Basic Expectations for Partnership in Omaha Public Schools
2025-2026

Cooperation in adherence to Basic Expectations is necessary to maintain the partnership, access to schools or programs, and approval for expansion of the program. Prior to the initiation of services in Omaha Public Schools, Human Resources, Student and Community Services, and Curriculum Instruction and Support will ensure the service provider has submitted the required documents and is familiar with the processes for collaborating with the district.

Review the Basic Expectations for engaging in a partnership with Omaha Public Schools with your staff and align practices where necessary. Depending on the type of service provided, additional expectations may exist.

Safety and Risk Management, Professional Boundaries

☐ Service provider is responsible for obtaining current background checks and providing verification before services can begin. Completed verification for any employee, contractor, or volunteer must be provided to cspdocuments@ops.org before providing services to District students, families, and/or staff. Employees, contractors, or volunteers who provide regular on-site support to Omaha Public Schools students must have a screening within the last 12 months.

☐ Ensure you meet the required types of insurance required for partnership (see attached document). Before starting services, submit a certificate of insurance (COI) to cspdocuments@ops.org and subsequent renewal documents before policies expire.

☐ Once the background verification and insurance coverage documents have been reviewed by the Community Partnership Coordinator, the school principal or program director, along with the service provider leadership, will be informed by email of the service provider's approved start date.

☐ Service providers will adhere to Omaha Public Schools health and safety standards, processes, and procedures when in Omaha Public Schools facilities and for interactions with students, staff, and families.

☐ All employees and service providers are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in removal of program staff from providing services or other discipline.

☐ Service providers will request badge access from the principal or principal's designee. Individual building access will be determined by the principal with the district providing final determinations for badges issued to non-employees. When a service provider staff member is ending employment, the service provider organization will notify the Community Partnership Coordinator with the employee's end date within two days. Building badges are to be turned back into the school.

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

☐ Service providers will participate in the required training annually by September 15 at

Business Operations

☐ Permission from Omaha Public Schools District Communications is required for organizations to use any Omaha Public Schools district and/or school logos.

☐ The service provider will provide all materials required for programming.

☐ The service provider will provide organization-owned devices for programming. When selecting devices, refer to the Omaha Public Schools Technology Standards or contact Omaha Public Schools User Support at (531) 299-0300.

☐ Service providers are expected to be self-funded and provide programming and activities without cost to the students, families, schools, and district. Service provider programs will not engage students in fundraising to support programming and activities.

☐ Service providers who offer course-for-credit programs will, when their staff is absent from their duties in school, provide a certificated substitute whose documentation is on file with Omaha Public Schools Human Resources for that staff member. If the service provider cannot provide a substitute for the absent staff member, schools will charge the service provider the cost of the substitute or lost plan time using the established Omaha Public Schools processes.

☐ Service providers who work onsite daily may have an assigned workspace. This space is the property of Omaha Public Schools and may be used by Omaha Public Schools staff as needed. If deemed necessary by school staff, this may include requesting the service provider to temporarily relinquish the space until the school no longer requires it.

☐ If the services provided occur at a school outside of normal school hours (e.g., evenings, weekends, vacations days), submit a completed Application for a Permit to Use Facilities (link below) to Omaha Public Schools District Operations. Submit a new application every year. https://www.ops.org/Page/501

☐ Agreements, MOUs, and contracts are developed based on the Community Partner Request to Provide Services and approved by the Omaha Public Schools legal team. When an agreement is approved, and the organization leadership has signed the document, the agreement will be forwarded to the Superintendent for signature. Service providers will not present agreements to principals or program directors for signatures.

Protection of Instructional Time and Omaha Public Schools Staff Resources

☐ Service providers will protect student and staff instructional time. Community-based service providers may access students during non-instructional time, including before school, during lunch, and after school. Course-for-credit service providers may access students during their course and during non-instructional time. Non-instructional time includes time at school when the student is not enrolled in a course for which they could earn credit.

☐ Service providers will avoid scheduling activities during the school day. Requests to sponsor activities and field trips must be submitted to the principal or the principal's designee according to the individual school's procedures. Board Policy 6270

☐ Service providers will collaborate with Principals or their designee to avoid scheduling programming and activities during State and District assessments.

☐ Service providers will not assign tasks or duties to Omaha Public Schools staff. Requests for staff assistance in completing tasks or duties in support of the service provider's program are to be submitted to the Community Partnership Coordinator and the District Point of Contact. All requests will be reviewed, and decisions made will be shared with pertinent school staff and service provider leadership.

☐ Student and staff focused communication will be in accordance with Board policy through district communications. People or organizations seeking to distribute flyers of announcements concerning non-school events to a class or school must receive prior specific approval from the Office of District Communications. Flyers or announcements approved by the Office of District Communications shall be distributed through the online Community Opportunities. A single flyer concerning a non-school event may be posted in the building common area, at the discretion of the building Principal. People or organizations seeking to distribute flyers or announcements concerning school events to a class or school must receive prior specific approval from the building Principal.

Access to OPS Networks and Network Security

☐ Service provider employees who work in Omaha Public School buildings will need to complete the Contingent Worker Database Information Form prior to the staff member's first day in a school. The form includes access to OPS Wi-Fi, which is available to those who provide on-site services daily. Submit forms to Service.Providers@ops.org. When a service provider staff member is ending employment, the service provider organization will notify the Community Partnership Coordinator of the employee's end date within two days. This ensures the District removes any access they were being provided.

☐ The Omaha Public Schools Network Security Team monitors the network access of service providers. When a service provider does not access their Omaha Public Schools Active Directory Account during the period established by the Security Team, the account will be inactivated. It is imperative that service providers do not request access to accounts that are not required to provide the services.

☐ Community partners working with Omaha Public Schools (OPS) must adhere to established technology standards to ensure network security, data privacy, and compliance with federal laws such as CIPA and COPPA. Partners may receive network access, device use, and software support based on their service tier, but all technology use must align with OPS-approved security protocols. Only district-approved educational technology may be used on OPS devices, and access to student data requires prior authorization and a Data Protection Agreement (DPA). Unauthorized software installation, network modifications, or IT troubleshooting outside OPS policies is prohibited. All technology-related requests, including network access, software installation, and device use, must be reviewed and approved by OPS Technical Teams before implementation. Adhering to these standards helps maintain a secure and

efficient digital environment for students, staff, and partners. School staff are responsible for ensuring that approval processes are completed prior to the utilization of any external devices and applications. Service providers will not make requests of Omaha Public Schools or school staff for the use of Omaha Public Schools devices for the purpose of providing services.

Student and Family Privacy

☐ Service providers will not ask students or staff about a student's gender identity in any format, including in person, on surveys, or in online referrals. Information about a student's transgender or gender expansive identity status will be considered confidential information that will only be shared with school personnel on a need-to-know basis. Information about a student's transgender identity status also may constitute confidential medical information. School personnel may not disclose information that may reveal a student's transgender identity status or gender expansive presentation to others unless legally required to do so or unless the student or the parent or the guardian has authorized such disclosure. The district will not require the student to discuss their identity status with any others.

☐ There are submission timelines for consent verification, data requests, and research requests to allow for coordination among divisions and departments to meet the varied needs of the District.

☐ The Research Division recommends that service providers conduct an annual evaluation of programming and a third-party evaluation every three years. Service providers will obtain at their expense a third-party evaluator to evaluate the services provided. Data that pertains to the improvement of student academic success will be included in the annual and three-year evaluations. Submit completed evaluations to Omaha Public Schools Research and your District Point of Contact.

☐ Service providers need to submit a data request and/or research request if wishing to access student data and/or conduct surveys and assessments to students, parents, or staff as part of the intended services. Submit a Request to Conduct Research (link below) one week in advance of the Research Review Committee meeting. Approval of the Research Division is required. https://www.ops.org/Page/516

☐ School staff are not allowed to release student information to service providers. Submit a completed Data Request (link below) for information required for the service provider to provide services. If information other than Omaha Public Schools Directory Information is requested, a Consent to Release Student Information is required. The Community Partnership Coordinator will create a consent form for your organization that meets recommended best practices for a consent to release information. https://www.ops.org/Page/517

> ☐ When submitting requests include this statement: *For all students with active consents who participated in <Name of Program, with other specific details like student grade> during a specified time frame, <Semester 1 2025-2026 school year.>*

☐ If students are missing from the request and you believe there is an active consent on file, or if you would like to have your list verified, contact Service.Providers@ops.org.

☐ If the student does not have an active consent and is not included in the records based on the current data request, submit the student's consent and that student's records will be included in future data requests.

☐ Service providers are required to maintain their own records of students with active consents. We recommend creating a spreadsheet of students who have active consents as verified by Service.Providers@ops.org. Update these spreadsheets each semester to add students whose consent has been verified by the District and remove students who are no longer participating in the program.

☐ Service providers are required to obtain approval from the Coordinator of Student Information Services for any online referral process requiring Omaha Public Schools staff to complete. Often online referral sites ask for legally protected personally identifiable student information and private, sensitive student and family information which require Omaha Public Schools staff to obtain consent to release information signed by the student's parent/legal guardian and submitted to Student Information Services for verification prior to completing the online referral. Organization online referrals will not include questions related to a student's sexual orientation, gender identity, or pronouns.

☐ Service providers should create and obtain their own media consent forms from parents/guardians of participants in their program. The Omaha Public Schools Media Consent form is not transferable to external organizations.

☐ Service providers are required to discuss potential media requests involving Omaha Public Schools by completing this form or contact Communications at (531) 299-0221.

Service Provider Programming Changes

☐ When a service provider plans to modify services (including changes to curriculum), add new services, or expand services to a new building, the first step is to submit a Community Partner Request to Provide/Expand Services. Omaha Public Schools' Community Partnership Review Committee looks at each submission monthly. Contact the Community Partnership Coordinator at (531) 299-9688 with questions.

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

_____   _____
Signature   Date

_____
Printed Name

_____
Title

_____
Organization