Welcome to Omaha Virtual School

Sunday, July 24, 2016  11:15 PM

Welcome!

Omaha Virtual School is a new journey for Omaha Public Schools and the state of Nebraska. We are excited to work together with our students and learning coaches throughout this school year. We welcome your input and thank you for your support as we strive to provide the best possible personalized educational experience for your student(s) and family.

We encourage you to participate in the activities and learning opportunities that we facilitate for students and families during the school year. Our goal is to learn and grow together as a community!

Sincerely,

Dr. Wendy Loewenstein & Omaha Virtual School Staff
Meet The Staff

Director
Dr. Wendy Loewenstein

Teachers
Ms. Molly Blackburn
Mr. Mark Dowling
Mr. Thomas Gamble
Mr. Devin Jamshidi
Ms. Megan Rogers

Student Learning Advocate
Ms. Beth Sechrest

Administrative Assistant
Ms. Hope Gray
Mission and Vision

Mission Statement
We are a dynamic and nurturing community of learners that empowers students to reach their individual potential by providing a creative atmosphere for innovative learning and academic excellence.

Vision Statement
Future ready. Today.
Contact information

Omaha Virtual School
Phone: 531-299-0269
Fax: 531-299-0368
Email: virtualschool@ops.org

Metropolitan Community College Contact Information
In case of an emergency or you need to send a message to teachers during face to face learning time, please call the Metropolitan Community College (MCC) @ DoSpace phone number: (531) 622-7234.
The MCC staff will relay the message to OVS staff.

Teacher contact information
Ms. Molly Blackburn
6th-8th grade Language Arts & Social Studies
Email: molly.blackburn@ops.org
Phone: 531-299-9325

Mr. Mark Dowling
2nd-3rd grade teacher
Email: mark.dowling@ops.org
Phone: 531-299-9548

Mr. Thomas Gamble
6th-8th grade teacher
Email: thomas.gamble@ops.org
Phone: 531-299-9447

Mr. Devin Jamshidi
4th-5th grade teacher
Email: devin.jamshidi@ops.org
Phone: 531-299-9453

Ms. Megan Rogers
Kindergarten-1st grade teacher
Email: megan.rogers@ops.org
Phone: 531-299-9367

Student Learning Advocate
Ms. Beth Sechrest
Email: elizabeth.sechrest@ops.org
Phone: 531-299-9368
Teacher Duty Hours
8:25am-4:30pm

Omaha Virtual School Offices are located on the 4th floor in the Media Technology Center in the Teacher and Administration Center (TAC) building on 3215 Cuming Street, Omaha, NE 68131

Face-to-Face Enrichment Days/Times
9:30am-12:30pm on:
- Tuesdays
- Wednesdays
- Thursdays

These sessions occur at the 2nd floor of the DoSpace in the Metropolitan Community College space. 7205 Dodge Street, Omaha, NE 68114
Omaha Public Schools 2016-2017 Calendar

General Information

July 2016

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Spring Break: March 20-24

Holidays
- No School for all students
- Early Dismissal for elementary students

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Summer School June 5-30

Elementary: 8:30 a.m. to 4:05 p.m.
Middle School: 7:40 a.m. to 3:05 p.m.
High School: 7:40 a.m. to 3:05 p.m.

At Hale, Kennedy, Lewis & Clark, Winnetka and Wilson — check with the school regarding start & end times.

Omaha Public Schools does not discriminate on the basis of race, national origin, gender, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status or economic status or in its programs, activities, and employment practices, including enrollment in the Special Education Program.

Approved: 02/01/2016

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General Information Page 8
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<th>Date</th>
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| Aug. 17 - 19 | OVS Orientation --Registration required  
• Weds., Aug. 17 @ 1-4pm  
• Thurs., Aug. 18 @ 9:30am-12:30pm  
• Thurs., Aug. 18 @ 5-8pm  
• Fri., Aug. 19 @ 9:30am-12:30pm | Two, 45-minute sessions during enrichment time:  
• K12.com  
• MAP assessment |
| Aug. 22     | Students will tune in to their homeroom Monday Message and will have access to their science, social studies, and elective courses at this time. |                                                                                               |
| Aug. 23 - 25 | First face to face enrichment activity. Students will engage in:  
• CommonSense Media digital citizenship activities,  
• Elective course introductions,  
• Practice emergency procedures,  
• MAP assessment preparation**,  
• Community-building activities.  
**Mouse Click and drag skills with ALL students need to be done prior to NWEA assessments | Two, 45-minute sessions during enrichment time:  
• K12.com  
• MAP assessment |
| Aug. 30     | Last day to add/withdrawal from a course with the chance to start the new course in September. Otherwise, the new course will start on October 1. |                                                                                               |
| Aug. 30 - Sept. 1 | Students will take the NWEA-MAP, Math assessment during face to face enrichment time. |                                                                                               |
| Sept. 1 - Sept 2 | Math course placement determined and courses ordered. |                                                                                               |
| Sept. 1     | OVS Open House 6:00-8:00pm  
• "MAP Math Assessment results-What now?"  
• More topics TBA | Virtual Training @ 1:00-1:45  
• "MAP Assessment results-What now?" |
| Sept. 2     |                                                                                               |                                                                                               |
| Sept. 5     | No Homeroom Monday Message because of holiday. |                                                                                               |
| Sept. 6 - 8 | Math kickoff during enrichment.  
NWEA-MAP Language Arts assessment for students during enrichment time. |                                                                                               |
| Sept. 8 - 9 | Language Arts course placement determined and courses ordered. |                                                                                               |
| Sept. 12    | Homeroom Monday Message with a welcome to Language Arts courses. |                                                                                               |
| Sept. 13-15 | Language Arts kickoff during enrichment. |                                                                                               |
| Sept. 20    | Last day to notify OVS staff of a change in Math enrollment/placement. |                                                                                               |
| Sept. 27    | Last day to notify OVS staff of a change in Language Arts enrollment/placement. |                                                                                               |
| Oct. 17-21  | Parent/Student/Teacher Conferences |                                                                                               |
| Nov. 23-25  | No School-Thanksgiving Break |                                                                                               |
| Dec. 26-Jan. 6 | No School-Winter Break |                                                                                               |
| Feb 13-17   | Parent/Student/Teacher Conferences |                                                                                               |
| March 13-17 | No School-Spring Break |                                                                                               |
| May 26      | Last Day of School |                                                                                               |
Please follow the below procedures for the arrival and dismissal of students for the face-to-face enrichment activities take place at DoSpace on Tuesdays, Wednesdays, and Thursdays from 9:30am-12:30pm.

**Parking**
If you plan to park and walk your student(s) into the building, preferred parking is at the US Bank overflow lot to the South of the DoSpace. Appropriate parking stalls are identified by DoSpace signs.

**Drop off**
Parents who drop off their students are asked to do so at the WEST side of the building at the curb. DoSpace does not want drop-off to take place at the front door for traffic congestion reasons. Please refer to the below map for traffic flow for drop off. An OVS staff member will be present at the drop-off point to guide students safely to the entrance of the building. Another staff member will be in the 1st floor of the DoSpace to direct students upstairs.

**Arrival**
Students may begin arriving at the 2nd floor of DoSpace no earlier than **9:20am**. DoSpace opens at 7am. Students MUST be accompanied by a parent/guardian until they are welcomed upstairs by OVS staff at 9:20am.

**Dismissal**
Students will be promptly dismissed at 12:30 by grade level and will walk with an OVS staff member outside, to the west side of the DoSpace building for pick-up. Please follow the same traffic flow for drop off and pickup.

Parents are welcome to the 2nd floor for pick-up at 12:20 and wait for dismissal. Otherwise, OVS staff will escort students to the west side of the building for pick-up at 12:30pm. If a parent/guardian has not showed for pickup by 12:40, the OVS staff member will take the student to the 2nd floor a phone call will be placed to parent/guardian. The student can be picked up from the 2nd floor upon arrival.
Preferred Parking lot
We ask that all articles be labeled with your child’s name. Should an item be recovered, it is placed in the Lost and Found. Please feel free to check the Lost and Found any time you are in the building.
Omaha Public School policy prohibits any food items made at home to be given out at school. In an attempt to minimize class disruptions and potential exposure to allergens we will not distribute treats or have birthday celebrations at school.

Holiday parties will be decided in partnership with the PTA.
If there is interest assisting school personnel in the operations of the school to aid classroom teachers during the face-to-face activities, contact the school principal. The principal will then follow the Volunteer Process through Human Resources.

The Office Community School and Family Engagement also has opportunities for the community to volunteer for various programs. Contact the Office of Community, School and Family Engagement (OCSFE) at 531-299-9672 for more information.

(page 28 of Elementary District Student Handbook)
Students are expected to dress appropriate at all times. Student dress should not detract from the learning environment. Parents will be asked to bring a change of clothing if students are inappropriately dressed.

(Refer to page 23 in the Code of Conduct for more details.)
Unless it is a special occasion in the classroom, gum and candy are not allowed at school. In addition, due to food allergies, please refrain from bringing any peanut food products to school.
**Tornado Procedures**

In the event of severe weather, staff will implement emergency procedures alongside Metropolitan Community College (MCC) and DoSpace staff. In most cases, DoSpace and MCC staff will notify OVS teachers. OVS teachers will guide students to the designated areas.

<table>
<thead>
<tr>
<th>Type of Warning</th>
<th>Meaning</th>
<th>Staff Response to Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado Watch Announcement</td>
<td>The conditions are favorable for the development of a tornado.</td>
<td>All staff monitor unit weather radio and radar.</td>
</tr>
<tr>
<td>Tornado Warning with Sirens</td>
<td>A tornado has been sighted</td>
<td>Take Cover. Hold until the warning is over.</td>
</tr>
</tbody>
</table>

**Tornado Warning Procedures**

1. OVS Staff will escort students to the 2nd floor stairwell.
2. Students and staff will assume a seated position on the floor, with the head down and hands locked over the head during the disaster period.
3. Students and staff will remain in the sheltered location until notified that the warning has been lifted, or thirty minutes have lapsed without sounding of the sirens indicating a continued danger.
Fire Alarm Procedures
In the event of a fire or fire alarm in Do Space, the appropriate agencies are automatically notified and evacuation procedures are followed.

Evacuation Procedures
When a Fire Alarm is sounded OVS staff will escort students to the 2nd floor stairwell to evacuate the building. This stairwell leads to the back of the building. Students and staff are to walk as far away from the building as possible (at least 50 feet). The USBank overflow lot to the South of the building is the recommended place to gather during evacuation.
Active Shooter Emergency Response

In order to preserve life and address the reality of an active shooter event, these guidelines have been established to guide our response to this event to protect staff and students' life.

- Upon discovery of an active shooter situation, OVS staff will as soon as possible and when safe to do so, notify law enforcement (911).
  - Response:
    - Evacuate
      - Staff will escort students to the 2nd floor stairwell to exit the building.
      - Leave belongings behind
      - Keep hands visible
      - Follow the instructions of any police officers
      - Call 911 when you are safe
    - Hide
      - If evacuation is not possible, find a place to hide (Under the counters in the Innovation lab or storage room, the testing center rooms, and other storage rooms)
      - Close and lock the door and/or attempt to barricade the door.
      - The hiding place should:
        - Be out of the active shooter's view
        - Not trap you or restrict your options for movement
      - Students and staff should stay as low to floor as possible and remain quiet and still.
  - An “all clear” signal will be announced when the situation has been addressed and the scene is declared safe by law enforcement officials.
There is no school nurse on site for Omaha Virtual School, however we do have a school nurse consultant, Rhonda Spady. Her contact information is below.

OVS has a medical kit with numerous supplies to handle emergency situations. In the case of emergency, staff will call 911 immediately and respond to the medical emergency until assistance arrives.

**Medication Distribution**
Students may not take medication during instructional time at the DoSpace. This includes Tylenol and cough drops. Omaha Virtual School staff will not distribute medication of any kind during the face to face instructional time.

**School nurse consultant:**
Rhonda Spady, RN
Rhonda.spady@ops.org

Please refer to page 7 in Elementary District Student Handbook for additional details.
Metropolitan Community College Contact Information
In case of an emergency or you need to send a message to teachers during face to face learning time, please call the Metropolitan Community College (MCC) @ DoSpace phone number: (531) 622-7234. The MCC staff will relay the message to OVS staff.
Face-to-Face Enrichment Attendance Guidelines

If a student will be absent from a face-to-face enrichment session, please notify the teacher of record immediately via email/phone. If the absence isn't realized until the day of class, please call OVS at 531-299-0269 and notify the secretary and email the teacher of record to initiate a make-up plan.

Attendance at face-to-face enrichment days are an integral part of the Omaha Virtual School experience and are imperative for student success. Please refrain from making appointments and scheduling activities during your assigned face-to-face enrichment day. This includes leaving early from sessions.

Students cannot accumulate more than two unexcused absences from face-to-face classes per semester (four unexcused absences for the school year). This is 10% of the total face-to-face sessions offered for the year. See below for definitions of excused and unexcused absences as found in the Code of Conduct.

Students are assigned a face-to-face enrichment day to attend regularly based on family preference that was communicated at the time of enrollment. Regular attendance on students' assigned day allows them to build relationships with peers and participate in collaborative activities.

Make-up Sessions
If there is a circumstance in which a student has to miss their assigned face-to-face session, please contact the Student Learning Advocate with as much notice as possible to reserve a seat at a session during the same week. If a student can attend a session during the same week, an absence will not be recorded. Please note, that there is a small amount of make-up seats available for each session. If attending a make-up session is not an option, a student must take the absence (excused or unexcused-see below), complete the session make-up work, and schedule a class connect session with their Teacher of Record within a week of the absence. *

The below procedures will be followed when absenteeism arises:

- Third unexcused absence in a semester (missed 18% of face-to-face sessions):
  ○ Verbal or written communication by a school official with the parent/guardian of the student(s) will occur.
- Fourth unexcused absence in a semester (missed 24% of face-to-face sessions):
  ○ A meeting between, at a minimum, program director, student learning advocate, parent/guardian of student(s), and student (when appropriate), to attempt to address the barriers to attendance. During this meeting, a collaborative plan will be developed to improve attendance.
- Fifth-sixth unexcused absence in a semester (missed 30%-35% face-to-face sessions):
  ○ Potential withdrawal from program if the agreed upon plan is not followed.
These procedures are in conjunction with the online engagement policy and student's progress through coursework.

**Excused absences will include but not limited to:**
1. School Sponsored Activities – School related field trips, competitions, or athletic events.
2. Bereavement – Parent/guardian notifies the school the student is attending a funeral.
3. Court/Legal Appearance – The student is required to attend a court or legal proceeding. This is specific to only the student.
4. Ill – Parent/Guardian notifies the school the student is ill.
5. Medically Excused – A doctor’s note is provided to explain the absence, or the school nurse is required to send the student home. Absences related to the student’s hospitalization or a long term or chronic illness while under the care of a licensed physician or a parent indicates an appointment for medical, dental, eye, or therapist/counselor will be considered excused.
6. Military Leave – The student’s absence is specific to deployment and/or military leave activities.
7. Office – The student is in the school, but in the office (visiting the nurse, counselor, administrator, etc.).
8. Post-Secondary Visit – The student is visiting a post-secondary program.
9. Religious Holiday Observance
10. Student Success Center – Student is assigned to the Student Success Center.
11. Suspension
12. Bus – A delay due to school bus transportation.

The following circumstances will require intervention as required by Neb. Rev. Stat. § 79-209: **Unexcused absences will include but not limited to:**
1. Absent – The school has been notified of an absence that does not meet the definition of excused.
2. Truant – Neither the family nor school officials know the student’s whereabouts, the student is refusing to attend school or class, or the school has been notified that the student has been reported as a run-away.
3. Unverified – No one has contacted the school, or the school has been unable to confirm the reason for the absence, or the school has not confirmed the reason for absence.

Please refer to page 25-26 in the District Code of Conduct.
Students must be enrolled in at least two classes to sustain membership in Omaha Virtual School.

Online & Offline Course Engagement

Omaha Virtual School students have opportunities to engage in coursework both online and offline. It is imperative that online and offline engagement occurs regularly and is tracked to ensure that students are progressing through coursework at a regular pace in order to complete a course in a year. Please read the below definitions of online and offline engagement and the engagement expectations for each.

**Offline engagement:** This engagement is when the student is engaged in content-specific work, but not while online. Examples include, but are not limited to: Reading a novel that is tied to the content area (pleasure reading a non-curricular book does not count unless it is an assignment for a course), completing a science experiment from the online course, journaling or handwriting experiences, art project, etc.

**Student online engagement:** This engagement is when the student is engaged online through coursework on K12.com.

**Engagement expectations**
Per the Department of Education guidelines Rule 10, full-time, K-8 students are required to participate in 1,032 hours of instruction per grade level during the school year. The amount of courses that a student is enrolled in will determine the suggested online and offline engagement hours/day. Keep in mind that typically, each lesson on K12.com is a 60 minutes long.

<table>
<thead>
<tr>
<th>Course load</th>
<th>Hourly engagement/day</th>
<th>Hourly engagement/week</th>
<th>Minutes/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - 3 courses</td>
<td>3 - 3.5 hours</td>
<td>15 - 17.5 hours</td>
<td>900 - 1,050 minutes</td>
</tr>
<tr>
<td>4 - 5 courses</td>
<td>4 - 5.5 hours</td>
<td>20 - 27.5 hours</td>
<td>1,500 - 1,650 minutes</td>
</tr>
<tr>
<td>6 - 7 courses</td>
<td>6 - 7 hours</td>
<td>30 - 40 hours</td>
<td>1,800 - 2,400 minutes</td>
</tr>
</tbody>
</table>

**The three hours of face to face instruction at DoSpace/week is included in the above engagement hours.**

**Monitoring Student Engagement**

The teacher of record for each student and the student learning advocate are responsible for carefully monitoring the online and offline engagement and progress of each student, and taking the appropriate course of action if expectations are not met.

**Learning Coach Responsibility**

It is recommended that the learning coach logs online and offline engagement attendance in
the K12.com system regularly as a student progresses through the lessons. Backlogging attendance is not recommended. If engagement is not logged, an email will be sent to the learning coach on Monday indicating next steps for the missing logged engagement attendance.

**Recording online and offline engagement**
K-5th grade: Learning coach will submit student engagement attendance for students, both online and offline in the attendance tab on K12.com.
6-8th grade: Engagement online is tracked by the Learning Management System. Offline engagement will be tracked by the learning coach who will enter offline work in an attendance module online.

**Failure to Log Engagement and/or Lack of Engagement Procedures**

Omaha Virtual School staff and teachers are required to use the Online learning System (OLS) Class Tools and other reports to monitor student engagement to ensure student progress. Exceptions may be made for students who give advance notice and/or communicate with the student learning advocate (SLA) and/or teacher for planned/unplanned events and absences as well as for student illness. See the face-to-face attendance guidelines for excused/unexcused absences.

If a learning coach fails to log engagement, and if engagement is not evident online for five consecutive calendar days the student learning advocate and/or teacher of record (TOR) is required to follow the procedure outlined in the engagement guidelines below.

The following chart details the levels of communications from Omaha Virtual School as students reach each threshold of consecutive lack of engagement.

**Lack of Engagement Communications Chart**

<table>
<thead>
<tr>
<th>Consecutive Days</th>
<th>Action</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Phone call and/or email</td>
<td>SLA and cc Teacher of Record</td>
</tr>
<tr>
<td>7</td>
<td>Phone Call, email &amp; meeting scheduled</td>
<td>SLA and cc Teacher of Record &amp; Program Director</td>
</tr>
<tr>
<td>10</td>
<td>Phone Call, email, &amp; Letter</td>
<td>SLA and cc Teacher of Record &amp; Program Director</td>
</tr>
<tr>
<td>15</td>
<td>Letter &amp; Student Withdrawn</td>
<td>Program Director</td>
</tr>
</tbody>
</table>

During the above communications, a plan and agreement will be made on how the student and learning coach will move forward with the support of the SLA and TOR in order to stay on track with learning goals and the completion of the course. If the agreement is not followed, withdrawal from the program may occur.
Course Expectation Guidelines

Continuous progress through the K12 curriculum is expected for all students enrolled. Learning coaches should be in regular contact with the Teacher of Record (TOR). Students should not spend time on lessons where the content has been mastered. If this is the case, the Learning Coach should contact the TOR so that unit assessments should be given whenever the content seems like review to the student. The TOR can at any time verify mastery of content. If there are any discrepancies, the TOR will schedule a conference with the parent to discuss any academic concerns and determine next action steps.

If a student masters out of unit assessments, without taking the lessons within the unit, the only way to advance the student through the daily plan is to have the Learning Coach mark each lesson within the unit as complete. If a family does not want to spend the time doing this, they can access the lessons they need for each course through the Lesson Lists tab.

As a mastery-based program, individual student progress will vary and individualized learning schedules may be established. However, below is the general rule when advising families of scheduling to ensure the number of times a course is taught per week, ultimately yields the same results as the default schedule.

- **English**  All course levels, 5x/week
- **Math**  All course levels, 5x/week
- **History**  K-1, 2x/week; 2-4, 3x/week; 5-8, 5x/week
- **Science**  K-5, 2x/week; 6-8, 3x/week
Curriculum Directed Offline Engagement
Throughout the K12.com curriculum, there are various offline activities for students and learning coaches to engage in that align to course objectives. This includes teacher assigned supplemental activities. All offline engagement activities (science experiments, reading, handwritten journaling, etc.) will be recorded by the learning coach in order to keep track of curriculum-specific student engagement. K-5 and 6-8 grade recording of offline engagement will differ because of the differing learning management systems.

Learning Coach Directed Offline Engagement
Although K12.com curriculum offers regular offline engagement activities for students and learning coaches to engage in, the OVS staff encourages offline engagement initiated and directed by the learning coach. The learning coach access on K12.com allows learning coaches to preview upcoming student lessons. In the event that a learning coach would like to take a lesson offline, please follow the below procedure in order to ensure that this engagement is aligned to the goals and objectives of the lesson.

1. Contact the teacher of record with advance notice with your plan to take a lesson offline. Be prepared to provide the below information to the teacher of record regarding your offline learning plan.
   a. Content area and name of K12.com lesson that will be replaced with learning coach offline lesson
   b. Objective(s) of K12.com lesson
   c. Objective(s) and brief description of learning coach lesson plans (including a time frame of how long the lesson will take)
   d. Agreement that the student must show mastery using the K12.com assessment in order to move forward in the unit. If the student cannot demonstrate mastery after the LC offline lesson, the student will complete the K12.com lesson online until mastery is demonstrated in order to move forward.
   **Learning coach must log all Offline engagement opportunities that are aligned to course objectives.**
These course acceleration guidelines outline the process and requirements in order to advance to another course within a school year.

Example K-4 Mid-Year Course Promotion Guidelines
The K–12 Curriculum is a challenging, mastery-based curriculum. This means that each lesson teaches important concepts and builds upon previous lessons. Due to the rigor of curriculum that is aligned to Nebraska state standards, it is not suggested that students rush through their curriculum. However, students do have the flexibility to move through the curriculum at a faster rate if it meets their academic needs, abilities, and skill level.

There are two situations in which a student might advance in a course:
1) A student is showing mastery early on in the course. The teacher of record would provide a summative assessment to determine if the student only needs to complete certain lessons or units before re-taking another summative assessment to be placed in another course at the beginning of the next month.

2) Another situation is if a student completes 100% of the course prior to the end of the semester or year, but no later than March 20th. If this is the case, a student would be administered the summative assessment for the course and if they pass, then the family, teacher of record, SLA and program director will confer before ordering the next course. Together they will review student performance within the Online School, submitted work samples/portfolio, as well as benchmark tests given throughout the year to determine if the next course should be ordered. If the decision is made to move forward, the next course would be available to the student to start at the beginning of the next month. The student’s progress would stop at the end of the school year and pick-up again in the fall. At this time, summer school is not an option that OVS has explored.

Lack of Course Completion
Our goal at OVS is for students to progress through a grade level in a content area in a year. In some cases, a student may not finish a course in a school year. This is okay, as course level promotion does not affect the student’s promotion to the next grade level at the end of the school year. In these cases a student will begin the new school year by completing their previous year’s curriculum and when the student has completed the course, the next level of curriculum can be ordered and will begin at the beginning of the next month. The extra time spent in the curriculum can help ensure a student’s mastery of it and help ease the transition between the school years.

**Please note, this will impact a student if he/she enrolls in a brick and mortar school environment. It is our goal that students complete one course per year.

<table>
<thead>
<tr>
<th>Math</th>
<th>Language Arts (LA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math+ Blue</td>
<td>LA Blue</td>
</tr>
<tr>
<td>Math+ Green</td>
<td>LA Green</td>
</tr>
<tr>
<td>Math+ Orange</td>
<td>LA Orange</td>
</tr>
<tr>
<td>Math+ Purple</td>
<td>LA Purple</td>
</tr>
<tr>
<td>Math+ Red</td>
<td>LA 4</td>
</tr>
<tr>
<td>Math+ Yellow</td>
<td>LA 5</td>
</tr>
<tr>
<td>Math 7: Pre Algebra</td>
<td>Intermediate English B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science K</td>
<td>History K</td>
</tr>
<tr>
<td>Science 1</td>
<td>History 1</td>
</tr>
<tr>
<td>Science 2</td>
<td>History 2</td>
</tr>
<tr>
<td>Science 3</td>
<td>History 3</td>
</tr>
<tr>
<td>Science 4</td>
<td>History 4</td>
</tr>
<tr>
<td>Science 5</td>
<td>American History A</td>
</tr>
<tr>
<td>Earth Science</td>
<td>MS World History I</td>
</tr>
<tr>
<td>Life Science</td>
<td>Geography B</td>
</tr>
<tr>
<td>Physical Science</td>
<td>MS American History B</td>
</tr>
</tbody>
</table>

Notes:
- The course immediately below a student’s current course would typically be the next level of the course.
- Students may not be placed more than two years off grade level, unless the student is a special education student by determination of the IEP team and permission of the program director.
- Students cannot take more than one class in the same content area (e.g. History 1 & History 2) at the same time as the skills mastered in a previous course are required for success in the next level of the course.
Courses above the 8th grade level can only be offered by OVS if there is a teacher who is certified in that grade level. Please note that high school level courses completed prior to the 9th grade, do not count toward high school credits.

Upon course completion/promotion, or the end of the school year, K12 issues UPS shipping labels to the family to return the appropriate materials to K12. Families are expected to package the materials, attach the K12-provided UPS shipping labels, and take the packaged materials to a UPS Store or other UPS drop-off facility. Families should reference TotalView MyInfo to identify materials that need to be returned vs. materials that can be discarded.
Student enrollment is open throughout the year, however new courses will be added at the beginning of the month due to K12.com course charges. In order for this process to take place at the beginning of the month, enrollment in a new course request must be received by the 15th of the previous month.

All students are enrolled in courses based on grade level and performance on the NWEA-MAP assessments in reading and math. To ensure a placement change is due to student skills and ability and not due to the newness of the course or program, students are required to progress through assigned courses for 14 calendar days before a course placement change request or course drop will be considered. A course placement request must be directed to the teacher of record and SLA by the 15th of the month.

The request will be reviewed by the program director, SLA, and teacher of record. Then the team will engage the learning coach and student (if appropriate) in a discussion in regards to the student’s course path and best plan of action. If the request is granted, then the student will be withdrawn from the course at the end of the month.

Please note that each course is based on an 180 days of instruction. Placement in a different course, and addition of a new course may result in a student having to catch up with instruction and/or the possibility of not completing the course by the end of the year.

**Returning course materials**

Upon course withdrawal, or the end of the school year, K12 issues UPS shipping labels to the family to return the appropriate materials to K12. Families are expected to package the materials, attach the K12-provided UPS shipping labels, and take the packaged materials to a UPS Store or other UPS drop-off facility. Families should reference TotalView, MyInfo to identify materials that need to be returned vs. materials that can be discarded.

K12.com will mail a shipping label to families at the time of the withdraw to return the kit within two weeks of the time the return label was received. If a new course was selected then it will be available for the student the following month and a new kit will be received.

**Students must be enrolled in at least two classes to sustain membership in Omaha Virtual School.**

Due to the calendar at beginning of the year placement in courses, add/drops will follow this schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Course activities/deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 22</td>
<td>Students and learning coaches will work through the K12 orientation module to get acquainted with the interface of the learning management system.</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>Student access to Science and Social Studies courses</td>
</tr>
<tr>
<td><strong>Aug. 30</strong></td>
<td>Last day to add/withdrawal from a course with the chance to start the new course in September. Otherwise, the new course will start on October 1.</td>
</tr>
<tr>
<td>Aug. 30 - Sept. 1</td>
<td>NWEA-MAP, Math assessment during face to face enrichment time.</td>
</tr>
<tr>
<td>Sept. 1-Sept. 2</td>
<td>Math course placement determined and courses ordered.</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>Students have access to Math courses.</td>
</tr>
<tr>
<td>Sept. 6 - 8</td>
<td>NWEA-MAP Language Arts assessment during enrichment time.</td>
</tr>
<tr>
<td>Sept. 8 - 9</td>
<td>Language Arts course placement determined and courses ordered.</td>
</tr>
<tr>
<td>Sept. 12</td>
<td>Students have access to Language Arts courses</td>
</tr>
<tr>
<td>Sept. 20</td>
<td>Last day to notify OVS staff of a course change in Math enrollment/placement.</td>
</tr>
<tr>
<td>Sept. 27</td>
<td>Last day to notify OVS staff of a course change in Language Arts enrollment/placement.</td>
</tr>
</tbody>
</table>
Curricular kits are leased from K12 by the school and issued to each student for the course(s) that he/she is enrolled in. Kits will be mailed directly to student homes. Upon course completion/promotion, withdrawal, or the end of the school year, K12 issues UPS shipping labels to the family to return the appropriate materials to K12. Families are expected to package the materials, attach the K12-provided UPS shipping labels, and take the packaged materials to a UPS Store or other UPS drop-off facility. Families should reference TotalView MyInfo to identify materials that need to be returned vs. materials that can be discarded.

End of the Year Process
At the end of the year, materials reclamations are triggered for enrolled students as an 'end of year' event. Emails and ground mail packets (referred to as Reclamations Packets) are sent to all enrolled families within two weeks of the school year ending. This allows families to return the materials promptly after the school year has ended. Not all materials are required to be returned. Each family receives a specific list of the materials they are expected to return, which is provided in the Reclamations Packet.
One-to-One Technology Use

Saturday, August 6, 2016  8:21 PM

One_to_One_Tech_Use_Resp_Restr
One-to-One Technology Use
Responsibilities & Restrictions

OMAHA VIRTUAL SCHOOL STUDENT ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES

PURPOSE: Omaha Virtual School may provide and assign students a tablet or laptop computer for use during both face to face and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are issued these one-to-one (1:1) computing devices. In addition to this policy, the use of any district-provided technology or network also requires students to abide by the OPS Guidelines as stated in the Student Code of Conduct (p. 13 & 14). Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their OVS - issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their 1:1 device at home nightly, bringing it to school with a full charge (classrooms do not have the capacity for students to charge their devices during the day).
3. Students are expected to demonstrate positive digital citizenship while online. Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either district owned or personally owned technology, is to be reported to responsible school personnel.
4. Respect the Internet filtering and security measures included on the tablet or laptop. All student 1:1 computing devices are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
5. Back up important data files regularly. It is recommended that students save files on the cloud using the provided Office 365 OneDrive storage space. OVS will update and maintain 1:1 devices by periodically imaging them. Students will be notified of this maintenance in advance. All student files not backed up to server storage space or other storage media may be lost during these processes. Ask for assistance if you do not know how to back-up files.
6. Use technology for school-related purposes only during the instructional day and refrain from use related to commercial or political purposes.
7. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
8. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored or archived by the district at any time.
9. Security is a high priority, especially when the system involves many users. If you can identify a security problem in the school’s computers, network, or Internet connection, notify your teacher or program director immediately.

RESTRICTIONS

The student will not:

1. Mark, deface, or place stickers on the tablet, laptop, or district-issued cases.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep tablets and laptops secure and damage free, please follow these additional guidelines:

- Do not loan your 1:1 device or charger and cords to others.
- Do not leave the 1:1 device in a vehicle or leave it unattended at any time.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity.
- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water such as a pool.

OVS is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By signing this policy you agree to abide by the conditions listed above and in the district's Student Electronic Accounts Policy and assume responsibility for the care and proper use of OPS district-issued technology. You understand that should you fail to honor all the terms of this Policy, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Omaha Public Schools Student Code of Conduct.

**As the parent/guardian,** my signature indicates I have read and understand this Required Use Policy, and give my permission for my child to have access to and use the described district-issued technology.

Parent/Guardian (please print): ________________________________
Parent/Guardian Signature: ________________________________ Date: ______________

**As the student,** my signature indicates I have read or had explained to me and understand this Required Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): ________________________________ School: _________ Student ID#: __________
Student Signature: ________________________________ Grade: _________ Date: ______________
Omaha Virtual School Technology Use Agreement

Student Name ____________________________________________

☐ Omaha Virtual School will provide a technology kit to each student enrolled in the virtual school for the 2016-17 school year. The parent or legal guardian of the enrolled student must accept the technology use responsibilities listed below. To indicate that you understand the technology use responsibilities, please initial each line and provide your signature at the bottom of the page.

☐ **Term:** Students may use an Omaha Virtual School technology kit during the school year while enrolled in the school. Upon termination of a student’s enrollment, Parent/Guardian and student’s rights expire to possess the technology kit. The Parent/Guardian shall return the technology kit as instructed within two weeks of notice, in the same condition as delivered. Failure to return the technology kit will result in the Parent/Guardian being liable to Omaha Virtual School for the full value of the technology kit or for any required repairs, and for attorney fees and related costs in recovering the technology kit. Omaha Virtual School also reserves the right to terminate possession if the Parent/Guardian and/or student is believed to have violated any part of the agreement.

☐ **Ownership:** The technology kit is sole property of Omaha Virtual School. At no time will ownership be transferred to the Parent/Guardian or student. The technology kit must reside at the address provided on the student’s enrollment form. Written notice must be provided to Omaha Virtual School within 30 days if the address changes.

☐ **Condition:** The Parent/Guardian agrees to report a loss or damage that may occur to the technology kit within 24 hours of the occurrence. Parent will notify the teacher via email and call the OPS help desk to report the damage. The Parent/Guardian is solely liable for any loss or damage that occurs to the technology kit. A loss or damage report must be submitted to Omaha Virtual School within 3 days of the occurrence. HELP DESK: 531-299-0300

☐ **Maintenance and Repair:** The Parent/Guardian is responsible for requesting maintenance and repair of the technology kit while in his or her possession.

☐ **Use of Technology Kit:** The parent/guardian agrees to the following:
- The technology kit is to be used for the education of the student while enrolled at Omaha Virtual School and not for the benefit of any other person or for any other purpose.
- Each software application provided shall be subject to, and used in accordance with, the license and/or use agreement that accompanies that software application.
- All usage of the technology kit shall be subject to Omaha Virtual School policies and rules regarding Network/Internet use. (refer to handbook)
- The Parent/Guardian is solely responsible for ensuring that the software settings, default configurations, and administrative privileges are maintained at the original specified settings that the technology kit had upon delivery and will be liable for any resulting damage to the technology kit.
- The Parent/Guardian is solely responsible for keeping User IDs and passwords confidential to prevent unauthorized usage.

☐ **Insurance:** The Parent/Guardian agrees to maintain at his or her expense adequate insurance to cover damage to the technology kit by fire, theft, flood, explosion, accident or other cause to the full replacement value of the technology kit and agrees that he or she will be financially liable for it regardless of the availability of insurance proceeds.

Name of Parent/Legal Guardian (please print) ____________________________________________

Signature of Parent/Legal Guardian ___________________________ Date ____________
Customizable Device Contract

Things to keep in mind...

Before creating a family contract about your kid’s personal or school-issued device, talk about how the device will be used at home. Use the suggested guidelines below to help make sure that you and your kid are on the same page. Then use the customizable form to outline your agreed-upon expectations.

Where, When, & How Long?
* Decide where you’re comfortable having your kid use the device. Can they only use it in family spaces, like a family room or kitchen? Can they bring it into their bedroom or the bathroom? Can they use it at the dinner table?
* Consider the difference between using a device for homework and using it for entertainment. Your kid’s school may have specific policies for what a device is to be used for and by whom (e.g., no siblings!).
* Talk about what it means to “balance” time spent with technology, media, and other activities. What are some steps your family can take to balance screen time with face-to-face time? Do you want to make the dinner table a device-free zone, in which no family member (not even the adults) may use a cell phone, tablet, or computer? Do you want to set a curfew for when devices need to be shut off?

Checking In
* Explain that as the parent or caregiver, part of your job is to guide them. Identify ways to maintain open, honest communication with your kids about their device.
* Discuss how you’ll monitor the device. Do you want to check up on your kid’s activity? If so, how? Will you ask your kid to give you access to emails, texts, and IMs? Will you review his or her search history (which can be deleted) from time to time?
* Talk with your kid about the kinds of apps they’ll be using and accounts they’ll have. Ask them to show you their favorites, as well as the ones they use most. How do they work? What’s so cool about them? How do these tools support their learning?

Privacy Settings
* Practice creating a strong password together. Use at least eight characters (mixing letters, numbers, and symbols) and avoid including any private information such as names, addresses, birth dates, etc. Remember to have your kid write down usernames and passwords and keep the information stored in a safe place.
* Discuss the importance of not sharing passwords with others, and decide whether parents should be an exception to the rule. One idea is to have kids create their own passwords but then keep them accessible to parents in a sealed envelope for emergencies.
* Review privacy policies and privacy settings together. Make sure your kids understand what private and personal information companies may or may not be collecting. Decide how public or private an audience you all are comfortable with when it comes to sharing and posting.

Care & Maintenance
* Discuss what you consider to be responsible care and maintenance of what are often expensive tools. Where will the device be stored and charged at home? Why is it important to treat the device gently and not shove it into a backpack?
* Outline the responsibility factor. Discuss what will happen and who’s responsible if the device gets stolen, lost, or broken — even if by accident.

Communicating Responsibly Online
* Talk about the difference between using the device to communicate with classmates for school-related work and using it for hanging out or goofing off with friends. What are the school’s guidelines for appropriate use? How will you enforce similar expectations at home?
* Discuss your family rules for social networking and messaging — with people they know, sort of know, or don’t know at all. What does it mean to be respectful to and respected by others? What does that look like? Use this as a springboard for a discussion about cyberbullying, privacy, and safety.
Our Contract

This contract outlines my family's expectations for how I use my device at home. We agreed upon the following:

Where, When, & How Long
We talked about what it means to use the device appropriately and respectfully at home. We agree to:

Checking In
We talked about how we, as a family, will stay involved in how the device is used and what it's used for. We agree to:

Privacy Settings
We talked about what kinds of accounts I'll have and how I can best protect my private information. We agree to:

Care & Maintenance
We talked about what it means to take good care of my device at home, and what might happen if it's broken, stolen, or lost. We agree to:

Communicating Responsibly Online
We talked about the different ways I might communicate with other people using my device, and what safe, responsible, and respectful communication looks like. We agree to:

__________________________  ______________________
signed by me               signed by my parent or caregiver
All Omaha Virtual School students are provided with an HP Stream laptop. Students are required to bring this device (fully charged) to all face-to-face class meetings.

OVS recognizes that students may use a non-OPS issued device at home to access school work and materials. Please be aware of the differences between utilizing the district-provided device and a home device.

**When students use a non-OPS issued device:**
- No OPS Internet filtering is available - OPS Internet filter denies access to porn, violence, social media, etc.
- No OPS management - OPS cannot update or add software of applications.
- No OPS tech support - OPS cannot provide tech support on a non-OPS device.
- Unknown virus protection - OPS does not provide virus protection on non-OPS devices.

**When students use the OPS issued device:**
- OPS Internet filtering is active - OPS Internet filter denies access to porn, violence, social media, etc.
- OPS management of device - OPS will push software and system updates and additional applications that may be needed for OVS academics/activities.
- OPS tech support is available: OPS tech support can assist if there are connectivity or hardware issues.
- Virus Protection - OPS provides virus protection on the student device.

The Omaha Public Schools help desk can provide technical support on the HP Stream device (hardware) that is provided to students. For technical support, contact the Omaha Public Schools OPS help desk at: 531-299-0300. Help Desk hours: M-F, 7:00am-5pm. Leave a message if it is afterhours and you will receive a return call.

For assistance with software pertaining to the student’s coursework, please contact the student’s Teacher of Record.
Parents/guardians of students enrolled in Omaha Virtual School will be responsible for providing Internet service for the student. Parents/guardians are responsible for resolving Internet connectivity issues with the Internet service provider.

We recognize that families may need assistance with providing Internet access. If you need assistance, options are available through Cox Communications with the Connect to Compete program and the below CenturyLink program. These programs offer families low-cost Internet access, if they are eligible. In addition, students can also access wireless internet at public libraries DoSpace, and other public venues.

For additional information on the Cox Connect to Compete program: http://connect2compete.org/cox/

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones and other personal electronic devices capable of recording and/or transmitting data or images.

A. Respect for the Educational Environment

1. Teachers may permit, but not require, students to use personal electronic devices in support of learning. This is at the discretion of the teacher or other school staff. However, since students are provided with a laptop, cell phone use may not be necessary.
2. Cellular phones and other personal electronic devices shall remain silent and be kept out of sight during instructional time, unless specifically allowed by the teacher or other school staff. The use of cell phones should not interfere with teaching and learning during the school day.
3. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment or for inappropriate, unethical or illegal purposes, including but not limited to, transmission or viewing of inappropriate or pornographic material, violations of others' privacy rights, cheating, harassing or bullying behavior. Accessing inappropriate material in school, on a school bus, or at a school activity will result in disciplinary action.
4. If a student needs to contact a parent/guardian during the face-to-face session, the student must notify an OVS staff member in order to do so.
5. The school assumes no liability for theft, loss, or damage of cell phones and/or other devices possessed by students on school property or held by school officials during the confiscation period.
6. Students may use cell phones before or after the face-to-face learning opportunities, prior to 9:30am and after 12:30pm.

B. Respect for Privacy Rights

1. Students shall not record, photograph or video other students or school employees on school property, on a school bus or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena (e.g. sporting events, public meetings, academic competitions or public performances). School social events, activities sponsored by student clubs, team building retreats, and activities that take place during the school day are not considered to be in the public arena.
2. Students shall not e-mail, text, post to the internet or social media, or otherwise electronically transmit images of other individuals taken at school without their expressed consent.
3. Recording, photographing, or making video of others is strictly prohibited in restrooms, where individuals have every expectation of privacy.

C. Assuring Academic Integrity

1. Students shall not use cellular phones, iPads or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

D. Violations of Guidelines

1. If guidelines for use violated, then the electronic device and/or cell phone may be confiscated.
a. When a device and/or cell phone is confiscated the device should be turned off and turned over to the designated staff member. The staff member who confiscated the item shall take reasonable measures to secure the item until the end of the face-to-face session.

b. Return of the device will occur at the end of the session with a discussion with parents/guardians.

2. Noncompliance with Attempted Confiscation: Students committing repeated violations of this procedure shall be subject to additional disciplinary action consistent with the Student Code of Conduct. Students who refuse to comply with a request to turn over their cell phone and/or device shall be subject to discipline for insubordination and such other disciplinary action consistent with the Code of Conduct.

This guideline is in compliance with the cell phone/portable device guidelines for students on page 22-23 in the Student Code of Conduct.