

Howells Community Catholic School

FAMILY HANDBOOK

2025-2026



“It’s not for School ~ but for Life ~ that we learn.”

Howells Community Catholic School

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2025-2026

“Catholic Schools: Communities of Faith, Knowledge, and Service”

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Howells Community Catholic School

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Disclaimer

This Family School Handbook is provided for informational purposes only and does not constitute a contractual agreement between Howells Community Catholic School (HCCS) and any student or any parent/guardian of any student.

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify, or to abolish any of the Handbook provisions without notice.

Non-enforcement of any of the rules or regulations does not serve as waiver of their future enforcement.

This Handbook does not create any restrictions upon HCCS's right to institute any course of disciplinary action, which, in HCCS's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

Howells Community Catholic School follows and abides by Archdiocesan School Board policies. These policies are available by

request. (Contact the Teacher Facilitator)

HCCS Mission Statement

The mission of Howells Community Catholic School is to guide all students to develop spiritually, academically, and socially as positive Catholic members of a faith-filled society.

Letter to Parents and Students

Dear Parents/Guardians and Students,

Welcome to Howells Community Catholic School. We appreciate the opportunity to begin our partnership with you as parents and guardians, the primary educators, for the academic, spiritual, and moral growth of your child. You have entrusted to us the greatest gift –your children – and we hope to be able to guide them this year into a deeper love of Jesus and to help them grow in their faith, knowledge, and ability. If at any time you have any questions, please feel free to contact the school office, teacher facilitator, or classroom teachers. We are pleased to have you as members of our school family and look forward to a successful year ahead!

This handbook offers information about the operation, rules, and procedures of Howells Community Catholic School, in accordance with the policies of the Archdiocese of Omaha School Board. After reading the handbook, students and parents should sign the acknowledgment form, indicating that you understand all aspects of this handbook and return it to the school office.

PLEASE keep this handbook handy for easy reference throughout this year, to ensure an enjoyable and informed school year. True education is the combined efforts of the student, teacher, and parent/guardian.

May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education.

May God bless all of us with a successful year! Thank you!

HCCS Staff

Our Governing Principles

1. Our primary responsibility as Christian Educators is to educate for full human effectiveness.
2. We believe in the uniqueness of each individual and we respect the sacredness of each person's self-concept.
3. Our goal is to transform the school into a community of learners.
4. In order to provide a truly redemptive learning environment, we open our students' minds to all dimensions of education.
5. We strive to create learning environments, which invite students to life and growth.
6. We are willing to be held accountable for our performance.

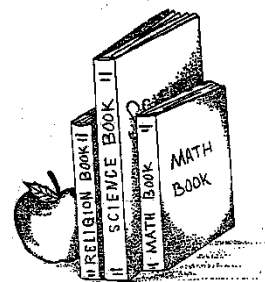
Howells Community Catholic School Policy Statement

1. Since each child has been adopted into Divine Sonship by our heavenly Father, through the merits of Jesus and has received God's Holy Spirit; we hold each person in reverence.
2. Since Christian education implies eternal values, we hold highest regard for the formation of the life of Jesus Christ encountered sacramentally in each child.
3. Since all truth frees us to love God, we correlate truths about God, His Divine Son's teachings, and Sacred Scripture with the body of academic knowledge so as to fully integrate each child's life.
4. We hope to educate each child so as to actualize his or her potential to learn and participate in society with confidence.
5. Since the atmosphere for learning in school reflects life and best learning comes from the dynamics of personal interaction, we feel that community sensitivity should be cultivated in each child.
6. Since each child is unique and possesses his or her own strengths and weaknesses, we strive to perfect the strengths of each child and develop him/her in areas of weaknesses. We feel learning is best achieved in a charitable approach to each person; we emphasize the goodness of each person in God's love.

Exit Outcomes

All graduating sixth grade students of Howells Community Catholic School will:

1. Demonstrate religious knowledge, virtues, and practices consistent with the teachings and practices of the Catholic Church
2. Demonstrate knowledge of the given core disciplines
3. Demonstrate higher order thinking skills
4. Demonstrate effective communication skills
5. Demonstrate effective social interaction skills
6. Demonstrate independent learning skills
7. Develop a commitment to life-long learning
8. Develop a commitment to good health.



Parents/Guardians

Parents/Guardians have rights and responsibilities as the first educators of the children God has entrusted to them. Collaboration with the schools, especially teachers, will promote the best interest of each student and assist the parent/guardian in fulfilling his/her role as educator. Parents/Guardians are urged to participate in school related and church related organizations and activities. Again, parents/guardians have the primary responsibility for the education of their children. They have a corresponding *right* to choose schools as the primary educators of their children. Catholic schools of the Archdiocese provide a choice of schools for parents/guardians.

"The family therefore holds directly from the Creator the mission and hence the right to educate offspring . . ." – Pope Pius XI

"Parents/guardians who have the first inalienable duty and right to educate their children, should enjoy true freedom in their choice of schools." – Vatican Council II, Declaration on Christian Education, 6.

Parents/Guardians are essential to the work of the Catholic School. Their support of and work with the school are the basis for successful Catholic education of their children.

"As for Catholic parents/guardians, the Council calls to mind their duty to entrust their children to Catholic Schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children." – Vatican Council II, Declaration on Christian Education, 8.

Parent/Guardian Rights

It is not uncommon to hear Catholic school parents/guardians declare that they have no rights in the Catholic school. It is true that the U.S. Constitution governs only those in government agencies, such as state-run schools. The U.S. Constitution was intended to provide rules of conduct for government and its officials. Thus, if you are not in a government-sponsored school, you do not have constitutional protections.

Parent/Guardian rights do exist, however, and are grounded in contract law, as discussed above. Parents/Guardians also have rights under statutory law and commonly accepted standards of fair play, known as common law. For example, federal and state statutes against racial discrimination protect Catholic school parents/guardians. These statutes, enacted by legislation, are not parts of the U.S. Constitution and can bind independent agencies, such as Catholic schools. State statutes can also provide additional protection, if they apply to government and independent schools. For example, if a state law requires schools to provide certain health-screening services or reduced-free lunch programs, Catholic schools may be required to comply with the law.

Your child's school officials are eager to provide the best possible education for students and to meet the requirements of all laws pertaining to independent schools. As stated above, however, the U.S. Constitution and its protections do not apply to the Catholic school.

You may ask, "What rights do we have in a Catholic school?" A complete listing and thorough discussion of all rights are beyond the scope of this handbook. At the very least, however, you, a Catholic school parent/guardian, have legal rights. Among them are the following:

- To have children receive an academically sound education in a Catholic environment
- To talk with school personnel and to have requests for meetings answered in a timely manner
- To receive fair hearings on concerns and grievances
- To have students supervised in a safe and appropriate manner
- To review records and respond
- To participate in the life of the school

Parent/Guardian Responsibilities

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include: (Archdiocesan Policy #5501)

- To provide your child a proper diet and balance of sleep and exercise
- To provide proper facilities for home study and to encourage conscientious completion of assignments
- To insist that your child obey the regulations and principles of good behavior and manner
- To encourage development of individual talents and interests
- To build religious and family traditions into your lifestyle
- To understand and support the religious nature of the school
- To keep the school informed as to special needs of your child and to read carefully all communications sent home from the school
- To take advantage of conference time and to request additional times as needed

- To be a “partner” with the school in the education of your child
- To be as actively involved as you can be in the life of the school and volunteer assistance when possible
- To build and support the image of Howells Community Catholic School in the community
- To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- To participate in Sunday liturgy and support your parish
- To read and support the regulation of this HANDBOOK
- To appreciate that Catholic education is a privilege that many persons do not have.

Student

The role of the student is to be an active learner who is a member of the total Catholic school community. Students are called to grow to their potential in Faith, in knowledge, in skill development, in interdependence and in service. Students shall abide by the rules of the School.

Policies

1. NON-DISCRIMINATION STATEMENT

(ARCHDIOCESAN POLICY #5003)

The Omaha Archdiocesan School-Howells Community Catholic School admits students of any color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

Howells Community Catholic School requires that all students attend and participate in our Catholic religion classes, liturgies, and other special religious activities.

2. DRUG-FREE SCHOOL POLICY

(ARCHDIOCESAN POLICY #3502)

Howells Community Catholic School is a Drug Free Environment. All steps will be taken to inform the proper authorities of any drug possession, distributing, and/or selling of controlled substances.

3. SMOKE-FREE BUILDINGS

(ARCHDIOCESAN POLICY #3501)

Howells Community Catholic School is a smoke-free environment. Smoking in the school buildings is strictly forbidden for all students, staff, and visitors.

4. ASBESTOS MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act (AHERA), passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This inspection is updated every three years; last inspection was June 2024. All asbestos areas will continue to be inspected on a regular basis and procedures implemented to assure no health hazards are present.

The management plan has been filed with the Nebraska Department of Health and is on

file in the school office. The plan is available for public inspection during office hours. Copies of the management plan will be provided to requesting parties for the cost of reproduction.

5. TUITION

Annual tuition is determined by the School Board Members each year according to the needs of the school and enrollment. It is important to follow the option chosen for tuition payments in order to help keep the school financially stable. You have the option of authorizing an automatic monthly payment from your bank account to HCCS for your tuition obligation.

(If Tuition assistance is needed please contact the Head Facilitator/Teacher.)

6. MEDICATIONS POLICY

(ARCHDIOCESAN POLICY #5007)

Please consult with your physician or dentist on the timing of medications. Some prescriptions can be written to eliminate the need for giving medication during school hours. If the medication must be given during school hours, the designated personnel will administer the medication and will keep a written record.

All **medications** to be administered must be brought to school in the prescription container and must be **properly labeled**, including child's name, name of drug, dose and time to be taken.

Legally, ***prescription medication cannot be in school without written permission.*** The physician or dentist AND parent/guardian authorization that is signed and dated must be brought with the medication. Medications taken on a regular basis will be kept on file in the school office. Any changes during the school year of dosage or time must be given to the school in writing by the physician or dentist and given to the school office.

A note **MUST CONTAIN** the child's name, parent/guardian's signature, name of medication, medication dosage and frequency, and the date. Over-the-counter medication (such as Tylenol, etc.) will not be purchased and administered by Howells Community Catholic School.

6A. ASTHMA POLICY

(ARCHDIOCESAN POLICY #5007A)

Catholic schools, both accredited and approved, should be prepared to implement an emergency treatment plan, known as a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction.

Protocol implemented by trained staff members:

- 911 is called first
- EpiPen injection is given
- Albuterol is provided through a nebulizer.

Parents/Guardians having a student with a known allergic condition or asthma must provide the following to the school staff: *Written medical documentation, instructions, and medications as directed by a physician.*

(ARCHDIOCESAN POLICY #5007C)

6B. ADMINISTRATION OF MEDICATION FOR STUDENTS WITH SEIZURE DISORDERS

At least one employee at Howells Community Catholic School will be trained to administer or assist with the self-administration of seizure rescue medication or medication prescribed to treat seizure disorder symptoms. After initial training, these employees will undergo at least one hour of self-study review of seizure disorder materials at least once every two years.

Prior to the administration of seizure rescue medicine or medication prescribed to treat seizure disorder symptoms, the student's parent of guardian will annually:

1. Provide the school with a written authorization to administer the medication at school.
2. Provide a written statement from the student's health care practitioner containing the following information:
 - A. The student's name
 - B. The name and purpose of the medication
 - C. The prescribed dosage
 - D. The route of administration
 - E. The frequency that the medication may be administered
 - F. The circumstances under which the medication must be administered
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy.
4. Work with the school to develop a seizure action plan.
 - A. This seizure action plan will be kept on file in the office of the school nurse or school administrator
 - B. This seizure action plan shall be distributed to the school personnel responsible for the supervision or care of the student for whom the plan was created.

Students with a seizure disorder are permitted to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with the student's seizure action plan.

7. IMMUNIZATIONS

(ARCHDIOCESAN POLICY #5009)

Under the State Law, all schools are to require all students under the age of 12 to be immunized against Diphtheria, Tetanus, Pertussis, Polio, Mumps, Measles, and Rubella. Hepatitis B and Chicken Pox vaccinations are required for incoming Kindergartners, 7th Graders, and out-of-state transfers. (There may be future State requirements.)

8. INSURANCE

Student Accident Insurance is not available through Howells Community Catholic School.

9. EMERGENCY FORMS

Emergency Contact Forms are kept on file for each family. Please fill out the form (black ink), and notify the people whom you designate for emergency contacts -- let them know when they are on call. Please notify the school of any changes on your Emergency Contact Form.

10. EMERGENCY PROCEDURES

If an emergency arises pertaining to a STUDENT: Medical attention will be administered immediately, Emergency personnel (911) will be contacted and parents/guardians will be contacted as soon as possible. If a parent/guardian cannot be reached, then the emergency contact person is called.

If an emergency arises pertaining to the SCHOOL COMMUNITY: Students and staff practice emergency procedures on a regular basis. If a school-wide emergency arises, we will contact the parents/ guardians in a timely matter.

10A. COUNSELING – RULE 10

Counseling references are available upon request. A crisis team is available whenever the need should arise.

11. ATTENDANCES AND ILLNESS

(ARCHDIOCESAN POLICY #5015)

Prompt and regular attendance is part of a successful learning experience. Class begins at 8:15 a.m. Students arriving between 8:15 and 9:15 will be considered tardy. We do not give “Perfect Attendance” awards.

SCHOOL HOURS (004-02A2) By state regulation law, students must attend a school that has scheduled 1,032 instructional hours or more. HCCS is in compliance with this state regulation.

A parent/guardian or designated person must “**sign out**” for the student when leaving during a school day, and must “**sign in**” when returning or arriving late to school.

11A. ABSENCES

When a child is absent, the parents/guardians are asked to call the school and notify the teacher in the morning before 8:15 a.m. Arrangements will be made for the homework to be sent home.

If the parent/guardian fails to contact the school prior to 8:15 a.m., the school will contact the parent/guardian to find out the student’s status.

A **phone call or signed note by a parent/guardian** explaining the student’s absence is required for an excused absence and for appointments that require the student to leave school.

Excused absences may include: sickness, accidents, funerals, unavoidable doctor and dental appointments, family illness or emergency and prior notice absences.

Students who are absent *frequently* may not be able to keep up with the class assignments. Arrangements will be made to help the student complete and understand missing assignments.

Absences due to vacation: If adequate notice is given, the teacher may provide some of the missed assignments. Students will receive the homework they missed upon their return to school. The teacher may require a period of time in which the homework is due.

11B. TRUANCY

(ARCHDIOCESAN POLICY #5017)

Truancy is the violation of Nebraska’s Compulsory Attendance Law (79-209) through excessive absences from school. Administrators carefully review all student absences and communicate with parents/guardians whenever absences for reasons other than serious illness occur. They also advise parents/guardians of the following guidelines and procedures.

When a student’s absences (excused or unexcused) exceed five days or equivalent hours per quarter, or twenty days or equivalent hours for a given year, the school shall:

- Notify parents/guardians of the potential for charges of truancy
- Work with the parents/guardians in documenting a plan to avert excessive absences.

If the student fails to meet the conditions of the documented plan, the school will serve written notice to the parent or guardian, warning him or her to comply with the Nebraska Compulsory

Attendance Law and advising him or her that failure to do so will be reported to the county attorney.

Upon the next failure to meet the conditions of the plan, the school shall file a report with the county attorney. (Policy Approved: May 31, 2000)

11c. RELEASE OF STUDENTS

If a change in daily routine for release of student is needed, please notify his or her respective teacher(s). A child shall be released from school only to the child's custodial parent/parents or guardian of the child, unless a phone call or written note is received in advance.

This policy also applies when a child is released due to illness, or goes home with another student.

12. HEAD LICE

The following procedure will be followed upon detection of head lice and/or nits.

1. Parents/Guardians are called from the school office informing them of the problem.
2. Child is sent home for treatment.
3. Materials are sent home on treatment procedure.
4. Students asked to be returned to school as soon as possible with proof of treatment. One bottle of shampoo per child plus purchase receipt shall be returned to school when child resumes attendance.
5. Students checked upon returning to school.
6. Nits are not allowed to remain in hair.
7. Students who are found to have nits or live lice on three consecutive checks are suspended from school for five (5) days and/or upon returning to school must provide a doctor's release to verify absences of all lice and nits.
8. If one student in a class is found to be infected, all students in the school are checked as soon as possible.
9. In classrooms where lice is detected, the students bag all personal articles of clothing (hats, caps, coats, scarves, etc.) in plastic garbage bags for two weeks in an attempt to help prevent spread of infestation.

13. ADMISSION

(ARCHDIOCESAN POLICY #5001)

A baptismal certificate is necessary for records if the child was not baptized at Sts. Peter & Paul, St. John Nepomucene, or Holy Trinity parishes.

State law requires a physical examination by a qualified physician within six months prior to the beginner grade; or in the case of a transfer from out of state to any other grade of the local school.

Any student seeking admission to HCCS and has been previously home-schooled and/or has no formal school record will be subjected to an admission test. We reserve the right to evaluate all new students and to use the results to place them in an appropriate educational setting. All testing will be discussed with parents, teacher, and administrators. HCCS reserves the right not to accept a student if the school is unable to meet the student's educational or spiritual needs.

13A. TRANSFER STUDENTS

The grade level teacher facilitator will review the educational reports of the student

seeking admission. If the student's records show below grade level achievement, the school will administer an entrance test. Parents/guardians, teacher, and teacher facilitator will discuss how to best meet the needs of the student.

13B. HOME SCHOOLING:

Any student seeking admission to HCCS and has been previously home schooled and/or has no formal school records will be given an entrance test. All testing will be discussed with the teacher(s), teacher facilitator, and parents/guardians to determine how to best meet the needs of the student.

13C. PROGRESSION THROUGH THE GRADES

"The school has its standards for promotion to the next higher grade. A parent/guardian cannot force a promotion." – Words taken from the Archdiocesan Department of Education

Any student who is unable to achieve the basic grade level requirement in our school needs to be given special considerations as to how this student can best benefit from the program that our school offers.

1. The teacher must teach grade level requirements to all students in the class and the students will be graded according to the grade standards. The teacher will give reasonable educational support to the slower students as well as reasonable educational challenge to the gifted students. The students have a right to this equality.
2. The parents/guardians and teacher will discuss test results and classroom performance.
3. Early in the year, the parents/guardians will be notified of the student's difficulty in handling the grade level material and recommendations made for formal diagnosis through testing at the Public School--in order to better understand the strengths and weaknesses of the student's ability to achieve.
4. Discuss other possible helps for the student--such as:
 - Attending part-time Special Educational classes at the Public School, but remaining in the regular classroom for other classes.
 - Special tutoring help sought for the child.
 - Given two years to complete the year's requirements.
 - Attending a possible summer school program

14. SCHOOL OPENING / DISMISSAL

School doors remain locked at all times. Our regular start time is 8:15 a.m. Doors are unlocked at 7:55 am. Regular dismissal time will be approximately 3:30 p.m. There is **NO SUPERVISION** before 7:50 a.m. or after dismissal and bus departure. Students who walk or are dropped off should not arrive before 7:45 a.m. and need to be picked up between 3:30 or 3:45 if riding with a sibling from HDC.

Weather related early dismissals or late starts are determined by the public school. Announcements will be sent via the Alert Now System. Announcements can be heard or read online at 107.9 The BULL.

15. SCHOOL LUNCH TIME / HOT LUNCHES / MILK

Grades K-6 dismiss for lunch about 11:00. All students, including those who carry their

lunch, will walk to the Public School to eat.

We participate in the hot lunch program offered by the public school. Information will be provided. Payment is made to **HCCS LUNCH**.

Nondiscrimination Statement

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 (including gender identity and sexual orientation), age disability 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, audiotope, 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:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Milk – Our students have an opportunity to have milk during the school day. Please fill out the milk form if you are interested.

16. CLASS ASSIGNMENTS & HOMEWORK TIME

Homework is an important part of each school day. Parents/guardians can best assist their children by providing a place for quiet study. Homework refers to study or research as well as to written work. Normally, every student will have some homework every night.

The homework assigned is usually that of completing the day's assignments or mastering skills.

This may include practicing spelling words, math facts, reading stories or completing written assignments. We encourage students to read from their library books each evening. If there are questions about an assignment, please communicate with the teacher.

17. TESTING & REPORT CARDS

(ARCHDIOCESAN POLICY #6505)

In addition to the administration of teacher-made and Unit tests, which are part of the curriculum, a number of standardized tests are given during the year to help the teacher better evaluate the progress of the student and to be able to give extra help when needed.

Quarterly Report Cards are to be signed by the parents/guardians and returned each of the first three quarters.

Two Parent/Guardian/Teacher Conferences are available. At first quarter all parents will be scheduled to meet with their teacher. Third quarter conferences will be on a as needed basis.

18. GRADING SCALE

Grading Scale

Howells Community Catholic School will use the following grading scale:

A	94-100	E = Excellent
B	86-93	S = Satisfactory
C	78-85	I = Improving
D	70-77	N = Needs Improving
F	Below 70	

19. NON-CUSTODIAL PARENT PROCEDURES

(ARCHDIOCESAN POLICY #5503)

In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to the other school-related information regarding the child upon request. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Children will not be released to a non-custodial parent unless specified by written notice to the office.

20. OPEN DOOR POLICY

An open house is held at the beginning of the school year to allow parents/guardians and community members to become acquainted with classroom policies and activities. Our school has the open-door policy in which we welcome you to come and see us in action. This time is for observation and not to be used as a parents/teacher conference. However, we ask that you wait to visit for the first 3-4 weeks. This gives the student(s) and teacher time to adjust to their new

surroundings, schedules, and procedures. Please notify the classroom teacher or teacher facilitator if you are planning to visit.

21. COMMUNICATIONS

Frequent communication between home and school is important. Information is provided to parents/guardians through a group text message system to quickly send information, a group e-mail to send out notes and we will continue to send written information as needed.

Keep in mind that when you have questions about your child's performance or interactions with other students, your first communication should be made with the classroom teacher. If further discussion is needed, please contact the teacher facilitator, who in turn will communicate with the pastor or school board members as needed. Additional information can be found on monthly calendars, Sunday parish bulletin or the school website (www.sites.google.com/hccs.esu7.org/hccs). Follow our Facebook page for school happenings.

Disagreement Regarding School Programs & Activities (Archdiocesan Policy #5502)

If parents/guardians are seriously dissatisfied with an aspect of the school's program or activities which the school's governance body has deemed as integral to or in the best interest of the school's goals, they may wish to exercise their option of choosing another school for their child or children.

If serious dissatisfaction results in continued agitation on the part of parents/guardians, the school's governance body will assess the impact of such agitation, and after discussion of the matter with the parents/guardians, may exercise the school's prerogative to withdraw permission for the enrollment of the child or children.

21A. CELL PHONE POLICY

If a student brings a cell phone to school, it will need to be turned off and turned into the office during the day, where it will be kept in a safe location. Students may not keep their cell phones in their book bags, desks, or on their person. Students may pick up their cell phones from the office at the end of the day. If a student is found to have a cell phone in his/her possession during the day, a parent/guardian will need to come to school to retrieve the cell phone.

This cell phone policy applies to any electronic device that has Wi-Fi or data capabilities. The school will not be responsible for any damaged, stolen or lost cell electronics.

Special exceptions or changes to this policy may be made by the administration at any time.

22. TEACHER EDUCATION

HCCS only employs certified teachers. To insure on-going progress, the continued education of teachers is encouraged. In-service days and faculty meetings are required by the Archdiocesan Office and are necessary for efficient teaching and unity among the faculty. Teachers are required by the archdiocesan office to submit to a background check; this check is

done on a national level.

22A. SAFE ENVIRONMENT

As mandated by the Archdiocese of Omaha, staff/volunteers who “have regular contact with children,” are required to participate in the Safe Environment Training session and undergo a background check, prior to their assistance in the school.

23. DRESS CODE/APPAREL

Students at HCCS are expected to take pride in their personal appearance. Parents are expected to assume the primary responsibility for appropriate clothing choices.

Our students are not required to wear uniforms. Students are asked to wear red school shirts for certain events throughout the year.

Shorts Policy - Students are allowed to wear shorts from the first day of school through October 31st, weather permitting. In the spring students may begin wearing shorts March 1st through the end of the school year, weather permitting. Shorts should be a respectable length, about 3 inches above the knee. When wearing biking shorts, leggings, jeggings, yoga pants, or any tight fitting garment, the student must wear a shirt, long vest or covering that covers to mid-thigh.

1st /2nd infraction – If the top is an inappropriate length, the student will be given a long sleeved shirt to tie at the waist.

3rd infraction – Parents will be called to bring appropriate clothing.

Please be aware of pictures and wording on fronts and backs of t-shirts. We ask that students do not wear tank tops or spaghetti straps. Due to safety concerns, students are not allowed to wear flip-flops.

Boys’ hair must be cut in a style that does not touch the collar.

24. CHILD ABUSE REPORTING REQUIREMENTS

When any school staff member has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes such person be subjected to conditions or circumstances which reasonably result in abuse or neglect, he/she is required by law to report such incidents to the proper law enforcement agency. Excessive absences may be an example of neglect.

25. FAMILY RIGHT TO PRIVACY ACT

Howells Community Catholic School voluntarily complies with the provision of the Buckley Amendment. Parents/Guardians have the right to request access to their child’s official file. This request must be in writing and at least 24 hours in advance. When a student transfers, records will be forwarded to the student’s new school upon receipt of a signed request forwarded from the new school.

26. FIELD TRIPS

(ARCHDIOCESAN POLICY #5504)

Field Trips will meet educational objectives. Permission and Health Medical Release Forms, provided by the Archdiocese, must be signed by the parents/guardians. No oral or other notes will be accepted for permission for the child to attend the event. The permission form must

be signed and returned or the child will not be able to attend the event.

Parents/guardians will be informed of dates, times, and places of all trips in advance. If students must travel in cars, the number of passengers in a vehicle will not exceed the number of seat belts available. Students are required to wear seat belts. A parent driving must give a copy of insurance and driver's license and follow the instructions of the teacher in charge of the field trip.

All staff members who drive for field trips are required to take the Defensive Driving training as offered by Catholic Mutual.

27. FUNDRAISERS

Fall Fundraisers

- Golf Scramble-August at the Club 91 in Leigh
- Craft Show – October, Howells Ballroom
- Janet's Jungle
 - Fall Fundraiser (Mums) October/November
 - Poinsettias Sales – December
- Gift Cards Script Money – November/December

Spring Fundraisers

- Fun Fest – March, Howells Ballroom
- Janet's Jungle –Seed and Plant Sales, March/April

Ongoing Fundraisers

- QSP Magazine Drive – <https://gaschoolstore.com/>
- Box Tops for Education – Online App
- Apples For Students – Bills Food Mart
- Computer Cartridge Recycling

28. MASS

(ARCHDIOCESAN POLICY #6501)

Mass is a vital part of a catholic student's Education. Students will attend Mass at Saints Peter & Paul Church on Monday and Wednesday mornings. Mass begins at 8:15. Students have an opportunity to serve at the alter and be liturgist. All students participate in the liturgy through pray and song.

29. RIDING BUSES

No bus services.

30. MONEY MATTERS

We ask that when cash or checks are brought to school, it be in an envelope labeled with the child's name and purpose of payment. The office prefers that payment for different activities or fundraisers are kept separate.

31. SPECIAL SERVICES

In collaboration with HDC, we are able to provide special services when a need is

determined through the student assistance team (SAT) process. The speech/language teacher, who is contracted through ESU, works with students at our school. Title I Reading & Math are provided to students as needed at our school building. See Title I Compact on page 18.

32. MUSIC

HCCS employs a part time certified music teacher. This individual provides music education on a weekly basis. Students participate in a Christmas program and provide the music for daily mass.

33. LIBRARY/MEDIA – RULE 10

Library/Media students in K-6th grade have a scheduled weekly library/media period. During this time, they learn library skills and have the opportunity to check out books. Students are provided times during the week to check out books for personal enjoyment or for research purposes.

34. COMPUTERS

Students have access to laptop use in the classrooms at designated times. All students have access to Internet Communications. Parents/guardians and students are asked to review the following policy and sign the Computer and Internet Access Permission Form indicating that they understand our policy. Emails are inter-school domain only.

34A. TECHNOLOGY USE POLICY

(ARCHDIOCESAN POLICY #5061)

HCCS Computer and Internet Access Agreement

Parents/Guardians & Students: The purpose of this agreement is to outline the rules for using computers and the Internet at HCCS. Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the Internet, all parents/guardians and students must understand the rules for usage.

Please read the following with your child/children. We ask that you sign the Computer and Internet Access Permission Form and return it to school.

The Internet is an electronic highway connecting millions of individuals and computers all over the world. This will give students and teachers access to information and news from around the world.

With this access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the valuable information far outweighs the possibility that users may obtain material that is not consistent with the educational and spiritual goals of HCCS.

Guidelines of Acceptable Use:

A. The use of school computers is a privilege, which may be taken away if the student uses computers or the Internet improperly, or causes damage to computer hardware or software.

B. Each student is responsible for good behavior while using computers and/or the Internet. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to the use of the school computers and the Internet. Improper use may lead to

computer privileges being taken away from the student. Examples of improper use include, but are not limited to, the following:

- Using obscene language in any computer files or documents
- Violating copyright laws
- Using another person's ID and/or password
- Accessing another person's folders, documents, or files
- Using electronic resources for personal or commercial profit making enterprises
- Using electronic resources for inappropriate activities, such as harassment, hate speech, or illegal conduct
- Searching, collecting, distributing, or publishing profane, obscene, or sexually graphic material
- Other use that compromises the integrity or security of the school's or any other user's electronic resources including hardware/software, networks, or files

C. Improper use of the school computers and/or Internet may result in any one or more of the following consequences.

- Individual computer and Internet access privileges taken away for a determined period of time
- Conferences with parent/guardian
- School disciplinary action according to the handbook and posted rules
- Appropriate legal action

D. HCCS has the right to review and monitor all student activities on school computers. A staff member will supervise all computer and Internet activity. This does not necessarily mean that the staff member will be at the computer with the student.

E. Disclaimer - HCCS is not responsible for:

- Information stored on school hardware or networks
- Information retrieved through school hardware or networks
- Unauthorized financial responsibilities resulting from use of electronic resources

34B. COPPA Student Privacy Notice:

Our school may contract with publishers or online providers to offer online curriculum that aligns with school standards or other services that support the teaching and learning process of the students. These applications or websites are offered for the benefit of the students and our school. Online providers give our school full notice of their collection, use, and disclosure practices.

In order for our students to use these educational programs and services, certain personal identifying information, which may consist of the student's name, username, email address, grade level, age and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit:

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator.

By acknowledging receipt of the Student/Family Handbook, you consent for our school to provide personal identifying information to operators of approved web-based educational programs and services strictly for educational purposes.

Parental Notification of Online Products Used:

Online Website or Service	Primary Purpose	Privacy Policy
Google G-Suite for Education, Classroom, Groups, Meets, Hangouts, Sheets, Sites, Slides	Online teaching and learning framework	https://gsuite.google.com/terms/education_privacy.html , https://cloud.google.com/security/compliance/coppa/
Renaissance Learning: Star Math, Star Reading, Accelerated Reading, Freckle, MyOn, Nearpod	Student assessment and learning support	https://www.renaissance.com/privacy/
IXL	Support Student Learning	https://www.ixl.com/privacypolicy
Keyboarding Online	Support Student Keyboarding	https://www.keyboardingonline.com/tos/
Amplify	Reading Program	https://amplify.com/customer-privacy/
Mystery Science	Science Program	https://mysteryscience.com/terms
Learning A-Z	Support Student Reading	https://help.learninga-z.com/en/articles/7216595-privacy-policy

35. DISCIPLINE POLICY – ACADEMIC & BEHAVIORAL

The primary function of the school is to provide a quality education in a Christian atmosphere. Parents/guardians and teachers work together to help students to develop spiritually, academically, and socially as positive Catholic members of a faith-filled society. Discipline is an integral part of the learning process as it teaches students self-control and acceptable behavior in a group setting.

Detentions, Suspensions, and Tutorial help

There are two types of detentions: “**academic**” and “**behavioral**.”

- The following contains some reasons for an “academic detention:”
 - Incomplete assignments

- Assignments that are late
- Work of poor quality
- Not working up to a student's ability

The student may be given “**tutorial help**” during an “academic detention”.

2. The following contains some reasons for a “behavioral detention”:

- A student showing disrespect or repeatedly failing to comply with directions of teachers, substitute teachers, teacher aides, administrator, Father, supervisors, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
- Disturbing a class with inappropriate noise or talking.
- Inappropriate misconduct of any sort (hitting, shoving, tripping, bad language, theft, etc.)
- Being in the hallways, library, restrooms, or any other place without a teacher's permission.
- Disturbing other classrooms with noise, talking, or running in the halls or down the stairs.
- Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds.
- Failure for returning the SIGNED” conduct referral” required for the next day.
- Bullying of other students.

Conduct Referral

When a student is given a “**Conduct Referral**” from their teacher, it MUST be signed by a parent/guardian and MUST be returned the following school day. The **third** “**Conduct Referral**” can result in a **20 minute Detention** after school the following school day. Either a Parent or Guardian MUST pick up your child no later than 4:10 p.m.

The 4th Conduct Referral = In-School Suspension - whereby the student is totally isolated, under supervision, for one day. Student may work only on assigned schoolwork. The student will receive credit for work accomplished but it must be on time, neat, completed, etc. The student may not be allowed to have recess or lunch with the other students, and must bring his/her lunch to be eaten in HCCS. This step, as well as consultation with the Superintendent and Administrator, will be taken because other methods for improving conduct have not shown a positive change.

****Continued misconduct may result in the exclusion of the student's participation in any of the school's special activities (field trips, school plays, assemblies, etc.) as well as the possibility of expulsion.**

A sample of the Detention Form, Behavioral Referral, and Academic Referral is shown at the end of this Handbook.

Student Offensive Conduct, Bullying or Harassment (Archdiocesan Policy #5032)

Student offensive conduct, bullying or harassment (repeated incidents of such conduct) on the basis of a person's gender, orientation, race, color, age, religion, national origin, marital status or disability is prohibited. Offensive conduct, bullying or harassment will result in suspension or expulsion.

Examples of offensive conduct, bullying or harassment include but are not limited to the following:

- a. Explicit and offensive references or gestures;*
- b. Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions;*
- c. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;*
- d. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.*

Procedures for Reports and Investigations Relative to Offensive Conduct, Bullying, or Harassment (Archdiocesan Policy #5033)

An individual who has complaints of offensive conduct, bullying or harassment will report such conduct to the Head Teacher. If an individual feels uncomfortable with bringing the matter to the Head Teacher, or if the Head Teacher is thought to be involved in the offensive conduct, bullying or harassment, this individual will inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated and a written report will be made concerning the results of the investigation.

If it is determined that offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion, will follow.

The school will not tolerate retaliation against any employee or student who complains in good faith of offensive conduct, bullying or harassment or provides in good faith, information in connection with any such complaint.

The school will assist persons falsely accused of offensive conduct, bullying or harassment in making known to appropriate parties the false complaint. The school will take disciplinary action, which may include dismissal or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying or harassment.

If the principal/administrator determines that there is reasonable cause to believe that child abuse has occurred, the principal/administrator shall make a report to the Child Protective Services (“CPS”) Division of the Nebraska department of Health and Human Services or law enforcement. The offending conduct may also violate the Safe Environment Policies of the Archdiocese of Omaha.

If the offensive conduct is of a sexual nature, then the directives of the Dallas Charter and the Omaha Archdiocesan program, Respecting

all God's People, will take effect. (Refer to Policy #4015 Due Process/Grievance Procedures)

36. WEAPONS POLICY

(ARCHDIOCESAN POLICY #5036)

Students are forbidden to knowingly and voluntarily possess, handle, transmit or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school related purpose would be considered a weapon.

The following are examples of instruments ordinarily or generally considered weapons: Knives of all types, guns, lead pipes, chains, chuck—sticks, throwing stars, darts, metal knuckles, unauthorized tools, fireworks, explosives and other chemicals.

Police may be contacted when there is a suspected violation of criminal laws concerning weapons.

A first offense in violation of the weapons policy may result in immediate suspension and may result in expulsion. The School Board and Pastor following a special hearing may reconsider the expulsion.

37. GENDER POLICY

All efforts to form and accompany young people, especially in relation to human gender, must recall the intrinsic dignity of the human person. It is necessary to affirm that “the dignity of the human person is rooted in (their) creation in the image and likeness of God.” Image and likeness find their expression in each of the two sexes as they provide an “image of the power and tenderness of God, with equal dignity though in a different way.” Thus, male and female are unique and complementary. Moreover, “biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated.”

Today, this reality of creation, sex and gender is sometimes misunderstood and ignored. Parents have the first responsibility for the education of their children; therefore, Catholic schools partner with parents in communicating the Gospel and drawing young people closer to Jesus Christ. The Archdiocese of Omaha provides this school policy, rooted in the Catholic understanding of gender, to guide the accompaniment offered to those experiencing gender dysphoria and/or incongruence in our school communities.

1. In the Archdiocese of Omaha, all Catholic schools shall respect the biological sex of each student and shall apply all policies and procedures in relation to that student according to each student's God-given biological sex.
2. All students shall conduct themselves in accord with their God-given biological sex as it relates to the use of personal pronouns, dress code, use of public bathrooms, and participation in school-sponsored activities. All official school documents shall likewise reflect the student's biological sex.
3. Admission or retention will not be denied based solely on a student's experience of gender dysphoria. If a student experiences gender dysphoria and/or incongruence, school leaders and pastors shall partner with parents to establish and accompaniment plan. This plan must follow the teachings of the Catholic faith.
4. If at any time, parents, guardians or students desire accommodations or accompaniment that do not follow this policy, it may be necessary to begin the school transfer process

for the good of the student and the school community. At every stage of this process, parents and guardians will be invited to their parish for pastoral support.

Policy Approved: December 9, 2022

Implementation Date: August 1, 2023

38. SCHOOL WELLNESS POLICY

Howells Community Catholic School

Howells, NE

Updated, April 2024

I. Purpose and Goals

The Howells Community Catholic School Wellness Policy desires to promote healthy students and healthy living by supporting good nutrition, nutrition education, and regular physical activity. We strive to promote student health and reduce childhood obesity. Howells Community Catholic School will achieve the goals of this policy by:

- A. Involving parents, students, board members, teachers, and other interested persons in the development, monitoring and review of this policy.
- B. Developing goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness as established by the Nebraska Department of Education.

II. Nutrition Education Goal

All students will be educated in good nutrition practices as part of each classroom's science and health curriculum.

- A. Implementation
 - a) Meet with staff to list meaningful activities that can be integrated into the school's science and or health curriculum.
 - b) Collect generated listing of activities and develop time line for implementation.
 - c) Water will be available to students throughout the school day.

B. Monitoring

- a) Provide opportunities for staff to discuss progress.
- b) Make modifications to implementation as needed.

C. Evaluation

- a) Students write about or illustrate a healthy practice they are practicing on a regular basis.
- b) Tabulate number of integrated lessons taught.

III. Physical Activity Goal

Students will be given opportunities for physical activity during the school day through recess periods and the integration of physical activity into the academic curriculum.

A. Implementation

- a) Recess: Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors. Students who are idle during recess are to be encouraged by supervising staff to engage in physical activity.
- b) Teachers encourage healthy living and will integrate physical activity into lesson plans when it is permissible.

B. Monitoring

- a) Work and staff to determine responsibilities of staff members.
- b) Make adaptations, modifications as needed.

C. Evaluation

- a) Collect information from students and parents about family physical activity.
 - b) Survey staff about effectiveness of efforts made to increase physical activity.

IV. Other School-based Activities Designed to Promote Student Wellness

Offer other suitable opportunities and examples to students to engage in health promoting activities.

A. Implementation

- a) The school's playground will be make available to use by students outside the normal school day, subject to safety and risk management considerations.
- b) The staff will strive to be role models in practicing healthy eating habits.
- c) Extracurricular programs will be encouraged and made available to students when possible.

B. Monitoring

- a) Staff will monitor the lunch schedule and discuss effectiveness of plan.
- b) Information will be reviewed and adjustments make as needed.

C. Evaluation

- a) Staff will observe and review if allotted time allows for desired results.
- b) Students will share their reaction to the schedule

V. Nutrition Guidelines for all foods and beverages available at School

Efforts are made to include healthy snack choices for classroom celebrations, parties, and field trips. NOTE: The lunch program is through the local public school.

A. Implementation

- a) Review current procedures and practices for use of snacks for classroom celebrations, parties and field trips.
 - b) Our school will ensure that student access to foods & beverages meet federal, state and local law & guidelines. Which includes the USDA Smart Snacks in School Nutrition Standards.
- c) Engage students in discussions about the need for healthy snacks at school.
- d) Invite knowledgeable guest speakers to meet with students about the need for making healthy snack choices.

B. Monitoring

- a) Analyze data and input collected related to snacks currently available in the school
- b) Monitor student, staff involvement and make modifications as needed.

C. Evaluation

- a) Tally results from input received from staff and students relative to the changes made at the school level involving healthy snacks.
- b) Determine next steps for the 2025-2026 school year.

VI Triennial Assessment

The committee & school board shall assess & review this policy at least every 3 years to determine:

- A. Compliance with this policy
- B. How this policy compares to NDE model Wellness Policies
- C. Progress made in attaining the goals of this policy

Our school will inform families each year of basic information about this policy, including content, any updates to the policy and the names & contact information of the Wellness committee. We will also encourage parents to get involved by contacting anyone on this committee. We will send this information out at the beginning of each year in the Parent Packets.

VII Public Notice

Our school will provide access to this policy to the public by positing it to our school website (www.sites.google.com/hccs.esu7.org/hccs) and including this policy in our student and staff handbooks.

Our school will retain these records to document compliance with the requirements of the Wellness Policy at our main office at school.

VIII Leadership

The following are responsible for the managing of the Triennial Assessment & their contact information.

Karen Baumert – kbaumert@hccs.esu7.org

Jamie Bayer – jbayer3@hccs.esu7.org

Members of our Wellness committee:

Karen Baumert – kbaumert@hccs.esu7.org

Jamie Bayer – jbayer3@hccs.esu7.org

Mary Jo Kampschnieder – mkampschnieder@hccs.esu7.org

Laurie Schlautman – lschlautman@hccs.esu7.org

Rachel Marty – rrupprecht@hccs.esu7.org

Meredith Crogan – mcrogan@hccs.esu7.org

DeAnne Rocheford – drocheford@hccs.esu7.org

To Parents of students attending Title I: We are required to give you a copy of the Title I Compact that is in conjunction with Howells-Dodge Consolidated Public School. Please read with your child. By signing the handbook page in your forms packet, it will be considered that you agree with this compact; you do not need to sign this page. Thanks.

Howells-Dodge Consolidated/HCCS PARENT/STUDENT/TEACHER 2043-2025 TITLE I COMPACT

Howells-Dodge Consolidated Public Schools agrees to provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet state academic achievement standards.

Parent/Caring Adult agreement:

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- show respect and support for child, teacher, and school
- communicate with child and school on an on-going basis
- provide reading time and materials
- provide place, time and assistance for practicing skills
- model life-long learning

Parent Signature _____ Date _____

Student agreement:

I know my education is important to me. It will help me become a better person. I agree to do the following:

- show respect and pride for self, school, and others
- demonstrate responsibility by being prepared and completing assignments
- believe I can and will learn

Student Signature _____ Date _____

Title I Teacher agreement:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- communicate expectations clearly
- believe each student can learn
- help each student reach full potential
- provide an environment conducive to learning
- maintain open lines of communication between school and family on an on-going basis

Teacher Signature _____ Date _____

HOWELLS COMMUNITY CATHOLIC SCHOOL

“It’s not for School ~ but for Life ~ that we learn.”

Since the “Family” Howells Community Catholic School Handbook contains much of the essential information about HCCS, it is important that **each student and each parent/guardian** read it in order to better understand the school. It is expected that each student and parent/guardian will make a sincere effort to comply with the regulations, and will support the religious, Christian, and Catholic nature of the school.

When all parents/guardians and your children who are students of HCCS have read this Handbook, and you intend to abide by the philosophy and rules set forth, we ask both parents/guardians and all HCCS students to please sign the “*Academic & Behavioral Discipline Policy Form*” and the “*Computer & Internet Access Agreement*” on the back side, and return to school. Your signatures will be kept on file in the office.

SAMPLES OF CONDUCT REFERRALS

Howells Community Catholic School BEHAVIORAL CONDUCT REFERRAL

“The purpose of discipline is to provide a classroom situation conducive to learning for students, and to promote character training.”

Today's Date: _____

_____ In Gr. _____ has been given this referral for:

- _____ 1. Showing disrespect or repeatedly failing to comply with directions of school personnel.
- _____ 2. Disturbing the class with inappropriate noise or talking.
- _____ 3. Inappropriate misconduct as described below in "comments".
- _____ 4. Being in the hallways, library, restrooms, or any other place without a teacher's permission
- _____ 5. Disturbing other classrooms with noise, talking, or running in the halls or down the stairs.
- _____ 6. Willfully causing or attempting to cause damage to private or school property.
- _____ 7. Failure for returning the SIGNED "Conduct Referral" required for the next school day.

Comments:

(Teacher's Signature)

(Date)

(Head Teacher's Signature)

(Date)

(Student's Signature)

(Date)

(Parent's Signature)

(Date)

**THIS FORM MUST BE SIGNED AND RETURNED
THE FOLLOWING SCHOOL DAY!**

HOWELLS COMMUNITY CATHOLIC SCHOOL ACADEMIC CONDUCT REFERRAL

“The purpose of discipline is to provide a classroom situation conducive to learning for students, and to promote character training.”

Today's Date: _____

_____ In Gr. _____ has been given this referral for:

- _____ 1. Incomplete Assignments.
- _____ 2. Assignments that are late.
- _____ 3. Poor quality work.
- _____ 4. Not working up to his/her ability.
- _____ 5. Other: _____

Comments:

(Teacher's Signature)

(Date)

(Head Teacher's Signature)

(Date)

(Student's Signature)

(Date)

(Parent's Signature)

(Date)

**THIS FORM MUST BE SIGNED AND RETURNED
THE FOLLOWING SCHOOL DAY!**

SAMPLE OF DETENTION FORM

**HOWELLS COMMUNITY CATHOLIC SCHOOL
DETENTION FORM**

Date: _____

Dear Parents/Guardians of:

(Student's Name) (Grade _____)

Is scheduled to remain after school with

(Staff Members)

On _____
(Day/Date)

Until 4:00 PM at which time a parent/guardian must pick him or her up. Please make arrangements.

This time is necessary for _____.

Behavioral detention

Academic detention

Other _____

**This form must be signed and
returned the following school day:** _____

(Parent/Guardian Signature) (Date)

(Teacher's Signature) (Date)

(Head Teacher's Signature) (Date)

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