

## 2026-27 Community Partner Request to Provide Services

word doc version of Microsoft form for organizations to view in advance

### Instructions

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

- The mission: To prepare all students for success in college, career, and life.
- Our Moonshot is **all students will read on grade-level by 2030**. Partnerships and collaboration are essential for helping us achieve this goal.
- Our strategic plan focuses on partnerships which support literacy, attendance, and student success.

Complete this form if you want to:

- Partner for the first time with Omaha Public Schools to establish a collaborative partnership that would provide services to students, using evidence-based practices, during non-instructional time, in alignment with district goals, at no cost to students.
- Before completing, please review the Omaha Public Schools Board Policy 1401 on community partnership proposals.

Do not complete this form if you are:

- *Not* expanding or making any program changes to an approved partnership.
- Seeking approval as a student club. Contact the school principal to inquire about the process.
- Wanting to reserve space in school buildings. Complete the Application for Facility Use with Operations.
- Wanting to promote an event. Check out the Community Opportunities page.
- Hoping to be listed as a resource for families. Contact Sheena Helgenberger, Community Partnership Coordinator at Sheena.Helgenberger@ops.org.
- Wanting to serve as a guest speaker at a school. Reach out to Chris Humphries, Business Partner Liaison, at Chris.Humphries1@ops.org.
- Seeking to collaborate on a Service Learning project. Contact Lindsay Behne in Curriculum at Lindsay.Behne@ops.org.
- Looking to share industry knowledge with students or staff via experiential learning, mock interviews, presentations, or internships/externships. Reach out to Chris Humphries, Business Partner Liaison, at Chris.Humphries1@ops.org.
- Wishing to volunteer as an individual at a school. Contact the school to discuss opportunities.
- Observing or shadowing a classroom as part of your college or university. Please contact Brandi Rossman at Brandi.Rossman@ops.org.
- Interested in a clinical rotation. Please contact Brandi Rossman at Brandi.Rossman@ops.org.
- Seeking to sell goods or services to the District or enter into a paid vendor contract. Follow the District procurement process.

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

## To Answer:

### 1. Type of Request

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

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

### 2. Omaha Public Schools Student and Community Services hosted Community Partners are **required to be self-funded with no cost to students, their family, the school, or the district.**

- Funding will not be provided for programming.
- Students will not be charged to participate in services.
- Students will not participate in fundraising for program activities.

Does your organization agree to these terms?

☐ Yes

☐ No

### 3. Organization Name

### 4. What is your organization's EIN? (Employer Identification Number)

### 5. Organization CEO Name

### 6. Organization Mailing Address

### 7. Contact Person Name, Email, and Phone Number (for questions related to this request)

### 8. Identify funding sources for the proposed/existing program

## Insurance Requirements

Please review the insurance requirements for Community Partners at <https://www.ops.org/departments/student-and-community-services/community-partnerships>. We suggest potential partners share these requirements with their insurance broker beforehand to understand the cost.

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

☐ Yes

☐ No

## Background Check Requirements

Verification of current background checks are required of any community partner employee, contractor, or volunteers who will have access to Omaha Public Schools students, families, and/or staff at any District school, program, or facility while performing their programming. Please review the requirements for Community Partners at <https://www.ops.org/departments/student-and-community-services/community-partnerships>.

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

☐ Yes

☐ No

### Research and Data Requests

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

- Do not request data directly from schools, staff, or other departments.
- This includes conducting surveys or assessments with Omaha Public Schools staff and students or their families.
- Data and research requests should align to your program objectives.
- Being an approved Omaha Public Schools partner does not guarantee your data or research request will be approved. Please note requests may be denied due to reasons including not following district practices.
- Learn more at <https://www.ops.org/departments/research/research-requests>

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

☐ Yes

☐ No

12. Will your organization be requesting student and/or staff data as part of this program? For example, requesting student contact information or grades, or wanting to survey teachers. If so, please explain what data and how it pertains to your program.

☐ Yes

☐ No

### Technology

Community partners working with Omaha Public Schools (OPS) must adhere to established technology standards to ensure network security, data privacy, and compliance with federal laws such as CIPA, COPPA, and FERPA. Partners may receive network access, device use, and software support based on their service tier, but all technology use must align with OPS-approved security protocols. Only district-approved educational technology may be used on OPS devices, and access to student data

requires prior authorization and a Data Protection Agreement (DPA). Unauthorized software installation, network modifications, or IT troubleshooting outside OPS policies is prohibited. All technology-related requests, including network access, software installation, and device use, must be reviewed and approved by OPS Technical Teams before implementation. Adhering to these standards helps maintain a secure and efficient digital environment for students, staff, and partners.

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

☐ Yes

☐ No

#### Priority training

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

- Mandatory Reporting
- Adult Sexual Misconduct
- Understanding the Standard Response Protocol
- FERPA Training Video
- Sudden Cardiac Arrest Recognition and Response

14. I understand that my organization staff working with the district will need to take these trainings annually by September 15.

☐ Yes

☐ No

#### Program Materials

If your program has students and/or their families complete any materials to participate (such as an application, waiver, consent, media release) provide a copy of those forms to Sheena Helgenberger at [Sheena.Helgenberger@ops.org](mailto:Sheena.Helgenberger@ops.org) for review. In addition, if your program asks Omaha Public Schools staff to complete a referral form, please email a copy for review.

15. I will email a copy of all program application materials required to participate (such as an application/waiver/consent/referral form/media release).

☐ Yes

☐ No

16. Provide a copy of the program curriculum, lesson plans, or presentations that will be used with students and families to [Sheena.Helgenberger@ops.org](mailto:Sheena.Helgenberger@ops.org). The content will be reviewed by Omaha Public Schools staff for grade-level appropriateness and alignment to the Omaha Public Schools curriculum. If there is no curriculum, additional information like a sample agenda, PowerPoint slides, and handouts should be provided.

Program materials should be in alignment with district policies and practices. Content should be essential to the program's objectives, grade-level appropriate, and accompanied by appropriate safeguards/support.

I understand and will email the requested documents.

☐ Yes

☐ No

Intended Programming

17. If this program has been provided by your organization in Omaha Public Schools previously, list all schools, principals, and years. If no, proceed to the next question.

18. How long has this program been offered? Explain if it has been delivered in other settings or in other school districts and share any implementation lessons learned.

19. Please provide a description of your program. This should tell us what the program looks like operationally.

20. What is the intended impact of your program? Please share information related to measures, outcomes, and/or goals.

21. OPS Policy 1401 requires services to be based on evidence-based practices that support academic achievement. Cite evidence-based research from peer-reviewed journals or web based national clearing houses supporting the proposed service's impact in a district like Omaha Public Schools.

22. Does your program serve a specific sub-population of students? Example: students interested in robotics, students with disabilities, multilingual students.

23. What makes a student or family eligible for your program? Describe referral criteria, recruitment methods, selection process, and the waitlist process (if applicable).

24. How does your organization ensure that recruitment, eligibility, selection, and participation are equitable and nondiscriminatory?

25. Type of services this partnership wishes to offer (select all applicable options)

☐ Literacy

☐ Attendance

☐ Behavioral Health Services

☐ Community Based Social Services

☐ Foster Care Support/Transition

☐ Health Services, Health Education, or Screenings

- ☐ Mentoring
- ☐ Out-of-School Time Programming
- ☐ Post-Secondary Access
- ☐ Re-engagement in School
- ☐ Youth Development
- ☐ Other (please insert)

26. List the grade(s) that your program serves.

27. How many students do you hope to serve with Omaha Public Schools during the school year? Provide a minimum and maximum number.

28. Location of Delivery of Services. Select all that apply. Note: School-based services provided outside of instructional days and hours require approval of a Facilities Use Permit. Fees may apply. Learn more at <https://www.ops.org/departments/operations>

- ☐ School Based During Non-instructional Time
- ☐ School Based Before School
- ☐ School Based During Lunch
- ☐ School Based After School
- ☐ Community Based Non-school Days
- ☐ Community Based Outside of School Time

29. Give an example of what a typical meeting or gathering of this service looks like (such as an outline or agenda)

30. What is the schedule for the proposed services? Include start and end dates of proposed services for the school year. Include days (e.g. M-F, twice a week, etc.), hours of day services are to be provided, summer school days, and staff work schedule.

31. What are your organization's qualifications for, and training in, providing this type of service? Please enter the qualifications of your staff including any post-secondary degree or advanced training.

32. Community partners and school staff are required to protect instructional time and expect activities like field trips to be scheduled after school, on the weekend, or on school vacation days. Student absences for activities not sponsored by the district/school are counted as absences for the student. Will the organization offer field trips or other off-campus events in the proposed services? If so, describe. Note: Requests for a student to attend a field trip/event during the school day must be received at least a month prior to the program for the request to be considered by the school. This allows your organization time to advertise the event, obtain parent/guardian permission to attend, and to arrange student transportation and supervision. The community partner is responsible for all organization, costs, and supervision related to field trips/events.

33. Which facilities resources are required to provide your program? Check all that apply. If the proposed services are accepted and programming occurs outside of the regular school day, a Permit to Use Facilities is required. Fees apply.

<https://www.ops.org/departments/operations>

- ☐ Athletic Fields
- ☐ Auditorium/Meeting Room
- ☐ Cafeteria/Multipurpose Room
- ☐ Classrooms
- ☐ Gymnasium
- ☐ Other

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

- ☐ Administrators (Coordination with staff, school procedures)
- ☐ Counselors (Coordination with staff, school procedures, referring students to programs)
- ☐ Teachers (Coordinate with school counselors for recommendations)
- ☐ Office Personnel (as directed by administration)
- ☐ Custodial Staff (custodial services)
- ☐ Security Officers (school safety services)
- ☐ Support Staff (as directed by administration)

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

- ☐ Curriculum Instruction and Support (Course for credit selection, curriculum approval)
- ☐ District Communications (Promotion of community events or announcements)
- ☐ District Operations (Set up of facilities, custodial services)
- ☐ Research (Points of contact for surveys, evaluation approval, data requests)
- ☐ School Safety (security)
- ☐ Student and Community Services (points of contact for programming, data access)
- ☐ Student Information Services (records management)

36. If your request to provide services is accepted, the District will work with you to place your services at schools identified by the district as having the greatest need.

Is there a specific part of the district you would prefer to partner in? Examples of answers might include certain zip codes or neighborhoods.

If there are no specifications, proceed to the next question.

37. Is this location preference non-negotiable? This may be due to grant or funding stipulations. If yes, please explain why. If no, skip this question.
38. What is your expected timeline for your programming beginning in schools? Such as student recruitment will take place in the fall and programming begins in the spring.
39. Do you have anything else to add or any questions for us? Note: Your request to provide services will be reviewed by the Community Partnership Review Committee at an upcoming **Community Partnership Review Committee** meeting.
- For services or expansion of services to be initiated in **January or August 2027:**
    - Committee Meeting Date/Proposal Submission Deadline: September 16, 2026/September 7, 2026; October 12, 2026/October 5, 2026; November 9, 2026/November 2, 2027. Note: no meeting in December.
  - For services or expansion of services to be initiated in January or **August 2027:**
    - Committee Meeting Date/Proposal Submission Deadline: February 8, 2027/February 1, 2027; March 8, 2027/March 1, 2027; April 12, 2027/April 5, 2027. Note: proposals are not reviewed during the summer.