 4

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

- **August \*13** – Kindergarten, and Entry Level Grades at Middle and High School
- **August \*14** – First Day of School for All Other K-12 Students
- **August \*20** – First Day of School for Pre-K Students

Labor Day – No School For All Students . . . . . September 1

Two Hour Late Start For All Students. . . . . September 23

No School For All Students . . . . . October 3

*First Quarter Ends – October 10*

*Second Quarter Begins – October 13*

**ALL CONFERENCES ARE THE WEEK OF OCTOBER 13**

No School For All Students – October 16 & 17

*HIGH SCHOOL – PreACT Day for 9th & 10th Grade . . . . . October 21*  
*No School for 11th & 12th Grade High School Students*

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

No School For All Students . . . . . November 4

Thanksgiving Recess – No School For All Students . . . November 24-28

*Second Quarter Ends – December 19*

Winter Recess – No School For All Students . . December 22-January 2

*Third Quarter Begins – January 5*

District Kindergarten Registration Day . . . . . January 16

Martin Luther King Day – No School For All Students . . . . . January 19

Two Hour Late Start For All Students. . . . . January 27

No School For All Students . . . . . February 13

Presidents' Day – No School For All Students . . . . . February 16

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

*Third Quarter Ends – March 6*

*Fourth Quarter Begins – March 9*

**ALL CONFERENCES ARE THE WEEK OF MARCH 9**

No School for All Students – March 12 & 13

Spring Recess - No School For All Students . . . . . March 16-20

*HIGH SCHOOL – ACT Day for 11th Grade . . . . . April 7*  
*No School for 9th, 10th & 12th Grade High School Students*

No School For All Students . . . . . April 17

No School For All Students . . . . . April 20

Two Hour Late Start For All Students. . . . . May 5

High School – Last official day for seniors . . . . . May 8

Last student day – *Fourth Quarter Ends* . . . . . May 20

Memorial Day. . . . . May 25

Elementary – 8:50 a.m. to 4:05 p.m.

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

High School – 7:40 a.m. to 3:05 p.m.

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

**June 2025**

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

**December 2025**

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

**July 2025**

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

**January 2026**

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

**August 2025**

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

**February 2026**

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

**September 2025**

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

**March 2026**

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

**October 2025**

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

**April 2026**

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

**November 2025**

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

**May 2026**

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

**Omaha Public Schools Board of Education**

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

# Omaha Public Schools District Student Handbook

*Elementary · 2025-26*

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



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

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

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## Academics, Curriculum, & Instruction

### Academic Integrity Position Statement

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

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

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

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

### Grading Overview

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

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

### Grading Purpose and Intended Use

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

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

### Grading Scale – Elementary

#### Omaha Public Schools Grading Scale – Elementary

Grades K-2	Grades 3-6	Grade Points
Advanced	A	4.0
Proficient	B	3.0
Basic	C	2.0
Below Basic	D	1.0
Failing	F	0

### Coursework Types

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

- **Practice** (0%) assignments are brief. They are done to learn a new skill or to gain initial content knowledge, (e.g., student responses on white boards, a valid sampling of math problems, keyboarding exercises, diagramming sentences, checking and recording resting heart rate). Practice assignments are not generally graded for accuracy (descriptive feedback will be provided in class) and are not a part of the grade. Practice work is at the student's instructional level.
- **Formative** (35%) assessments/assignments are done for learning. They are minor assignments, (e.g., a three paragraph essay, written responses

to guiding questions over an assigned reading, completion of a comparison/contrast matrix). Formative assignments are graded for accuracy and descriptive feedback is provided. Descriptive feedback provides the student with the necessary information to improve their learning. Formative work is at the student's instructional level and/or grade level standards. It is suggested to have three to five formative assessments for every one summative assessment. Formative assessments may be assigned to be completed at home or at school. Formative assessments may be assigned to be completed at home or at school.

- **Summative** (65%) assessments/assignments are major end of learning unit tests or projects, (e.g., a research paper, an oral report with a power point, science fair project). Summative assignments are

graded for accuracy. Summative assignments assess the student's progress on grade level standards. Summative assessments may be assigned to be completed at home or at school.

## Report Cards

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

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

## Grade Reporting Timeline – Elementary

October – First Quarter Grade Report

December – Second Quarter Grade Report (posted to transcripts)

March – Third Quarter Grade 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. Parents or guardians may choose the 24-hour plan or a more limited school plan that only covers students during school attendance, school activities, school sponsored events and all athletic participation except football. Football insurance

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

## Accreditation

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

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

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

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

1. District staff may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the District or any school or diminish the amount of time devoted to any educational program.
2. Schools may use films or other educational materials bearing mention of the producing firm or sponsor, providing such materials can be justified on the basis of their actual educational value.
3. Persons or organization seeking to distribute flyers of announcements concerning non-school events to a class or school must receive prior specific approval from the Office of District Communications. Flyers or announcements approved by the Office of District Communications shall be distributed through the online Community Opportunities. A single flyer concerning a non school event may be posted in the building common area, at the discretion of the building Principal.
4. Persons or organizations seeking to distribute flyers or announcements concerning school events to a class or school must receive prior specific approval from the building Principal.
5. District staff may, at its discretion, announce, or authorize to be announced, any lecture, community activity, or film which it feels has educational merit.
6. District staff may, upon approval of the Board of Education, cooperate with any agency in promoting activities in the general public interest, and which promotes education that is in the best interest of the students.
7. Middle and high schools are permitted to sell advertising space for publications such as student newspapers, sports rosters, theater productions, and year books, subject to the approval of the Principal.
8. The District may sell commercial advertising in or on scoreboards; Or other appropriate locations in athletic facilities at Elementary, Middle, or High Schools. All revenue generated from such advertising shall be used for the sole purpose of maintaining and upgrading the athletic facilities across the District.

9. The District may permit advertising by District-approved Adopt-A-School partners, for Office of District Communications initiatives or sports advertising agreements entered into with the Omaha Public Schools Foundation and approved by the Superintendent of the Superintendent's designee.
10. Elementary and middle schools may produce school newsletters and or newspapers, but may not sell advertising for these publications. However, because of some secondary specialized curriculum areas (e.g., journalism, theatre, performing arts, etc.) advertising space for publications such as student newspapers, sports rosters, theatre productions, and any advertising authorized by this Policy shall be student-oriented and consistent with the District's educational standards and goals. The District may control the content of advertising as allowed by law. Advertisement on District property or at District events may not include information or materials that:
  - i. Are obscene to minors; or
  - ii. Are libelous; or
  - iii. Are pervasively indecent or vulgar or contain any indecent or vulgar language; or
  - iv. Advertise any product or service not permitted to minors by law; or
  - v. Are generally considered to constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); or
  - vi. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of school procedures.

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

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

## **Appeals and Concerns**

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

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

### **Access to Student Records**

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

The District will not provide full access to or disclosure

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

### **Academic Appeals**

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

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

### **Athletic Appeals**

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

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

### **Behavior/Discipline Appeals**

Any discipline intervention that removes a student from the learning environment is subject to an appeal at the request of the student or the student's parent(s)

or guardian(s). It is recommended that a family begin the appeal process for all behavior resolutions with the school administration.

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

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

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

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

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

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

For additional questions, contact the Omaha Public Schools Student Hearing Office (531) 299-0466.

### Civil Rights and Discrimination Complaints/Appeals

Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups.

The following individual has been designated to

accept and investigate complaints related to the non-discrimination policies: Superintendent of Schools, 3215 Cuming St., Omaha, NE 68131, (531) 299-9822.

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

### Title IX/Sexual Harassment Formal Complaint

An individual who is alleged to be the victim of the conduct that could constitute sexual harassment under Title IX (i.e., a “complainant”), or a parent or guardian who is acting on behalf of such an individual, may file a formal complaint of sexual harassment, as defined under Title IX (34 C.F.R. § 106.30). A formal complaint may

be in addition to or in lieu of any other report(s) of the same alleged conduct. For more information regarding Title IX Complaint procedures, please see Board of Education Policy No. 1210, on the OPS website in the “Board Policies” section or contact the District’s Title IX Coordinator at (531) 299-0307.

## Attendance Best Practices

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

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

### Student Absence

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

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

Please contact school in advance or prior to start time:

- Secondary before 7:40 a.m.
- Elementary before 8:50 a.m.

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

### Arriving Late

Communicate with school:

- Call Attendance Office

- Provide a note upon arrival

Students not present at the start of the school day

are recorded as absent. Students must check in with the attendance office before reporting to class. Minutes late to school will accumulate and will be added to the

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

### Leaving Early

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

- Provide a note to include date and reason

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

### School Closing and Early Dismissal

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

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

## Child Abuse and Neglect

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

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

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

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

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

## Child Find

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

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

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

At-risk students are not required to be evaluated but are required to be found and determined whether or not they should be evaluated.

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

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

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

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

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

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

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

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

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

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating

violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

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

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

## **Equal Access**

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

Policy 1101 for more information. For inquiries, contact the building principal or the Executive Director of Facilities at 531-299-4915.

## **Family and Community Relations**

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

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

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

### **Access to the Schools**

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

Parents/guardians are also encouraged to visit or monitor their children’s classrooms and daily learning

environments. Parent/guardian visits to the school and/or classroom during instruction must be arranged in advance with the building administration and coordinated with the classroom teacher. Coordinated classroom visits will be limited to thirty minutes. Visits during district and state testing are prohibited.

During the school day, all visitors are expected to report to the school’s main entrance to notify staff they are in the building or on school grounds and must provide identification. At all times, visitors to the school buildings and on school grounds must respect the

learning environment and maintain proper behavior and decorum. Disruption of the orderly process of the school is prohibited. The principal or the principal's designee is authorized to deny entry, ban or bar future access, remove or request the removal of any visitor in the building or on school grounds whose behavior is disruptive to the educational/working environment of

the school.

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

## Communication

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

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

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

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

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

## Campus Parent Portal

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

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

## Family Educational Rights and Privacy Act (FERPA)

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

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

## Directory Information

Directory information, as designated by the District, includes:

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

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

1. Omaha Public Schools social media, web pages and publications
2. Graduation programs
3. The annual yearbook
4. A playbill, showing student's role in a drama

production

5. National and local media stories – print, broadcast, and web
6. Honor roll or other recognition lists
7. Sports activity programs showing weight and height of athletic team members

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

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

## Release to Military or Postsecondary Institutions

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

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

## Limited Release of Non-Directory Information

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

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

The District no longer lists address, phone number and

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

## Health Services

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

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

## Annual Health Screenings

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

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

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

## Emergency Procedures

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

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

## Health Conditions

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

the parent/guardian and health care provider.

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

action plan for these conditions, signed by the health care provider and the parent/guardian annually. This plan authorizes the required rescue medication to be administered. It is the responsibility of the parent/guardian to provide updated action plans and/or

medication orders annually and as changes occur. Work with your healthcare provider and school nurse in developing a specific plan to keep your child safe, healthy, and ready to learn.

## Nebraska School Immunization Law

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

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

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

## Physical Examination Requirements

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

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

## Visual Evaluation Requirement

A vision evaluation by a health care provider or an optometrist is required by Nebraska state law for all students entering school for the first time (early childhood or kindergarten) or transferring from out-of-state/country. Required school vision exams must be completed on or after March 1 of the current year to be valid for the

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

## Procedures for Medications

The Medication Procedures of the Omaha Public Schools prohibit administration of any medication by school staff or self-administration by a student without a written order from a licensed prescriber. No unauthorized medication (including Tylenol, cough drops, Advil, antacids, homeopathic medications, etc.) shall be administered by the school nurse or other trained school personnel without a written order from a licensed

prescriber. It is the responsibility of the parent/guardian to provide updated medication orders annually and as changes occur. Medication orders must be completed by a health care provider and signed by the parent/guardian. When a student must take medication, these procedures will be adhered to:

- The school has a written, signed order from a licensed prescriber which includes the student's

### Kindergarten – 6th Grade:

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

### 7th – 12th Grade:

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

name, the name of the medication, dosage, route, frequency/time of administration, and the date of the order.

- The parent/guardian shall provide a written statement that authorizes school personnel to administer the medication as ordered by the health care provider.
- **Medication must be brought to school by the parent/guardian or designated adult and given directly to school personnel. Students are not allowed to bring or carry any controlled medication (methylphenidate, Adderall, etc.)**
- The medication must be provided by the parent/guardian in the original pharmacy or manufacturer's

labeled container.

- Expired medication will not be accepted or administered to students at any time.
- Medication left at school or that has expired will be turned in to Omaha Public Schools Environmental Services for disposal.
- Medication shall only be administered by a registered nurse or competency trained school personnel.
- If needed, the school nurse may contact the prescribing provider for clarification on medication administration.

## School Based Health Centers

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

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

- Administer immunizations
- Complete school and sport physicals
- Diagnose and treat common illnesses and conditions
- Prescribe medications
- Create action plans for conditions
- Provide mental health services
- Provide preventative care and screenings

With parent/guardian consent, any Omaha Public Schools student and their minor siblings may use the services provided in the SBHC. The relationship with a student's medical home is not disrupted if the SBHC is utilized by the student. The SBHC accepts Medicaid, Kids Connection, or commercial insurance. For uninsured

students, the SBHC will provide a low-cost sliding fee schedule based on family income and size, and may assist in obtaining insurance coverage.

Prior to the appointment, the "School Based Health Center Enrollment and Consent Form" must be completed by a parent/guardian and returned to school or the SBHC. For enrollment forms and more complete information about hours, services and cost, please visit <https://www.ops.org/Page/553> or call your school nurse for assistance.

**Kellom Elementary** – 1311 N. 24 St., (402) 505-5451

**Indian Hill Elementary** – 3121 U St., (402) 933-4968

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

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

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

**Spring Lake Elementary** – 4215 S 20 St., (402) 932-7014

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

**Benson High** – 5120 Maple St., (531) 867-8990

**Bryan High** – 4700 Giles Rd., (402) 991-3904

**Buena Vista High** – 5616 L St., (402) 952-4050

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

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

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

students. Consistent implementation of MTSS-B leads to:

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

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

## Nutrition Services

The Omaha Public Schools District recognizes students need access to nutritious meals during the school day to stay focused in the classroom. Studies have shown children who are not hungry perform better in school. The district participates in the National School Lunch Program (NSLP), which provides nutritionally balanced, low-cost or no-cost meals to children. Breakfast is free to all students. Children can qualify for free or reduced-price lunch meals either via participation in certain federal assistance programs or based on household income and family size. School staff can assist families in

determining eligibility status and completing a free and reduced-price meal application. Select district schools participate in the Community Eligibility Provision, which provides free breakfast and lunch to all students. It is the parent/guardian's responsibility to pay for their student's ala-carte purchases such as additional entrees, chips, cookies, or other extras. The information below describes the standard practice the district will follow to maintain the financial integrity of the nonprofit school meals program while minimizing any undue focus on children who do not have funds.

### Account Balances

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

Money remaining in a student's account at the end of the school year will be carried forward to the next school year unless contacted by the parent/guardian for a refund

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

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

### Smart Snacks

All food sold to students during the school day (from 12:00 a.m. through 30 minutes after the school day) must meet the Smart Snack guidelines; and the nutrition standards. The regulation applies to foods sold a la carte during breakfast and lunch, in the school store, vending machines, school offices, and fundraisers which sell

foods that can be eaten by students during the school day.

Additionally, Nebraska's Competitive Food Rule states no food items can be sold in competition with the school meals program from thirty minutes before until thirty minutes after meal service (breakfast and lunch).

### Student ID Numbers

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

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

### Student Meals

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

- **Breakfast**

Breakfast is available at no charge to all students during the 2025-26 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 to all students at a cost of \$2.50 for elementary and \$2.85 for secondary for the 2025-26 school year. A variety of menu items are available at lunch. A student, who participates in the lunch program, must choose a minimum of three components to a maximum of five. All students must take a fruit or vegetable as part of the meal. Additional items are available at a la carte prices.

### Non-Discrimination Statement:

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

activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print,

audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the

complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

## Personal Contact Changes

### Address Change

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

### Email/Telephone Change

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

## Protection of Pupil Rights Amendment (PPRA)

PPRA affords parent(s)/guardian(s) certain rights regarding the administration of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and

safety of a student, except for hearing, vision, height and weight, oral assessment, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

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

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

The Omaha Public Schools (OPS) has developed and adopted policies, in consultation with parent(s)/guardian(s), regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Omaha Public Schools will directly notify parent(s)/guardian(s) of these policies at least annually at the start of each school year and after any substantive changes. Omaha Public Schools will also directly notify, such as through U.S. mail or e-mail, parent(s)/guardian(s) of students who are scheduled to participate in the specific activities or

surveys noted below and will provide an opportunity for the parent(s)/guardian(s) to opt their own child out of participation of the specific activity or survey. Omaha Public Schools will make this notification to parent(s)/guardian(s) at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parent(s)/guardian(s) will be provided reasonable notification of the planned activities and surveys. Parent(s)/guardian(s) will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

## School Counseling

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

academic success.

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

## Behavioral and Mental Health Community Partners

School social workers and school counselors provide information about accessing behavioral and mental health community partners. The **Methodist Community Counseling Program** has been a collaborative effort of the Methodist Hospital Foundation, Omaha Public Schools and neighborhood churches since 1996. The program's mission is to provide accessible, affordable behavioral health services in the neighborhoods where you live, work and learn. The Methodist Community Counseling Program includes a team of licensed mental health practitioners dedicated to helping clients improve their quality of life by addressing their unique mental health and emotional challenges. Counseling services are offered to students in each middle school, high school and alternative program in Omaha Public Schools and to the community at locations across Omaha.

The **Connections Program** has been a collaborative effort between Project Harmony and Omaha Public Schools since January 2015. The program's mission is to promote hope, health, and resilience for children and families in need. The Connections program offers

low- or no-cost professional therapy to students needing preventative mental health care at a convenient location and time in an individual or group setting. Connections works closely with the family and the child's school to find the right therapist to help each child build confidence, resilience and coping skills. The program is available to Omaha Public Schools elementary students.

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

## Standard Response Protocol

Procedures are established in the event of an emergency 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.

### Shelter

When specific protective actions are needed based on a threat or hazard, Shelter will be implemented. This response may be for an incident such as a tornado or a hazardous material. Students should follow the directive of their teacher and report to the designated shelter area. Students will not be released to families until the “all-clear” announcement is made.

### 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. 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 designated area until the “all-clear” is given.

### 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.

## IN AN EMERGENCY TAKE ACTION



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

#### STUDENTS

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

#### ADULTS

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



### SECURE!

#### Get inside. Lock outside doors.

#### STUDENTS

Return to inside of building  
Do business as usual

#### ADULTS

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



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

#### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

#### ADULTS

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



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

#### STUDENTS

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

#### ADULTS

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



### SHELTER! Hazard and safety strategy.

#### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard Safety Strategy

Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

#### ADULTS

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

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## 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:**

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

1. The District shall annually set a single fee for high schools, and a single fee for middle schools which may be required for participation in any extra-curricular activity, and which shall also be the fee for purchase of an activity card.
2. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or to pay a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments or specialized attire, or to pay a reasonable usage cost for such equipment or attire.
3. Any student who participates in an extra-curricular activity will receive an activity card. All extra-curricular participation fees shall be deposited into the Student Fee Fund as described in PART TWO of this policy, and as further described in the accounting practices of the District.

4. The extra-curricular participation fee shall be waived for students who qualify for a fee waiver pursuant to PART THREE of this policy.
5. Students who do not participate in extra-curricular activities but wish to purchase an activity card to obtain admission as a spectator to those extra-curricular activities open to spectators may do so on a voluntary basis.
6. The fee for the purchase of an activity card shall be waived for students who qualify for a fee waiver pursuant to PART THREE of this policy. Fees collected from the purchase of activity cards shall be deposited into the Student Fee Fund as described in PART TWO of this policy, and as further described in the accounting practices of the District.
7. Fieldtrip fees may only be charged if participation by the student is voluntary, if the fieldtrip is not part of the curriculum or an extension of the curriculum, and if the fieldtrip occurs after school hours and/or does not count toward school attendance. All extra-curricular fieldtrip fees shall be deposited into the Student Fee Fund as described in PART TWO of this policy, and as further described in the accounting practices of the District.
8. Students may be required to furnish minor personal or minor consumable items necessary for participation in extracurricular activities.
9. Schools may continue to seek and accept donations and participate in fundraisers according to District policy in order to fund school day and/or curriculum-related fieldtrips.
10. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team, or organization, decide to make purchases, and may fundraise and/or seek donations according to District policy to assist in the funding of their organizations and such purchases, which may include, but are not limited to, apparel and trips. Fundraising by an organization for the activities of that organization is not a fee charged by the District.
11. Money raised through fundraising and donations should not be deposited in the Student Fee Fund.

#### **b. Spectator events:**

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

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

The District may request students to furnish minor personal consumable items, including but not limited to, pencils, paper, pens, erasers and

notebooks, for courses and activities which count for graduation or advancement between grades, or in which participation is otherwise required by the District. The request for such items shall be made in such a way that it is clear the furnishing of same is voluntary. If a student is unable to provide the minor personal consumable item required, the school may supply the item to the student.

**d. Clothing:**

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

**e. Musical instruments:**

Students who take elective (optional) music courses such as band and orchestra shall be permitted to supply their own instrument, and music stand, or shall be provided without charge by the District an instrument and stand, if a stand is necessary. The District shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply music for such courses.

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

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

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

**g. Parking:**

Students may be charged a fee to park their cars

on school property. Each school shall publish its parking fee, if any, in the student handbook.

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

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

**i. Graduation items:**

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

**j. Food:**

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

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

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

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

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

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

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

Fee Fund as described in PART TWO below and as further described in the accounting practices of the District.

**n. Student files and records:**

Fees may be charged for copies of student files

- or records pursuant to Neb. Rev. Stat. 79-2, 104.
- o. Transportation:**  
Students may be assessed a fee for transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, and 79-611.

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

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

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

**PART THREE: Waiver of student fees**

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

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

**Student Unpaid Obligations**

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

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

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

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

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

**Student Records**

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

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

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

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

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

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

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

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

## Students Responsibilities and Rights

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

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

## Technology Use and Responsibility

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

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

terminate possession if the parent, guardian, or student is believed to have violated any part of this **Technology Agreement**, the **School Handbook**, or the **Student Code of Conduct**.

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

devices, the school may issue a “day use” device. The day use devices are not part of the 1 to 1 program and may not provide the same level of

individual customizations as a 1 to 1 device. The school may also choose to provide **other forms** of instructional resources for student learning.

## Textbooks

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

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

## Title IX/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. For more information regarding offenses that are classified as a forcible or non-forcible sex offense, please see Board of Education Policy No. 1210 on the Omaha Public Schools website in the “Board Policies” section or contact the District’s Title IX Coordinator at (531) 299-0307.
- **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.

## Volunteers

If there is interest in 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 to discuss a volunteer opportunity. All interested persons must complete an online application. Human Resources will respond and notify the applicant when the volunteer opportunity has been approved. **Volunteer activity must not begin until after the approval email is received from Human Resources.**

The volunteer application process is utilized at all schools for any individual (parent, relative or otherwise) wishing to volunteer or provide any type of support that would bring them in contact with students. The school principal will determine what volunteer opportunities are available at each school.

# Omaha Public Schools Student Code of Conduct

2025-26 School Year

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



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

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

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

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

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

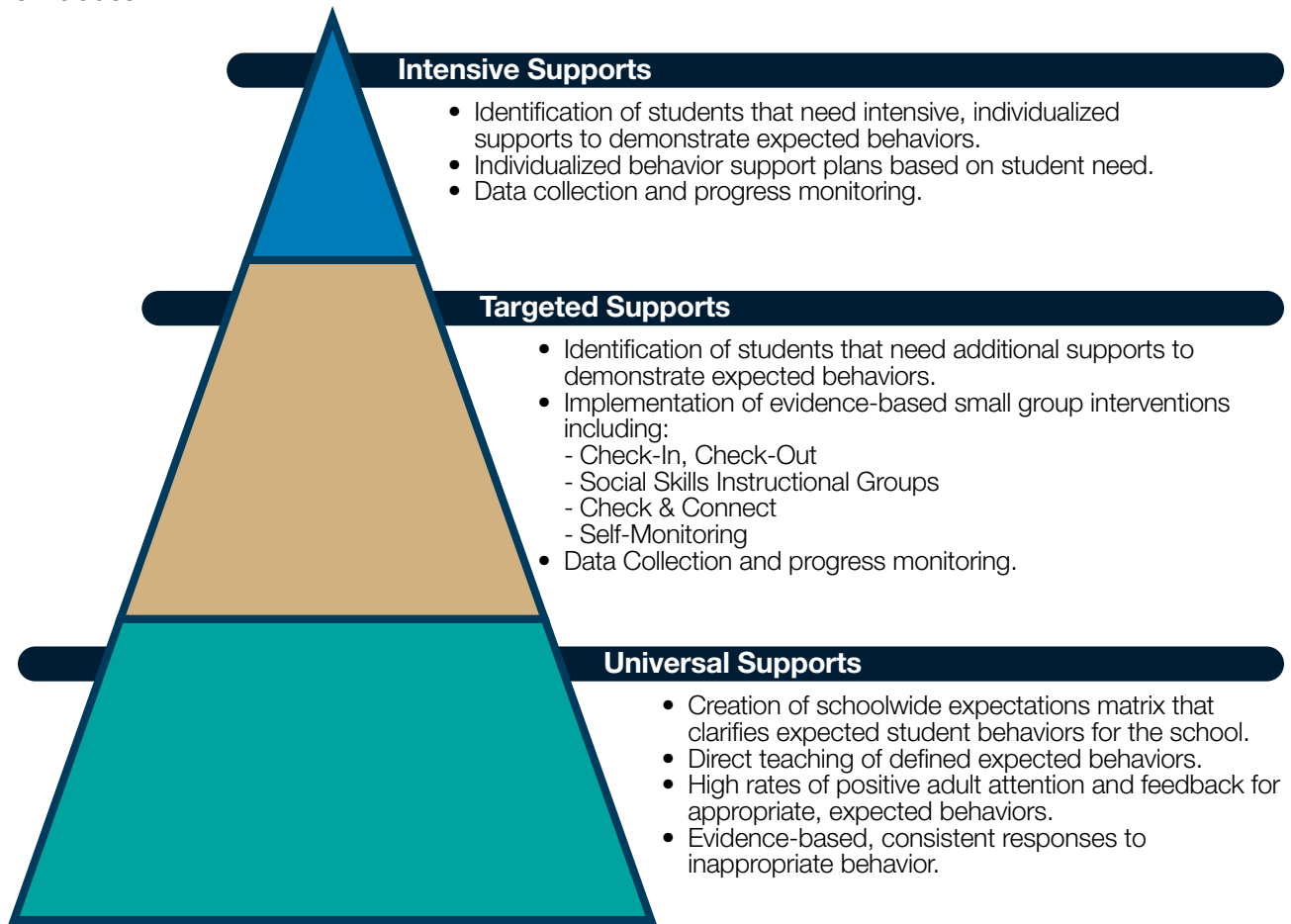
We believe that we cannot “make” students learn or behave. But we can create environments to increase the likelihood of positive behaviors occurring.

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

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

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

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



## Social Emotional Learning (SEL)

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

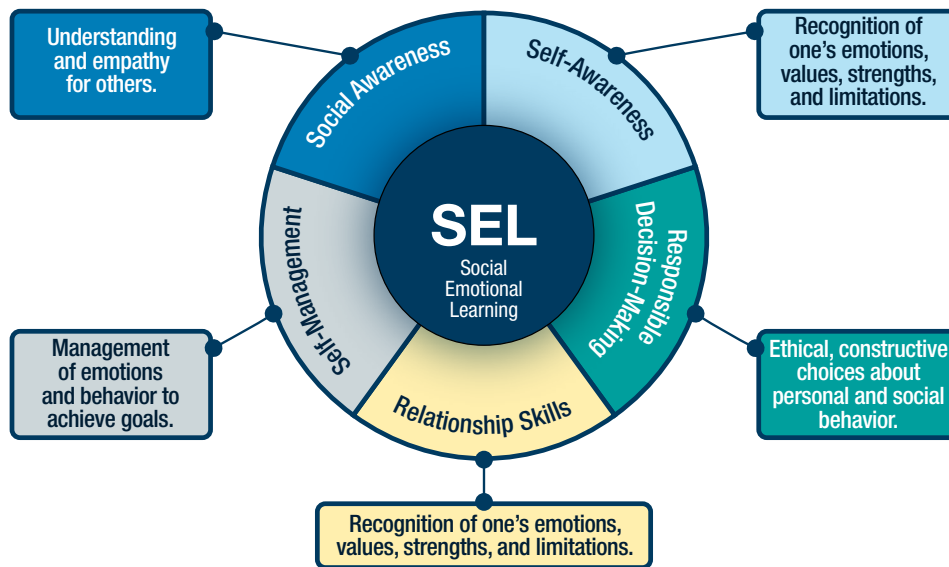
Within the Omaha Public Schools, our goal is to focus on CASEL's five SEL competencies:

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

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

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

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



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

## ***Expectations for Stakeholders***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## Early Childhood Education Interventions & Responses

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

### Early Childhood Practices

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

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

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

## Behavior Violations and Response Levels

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

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

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

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

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

### Behavior Response Guidelines for Grades PK-2

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

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

### Behavior Response Guidelines for Grades 3-6

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

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

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

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

**LEVEL  
1**

**Interventions  
& Responses**

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

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

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

**Leveled Interventions and Responses**

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

Level 1 Violations	Level 1	Level 2	Level 3	Level 4	Administrative Response
<b>Cheating or Plagiarizing</b> Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests, and using the ideas or writings of another person	•	•			
<b>Classroom Disruption/Other Behavior Disruptive to the School Environment</b>	•	•			
<b>Disrespectful to Adults/Others</b> Using words or actions that are impolite or indicate a lack of respect or courtesy	•	•			
<b>Engaging in Verbal Conflict</b> Disrupting the school environment by engaging in a loud argument that includes disparaging comments or discussion of potential physical conflict	•	•			
<b>Excessive Tardies/Hall Sweep</b> Arriving late to class excessively, as determined by individual school procedures or is caught in the hallway by school staff after the tardy bell has rung	•	•			There will be no out-of-school suspension for attendance infractions; OPS attendance policy will be followed
<b>Failure to Serve Detention</b> Student does not serve an assigned detention, whether it is scheduled during the school day or after school hours	•	•			
<b>Misuse of Pass/Out of Area</b> Student is out of the assigned area during the school day, uses a hall pass in a way not intended by the issuer	•	•			
<b>Inappropriate Clothing</b> Attire promoting violence, drugs, alcohol, profanity, obscenity or hate speech is not acceptable at school. See Dress and Personal Appearance, page 25	•				
<b>Inappropriate Language</b> Using inappropriate words or topics of conversation in school	•				
<b>Insubordination/Non-Compliance with Behavioral Expectations</b> Failure to comply with the instructions of school staff when current behavior prevents success of the student or impacts learning	•	•	•		
<b>Non-compliance with Cell Phone/Personal Electronic Device Expectations</b> Failure to comply with district expectations regarding use of cell phones and Personal Electronic Devices, necessitating an administrative response See Cell Phone/PED Guidelines for Students, page 26	•	•			
<b>Parking, Unauthorized</b> Parking in an unauthorized area on school property	•				
<b>Truancy</b> Neither the family nor school officials know the student's whereabouts or the student is refusing to attend school or class	•	•			There will be no out-of-school suspension for attendance infractions; OPS attendance policy will be followed

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

# LEVEL 2

## Interventions & Responses

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

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

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

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

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

### Leveled Interventions and Responses

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

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

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

**LEVEL  
3  
Interventions  
& Responses**

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

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

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

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

**Leveled Interventions and Responses**

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

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

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

**LEVEL  
4  
Interventions  
& Responses**

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

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

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

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

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

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

**Leveled Interventions and Responses**

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

<b>Level 4 Violations</b>	Level 1	Level 2	Level 3	Level 4	<b>Administrative Response</b>
<b>Arson</b> Intentionally setting or attempting to set a fire on or in school property		•	•	•	Law enforcement will be contacted Conduct a threat assessment
<b>Assault with Injury (Intentional)</b> Assault of another person, including staff, when the student has knowingly and intentionally used force to cause personal injury			•	•	Law enforcement may be contacted
<b>Distribution</b> Selling, Distributing, Intent to Distribute, or Attempting to Distribute Alcoholic Beverages, or a Controlled/ Imitation Controlled Substance			•	•	Law enforcement will be contacted
<b>False Alarm/Bomb Threat</b> Causing a substantial disruption to the school environment and/or placing students at risk by making a false report or activating an alarm		•	•	•	Law enforcement may be contacted
<b>Firearm</b> Knowing and intentional possession, use or transmission of a firearm as defined in 18 U.S. Code 921 See firearm definition in Glossary, page 20					Per federal law, expulsion for one calendar year; law enforcement will be contacted Conduct a threat assessment
<b>Sexual Assault</b> Sexual Assault in the first or second degree as defined in Nebraska Statutes 28-319 thru 28-320.01 See Glossary, page 20				•	Mandatory reassignment away from the victim or expulsion/ Law enforcement will be contacted/ Report to the OPS Title IX coordinator
<b>Weapon (other than firearm)</b> Knowing and intentional possession, handling, transmission, or use of any knife or dangerous weapon See Glossary, page 21, for listing and definition of a weapon			•	•	Law enforcement may be contacted Conduct a threat assessment

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

### Repeated Violations

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

## Glossary

### Level 1 Violations

#### **Cheating or Plagiarizing**

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

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

Behaving in such a way that interferes with teaching and learning

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

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

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

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

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

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

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

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

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

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

#### **Inappropriate Clothing**

Attire promoting violence, drugs, alcohol, profanity, obscenity or hate speech is not acceptable at school  
Also see *Dress and Personal Appearance*, page 25

#### **Inappropriate Language**

Using inappropriate words or topics of conversation in school

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

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

#### **Non-compliance with Cell Phone/Personal Electronic Device Expectations**

Failure to comply with district expectations regarding use of cell phones and Personal Electronic Devices, necessitating an administrative response.

Also see *Personal Cell Phone/Personal Electronic Device Guidelines*, page 25

#### **Parking, Unauthorized**

Parking in an unauthorized area on school property

#### **Truancy**

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

### Level 2 Violations

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

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

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

#### **Bus Misconduct**

Any offense committed by a student on a district owned, leased or contracted bus being used for a school purpose shall have the same level of Intervention or Response in the same manner as if the offense had been committed at the student's assigned school; this will include activity on the bus which is unsafe and refusal to follow directions of the driver or aide. Also see "Behavior Expectations for Students Receiving District-Provided Transportation" on page 24.

#### **Careless Driving**

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

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

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

mucus, vomitus, seminal fluid, or feces.

### **Fighting, Less Serious**

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

### **Misuse of Computers, Digital Devices, or Network**

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

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

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

It is the primary responsibility of the parent(s)/guardian(s) to establish and convey the standards that their student should follow. In support of parent(s)/guardian(s) the Omaha Public Schools will enforce the minimum

appropriate computer use standards set out below. If a student uses a computer or the Internet inappropriately, the student will be subject to the disciplinary actions previously stated.

Inappropriate use of computing facilities shall be defined as:

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

Public Schools.

- Giving a personal password to another individual or letting another individual use a personal account.
- Knowingly introducing materials forbidden by the Omaha Public Schools into the Omaha Public Schools computers and/or systems via any electronic storage media. This is defined as indecent, obscene, racist, sexist, pervasively vulgar, defamatory, offensive, or illegal material, or materials promoting harm to self or others.

Depending on the incident, Law Enforcement may be contacted.

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

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

### **Reckless Behavior**

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

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

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

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

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

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

To include students found to be in use of tobacco, vapor devices or any product that may be used to distribute tobacco in any form, including the use of vapor products, electronic nicotine delivery systems, or alternative nicotine products while in the school building, or on school grounds or at school activities; the use of tobacco by students in the school or on school grounds or at school activities is forbidden; This practice is in accordance with state and city statutes that forbid minors to purchase and use tobacco and in accordance with directives from the Fire Department.

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

Vapor devices have been shown to trigger building fire alarm systems. Please be aware that using vaping devices on campus may result in additional violations being applied. See **False Alarm/Bomb Threat**, page 20

### **Trespassing**

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

### **Unauthorized Entry**

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

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

Student use of cameras/video devices without consent from school staff is prohibited. The school accepts no responsibility for personal cellular telephones, and personal electronic communication devices present on campus.

Also see **Personal Cell Phone/Personal Electronic Device Guidelines**, page 25

### **Vulgarity/Profanity**

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

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## **Level 3 Violations**

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### **Assault, No Injury**

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

### **Bullying**

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

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

### **Bullying Prevention – OPS Policy 5415**

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

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

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

### **Forms of Bullying**

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

### **Rationale**

The Nebraska State Legislature finds and declares that:

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

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

review this policy annually.

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

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

### **Drugs, Possession or Under the Influence**

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

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

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

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

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

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

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

**False Allegations Against Staff**

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

**Fighting, Serious**

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

**Harassment**

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

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

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

**Sexual Harassment**

Sexual harassment includes the unwelcome written, verbal or physical conduct on the basis of sex, including gender identity and sexual orientation that creates an intimidating, hostile or offensive school environment. For support with harassment claims please contact The Office of Equity and Diversity at 3215 Cuming St., Omaha, NE 68131, (531) 299-0307, or [equityanddiversity@ops.org](mailto:equityanddiversity@ops.org).

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

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

**Public Indecency**

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

**Theft**

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

**Threats or Intimidation**

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

**Unlawful Activity**

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

## Level 4 Violations

### Arson

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

### Assault with Injury (Intentional)

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

### Distribution

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

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

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

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

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

Contact law enforcement.

### False Alarm/Bomb Threat

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

### Firearm

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

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

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

3. Any firearm muffler or firearm silencer; or

4. Any destructive device which includes:

- a. Any explosive, incendiary, or poison gas –
  - i. bomb,
  - ii. grenade,
  - iii. rocket having a propellant charge of more than four ounces,
  - iv. missile having an explosive or incendiary charge of more than one-quarter ounce,
  - v. mine, or
  - vi. device similar to any of the devices described in the preceding clauses;

- b. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, and
- c. Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (a) or (b) and from which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned or given by the Secretary of the Army pursuant to the provisions of federal law; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.

The term "firearm" does not include an antique firearm.

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

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

### Sexual Assault

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

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

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

Mandatory response for this violation:

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

### Weapon (other than firearm)

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

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

### Immediate Surrender of an Unknown Weapon

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

## Weapons – Notice To All Students

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

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

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

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

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

### WEAPON POSSESSION – Read Carefully

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

## Intervention and Response Terms

### **Community Service**

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

### **Emergency Exclusion**

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

### **Expulsion**

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

### **Reassignment**

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

### **Restorative Practices**

Behavioral interventions are a part of the teaching and learning process, to hold students accountable for their actions, by providing meaningful opportunities to build social and emotional skills. They are intended to

focus on problem-solving, repairing harm, and restoring relationships. All participants in the process have a voice and are valued in the resolution so that relationships are built and strengthened in the school community.

### **Saturday School**

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

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

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

### **Late School**

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

### **Suspension, Long-Term**

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

### **Suspension, Short-Term**

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

## ***Additional Information***

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

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

#### **Disciplinary Action**

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

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

make temporary removal necessary to preserve the rights of other students to pursue an education;

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

#### **Appeal Process**

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

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

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

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

First Offense: 15 Calendar Days

Second Offense: 90 Calendar Days

Third Offense: 180 Calendar Days

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

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

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

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

## BEHAVIOR EXPECTATIONS FOR STUDENTS IN REMOTE LEARNING ENVIRONMENTS

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

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

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

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

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

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

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

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

## BEHAVIOR EXPECTATIONS FOR STUDENTS RECEIVING DISTRICT-PROVIDED TRANSPORTATION

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

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

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

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

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

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

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

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

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

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

### BOOK BAGS AND PERSONAL ITEMS

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

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

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

### DRESS AND PERSONAL APPEARANCE

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

1. Students must be fully clothed, with a covered torso and shoes.
2. Words or images that promote alcohol, drug use, weapons, that insult or demean others, or that

disrupt the school environment are not acceptable at school.

3. Any exception to these guidelines, such as for Spirit Days, special events and/or extracurricular activities, must be approved by the school administration.

Please see OPS Policy 5301 Dress and Grooming for more information.

### MAKE-UP WORK DURING SUSPENSION

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

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

### MISCONDUCT BETWEEN SEMESTERS OR BETWEEN SCHOOL YEARS

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

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

### NO TRESPASSING/BAN AND BAR WARNING AND RESTRICTION

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

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

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

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

### CELL PHONE/PERSONAL ELECTRONIC DEVICE GUIDELINES FOR STUDENTS

Current research provides compelling evidence that constant access to social media and cell phones is detrimental to young people's mental health and their ability to focus on academics. For this reason, the District has determined that the use of cell phones and PEDs (Personal Electronic Devices) is prohibited during instructional time unless specifically authorized by a teacher or District staff member. The purpose of these guidelines is to provide a district-wide procedure regarding the use of cell phones and other PEDs.

#### DEFINITIONS

1. "Cell phone" includes, and is not limited to, cellular telephones or tablets, "smart" phones or tablets, Internet enabled phones or tablets and other PEDs that are capable of placing and/or receiving telephone calls or messages, taking photographs, creating and distributing videos, photos, or posting on the internet, and the like.
2. "Personal Electronic Device" is an electronic device other than a cell phone that emits an audible signal,

visual signal, vibration, displays a message, or otherwise summons the possessor, including but not limited to tablets, smartwatches, portable video game players, portable media players, cameras, and any device that provides a connection to the Internet, whether via wireless, cellular or other method of connectivity. This includes personal listening devices such as earphones, ear buds, etc. and/or any device that connects to a cell phone or other aforementioned device via Bluetooth or other method. PED does not include a District-issued tablet.

3. "School Day" means the regular school day with a designated starting time and ending time as defined by the local school building.
4. "School property" includes parking lots, school buses, and outside or inside all areas of the school building.
5. "Turned off" or "powered off" means the device is not activated. Devices in quiet, vibrate or other modes, except off, are not considered turned off or powered off.
6. "Use" includes carrying or possessing a cell phone or PED that is either visible or can be heard, with or without a personal listening device such as earphones, ear buds, "Bluetooth", etc. A cell phone set on "vibrate" or "silent" shall be considered to be in use. A cell phone or PED that emits an audible signal, vibrates, displays a message or otherwise summons the possessor shall be deemed "in use." A cell phone or PED, even if placed in an "off" position but visible to others, may be deemed "in use." A cell phone or PED in an "off" position and stored out-of-sight in a back-pack, book bag, purse, vehicle, locker, etc. shall be not be deemed "in use."

## PROCEDURES

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

- Before the school day;
- After the school day;
- Lunch period (high school students only);
- Passing periods (high school students only);
- At evening or weekend activities on school property;
- When necessary to monitor or manage a student's healthcare; or
- An emergency situation with the permission of a school staff member.

Building administration will have the discretion to

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

## Prohibited Use of Cell Phones and PEDs:

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

## Noncompliance with Cell Phone and PEDs Guidelines

In the event a student is found to be in violation of these guidelines, District staff will provide students with the opportunity to correct the behavior. Should the student refuse to correct the behavior, the student will be expected to surrender their device to the teacher for the remainder of the period. At the end of the period, the student will receive the device back and no further action is needed. Students who refuse to comply with a request to turn over their cell phone and/or PED shall be subject to discipline for Non-compliance with Cell Phone/Personal Electronic Device Expectations and such other disciplinary action consistent with the **Student Code of Conduct**. The teacher or other District staff member is expected to call the student's parent or guardian (unless there is a different established method for communication already in effect) to communicate the concern and the expectation for future behavior.

Students committing repeated violations of this Procedure may be subject to additional disciplinary action consistent with the **Student Code of Conduct**.

## No Liability

The school assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students on school property or held by school officials during the confiscation period.

## SCHOOL EXCLUSION AND DUE PROCESS RIGHTS

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

The range of possible exclusions includes short-term suspension, emergency exclusion, long-term suspension,

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

or expulsion.

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

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

### **Rights for the Student Receiving Special Education Services**

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

### **SCHOOL RESOURCE OFFICERS (SRO)**

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

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

### **STUDENT SEARCHES – OPS POLICY 5406 SEARCH AND SEIZURE**

#### **Drug Searches by Police/ Sheriff Canine Units**

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

- A. The Superintendent or designee (in consultation with the Office of School Safety) may request the canine unit be utilized to search all inside areas of a school building, including lockers, at a time when students are or are not present. If a search takes place in a classroom when students are present, all will exit the room, leaving all items behind.
- B. A building principal (in consultation with the Office of School Safety) may request that a canine unit be utilized to search vehicles in a school parking lot or in other areas where student vehicles are parked during or after school hours. If a dog alerts to a student's vehicle, the student will be required to unlock the vehicle doors and trunk for internal inspection. Any refusal to unlock the vehicle will be handled by law enforcement.
- C. Any illegal drugs and/or contraband found on school grounds, whether in a student locker,

vehicle, or any other place on school grounds, will be confiscated and the student may be subject to disciplinary action specified in the **Student Code of Conduct**.

- D. The student's parent(s)/guardian(s) shall be notified should illegal drugs and/or contraband be discovered.
- E. This policy shall be included in the student handbooks. This policy shall not be implemented until parent(s)/guardian(s) and students are provided written notice of this policy.

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

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

Vehicles parked on school property are subject to search by the principal or the principal's designee if the principal or his or her designee has reasonable cause to believe

that contraband is in or on the vehicle.

Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband or evidence indicating that the student has otherwise violated the **Student Code**

**of Conduct.** This includes all student pockets, purses, backpacks, and other kinds of carrying devices, and any personal computing, communication, and data storage devices. If the student does not allow the search, Law Enforcement may be called.

### SECRET ORGANIZATIONS

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

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

### STUDENT ATTENDANCE

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

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

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

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

#### Student Responsibilities

- Establish bedtime and morning routines
- Arrive on time and attend the entire day
- Miss fewer than 9 days of school throughout the year
- Communicate with teachers

#### Parent/Guardian Responsibilities

- Establish bedtime and morning routines
- Ensure your child(ren) arrive to school on time and attend the entire day

- Encourage and monitor attendance
- Schedule any medical or other appointments after school or on non-school days
- Communication is key – talk with teachers and school staff to report absences

#### Teacher Responsibilities

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

#### Administrative and Support Staff Responsibilities

- Create a positive school culture of why attendance matters
- Encourage and communicate the importance of attendance
- Set and monitor attendance goals with staff, students and parent(s)/guardian(s)
- Collaborate with school staff and families to address attendance concerns
- Celebrate and recognize attendance

Please see OPS Policy 5008 Student Attendance for more information.

### STUDENT SIGNATURE OF RECEIPT OF SCHOOL RULES

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

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

### NEXT LEVEL LEARNING (SUMMER SCHOOL) AND DUE PROCESS

Students attending school classes during non-traditional times, such as spring and summer sessions, are also

held to the requirements of the **Student Code of Conduct**. However, disciplinary consequences may be

limited to short-term suspension, long-term suspension and Expulsion from Next Level Learning instructional programs. Students have the right to a hearing if more than

five days of the session are missed due to a disciplinary action.

### **SURVEILLANCE CAMERAS – STUDENTS**

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

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

### **TOBACCO, ALCOHOL, DRUGS**

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

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

