



Expectations for Partnership in Omaha Public Schools 2026-27

Omaha Public Schools values community partnerships. Partnerships and collaboration are essential for helping students achieve their maximum potential. Clear expectations for partnerships help ensure success.

Compliance with the following expectations is required as a condition of partnership with Omaha Public Schools. No services may begin, and no community partner may access students, families, staff, district facilities, district systems, or student information, until all required documents, approvals, trainings, agreements, and district processes have been completed and the district has issued written approval to begin services.

The Community Partnership Coordinator (CPC) will confirm completion of required onboarding steps prior to the initiation of services. Community partners are responsible for ensuring that any employees, contractors, or volunteers providing services on behalf of their organization understand and comply with these expectations, applicable board policies, district procedures, and the terms of any applicable service agreement, data-sharing agreement, or facility-use approval.

Depending on the type of services being provided, additional requirements may exist and will be shared by the CPC or the principal or program director. Failure to comply with these expectations may result in delayed approval, suspension of services, removal of individual personnel, denial of expansion or renewal, termination of the partnership, or other action deemed necessary by the district.

We thank you in advance for your commitment to fostering a strong partnership.

Our Moonshot

- ☐ All students will read on grade level by 2030. Community partners are a part of this effort, whether through direct programming around literacy or contributing to the conditions needed to support learning. Learn more by reading our [2026-2030 Strategic Plan](#).

Overall

- ☐ Community partners and their services must be approved in writing under [Board Policy 1401](#). Services cannot be provided based on verbal approval.
- ☐ When a community partner plans to modify services (including changes to lessons or curriculum), add new services, or expand services (such as expansion to additional grades or schools), they must submit a [Community Partner Request to Provide/Expand Services](#). Omaha Public Schools' Community Partnership Review Committee reviews each submission according to the schedule posted [here](#). Contact the CPC with questions. Please allow a few months for the committee to review and reach a decision.

Safety and Risk Management, Professional Boundaries

- ☐ Community partners are responsible for obtaining current background checks. Completed verification (see attached form) for any employee, contractor, or volunteer must be provided to cspdocuments@ops.org **before providing services** to students, families, and/or staff. Employees, contractors, or volunteers who provide regular on-site support to Omaha Public Schools students must have a screening within the last 12 months.
- ☐ Ensure you meet the required types of insurance required for partnership (see attached document). **Before starting services**, submit a certificate of insurance (COI) to cspdocuments@ops.org.



- ☐ Provide subsequent renewal COI prior to expiration date. If the district has not received this within seven business days of expiration date, **the organization's services will be postponed** until an acceptable COI is received. Notice of postponement will be given by email to the community partner and school(s) from the CPC.
- ☐ Before the community partner can begin services, the background verification and insurance coverage documents must be accepted by the CPC. Upon approval, an email will go to the principal or program director and community partner stating the ability to start collaboration.
- ☐ Community partners will adhere to Omaha Public Schools health and safety standards, processes, and procedures when in Omaha Public Schools facilities and for interactions with students, staff, and families.
 - ☐ Training on Mandatory Reporting, Adult Sexual Misconduct, Standard Response Protocol, FERPA, and Sudden Cardiac Arrest Recognition is required for community partners who interact with Omaha Public Schools staff and/or students.
 - ☐ Complete the following training annually by September 15: Priority Trainings for Service Providers
- ☐ Community partners are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in removal, revocation of access, partnership suspension, denial of renewal/expansion, termination, and/or referral to appropriate authorities.
- ☐ If a student expresses mental health concerns, including thoughts of suicide or self-harm, to a community partners, follow these steps:
 - ☐ If during the school day, immediately report to the school counselor, school social worker, or school psychologist (if one of them is not available, report to administrator).
 - ☐ If outside of the school day, report to Safe2Help Nebraska - 833-980-7233 or Safe2Help NE. Immediately on the next school day, also report to the school counselor.
- ☐ If a student expresses a desire to harm others or indicates a threat of violence to a community partner, follow these steps:
 - ☐ If during the school day, immediately report to the school administrator
 - ☐ If outside of the school day, report to Safe2Help Nebraska - 833-980-7233 or Safe2Help NE. Immediately on the next school day, also report to the school administrator.
- ☐ When visiting a school, community partners and all building guests are required to check in at the front office and follow the school's visitor management procedures.
- ☐ Certain community partners request badge access from the principal or their designee due to the nature of their work. Individual building access will be determined by the principal with the district providing final determinations for badges issued to non-employees. Building badges are to be returned to the school on or prior to the employee's last day.



- ☐ Community partners will not remove a student from the school without first obtaining the permission of the school/program administrator and obtaining written permission from the student's parent or legal guardian.

Business Operations

- ☐ Permission from Omaha Public Schools District Communications is required for organizations to use the Omaha Public Schools and/or school logos. Community partners must adhere to Omaha Public Schools Trademarks External Use Guidelines.
- ☐ Community partners are required to be self-funded and provide programming and activities without cost to the students, families, schools, and the district.
- ☐ Community partners must not use students, families, staff, or school events for fundraising purposes.
- ☐ For community partners providing organization-owned devices for programming: when selecting devices, contact Omaha Public Schools User Support at (531) 299-0300 to ensure devices adhere to technology standards.
- ☐ Community partners who offer course-for-credit programs will, when their staff is absent from their duties in school, provide a certificated substitute whose documentation is on file with Omaha Public Schools Talent Services for that staff member. If the community partners cannot provide a substitute for the absent staff member, schools will charge the community partners for the cost of the substitute or lost plan time using the established Omaha Public Schools processes.
- ☐ Certain community partners who work onsite daily may have an assigned workspace, depending on availability. Assigned space remains the property of Omaha Public Schools and may be reassigned, shared, limited, or withdrawn at any time based on school or district needs.
- ☐ If the services provided occur at a school outside of normal school hours (e.g., evenings, weekends, vacations days), submit an Application for Facility Use to Omaha Public Schools District Operations. Fees apply. Submit a new application for each event.
 - ☐ Operations responds to requests within 10 days. If you do not receive a response, contact Facilitiesapplication@ops.org.
- ☐ Agreements are developed based on the Community Partner Request to Provide Services and approved by the Omaha Public Schools legal team. When an agreement is approved, and the community partner has signed the document, the agreement will be forwarded to the Superintendent for signature.
 - ☐ Community partners will not present agreements, MOUs, or contracts to principals or program directors for signatures.
- ☐ The district cannot provide letters of support to partners. Board Policy 1060

Protection of Instructional Time and Omaha Public Schools Staff Resources

- ☐ Community partners will protect student and staff instructional time. Exceptions include approved services or interventions which address student support plans, crisis response,



or school-approved programming. Certain approved community partners may access students during non-instructional time, as determined by the school, such as before school, during lunch, and after school.

- ☐ Attendance in school is important to academic success. Community partners will avoid scheduling activities during the school day. Requests to sponsor activities and field trips must be submitted to the principal or the principal's designee according to the individual school's procedures (Board Policy 6270). Non-school-sponsored trips are an unexcused absence (Board Policy 5008).
- ☐ Community partners will collaborate with principals or their designee to avoid scheduling programming and activities during State and District assessments.
- ☐ Community partners will not assign tasks or duties to Omaha Public Schools staff. Requests for staff assistance in completing tasks or duties in support of the community partners program should be submitted to the CPC. All requests will be reviewed, and decisions made will be shared with pertinent school staff and the community partners.
- ☐ Student and staff focused communication will be in accordance with Board Policy 1060 through District Communications.
 - ☐ People or organizations seeking to distribute flyers of announcements concerning non-school events to a class or school must receive prior specific approval from 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's common area, at the discretion of the principal.

Access to OPS Networks and Network Security

- ☐ Community partners employees who work in Omaha Public Schools will need to complete the Contingent Worker Database Information Form (see attached form) prior to the staff member's first day in a school. Submit forms to Service.Providers@ops.org.
 - ☐ If a community partners' employee, contractor, or volunteer is ending their time with the partnership, notify the CPC of the employee's end date within two days. This ensures any access being provided by the district is stopped.
- ☐ Community partners working with Omaha Public Schools (OPS) must adhere to established technology standards to ensure network security, data privacy, and compliance with federal laws such as CIPA, COPPA, and FERPA. Adhering to these standards helps maintain a secure and efficient digital environment for students, staff, and partners.
 - ☐ Partners may receive network access, device use, and software support based on their service tier, but all technology use must align with OPS-approved security protocols.
 - ☐ Only district-approved educational technology may be used on OPS devices, and access to student data requires prior authorization and a Data Protection Agreement (DPA). Unauthorized software installation, network modifications, or IT troubleshooting outside OPS policies is prohibited.
 - ☐ All technology-related requests, including network access, software installation, and device use, must be reviewed and approved by OPS Technical Teams



before implementation.

- ☐ Submit requests by contacting the individual schools' building tech (each school has a specialized email address) or to heldeskrequests@ops.org.
- ☐ School staff are responsible for ensuring that approval processes are completed prior to the utilization of any external devices and applications. Community partners will not make requests of Omaha Public Schools or school staff for the use of Omaha Public Schools devices for the purpose of providing services.

Student and Family Privacy

- ☐ Community partners are encouraged to use data that is publicly available, such as Omaha Public Schools, Nebraska Department of Education, and the U.S. Census.
- ☐ Community partners must submit a Research Request if wishing to gather testimonials, or conduct surveys, questionnaires, and assessments of students, parents, or staff. Submit the request at least two months before implementation. The request is due one week before the Research Review Committee meeting, which meets the first Thursday of the month. Approval from Research is required before proceeding.
- ☐ There are established procedures for the release of education records and student data to ensure adherence to state and federal laws. Do not ask school staff, students, or their families for student information.
 - ☐ Submit a Data Request for information required for the community partner to provide services (this includes referral forms). If information other than Omaha Public Schools Directory Information is requested, a Consent to Release Student Information is required.
 - ☐ If relevant, the CPC will create a consent form for your organization that meets recommended best practices for a consent to release information.
 - ☐ Community partners are required to follow the ROI Consent Form Completion Process.
 - ☐ Community partners are required to maintain their own records of students with active consents by creating a spreadsheet of students whose consents were verified by Service.Providers@ops.org. Update the spreadsheet often to add students whose consent has been verified by the district and remove students who are no longer participating in the program.
 - ☐ If a student(s) is missing from the approved data request and an active consent is believed to be on file, or if list verification is needed, contact Service.Providers@ops.org.
- ☐ Community partners should create and obtain their own media consent forms from parents/guardians of participants in their program and clearly explain use of the participant in any photography, quotes, testimonials, marketing materials, and social media posts. The Omaha Public Schools Media Consent form is not transferable to external organizations.
- ☐ Community partners are required to discuss potential media requests involving Omaha Public Schools by completing this form or contacting District Communications at (531) 299-0221.

**Acknowledgement**

I acknowledge receipt of this document in support of our partnership with Omaha Public Schools.

Signature

Date

Printed Name

Title

Organization