Academic Integrity Position Statement

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

1. Honesty  
2. Trust  
3. Fairness  
4. Respect  
5. Responsibility

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.

Graduation & College Entrance Requirements

Omaha Public Schools Graduation & College Entrance Requirements

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>OPS GRADUATION REQUIREMENTS</th>
<th>COLLEGE ENTRANCE REQUIREMENTS*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CREDITS</td>
<td>YEARS</td>
</tr>
<tr>
<td>English</td>
<td>8 CREDITS</td>
<td>4 years fulfilled by OPS</td>
</tr>
<tr>
<td></td>
<td>Grade 9 – English 1 &amp; 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 10 – English 3 &amp; 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 11 – English 5 &amp; 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 12 – English 7 &amp; 8</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>7 CREDITS</td>
<td>3 years fulfilled by OPS</td>
</tr>
<tr>
<td></td>
<td>Grade 9 – U.S. History 1 &amp; 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 10 – Human Geography &amp; Intro to Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 11 – World History 1 &amp; 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 12 – American Government</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>6 CREDITS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 9 – Math as Recommended</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 10 – Math as Recommended</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 11 – Math as Recommended</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>6 CREDITS</td>
<td>3 years fulfilled by OPS</td>
</tr>
<tr>
<td></td>
<td>Grade 9 – Physical Science 1 &amp; 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 10 – Biology 1 &amp; 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 11 – Science Elective</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>4 CREDITS</td>
<td></td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>1 CREDIT</td>
<td>N/A</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>1 CREDIT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grade 12 – Personal Finance</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>16 CREDITS</td>
<td></td>
</tr>
<tr>
<td>World Language</td>
<td>N/A</td>
<td>2–3 years of the same language</td>
</tr>
<tr>
<td>TOTAL</td>
<td>49 CREDITS REQUIRED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For all OPS High Schools</td>
<td></td>
</tr>
</tbody>
</table>

RECOMMENDED ON TRACK INDICATORS

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>9 - Freshman</th>
<th>10 - Sophomore</th>
<th>11 - Junior</th>
<th>12 - Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Earned</td>
<td>13 credits</td>
<td>25 total credits</td>
<td>37 total credits</td>
<td>49 total credits</td>
</tr>
</tbody>
</table>

Note: 49 Credits are required to graduate.

*NEBRASKA COLLEGE ENTRANCE REQUIREMENTS:

Metro Community College and other Nebraska Community Colleges – Proof of graduation from an accredited high school. University of Nebraska System – UNO, UNL, UNK (in line with NCAA requirements) – See your OPS District Student Handbook

Students and parents/guardians should research the requirements of each institution to ensure that students have selected appropriate courses.

For students attending King Science Technology Magnet who take Biology and Physical Science their sequence could look different at their respective high schools.

** For students who have successfully completed Physical Science in 8th grade, their sequence will begin with Biology.
Advanced Placement

The Advanced Placement (AP) program in the Omaha Public Schools offers high school students the opportunity to take college level courses in a high school setting. For over fifty years, students in the school district have participated in the AP program, not only to gain higher-level academic skills, but also to earn college credit while still in high school. Successful completion of AP Exams offers students the opportunity to earn advanced academic college credit. This can mean substantial savings for families on courses that would otherwise have to be taken in the freshman and sophomore years in college.

Dual Enrollment

Dual Enrollment provides high school students the opportunity to take college credit-bearing courses taught by college-approved high school teachers. Eligible courses allow students to earn high school credit and transcripted college credit at the time they pass the course. Omaha Public Schools partners with Metropolitan Community College (MCC), University of Nebraska Omaha (UNO), Midland University (MU), College of Saint Mary (CSM), and Nebraska College of Technical Agriculture (NCTA) to provide dual enrollment opportunities in Advanced Placement (AP), Career Education, and Magnet/Special Program courses. Dual Enrollment is a low-cost model where students receive reduced tuition rates, where credits earned may transfer to other 2-year and 4-year college institutions, and where students experience a smooth transition from high school to college. Each partner institution determines their own policies and guidelines regarding tuition costs, application deadlines, and acceptance and transferability of credits. The State of Nebraska offers the Access College Early (ACE) Scholarship for course tuition for eligible low-income high school students. Omaha Public Schools offers an OPS Scholarship through grant funds for eligible low-income students when the ACE Scholarship is depleted or students reach the maximum number of courses allowed per year.

College Admissions and Testing Programs

To continue your education beyond high school, you will likely be required to take the ACT, a test battery consisting of tests in English, reading, math, science and (optional) writing or the Scholastic Aptitude Test (SAT) and common assessments in various academic areas.

Most colleges and scholarship sponsors ask for applicant’s scores on one of these tests. College admissions officials and scholarship program sponsors use the test scores, your school record, and other criteria to assess your ability to do college work and to assist in admission decisions and/or placement in an appropriate program of study on campus. To decide if you should take one or more of these tests, you must know the test requirements of the colleges and scholarship programs in which you are interested. Counselors will help you to find this information or you may write directly to the colleges or scholarship program sponsors.

These tests are usually taken by interested students during the second semester of the junior year or the first semester of the senior year. Full information about these tests, including fees, location of test centers, and testing dates, is given early in the school year. This information is also available in the school counseling offices.

The combined Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT) is given on a specified national testing date in October. Eleventh grade students who take this test are informed about test registration procedures well in advance of the testing date. The National Merit Semi-Finalists are determined on the basis of these test results.

Credits from Outside Agencies

Students regularly enrolled in an Omaha Public School and who desire to obtain credit by enrolling in an outside agency must have the written permission of the principal. In addition, the outside agency must be accredited by the State Department of Education, the course must be taught by a certified teacher, the course contact hours are to be comparable to OPS summer school courses, and the materials used should be high school level. Credit cannot be given for a course where the student has already received credit.

Students transferring into an Omaha Public School will be held accountable for meeting OPS graduation requirements and Board of Education graduation requirements.

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 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, standard grading practices provide tremendous clarity for students and families as to what the grading criteria and expectations are between and amongst teachers, courses, and schools in OPS.
Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.26 - 4.00</td>
</tr>
<tr>
<td>B</td>
<td>2.51 - 3.25</td>
</tr>
<tr>
<td>C</td>
<td>1.76 - 2.50</td>
</tr>
<tr>
<td>D</td>
<td>1.01 - 1.75</td>
</tr>
<tr>
<td>F</td>
<td>0.00 - 1.00</td>
</tr>
</tbody>
</table>

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. 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.

- **Summative** (65%) assessments/assignments are major end of learning unit tests or projects, (e.g., a research paper, an oral report with a power point, science fair project). Summative assignments are graded for accuracy. Summative assignments assess the student’s progress on grade level standards. Summative assessments may be assigned to be completed at home or at school.

Progress Reports

Student progress reports are distributed at the middle of each grading period. Progress reports are designed to let parent(s)/guardian(s) know how their child is performing academically. These grades (marks) are not final and do not appear on student transcripts. As always, parent(s)/guardian(s) can make an appointment with teachers or school counselors in the event that additional supports are needed to improve the student’s progress.

Report Cards

Student report cards are distributed at the end of each grading period. Report Cards are designed to inform parent(s)/guardian(s) of the student’s level of proficiency in each course. For quarter-long courses, grades (marks) issued at the conclusion of the quarter will appear on the student’s transcript. For semester-long courses grades issued at the conclusion of the semester will appear on the student’s transcript.

Grade Reporting Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Report Type</th>
<th>Month</th>
<th>Report Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>First Quarter Progress Report</td>
<td>February</td>
<td>Third Quarter Progress Report</td>
</tr>
<tr>
<td>October</td>
<td>First Quarter Grade Report (some courses may post to transcript)</td>
<td>March</td>
<td>Third Quarter Grade Report (some courses may post to transcript)</td>
</tr>
<tr>
<td>November</td>
<td>Second Quarter Progress Report</td>
<td>April</td>
<td>Fourth Quarter Progress Report</td>
</tr>
<tr>
<td>December</td>
<td>Second Quarter Grade Report (posted to transcripts)</td>
<td>May</td>
<td>Fourth Quarter Grade Report (posted to transcripts)</td>
</tr>
</tbody>
</table>

Schedule Changes/Requests for Dropping or Adding a Class

Students register in the spring for the following year. A student will have two opportunities to select courses:

1. At the time of registration
2. Following the original registration when the student receives a copy of courses selected

Course registration changes for the following year will be made only:

1. If the course was completed during summer school
2. If the student must repeat a course that was failed during the previous school year
3. If a conflict in the schedule cannot be adjusted without dropping or changing a course
4. If the student needs an additional course to meet credit requirements

Dropping a course after the first 15 days of the semester will result in a grade of “F” which is included in grade point average calculations. Requests to drop a course will be initiated by the student or parent(s)/guardian(s) to the school counselor.

Please see your school counselor for a copy of the OPS Schedule Change/Request to Drop a Course form.
Grade Point Average

Grade Point Average (GPA) is computed by dividing total grade points earned by credits attempted. GPA takes into account the grade earned, amount of credit earned, and the weight (based upon credit) of the course. All graded courses are included in this computation. Grade points are assigned as follows.

<table>
<thead>
<tr>
<th>Academic Courses</th>
<th>Honors &amp; A.P. Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter Grade</strong></td>
<td><strong>Grade Points</strong></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Note: One-half credit courses receive half the number of grade points.

Accident Insurance

At the beginning of each school year, all students are given the opportunity to purchase group accident insurance through a private company. The fee is small for the coverage provided. Parent(s)/guardian(s) may choose the 24-hour plan or a more limited school plan that only covers students during school attendance, school activities, school sponsored events and all athletic participation with the exception of football. Football insurance coverage will need to be purchased in addition to the above coverage if the student is in need of insurance for football participation. Schools do not carry insurance on students, their vehicles, or their personal property. For more information please contact Michelle Haynes in Student Information Services at 531-299-9724.

Accreditation

Accreditation is a required process by which schools examine all systems and educational functions to certify competency and authority in the operation of Nebraska public schools. In conjunction with the Nebraska Department of Education and an outside accreditation agency like AdvancED, every five years OPS is externally reviewed. This ensures that all people, processes, departments and operations of each school meet all accreditation standards. All of the Omaha Public High Schools are accredited through 2020 by AdvancED and the State Department of Education.

Advertising and Promotion in the Schools – Policy No. 1060

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

1. District staff may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools or diminish the amount of time devoted thereto.
2. The schools may use films or other educational materials bearing mention of the producing firm or sponsor, providing such materials can be justified on the basis of their actual educational value.
3. Any person or organization seeking to distribute flyers of announcements concerning non-school events to a class or school must receive approval from the Office of District Communications. All flyers are to be distributed through the online Community Opportunities. A single flyer may be posted in the building common place, at the discretion of the building leadership.
4. The administration may, at its discretion, announce, or authorize to be announced, any lecture, community activity, or film which it feels has educational merit.
5. School representatives may, upon approval of the board of education, cooperate with any agency in promoting activities in the general public interest, and which promotes education that is in the best interest of the students.
6. Elementary and middle schools may produce school newsletters and/or newspapers, but may not sell advertising for these publications. However, because of some secondary specialized curriculum areas (e.g., journalism, theatre, performing arts, etc.) advertising space for publications such as student newspapers, sports rosters, theatre productions, and yearbooks is permitted. The middle/high school principal will have the final approval of all advertising in all school publications.
7. With the exception of district-approved Adopt-A-School partners, Office of District Communications initiatives or sports advertising agreements entered into with the Omaha Schools Foundation and approved by the Superintendent or his or her designee, no school district property, equipment, facility, or space may be utilized for advertising purposes.

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

Attendance Best Practices

The single most important factor contributing to student achievement is school attendance. Students are expected to be in school regularly, on time and remain present the entire day. The Omaha Public Schools strongly believes that daily attendance is critical to academic achievement. All OPS schools will follow the Attendance Policy found in the Buff pages of the Student Code of Conduct.
STRIVE FOR 95 is the district focus on increasing the number of students reaching 95% attendance or higher throughout the school year.

- Attend regularly
- Arrive on time
- Attend the entire day
- Miss less than 9 days throughout the school year

If a student is going to be absent

Please contact the school before 7:30 a.m. (secondary) and 9:00 a.m. (elementary) if the student is going to be absent from school. Voicemail will be available to leave a message as to the reason for the student absence. If a phone call is not made by 9:30 a.m. to the school, contact will be made to the family’s home and/or work to notify of the student’s absence. This is to ensure that every child is accounted for and for the protection of all children. If the school was not notified of the student’s absence, please provide a note of explanation as to the reason for the absence.

If a student is going to be late to school

Students must check in with the attendance office before reporting to class. A note or school contact needs to be made to report the reason for the late arrival. 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.

Request to leave school early

Whenever possible, doctor, dentist, and other appointments should be made outside of school hours. However, if it is necessary to be leave during the school day, the student must bring a note from a parent(s)/guardian(s) stating the exact time for leaving and the reason. If you plan to remove your child from school during the day, we ask that you pick the child up in the office. No student will be dismissed as a result of a phone call. All students must be checked out at the office by parent(s)/guardian(s)/emergency contact and identification must be verified. A note in advance is very helpful. This is for the protection of your child.

School Closing and Early Dismissal

The Omaha Public Schools recognize the right and responsibility of parent(s)/guardian(s) to make a choice in the matter of school attendance in bad weather. If weather is questionable, please listen to the radio or watch your local weather channel for word of school closing. The district will also communicate with families via voice and text messages and information will be posted on the district website. If school closes during the day, we will follow the instructions you have on your child’s emergency card. If this information should change, please notify the office immediately. All OPS schools will follow the Attendance Policy found in the Buff pages of the Student Code of Conduct.

Athletics and Co-Curricular Activities Requirements

It is the practice of the Omaha Public Schools that any student who wishes to participate in athletics and co-curricular competition must have athletic insurance coverage, a current school physical, activities card, and must meet the academic requirements of the Omaha Public Schools. For the purposes of this practice, co-curricular activities are those which involve competition with other schools and generally meet outside of the school day.

It is the position of the Omaha Public Schools that it is important to support the total student. Expectations for our student athletes in co-curricular activities include not only behavior at school or at school functions and events, but go beyond the school day and into the community.

Coaches have the responsibility, pursuant to the OPS Student Code of Conduct to impose participation restrictions or eligibility restrictions for participation in co-curricular activities on students for inappropriate behavior. It is the policy of the Omaha Public Schools that any student participant in co-curricular activities and athletics who engages in a brawl, melee, fight or similar inappropriate behavior that arises while the student is participating in, or attending, a game or event may be suspended from participation in co-curricular and/or athletics competition for up to 90 activity days. All coaches, activity sponsors or staff responsible for co-curricular and athletic activities should be notified of this participation restriction, and should notify students and parent(s)/guardian(s) immediately of this participation restriction.

If such behavior occurs, it is the responsibility of coaches, activity sponsors or staff responsible for co-curricular and athletic activities to (a) investigate the alleged misbehavior; (b) give the student written or oral notice of the charge against him/her; (c) explain the evidence against the student; (d) give the student a chance to tell his/her version of what happened; and (e) decide whether, in fact, the student violated this participation rule.

The student has the right to appeal the individual coach’s, activity sponsor’s or responsible staff’s decision to the principal.

Athletic Insurance Coverage

All members of athletic squads will need to have accident injury insurance coverage. The purpose of such insurance coverage is to provide coverage in the event of accidental injury. Your school, acting for members of the athletic squad, makes available an Athletic Injury Benefit Plan approved by the Omaha Board of Education. The total premium is paid by the student or parent(s)/guardian(s). If you have your own insurance coverage you must name the insurance company and provide the policy number.
Child Abuse and Neglect

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

Child Find

OPS undertakes to identify and locate all infants and children with disabilities who reside in the District and who are not receiving a public education. For information regarding the District’s duties to provide services, please contact: OPS Director of Special Education 3215 Cuming Street, Omaha, NE 68131-2024.

Children’s Online Privacy Protection Act (COPPA)

The Omaha Public Schools may contract with publishers or other third-party website operators to provide online curriculum that aligns with district standards or other services that support the teaching and learning processes of the district. These websites are offered for the benefit of the students and for the school system, e.g., homework help lines, web-based testing services, and supplemental curriculum. Website operators provide the Omaha Public Schools with full notice of their collection, use and disclosure practices. The use of the website and the collection of any information from students are solely for the use and benefit of the school, and for no commercial purpose.

Dating Violence Prevention – Policy No. 5420

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

For purposes of this policy “dating violence” means a pattern of behavior where one person uses or threatens to use, 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.

Incidents of dating violence involving students at school 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 that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parent(s)/legal guardian(s) shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parent(s) or legal guardian(s) shall be provided a copy of the dating violence policy and relevant information.

Directory Information

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released,
can also be disclosed to outside organizations without parent(s)/guardian(s) or eligible student’s prior written consent. The School District has designated the following types of information as directory information:

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

The School District no longer lists address, phone number and parent name as directory information, in an effort to protect students and parents from disclosure of this information for non-school purposes. However, there are many school-related purposes for disclosing addresses, phone numbers, and parent names: for example, scholarship organizations, news articles on student achievement, class ring manufacturers, year book publishers, college recruiters, and senior picture photographers. Therefore, the School District annually requests written consent from parents to release addresses, phone numbers, and parent names for these types of limited purposes, which are detailed on the release. The release is distributed at the beginning of the school year and can also be obtained at any time by contacting Student Information Services, 3215 Cuming Street, Omaha, Nebraska 68131-2024. We encourage parents to sign the limited release.

Parent(s)/guardian(s) and eligible students who do not want directory information to be available must notify the principal of the school the student is enrolled in or the Student Information Services office at 3215 Cuming Street, Omaha, Nebraska 68131-2024.

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 parent(s)/guardian(s) and/or secondary students request that this information NOT be released to these institutions without their prior written consent.

Parent(s)/guardian(s), eligible students or secondary students who do not want their name, address, and telephone listing to be released to military recruiters or institutions of higher education must notify the principal of the school the student is enrolled in or the Student Information Services office at 3215 Cuming Street, Omaha, Nebraska 68131-2024.

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 on file in the Student Information Services office, School District of Omaha, 3215 Cuming Street, Omaha, Nebraska 68131-2024.

**Emergency Protocols**

In August of 2018, the Omaha Public Schools aligned their emergency protocols to adhere to the Nebraska Department of Education’s Safety and Security Standards. The school system will follow standard practice policies using protocols recommended by the iloveyouguys.org Standard Response Protocol (SPR).

Standard Response Protocol procedures are established in the event of a crisis during school hours or sponsored activities. All school staff and students are trained in specific methods to handle crisis situations. All schools are required to practice safety and prepare for severe weather drills throughout the school year.

**Evacuation**

In the event of certain building emergencies, students will be relocated to an assembly site. Students will be released only to parent(s)/guardian(s)/emergency contact who present photo ID to proper staff personnel. This procedure is necessary to account for the location of all students. Specific locations of evacuation sites will be communicated through OPS District Communications when an evacuation has occurred.

**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 staff, 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 staff, students should remain in the assigned area until notification from staff.

**Lockdown**

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

**Lockout**

A lockout 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.
Weather and Storms

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

IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS
Return inside
Business as usual

TEACHER
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

TEACHER
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

TEACHER
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! HAZARD AND SAFETY STRATEGY.

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

TEACHER
Lead safety strategy
Take attendance

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Equal Access

As required by federal law, Omaha Public Schools provides equal access to the Boy Scouts and other designated youth groups. Please contact the building principal or the Executive Director for District Operational Services at 531-299-2201 for inquiries regarding this policy.

Health Services

The activities of the health program are implemented at the building level by a registered nurse who is part of the educational team and who is involved with identification, evaluation and care for the individual health needs of all students.

An ill or injured student may not leave the school until permission of the parent(s)/guardian(s), or the person designated by the parent(s)/guardian(s), has been received by the nurse or designee.

A health record is on file for each student in the health office and student health information is entered electronically in Infinite Campus. Parent(s)/guardian(s) are asked to update their child’s health information by reporting to the nurse any booster immunizations, new eye glasses, change in health status or other pertinent information necessary to keep students safe at school.

Accident Report

When an accident occurs where an injury is involved, and the student misses a half day of school or needs to be evaluated by a health care provider, an accident report will be completed.

Action Plans and Rescue Medication

Asthma, anaphylaxis, seizures and diabetes are illnesses which have the potential to cause life-threatening symptoms. A current Action Plan is to be provided to the school at the start of each school year, and if the plan changes during the school year. This plan, signed by the health care provider and the parent(s)/guardian(s) authorizes the required rescue medication be provided to the student at school with the health care provider’s description of the signs and symptoms of an emergency, recommended emergency response and the rescue medication prescribed when these symptoms are present.

Community Counseling Program

The Community Counseling Program has been a collaborative effort of the Methodist Hospital Foundation, Omaha Public Schools and participating churches since 1996. The Community Counseling Program’s mission is to provide crisis interventions, professional consultations, individual, marriage and family counseling and educational presentations and programs to the communities it serves. The Program provides professional counseling services to the youth of the Omaha community, their families and others with the greatest need for mental health services.

Minimum Annual Health Screenings

School health screening is mandated by the Nebraska Department of Health and Human Services which applies to every public school district in Nebraska and every student under their jurisdiction. These regulations became operative July 1, 2017.

The purpose of screening is to identify those students needing further evaluation or assistance in the areas screened. A health screening or health inspection is not diagnostic. The role of the school in these regulations is to make available the required health screening services and carry out compliance activities as described. It is not the role of the school to be a medical provider. Parent(s)/guardian(s) are to be notified of the screening result if the student is found to need further evaluation, as determined by the qualified screener. The cost of the evaluation, by a health care provider, is the responsibility of the parent(s)/guardian(s) of the student. A schedule for screenings is based on current medical and public health practice.

A child is not required to submit to school health screening if the student’s parent(s)/guardian(s) provides school authorities with a statement signed by a physician, physician assistant or an advanced practice registered nurse. The provider will state that the child has undergone such required screening within the last six months preceding the school’s scheduled screening. A child must submit to any required screening at school for which such a statement is not received.

Students in Nebraska schools must be screened periodically for vision, hearing and dental health. In addition, the Nebraska Department of Health and Human Services prescribes height and weight measurement, with calculations of body mass index (BMI), for the purpose of monitoring weight/height status at intervals for all students.

As of July 2017, a child’s parent(s)/guardian(s) may object for the child to be screened for height and/or weight. This objection must be in writing, signed, dated and received by the school before the height and weight screening is done. An updated written, dated objection must be received by the school for each year the child is in a grade level that will be screened for height and weight.

Nebraska School Immunization Law

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

  Students 2-5 years of age:
  - 3 doses of pediatric Hepatitis B vaccine
  - 4 doses DtaP, DTP, or DT vaccine
  - 3 doses of Polio vaccine
1 dose of MMR or MMRV given on or after 12 months of age
3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age
1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, or written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease
4 doses of pneumococcal or 1 dose given on or after 15 months of age

All students from Kindergarten through 12th grade:
3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age
3 doses DtaP, DTP, DT or Td vaccine, one given on or after the fourth birthday
3 doses of Polio vaccine
2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age and separated by at least one month, or written documentation from parent(s)/guardian(s) or health care provider of the month and year of varicella disease

Additionally for 7th grade students (or students enrolling for the first time in OPS in grades 8-12) only:
- Students enrolling in 7th grade and those transferring in from out of state in grades 8 thru 12 must provide evidence of having 1 booster dose of tetanus, diphtheria and pertussis (Tdap) vaccine, given on, or after 7 years of age.

1 dose Tdap (must contain pertussis booster) – the dose can be received any time after 10-11 years of age depending on which brand of vaccine is used.

- Exemptions will be granted for: (1) health reasons substantiated by a written health care provider statement; (2) religious conflict substantiated by a notarized affidavit from the parent(s)/guardian(s).
- Proof of at least one immunization for each required series of immunizations is necessary, to be provisionally enrolled.
- If a student does not have proof of receiving all State required immunizations, provisional enrollment may be allowed when a parent(s)/guardian(s) provides an immunization appointment date to their child’s school nurse. Written verification from the health care provider is necessary when the student returns to school, after receiving the immunization. Provisional enrollment will continue, provided the immunizations are given as soon as it is medically possible.
- Special provisions are available for children of officers or enlisted persons on active duty in the military. Please contact your child’s school for further information.

Immunization Requirement
Students who do not meet the state immunization requirement for immunization compliance may be subject to emergency exclusion until the school reviews the official immunization record which indicates the student meets minimum requirements and or receiving the required immunizations as quickly as medically permitted.

Physical Examination Requirements
Students initially enrolling in school, entering the seventh grade or transferring from out-of-state are required (by Nebraska Health and Human Services) to have a physical examination by a licensed health care provider within six months prior to entrance and provide proof of such an examination. Parent(s)/guardian(s) may opt out of this requirement through a written waiver obtained at the school.

Procedures for Medications
1. OPS policy requires written authorization from a health care provider, or dentist, and written parent(s)/guardian(s) permission for any prescription or over-the-counter medication administered to any student. No unauthorized medication (aspirin, Tylenol and cough drops included) will be administered by the school nurse or other school personnel. No OPS personnel will prescribe medication at any time. When a student must take medication during school hours, adherence to the following procedures is strictly followed:
   a. The school must have written permission from the parent(s)/guardian(s) and a written health care provider statement which provides instruction in providing the correct dosage at the correct time(s). This authorization must be submitted at the start of each school year and with any change in the medication or change in dosage. Authorization from the parent(s)/guardian(s) and health care provider is necessary for all over-the-counter medication also.
   b. The medication must be brought to school by the parent(s)/guardian(s) or an adult authorized by the parent(s)/guardian(s). Secondary students are allowed to bring medication to school if parent(s)/guardian(s) permission and physician authorization and instructions are available in the health office. No secondary or elementary students are allowed to bring controlled medication (methylphenidate, Adderall, etc.) to school. A parent(s)/guardian(s) or parent(s)/guardian(s)-designated adult is to bring controlled medication directly to school personnel.
   c. Pharmacies will provide a prescription medication bottle dedicated to school with each refill. The label on the medication is to include the student’s name, health care provider’s name, date and directions to be followed.
   d. Expired or outdated medication will not be accepted or administered to students at any time.
   e. Non-emergency medication (routine, as needed and over-the-counter medication) is stored in a locked area in the health office until they are turned into OPS environmental services for disposal.
   f. Emergency medication (e.g. EpiPens, inhalers, glucagon and diastat) is stored in a secure but unlocked
area in the health office to provide immediate access.

g. Parent(s) or guardian(s) of a student who will not be returning for OPS summer session are responsible to pick up their students’ prescription or over the counter medication on or before the final day of school. Medication that is not picked up will be sent to the district’s environmental services for disposal.

h. Parent(s) or guardian(s) of a student who will be attending summer session in OPS are responsible to pick up their students’ prescription or over the counter medication on or before the final day of summer school. Medication that is not picked up will be sent to the district’s environmental services for disposal.

2. A student may self-medicate if:
   a. The student’s health care provider has authorized self-medication or to self-carry, when it is to be taken, the dosage and frequency of administration.
   b. The parent/guardian provides written permission.
   c. If a student uses his/her own medication other than as prescribed, or endangers himself/herself or others, the student may be subject to disciplinary action by the school and may be prohibited from carrying their medication at school.

3. A student may self-monitor a diabetic condition if:
   a. There is a written management plan developed by the school, health care provider and parent(s)/guardian(s) designating the specifics of self-monitoring.
   b. The parent(s)/guardian(s) has completed a designated liability statement.
   c. If a student uses his/her own medical supplies other than as prescribed, or endangers himself/herself or others, the student may be subject to disciplinary action by the school and may be prohibited from self-monitoring the diabetic condition.

School Based Health Centers
To ensure students are healthy and ready to learn, the Omaha Public Schools partners with OneWorld Community Health Center and Charles Drew Health Center to provide quality health care within eight School Based Health Centers (SBHC) in buildings throughout the district. The SBHCs are staffed by licensed advanced practice registered nurses and physician assistants that can diagnose, treat and prescribe medications for many illnesses that keep children out of the classroom, in addition to providing school physicals, physicals to participate in athletics and administering immunizations which are required to attend school. The relationship with a student’s medical home is not disrupted if the SBHC is utilized by the student. The SBHC accepts Medicaid, Kids Connection, commercial insurance, or they can provide a low-cost sliding fee schedule for uninsured children based on family income and size. To enroll, the “School Based Health Center Enrollment and Consent Form” must be completed by a parent(s)/guardian(s) and returned to school. For enrollment forms and more complete information about hours, services and cost, please visit or call your school nurse for assistance.

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

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

Parent(s)/guardian(s) must provide all of their student’s medications and medical supplies for special health care procedures, including blood glucose monitors, inhalers, tubing for nebulizers, catheterization supplies, etc. Medication and certain medical procedures require authorization from the parent(s)/guardian(s) and health care provider (physician [O.D., M.D.], advanced practice registered nurse [A.P.R.N.], physician assistant [P.A.]).

Special Emergency Procedures
In case of cardiac arrest, an Automated External Defibrillator (AED) may be administered by designated trained staff in CPR/AED to students as a life-saving measure. If a student sustains a life-threatening asthma attack or a severe allergic reaction (anaphylaxis), epinephrine and nebulized albuterol may be administered by trained staff. Emergency Medical Services will be activated in life-threatening emergencies. AED and emergency medications, for asthma and anaphylaxis emergencies, are not to be taken off school grounds.

Vision Evaluation Requirement
A vision evaluation by a health care provider or an optometrist is required within six months prior to entrance into kindergarten or transfer from out-of-state. The evaluation will examine for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Parent(s)/guardian(s) may opt out of this requirement through a written waiver obtained at the school.
Multi-Tier System of Support for Behavior

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

- improves school climate
- reduces aggressive behavior
- reduces major disciplinary infractions
- improves pro-social behavior and emotional regulation
- improves academic achievement

Each school and program in Omaha Public Schools has an MTSS-B Team to insure effective practices are in place.

National Collegiate Athletic Association (NCAA) Eligibility Requirements

College-bound student-athletes enrolling in an NCAA Division I or Division II school will need to meet the following academic rules to practice, compete and potentially receive athletic scholarships during their first year. See your School Counselor for more specific information.

NCAA Division I and Division II Initial/Eligibility Requirements

Core Courses: (16)

- Sixteen (16) core courses are required for both Division I and Division II eligibility (see chart below for subject-area requirements).
- Students who do not meet the core-course progression requirements may still be eligible to receive athletic aid and practice in the initial year of enrollment. See your School Counselor for more information.

<table>
<thead>
<tr>
<th>DIVISION I</th>
<th>DIVISION II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core-Course Requirement (16)</td>
<td>16 Core-Courses</td>
</tr>
<tr>
<td>4 years of English</td>
<td>3 years of English</td>
</tr>
<tr>
<td>3 years of math (Algebra I or higher)</td>
<td>2 years of mathematics (Algebra I or higher).</td>
</tr>
<tr>
<td>2 years of natural/physical science</td>
<td>2 years of natural/physical science (1 year of lab if offered by high school).</td>
</tr>
<tr>
<td>(1 year of lab if offered)</td>
<td>3 years of additional English, mathematics or natural/physical science.</td>
</tr>
<tr>
<td>1 year of additional English, math or natural/physical science</td>
<td>2 years of social science.</td>
</tr>
<tr>
<td>2 years of social science</td>
<td>4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).</td>
</tr>
<tr>
<td>4 years of additional courses (any area above, foreign language or comparative religion/philosophy)</td>
<td></td>
</tr>
</tbody>
</table>

Grade-Point Average: (GPA)

- Only core courses that appear on the high school’s List of NCAA Courses on the NCAA Eligibility Center’s website (www.eligibilitycenter.org) will be used to calculate your core-course GPA. See your School Counselor for more information.

Test Scores: (ACT/SAT)

- Beginning August 1, 2018, both Division I and Division II schools use a sliding scale to match test scores and core-course grade-point averages. See your School Counselor for more information.

Nebraska State Activities Association (NSAA)

NSAA Eligibility

The Nebraska State Activities Association (NSAA) sets rules and regulations for all high schools in Nebraska. The following is a summary of the major rules.

1. Student must be an undergraduate.
2. Student must have passed at least four credits the previous semester. Student must be enrolled in at least four credits per week and regular in attendance, in accordance with the school’s attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh day of the current school year.
4. Student is ineligible if nineteen years of age before August 1 of current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
5. After a student’s initial enrollment in grade nine, he/she may be ineligible after eight semesters of school membership.
6. Student must not have changed schools without a change of residence. Exception – open enrollment by May 1. Student must have been enrolled in school the immediate preceding semester.
7. Student must have earned four credits the immediate preceding semester.
8. Once the season of sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 12, 2019, and ends with the state meets in the fall sports.
OPS Academic Eligibility for High School Students Who Participate In Any Sanctioned Activities Sponsored by the NSAA - Policy No. 5102

I. PURPOSE
To delineate system-wide academic eligibility guidelines for students who participate in Nebraska School Activities Association (NSAA) sanctioned activities.

II. BACKGROUND
This policy will outline academic eligibility procedures to be used by high school students who choose to participate in any NSAA extracurricular activity. The sanctioned NSAA activities are as follows: cross country, football, golf, softball, tennis, volleyball, basketball, swimming, wrestling, baseball, soccer, track & field, debate, journalism, music, play production and speech.

III. DEFINITIONS
A. Extracurricular Activities Requiring Academic Eligibility is defined as sanctioned NSAA activities (see above listing. Non-NSAA activities, whose sponsor receives a qualifying intramural unit of salary, listed as nonathletic and athletic in the Negotiated Agreement between the Omaha Education Association and the Omaha Public Schools Board of Education does not require academic eligibility.
B. Eligibility Period is defined as the one quarter prior to the season in which the student is participating.
C. An Audit course is taken for no credit and is not a part of a student’s grade point average (GPA).

IV. PROCEDURES
A. Eligibility
1. No pass, no play. All middle and high school students participating in, or who plan to participate in sanctioned NSAA activities, must maintain a passing grade in every class for the eligibility period.
2. Grades reported as incomplete (INC) as a result of district excused absences shall be considered passing grades until changed. Incomplete grades that are not changed to a passing grade within ten school days after report cards are issued will be considered failing grades for eligibility purposes until they are changed.
3. Student Withdraw from Courses
   a. A student may withdraw from a course within 15 school days from the beginning of the course or less without penalty.
   b. A student must be enrolled in a minimum of six courses per semester. Seniors must have their schedules meet the approval of their guidance counselor, and should be enrolled in a minimum of four courses per semester.
   c. When a student withdraws from a course after 15 school days after the start of the course, the student will be given a drop grade at the time of the withdrawal from the course, and that grade will be factored into the grading period average.
4. When a student transfers into an OPS high school, the grades from the previous high school will be used to determine academic eligibility.
5. Each activity sponsor, athletic director, or coach will verify student’s academic eligibility for sanctioned NSAA activities every two weeks. Grade reports will be generated every two weeks.

6. Students enrolled in less than a full day schedule must pass each course and be eligible.

7. High school students who do not maintain a Term (quarter) GPA of 2.0 must attend academic coaching a minimum of one hour a week for nine weeks until he/she demonstrates a Term, (quarter) GPA of 2.0. All students have the opportunity to take any course that they earn a “D” or “F” to replace this grade with a higher grade.

B. Exceptions

1. This policy does not govern activities related to course objectives or extension of a graded course or of a high school credit course e.g., concert or drama presentation, that would adversely affect the student’s grade.

2. An unsatisfactory evaluation in an audit course is not considered failing for student eligibility.

3. Students who have an Individual Education Plan (IEP) will be exempt from the Term GPA 2.0 (quarter) and no pass, no play requirements. Students with an IEP must continue to meet the NSAA requirement of passing four classes during the prior (quarter) term.

4. In cases where there are extenuating circumstances, students who do not meet the Term (quarter) GPA 2.0 requirement and/or are failing courses and who wish to participate have the option to use a waiver available to them one time during their high school years. A student can only use the waiver option if he or she is participating in intervention and/or support programs. The waiver may be used as long as all other NSAA requirements are met. The waiver is approved or denied by the building principal or the principal’s designee.

C. Local School Responsibilities

1. Schools (middle and high school) shall communicate in writing to students and parents a list of opportunities for all students to participate in extracurricular activities and a copy of the OPS academic eligibility requirements for NSAA sanctioned activities. In addition, parent(s)/guardian(s) shall also receive a copy of the OPS Academic Coaching Program brochure.

2. Schools must have the OPS Academic Coaching Program in place to help students retain or regain academic eligibility for all NSAA sanctioned activities.

3. Schools shall evaluate the effectiveness of their OPS Academic Coaching Program annually.

Academic Coaching Program

The Omaha Public Schools Board of Education initiated the Academic Coaching Program in fall of 2014-15 school year. In-season students involved in Nebraska School Activities Association (NSAA) activities who have any grade below a “C” shall be required to participate in the Academic Coaching Program. Please refer to the NSAA Webpage, at www.nsaahome.org for additional details regarding NSAA Sponsored Activities.

The NSAA Activities are:
- Cross Country
- Football
- Girls Golf
- Softball
- Boys Tennis
- Volleyball
- Basketball
- Swimming
- Wrestling
- Baseball
- Boys Golf
- Soccer
- Girls Tennis
- Track and Field
- Debate
- Journalism
- District Music Competitions
- Play Production
- Speech
- Unified Bowling
- Unified Track and Field

The Goals for Academic Coaching:

- To enhance academic achievement opportunities for all OPS students participating in sanctioned NSAA activities.
- To assist incoming freshmen with the transition from middle school to high school.
- To increase communication between the school guidance directors, athletic directors, teachers, coaches and students participating in sanctioned NSAA activities regarding eligibility for Division I or Division II and other post-secondary options.

Academic Coaching Requirements for NSAA Activities:

- Beginning in the in the 2015-2016 school year, all students who participate in NSAA sanctioned activities grades will be checked every two weeks to determine whether or not they are required to attend Academic Coaching. All students, who have a “D” or “F” will continue to attend Academic Coaching sessions until the student is passing all courses. The minimum number of academic coaching sessions per week is a one-hour session; however, some students who are failing may need to attend more than the minimum one-hour academic tutoring session.

- Any student who has maintained a GPA above a 2.0 or no grade lower than a “C” in all coursework is also welcome to attend, at any time, an academic coaching session, but it is not required.

Content of Academic Coaching Sessions

The academic coaches will provide assistance to students in all of the following areas:
- Provide study, test-taking (ACT), organizational and time management skills.
- Monitor academic progress to assist in helping students achieve academic success during their high school experience.
Nutrition Services

The Omaha Public Schools District recognizes students need access to nutritious meals during the school day to stay focused in the classroom. Breakfast is provided at no charge to all students and lunch is provided at reasonable prices. It is the parent/guardian’s responsibility to pay for their student’s meals. The information below describes the standard practice the district will follow to maintain the financial integrity of the nonprofit school meals program while minimizing any undue focus on children who do not have funds.

Meal Applications

At the beginning of each school year, free and reduced meal applications are distributed to OPS families. They are available online, at all schools, and in the Nutrition Services Office. A student’s meal status from the prior year is carried over for thirty student days into the next school year. To continue meal benefits, a completed and approved application must be on file. Families may complete an application online for the upcoming school year any time after July 23 (may vary year-to-year). Families may also submit applications any time throughout the school year if they believe they may qualify or if their circumstances have changed (e.g., if the household size goes up, income goes down or if anyone in the household starts receiving SNAP, TANF, or other benefits). Links for the online meal application and online payment are located at www.ops.org.

Meal Balances

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

Elementary Schools:

- A complimentary breakfast is provided to all students.
- Money remaining in a student’s account at the end of the year will be carried forward to the next school year unless contacted by the parent(s)/guardian(s) for a refund or the child leaves the district. If a student changes buildings within OPS their meal balance will follow them.
- If a student changes buildings within OPS their meal balance will follow them.
- Nutrition Services staff will notify the parent(s)/guardian(s) when the account has funds remaining for three meals in the account (approximately $4 full price meals or $1.20 for reduced price meals).
- Students must have money in their account or cash to purchase extra milk or a la carte items.
- Communication, by the Nutrition Services Staff and the School Administration, will continue until the account balance is paid in full.
- All negative balances must be paid off by the end of the school year.

Middle and High Schools:

- A complimentary breakfast is provided to all students.
- Money remaining in a student’s account at the end of the year will be carried forward to the next school year unless contacted by the parent/guardian for a refund or a child leaves the district. If a student changes buildings within OPS their meal balance will follow them.
- If a student changes buildings within OPS their meal balance will follow them.
- Students will be given a verbal reminder at the cash register when their account falls below $5.00.
- Students will be provided a ‘Two Meal Safety Net’ when the account reaches zero. This allows parent(s) and guardian(s) to provide the funds to pay the balance owed and for future meals.
- Students who have used the ‘Two Meal Safety Net’ and do not have the funds to pay for the current meal will receive a meal which consists of the required meal components. The student will have their choice of a cold sandwich (peanut butter and jelly, sunbutter or cheese), fruit, vegetable and milk. The meal will be charged to the account.
- Students must have money in their account or cash to purchase extra milk or a la carte items.
- Any student who has a negative balance will be able to pay for a current meal when it is received.
- If payment is not submitted, contact will be made to the parent(s)/guardian(s) requesting payment. A meal application may also be sent home.
- All negative balances must be paid off by the end of the school year.

Adults:

- Adults must have money in their account or cash to make a purchase.
- Adults will not be allowed to charge meals or a la carte items.
- Adults may check their account balance as they go through the line or contact the cafeteria manager.
Negative Account Balances
The school district will make reasonable efforts to notify families when the account balance is low. Additionally, reasonable efforts will be made to collect unpaid meal charges classified as delinquent debt. Communication will be coordinated to contact families to resolve the matter of unpaid charges.

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

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

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; e.g. 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 immediately.

Student Meals
Druid Hill, Franklin, Kennedy, King Elementary, and Lothrop are enrolled in the Community Eligibility Program and students attending only those schools will not need to complete a meal application.

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

- Breakfast:
  Breakfast is available at no charge to all students. 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:
  A variety of menu items are available at lunch. A student, who participates in the lunch program, must choose a minimum of three components to a maximum of five. All students must take a fruit or vegetable as part of the meal. Additional items are available at a la carte prices.

Student Payment Procedures
Weekly, monthly, or semester payment amounts are encouraged. Payment by check is accepted and online payment is encouraged. At the end of every year, a student returning to Omaha Public Schools will have the remaining balance in his/her school lunch account carried over into the next year. If the student is graduating or leaving the district, upon request, the money in a school lunch account may be transferred to other accounts or, if the balance is one dollar or more, the money will automatically be refunded at the end of the school year. Please contact your school’s cafeteria manager or the Nutrition Services Office (531-299-0230) for details.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.
Parent(s)/Guardian(s) Communication & Access to the Schools

Access to the Schools

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

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

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

Communication

Establishing good communication with students is a major goal of Omaha Public Schools, one which the school considers an important factor in a student’s educational success. Teachers, counselors, and principals strive to answer questions and correct misinformation by maintaining an “open door” policy with students. Parent(s)/guardian(s) are encouraged to ask questions. Parent(s)/guardian(s) are invited to seek the counsel of any of these school staff to help solve your problems. Contact your main office to be directed to the appropriate staff member.

One goal of a student’s success in school is correcting problem situations early. The way to do this is to encourage parent(s)/guardian(s) to talk with the teacher involved or to seek the advice of a counselor. Students often wait when they have difficulty in a class, thinking they will be able to help themselves without assistance. Often, however, the problem gets worse, and the student can see no answer. Parent(s)/guardian(s) are encouraged to show concern and need for help early. The teacher is there to help students succeed.

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

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

Campus Parent

The Omaha Public School District offers parent(s)/guardian(s) the opportunity to view their student’s grades, attendance and fees online. The app, Campus Parent provides anytime access via the internet from the Omaha Public Schools homepage (district.ops.org) or from the direct Campus Portal link (http://campus.ops.org/campus/portal/parent(s)/ops.jsp). Contact your school’s main office to gain access.

Personal Contact Changes

Address Change

If you are moving, whether it is still in the school’s attendance area or not, please report to the school’s main office to inform the school and to provide proof of address such as lease agreement or utility bill.

Email/Telephone Change

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

Protection of Pupil Rights Amendment (PPRA)

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

1. Political affiliations or beliefs of the student or student’s parent(s)/guardian(s);
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent(s)/guardian(s); or
services representing more than 140 languages are available 24 hours a day, 365 days a year, staffed by trained counselors. Spanish-speaking counselors and translation services will be available.

Sexual Harassment

Hostile Environment Sexual Harassment – Sexually harassing conduct (which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Quid Pro Quo Harassment – A school employee explicitly or implicitly conditions a student’s participation in an education program or activity or bases an educational decision on the student’s submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

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Social Media Practices

The use of social media, text messaging, and gaming unless for teacher-instructed, educational use are not allowed during class time. Cell phone use is limited to passing periods and lunch time, exclusively.

Most social media platforms require children to be at least 13 years old to use. Social media use should be monitored by a parent/guardian as it is discouraged for educators and students to connect through these platforms with the exception of school-sanctioned accounts. It is important to remember that any events that occur off school property, or outside of school hours, but captured through use of social media can have school-based consequences if their implications disrupt the learning environment.

Stranger Danger

The present or potential danger to children that is presented when an unknown individual make physical, verbal, etc. contact or attempted contact with children/students. Whether there is danger or perceived danger, all efforts are taken by staff to ensure safe procedures and routines. In an event that an individual accesses school grounds without appropriate authorization or a student encounters an unsafe situation, law enforcement may be contacted.

Student Fines & Fees

PART ONE: Permissible Fees

No fees shall be charged to students, nor shall materials be required from students, for their participation in any school-related course or activity, whether curricular, co-curricular or extracurricular, except as expressly permitted below.

a. Extracurricular activities:

The District shall annually set a single fee for high schools, and a single fee for middle schools which may be required for participation in any extra-curricular activity, and which shall also be the fee for purchase of an activity card.

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

2. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying 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 for paying 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 personal or 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 is not 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 will supply the item to the student.

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

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

1. Personal supplies related to musical instruments, including but not limited to, such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other cleaning supplies are considered minor personal or minor consumable items, and shall be the responsibility of the student. If a student is unable to provide the minor personal or minor consumable item required, the school may, as appropriate, supply the item to the student.

2. For music courses that are extracurricular activities, schools may require fees or require students to provide specialized equipment, such as musical instruments, or specialized attire consistent with the Public Elementary and Secondary Student Fee Authorization Act.

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

g. **Parking:**
Students may be charged a fee to park their cars on school property. Each school shall publish its parking fee, if any, in the student handbook.

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

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

j. **Food:**
Students may be charged a fee for the purchase of breakfast or lunch. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a “school store”, a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

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

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

m. Post-secondary education costs:
For a course in which students receive high school credit and for which they may also choose to apply for postsecondary education credit, a student may be charged the tuition and other fees only associated with obtaining credits from a post-secondary educational institution. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund as described in PART TWO below and as further described in the accounting practices of the District.

n. Student files and records:
Fees may be charged for copies of student files or records pursuant to Neb. Rev. Stat. 79-2, 104.

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

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

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from or on behalf of students for: (1) participation in extracurricular activities, (2) post-secondary education costs and (3) summer school or night school.

PART THREE: Waiver of student fees

Required fees that are charged to students pursuant to PART ONE, subsections a and b, shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Students shall be provided forms prior to, or at the beginning of each school year, or upon initial enrollment in the District, which shall permit the District to use information the student has provided for qualification in the free or reduced-price lunch program to determine eligibility for fee waiver, and/or which shall provide the information necessary to determine whether a student qualifies for fee waiver because he or she meets the criteria for participation in the free or reduced-price lunch program. Students who qualify for free or reduced-price lunches shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Students or their parent(s)/guardian(s) may request a fee waiver prior to participating in or attending the activity, and prior to the purchase of the materials, and the fee waiver must be submitted prior to the time the fee is due or the time the specialized equipment or attire is needed.

Student Unpaid Obligations

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

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

1. The student, nor his/her parent(s) or legal guardian(s) shall receive an official transcript. An official transcript will only be issued to a school to which the student transfers. The student and his/her parent(s) or legal guardian(s) may review the student’s permanent record by following the established practices and procedures.
2. The student’s name may not appear on the school’s honor roll and the student may not receive any other academic recognition provided through the school.
3. The student may be ineligible to participate in any activity or on any team that represents the school.
4. The student may be ineligible to receive any awards.
5. The student, upon becoming eligible for graduation, will not receive a diploma.

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

Student Records

Any person other than the student, his/her parent(s)/guardian(s) teachers, counselors, or school officials, may gain access to the student’s records or file by presenting the original copy of a release of information statement prepared and signed by the parent(s)/guardian(s) (or student if over 18) stating the specific items to be released and to whom the information is to be given. Records are also released to other educational institutions as provided for in the Federal Act without prior parental or student consent.

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

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of another school district or school in which a student seeks or intends to enroll. Upon request, the School District also discloses education records of former students, without consent to officials of another school district or school in which the former student is then enrolled.

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

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605

**Students Responsibilities and Rights**

A student’s basic responsibility in school is to act in a manner that enhances their own and other’s opportunity to learn. A student does not have a right to engage in conduct or actions that would materially and substantially interfere with the requirements of appropriate discipline in the operation of a school.

**Textbooks/Library Books**

Textbooks are supplied by the Omaha Public Schools. Books must be returned in good condition when checked in to the teacher. It is the responsibility of the family to pay for any loss and/or damaged books.

**Volunteers**

If there is interest assisting school personnel in the operations of the school; i.e. library work, aiding classroom teachers, tutors, reading to students, cafeteria, etc., contact the main office at the school. The principal will then follow the Volunteer Process through Human Resources. District volunteer forms (which include a background check component) are utilized at all schools for any individual (parent(s)/guardian(s), relative, or otherwise) wishing to volunteer or provide any type of support that would bring them in contact with students.

**Withdrawal from School**

Pursuant to Neb. Rev. Stat. 79-202, a person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements of section 79-202 if an exit interview is conducted and the withdrawal form is signed or if a signed notarized release form is filed with the Commissioner of Education.

To begin the withdrawal process, the person with legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age submits a request to the school where the student is enrolled.

The principal or his/her designee (School Support Liaison, Administrator and/or School Counselor), will schedule the exit interview which must be personally attended by: (a) the child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable; (b) the person who has legal or actual charge or control of the child who requested the exit interview; (c) the child’s principal or the principal’s designee if the child at the time of the exit interview is enrolled in a school operated by the school district; (d) the School Counselor; and (e) any other person requested by any of the required parties.

During the exit interview, the person making the written request shall present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either (i) financial hardships requiring the child to be employed to support the child’s family or one or more dependents of the child or (ii) an illness of the child making attendance impossible or impracticable.

During the exit interview, the School Counselor will identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the
future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may either sign the withdrawal form provided by the school district or may rescind the written request for the withdrawal. The principal or his/her designee will complete the Nebraska Withdrawal From Mandatory Attendance Form found at:

https://www.education.ne.gov/aded/pdfs/NebraskaWithdrawalFromMandatoryAttendanceForm.pdf.

All information must first be inputted into the form and then printed off to be signed. The withdrawal form signed by the person making the written request is valid only if (i) the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable and (ii) the Principal or the Principal’s designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of Principal or the Principal’s designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either financial hardships requiring the child to be employed to support the child’s family or one or more dependents of the child or an illness making attendance impossible or impracticable. The signed withdrawal form is forwarded to the Student Information Services office to be entered into the data management system and reported to the Department of Education.

Students who have withdrawn may re-enter school the following semester by contacting the last school attended, or the Student Placement office at 531-299-0302. Contact should be made prior to the start of the semester.

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