

# Hull Protestant Reformed Christian School

## Parent – Student Handbook

2017-07-03, 8<sup>th</sup> Edition

### Contents

CONSTITUTION .....	1
GENERAL INFORMATION .....	7
SCHOOL POLICIES .....	9
LIBRARY, MUSIC, HEALTH .....	19
GYMNASIUM RENTAL .....	21
MEETINGS .....	21
PUBLICATIONS .....	22
GRIEVANCE PROCEDURE .....	22
DRESS GUIDELINES .....	22
GUIDELINES FOR BEHAVIOR .....	23
GENERAL SCHOOL RULES .....	25
ACCEPTABLE COMPUTER/INTERNET USE POLICY .....	26
COMPUTER LAB RULES .....	28
STATE MANDATED ITEMS .....	29

# CONSTITUTION

## **Article 1. Name**

The name of this organization is Society for Protestant Reformed Education of Hull, Iowa.

## **Article 2. Basis**

The supreme standard of the Society for Protestant Reformed Education of Hull, Iowa, shall be the Scriptures of the Old and New Testament, herein confessed to be the infallibly inspired Word of God, and the three forms of unity, the Heidelberg Catechism, the Canons of Dordrecht, and the Netherlands or Belgic Confession. These form the basis for administration, instruction, and discipline in the school.

Acknowledging that the Scriptures, in instructing us of God, ourselves, and God's creation, contain basic principles authoritative and relevant for education, we hold that:

- a. Our Sovereign, Triune, Covenant God has from eternity chosen and in time forms a people unto Himself, that they may stand in Covenant relationship to Him, and live to His praise in friendship and loving service in all spheres of life, in the midst of a sinful world.
  
- b. The Christ proclaimed in the Scriptures is the Redeemer and Renewer of our entire life, including our teaching and learning. Consequently, in a school which seeks to provide a Christian education, it is not sufficient that the teachings of Christianity be a separate subject in the curriculum, but the Word of God must be an all-pervading force in the educational program.

- c. The authority for educating children resides in the parents or guardians of the children and not in the state or the church. Parents, however, may delegate their authority to those who can competently carry out this God-given, parental right.
- d. Christian parents, when delegating the authority for educating their children, should delegate it to those institutions which seek to provide a truly Christian education for the student. The training of the covenant children in the school, as well as in the home and in the church, must serve to prepare them to follow their lifelong calling of revealing the glory of their God in a life lived from the principle of regeneration by grace.

### **Article 3. Purpose**

The purpose of this society is to provide a weekday instruction for our youth which is in agreement with Article 2 of this constitution and which is necessary if they, as children of God's covenant, are to rightly occupy their places in all spheres of life.

### **Article 4. Membership**

- a. Those persons who have reached the age of 18 years and who are in agreement with the basis stated in Article 2 are eligible for membership in the society.
- b. Voting will be limited to male members only.
- c. Membership must be approved by majority vote of the society members present at the meeting for which membership is applied.

### **Article 5. Meetings**

- a. The annual society meeting shall be during the month of June. At the annual meeting the secretary of the board shall render a report on the activities of the school board. The principal shall report the activities and progress of the school during the past year. The treasurer of the board shall make a report of the financial matters. The school budget for the ensuing year, proposed by the board, shall be acted upon. The annual election of board members shall also take place at this meeting.
- b. It shall be the duty of the board to call a special meeting of the society when desired by at least 25% of the members of the society, provided they have sufficient grounds for such special meetings. Items for all society meetings must be presented to the board for study and consideration before presentation to the society.
- c. Notice of all meetings shall be given by letter or announcements at least one week prior to the meeting. One half of the membership shall constitute a quorum.
- d. All decisions pertaining to persons shall be done by ballot.
- e. The majority shall rule in all cases, except where otherwise required by the constitution.

## **Article 6. Board of Directors**

The board of directors shall consist of not less than 5 persons who shall be chosen by the society with the following provisions:

- a. Those eligible to hold office must be a member of this society and a member in good standing in a Protestant Reformed Church.

- b. The Board elects its own officers yearly.
- c. The members of the school board are elected for a term of three years and are not eligible for reelection immediately upon retiring. One or two members are to retire each year.
- d. One or two candidates for each vacancy shall be nominated by the Board of Directors, but other persons may be nominated by members at the meeting before voting commences.
- e. Vacancies occurring during the year shall be filled by the society at its next regular meeting or at a special meeting.
- f. The board shall meet at least once per month when our school is in operation. Until then, the board shall meet at least once every two months.

#### **Article 7. Officers of the Board and their Duties**

- a. At its first meeting after each annual meeting of the society, the board shall elect out of its midst the following five officers: President, Vice-President, Secretary, Treasurer, and General Alternate. These offices are to be held for one year.
- b. It shall be the duty of the president to preside at all meetings of the board and of the society and to enforce the rules and regulations of the constitution, lie appoints all committees.
- c. The vice-president shall assist the president whenever possible in the discharge of his duties. In the absence of the president, the vice president shall take his place.
- d. The secretary shall take care of the official documents of the society. He shall conduct all correspondence and enter into the records of the society, the minutes of all meetings of the society and board after they

have been approved. He shall also present a report to the annual society meeting.

- e. The treasurer is entrusted with the receipt and disbursement of the society's funds. All moneys received by him shall be deposited in the name of the society in a bank approved by the board and no disbursements shall be made except by check. No payment shall be made without approval of the board. He shall report regarding the finances of the society at the monthly meetings of the board and at the annual meeting of the society.
- f. The general alternate shall temporarily replace any absent officer except the president.

## **Article 8. Constitution Changes**

Articles two, three, and eight cannot be changed. Other articles may be changed by 2/3rds vote of the society members present.

## **Article 9.**

In the event of the dissolution and liquidation of the corporation, the assets remaining after payment of debts and liabilities shall be transferred by majority vote of the society members to a Christian institution of mercy or instruction.

## **BY LAWS**

### **Article 1**

The board shall devise ways and means of obtaining the necessary funds for operating the society and determine how these funds shall be distributed.

## **Article 2**

The board shall appoint out of its board membership such committees, as it may seem necessary for the performance of its duties. The president of the board shall make such appointments annually.

## **Article 3**

The board may not dispose of any property of the society unless ratified by the society at a legal meeting with a 2/3 vote of the members present.

## **Article 4**

The board shall appoint and discharge teachers, ratify the course of study, select the textbooks, and supervise instruction.

## **Article 5**

The qualification of teachers shall include:

- a. The teacher must be a member in good standing of a Protestant Reformed Church
- b. The teachers must meet state requirements if possible
- c. The teacher shall be appointed for one year

## **Article 6 The order of procedure of the board shall be as follows:**

- a. Devotions
- b. Roll call
- c. Reading of minutes of previous meeting
- d. Report of the treasurer
- e. Report of various committees
- f. Consideration of unfinished business
- g. Report of the principal
- h. Consideration of new business
- i. Adjournment and closing prayer

## GENERAL INFORMATION

1. School is in session for at least 1080 hours.
2. Our school year is divided into 2 semesters with 9 week marking periods.
3. Report cards are handed out the Wednesday after the end of the marking period.
4. Our students are divided into 9 rooms; K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>.
5. School Time Schedule:

School Begins	8:30
Morning Recess Begins	10:00
Morning Recess Ends	10:20
Noon Hour Begins	11:50
Noon Hour Ends	12:30
Afternoon Recess Begins	2:00
Afternoon Recess Ends	2:15
School Dismissal (1 <sup>st</sup> bell)	3:30
School Dismissal (2 <sup>nd</sup> bell)	3:32
Busses	3:33
7. The teachers request that all calls to school be made before or after school, at noon, or at recess time.
8. Visitation Policy: The Board asks anyone who would like to visit the classrooms to contact the administrator to set this up. The administrator will contact the teacher of the room(s) to be visited and set up a time for the visit.
9. Parent-teacher conferences are held in October and March
10. Milk and drink are available to all students. It is ordered at enrollment.
11. Enrollment is held near the 1st week of August.
12. A hot lunch is available once a week prepared by the mothers.
13. The students and teachers participate in 4 fire drills and 4 tornado drills each school year.
14. School closings and late starts will be announced on the following stations: KDCR (88.5 FM), KSOU (93.9 FM or 1090 AM), KIWA (105.3 FM or 1550 AM)
15. The Iowa Assessments are administered to all the students (K-8th) during January of each school year.
16. The janitor has a lost and found box at either end of the hall.

17. Copies on the copy machine cost are \$.05 per sheet and \$.08 for two-sided sheets.
18. Parents are required to call school if their child is sick or will arrive late.

# **SCHOOL POLICIES**

## **I. Good Conduct Policy**

As stated in the constitution of our school the basis for our school is the infallible Word of God as interpreted in the Three Forms of Unity of Reformed Churches. On this basis, discipline and conduct of students is to be founded on the Word of God. Students are expected to conduct themselves at all times in a way that is God-glorifying. Discipline is to be carried out as prescribed in Scripture especially in Ephesians 6:4 and Colossians 3:20&21 but also in other places.

## **Citizenship**

As stated in Romans 13 and Belgic Confession Article 36 the church of God is to be in subjection to the authority of the state so long as the state does not demand anything contrary to God's Word. It is the duty of students to conduct themselves properly as citizens of the United States and the State of Iowa. Students will also be instructed in principles of good citizenship both of the Kingdom of God and of the state under which He has placed us.

## **Rules of Conduct and Discipline**

Rules of Conduct will be all those stated in the student handbook and also those deemed necessary by the board and teachers. The following list of policies is a general list from which others may be derived.

1. Every teacher is responsible for the supervision of all pupils at all times; playground supervision will be conducted by each teacher by turns. Supervision extends to all parts of the building and grounds.
2. All extracurricular activities will be reported to the parents. The teacher(s) in charge of these activities will be responsible for the supervision of the participants. Other pupils attending these activities shall be under their parent's supervision. If parents are not in attendance at the activities, they shall appoint someone to supervise their children. Students who are in the charge of the

teacher at an extracurricular event will be disciplined in a manner comparable to in-school discipline.

3. Ordinary discipline problems must be handled by each classroom teacher. Students must be warned, disciplined, or even mildly punished in the classroom according to Ephesians 6:4 and Colossians 3:20-21. Counseling with the student shall follow. Serious acts of misbehavior or patterns of misbehavior call for special contact with the home.
4. Serious offenses or repeated offenses will be referred to the principal. If these offenses cannot be resolved by the principal and parents, they shall be referred to the board.
5. The use of tobacco and the use or possession of alcoholic beverages or any controlled substance are to be considered serious offenses and will be dealt with as such. If a student is found to have one of these substances on the school ground or at a school activity, immediate suspension will follow according to #9 below. Possession or use of such materials may result in information being given to the proper authorities.
6. Pupils may not be sent home for discipline by the teacher without the approval of the principal and without parents first being contacted by the principal. See rule #9 on suspension.

7. In every case, parents and students have the right of appeal to the board, but the board decisions are final. In these situations, it is important for the board, parents, and school personnel to pray and work together to lift up our children in their time of great need and call them to task when they stray from a Biblical walk. It is also imperative that all parties follow the guidelines of Matthew 18 as taught by Christ.

8. **Compulsion:** As it is the law of the state of Iowa, students are compelled to attend school between the ages of 6-15. If a student is enrolled in the Hull Protestant Reformed Christian School, he is to attend there when school is in session. The teacher shall keep a record of absences and tardiness. If either becomes a problem for the academic progress of the child, the teacher shall take action by checking with the home. If necessary the board shall be notified about such students.

Those students, whom the board find truant, shall be reported to the proper authorities. It shall be responsibility of the parents to notify teachers before 8:15 about such emergency absences such as sickness. Other absences such as attending funerals, keeping doctor's appointments, and other like absences should be reported to the school when the parents realize that they will happen. If a child is absent from school without notification, the school is bound to notify the parents.

**9. Suspension:** If the administrator deems that a student's behavior is harmful to the school or other students, he, in consultation with the board president (or another board member if the board president is not available), may suspend the student until the school board can meet and assess the situation. At that time the board may impose a set term of suspension or expulsion. The board may also restrict the student from participating in extracurricular activities. Students and parents are entitled to due process as stated in the due process policy.

**10. Expulsion:** After proper due process, a student may be expelled from the school for acts not in accordance to the student conduct policy. The board only can carry out expulsion.

If a student is expelled, he may be reinstated if the board is convinced of his remorse or if evidence comes to light that exonerates the student.

The administrator and/or board shall determine whether the student will be allowed to make up any missed course work and if that coursework will be allowed to count toward the student's grade point average.

**11. Misconduct Outside of School:** Students who attend Hull Protestant Reformed Christian School are expected to exhibit behavior which sheds good light on the school at all times. Misconduct outside of school is defined as being found guilty of behavior which is either in blatant contradiction of the standards of a Christian life, or is deemed to have an adverse affect on the school and others in the school. Examples include, but are not limited to: sexual misconduct, substance abuse, theft, damage to property of the school or school personnel, or repeated harassment.

The school will not assess any penalties upon an offender other than exclusion such as suspension or expulsion. The school will not impede the parents, church or law enforcement from carrying out their responsibilities in such matters.

**11. Electronic Devices:** Students may have cell phones at school; however, use of them during the school day is limited to teacher permission. The cell phone or electronic device must be turned in to the classroom teacher upon arrival at school and will be returned to the student at the end of the school day. Volume and vibration notifications should be turned off to avoid classroom distractions.

Any cell phone that rings or is used without teacher permission will be confiscated and returned to the student at the administrator's discretion. The general practice will be that the phone will be returned according to the following guidelines:

- First offense – phone returned at the end of the next school day after student meets with administrator
- Second offense – phone returned after three days; student meets with administrator, and parents are notified
- Third offense – phone is confiscated, given to parents, and the student may no longer take a phone to school for the remainder of the school year.

Any abuse of this cell phone policy will be dealt with case by case by the school faculty.

No individual listening devices (I-pods, mp3 player, etc.) can be used in the school building, any other facility controlled by the school, or at any school function, except if it is deemed necessary to the school curriculum by the faculty.

Grounds:

- Electronic devices can prove detrimental to the school purpose and atmosphere.

- The school need not be in the business of policing the content found on electronic device.

**12. Corporal Punishment:** Corporal punishment will not be administered by the staff to any student and its use is forbidden except in cases as described below.

Students whose behavior is deemed dangerous to fellow students, teachers, themselves, and other person, or school property may be physically restrained in a manner to protect all parties.

### **Due Process Procedure**

1. If a student has a disagreement with a punishment or policy of a teacher, he is to take the grievance to his parent.
2. The parent is to contact the teacher to try to work out the problem.
3. If satisfaction is not reached the parent is to contact the administrator.
4. If satisfaction still cannot be attained, the parent is to contact the board president to set up an appointment with the board.
5. The teacher will be contacted by the board and allowed to appear before the board on the matter.
6. The decision of the board is to be final on the matter.
7. If a parent has a disagreement they are to proceed with statement #2 above.

### **II. Tuition Policy**

1. Tuition for the previous school year must be fully paid prior to enrollment.
2. 10% of tuition must be paid on enrollment or before the first day of school.
3. At least 40% of tuition must be paid by the end of the 1st semester and 80% of the tuition must be paid by the end of the 2nd semester.
4. Should a parent desire other arrangements, he must either notify the board in writing or be present before the board to inform them as to how and when payment is to be made.

5. Full cost of Education will be charged for students attending our school whose parents are not members of the local area Protestant Reformed Churches.

### **III. Bus Discipline Policy**

Discipline is important anywhere but especially within our bus transportation system since the safety of our students and drivers may be affected. Riding a bus is a privilege. The following procedure will take place when that privilege is abused.

#### **1st Offense**

Pink slip from the driver or the principal because of a verified complaint. The principal will counsel the student and the parents will be notified.

#### **2nd - Offense**

Pink slip from the driver or the principal because of a verified complaint. The principal will immediately suspend the riding privilege. The riding privilege may be reinstated after a joint meeting of parents, student, principal, and possibly the driver. Riding privileges may be suspended for up to two weeks.

#### **3rd - Offense**

Immediate loss of riding privileges for the remainder of the year. No meetings are necessary. Any appeal must be in writing within 48 hours of notification of loss of privilege. The Board Bus Committee will hear the appeal.

Note: Verified complaints from parents or others will be a basis for the discipline procedure described above. Drivers generally give pink slips for disrespect, boisterous loud behavior, and violation of bus riding regulations, or insubordination to the driver.

### **Bus Riding Regulations**

1. Be on time at the bus stop location. The drivers are not required to wait.
2. Pursuant to Iowa Code 285.11(7), no bus shall leave the public highway to receive or discharge pupils unless their safety is enhanced thereby, or the private roadway is maintained in the same manner as a public roadway.
3. Be on time after school has dismissed. The buses will leave school approximately five minutes after the dismissal bell.
4. Enter and leave the bus promptly and without pushing or crowding.
5. Each student must go directly to his seat when entering the bus and remain seated until the bus stops and the driver indicates that it is time to leave. The driver has every right to assign seats to pupils.
6. Remain seated when the bus is in motion. This is for your protection. No student may sit or stand by the door.
7. Follow the bus driver's instructions promptly and respectfully. Remain as quiet as the bus driver desires it to be. Refrain from shouting or other boisterous activity.
8. Show due consideration for the bus driver as the bus driver must focus on his driving and road conditions. Refrain from talking to the bus driver unless the driver initiates the conversation.
9. Students are to show consideration to each other. Harassing and disrespect is never permitted and will be disciplined according to the discipline policy.
10. No objects are to protrude from bus windows nor should any object be thrown from the bus. Refuse containers are provided in each bus for the student's use. The aisle must always be clear.
11. Any damage done to the inside or the outside of the bus by any student will be paid for by the student.
12. Behavioral standards, which apply at school, also apply on the school bus. Therefore, smoking, lighters or matches, improper language, improper use of electronics (including cell phones), and other offenses are strictly forbidden.
13. The emergency door must not be used unless there is an emergency.
14. Should the parent want a student to leave the bus before the regular stop or at a different stop, a written request must be submitted to the principal. A form will then be signed by the principal and given to the bus driver, who must keep it on file.

15. Buses are not to stop at drive-ins, gas stations or restaurants for students on the way to and from school.
16. Students riding on the bus to any school activity must return on the bus. The only exception will be if the parent notifies the sponsor personally that the student is going home with the parent. The parent's request must be approved by the principal or sponsor.

Rules governing the entering and leaving of buses - Section 321.354, Code of Iowa, gives school bus drivers the legal right to stop their buses on the public highway to receive or discharge pupils. In order to receive or discharge students on the public highway with complete safety, it is necessary that all persons involved (students included) understand clearly and follow strictly the procedure outlined by law and regulations.

1. Students who must cross the road after leaving the bus shall be required to pass in front of the bus, to pause in line with the left side of the bus, and to check the traffic situation to the left and the right for themselves. Only then should they proceed to cross the road upon the signal from the driver that it is safe for the student to do so. Students should remain 10 feet in front of the bus.
2. Students who must cross the road to board the bus in the morning may cross the road only after the bus has arrived, the stop arm is extended, they receive the "go ahead" signal from the driver, and they have checked the traffic situation for themselves.

#### **IV. Activity Policy**

The Hull Protestant Reformed Christian School supports the following interscholastic activity program.

##### **A. Academic**

1. The school becomes involved in a wide variety of academic, curriculum related interscholastics, including creative writing, and art in grades third (3<sup>rd</sup>) through eighth (8<sup>th</sup>) ; speech, and vocal and instrumental music in grades sixth (6<sup>th</sup>) through eighth (8<sup>th</sup>). There are several different types of speech involved.

2. All pupils are eligible at the grade level indicated.
3. Participation is voluntary in some of the above events, particularly in piano, speech, and vocal solo. In all events guidance is required from the teacher and the parent.
4. All pupils in grades sixth (6<sup>th</sup>) through eighth (8<sup>th</sup>) are required to participate in vocal ensemble divisions at the local level.
5. Art selections will be selected by the teachers.
6. All sixth (6<sup>th</sup>), seventh (7<sup>th</sup>), and eighth (8<sup>th</sup>) graders will participate in the choir.
7. Any participant chosen to represent our school in the Northwest Iowa Christian School Interscholastic contests is expected to do so unless illness or family emergencies arise.
8. The approximate time schedule is:
  - a. Speech:
    1. Preview Program – In October before area Interscholastics
    2. Area – Monday in October
  - b. Art, Vocal and Instrumental solo and ensemble:
    1. Preview Program – Middle of April before area Interscholastics
    2. Area – Tuesday - Late in April

## **B. Sports**

Interscholastic sports participation is offered primarily in the seventh (7<sup>th</sup>) and eighth (8<sup>th</sup>) grades. Fifth (5<sup>th</sup>) and sixth (6<sup>th</sup>) graders become involved in track to some degree.

1. Included are: soccer, volleyball (girls), basketball, and track.
2. The eligibility code is:
  - a. Any student receiving an "F" average during any week from daily grades, quizzes, tests, compositions, and major reports in any subject will be placed on a "failing list".
  - b. During the following week the student may participate in all activities but is on probation.
  - c. During the week of probation grades earned in daily grades, quizzes, tests, reports, and compositions must raise the "F" in that subject area to a "D-" or above or the student will be disqualified from competition until such time as the grade is passing.

3. Participation in all sports is voluntary to the degree that no one is forced to take part when competing with other schools. However, everyone is encouraged to take part.
4. Participation is limited to seventh (7<sup>th</sup>) and eighth (8<sup>th</sup>) grades except where there are special circumstances (not enough players, etc.) and at those track meets, which are open to fifth (5<sup>th</sup>) and sixth (6<sup>th</sup>) graders.
5. Participation in school functions is limited to students of this school. Exceptions will be allowed only by Board approval.
6. All students are required to take a physical to participate in interscholastics sports.

**V. The Board shall send a need assessment to the society members every 3 years.**

**VI. Curriculum guides of the various subjects taught here are available in the office.**

**VII. The school actively operates an At-risk program for those students who need academic help other than that offered in the classroom.**

**VIII. The school actively operates a program for the gifted students as defined in our talented and gifted program.**

**IX. A program of intramural sports is offered during the winter months for grades 7<sup>th</sup> - 8<sup>th</sup> . Sports might include volleyball, floor hockey, basketball, softball, and whiffle ball.**

# LIBRARY, MUSIC, HEALTH

## Library Guidelines

- The Library is open to students on Wednesday and Friday afternoons from 12:30 - 3:30.
- During Library hours, students should come in small groups or with their teacher.
- Students are required to behave properly, as they would in the classroom.
- Books may be returned to the Library at any time, however; they typically will only be checked in on Library hours.
- All books and magazines may be checked out for a two-week period.
- Books may be renewed for a second two-week period, but must be returned after that, ***they will not be renewed for a third two-week period.*** Books may be renewed even if the student does not have the book with him/her.
- Each Student will have a library card with his/her identification number on it. These cards will not leave the Library.
- Students may check out books under their name only. The student checking out the book is responsible for returning the book.
- There is a 1-cent fine per book, per school day. ***If a book is returned within one week of being overdue - the fine will be waived.*** The maximum fine for an overdue book is \$1.00.
- A list of overdue books and fines will be given to each teacher once a week to be handed out to the students.
- ***Once a student reaches the point of having 6 or more books overdue - the student will not be allowed to check out more books until some or all of the overdue books are returned.***
- Students are required to pay for any books that are lost or damaged. You should pay the Librarian, who will either replace the book or choose another book.

The Library is using the online computer program "**Library World**" - parents can access this to check what books the library has, or to see what books their children currently have checked out.

- [www.libraryworld.com](http://www.libraryworld.com)
- Username: hprcsparents
- Password: library
- Click on HULL PRCS
- Click on "Patrons" - to search for student name
- Click on "Catalog" - to search for books

## **Music Program**

1. Instruction by music director: K - 5th
2. Band: grades 6th - 8th
3. Choir: grades 6th - 8<sup>th</sup>

## **Health Services**

1. Immunization records
2. Hearing screening
3. Vision screening
4. Health education

## **GYMNASIUM RENTAL**

**The school policy for renting the gymnasium is as follows:**

1. The rent of the gym and kitchen is limited to 2 months prior to the day of use by the congregation or society members. A 1-month period is limited to others.
2. Rates
  - a. For family groups, society, church sponsored events-\$50 for the gym. (Rental will always include gym and kitchen)
  - b. For basketball or volleyball- \$20.
3. The following rules must be observed:
  - a. No tobacco use in school or school grounds.
  - b. Reservation must be made through the janitor and the rent must be paid at the time the key is picked up.
  - c. There must be at least one person 18 years old to pay the rent and assume responsibility.
  - d. The gym and kitchen are to be cleaned up and restored to their original condition by the renting party.
  - e. No preparation of food is allowed in the gym or in the hallways.

## **MEETINGS**

1. Board meetings are held the first Wednesday of each month.
2. Annual society meeting is held around the 3rd week of June.
3. Protestant Reformed School Guild:

The Protestant Reformed School Guild is an organization whose membership is made up of women interested in Protestant Reformed education. The purpose of the Guild is to give moral support and financial aid to the school. The Guild has 5 meetings throughout the school year. They meet on the second Monday of the months of September, November, January, March, and May at 7:30 p.m. Many activities and projects are held throughout the year. Money received from collections and fundraisers is used for the school with the advice of the principal and the approval of the school board. If

anyone who is not a member wishes to join, they are urged to attend one of the meetings and become a member.

4. Chapels: There are four chapels given during the school year. They are held in the Hull Protestant Reformed Church during the school day. The chapels are sponsored as follows: K- 2, 3 – 4, 5 – 6, and 7 – 8.
5. Convocation is held at the beginning of the school year.

## **PUBLICATIONS**

1. A weekly memo is sent home every Monday via e - mail.
2. A school directory is distributed within the first few weeks of school.
3. A school paper, "The Highland Park Review", is published 2 times a year. It is distributed in December and in May.
4. A newsletter - *Hull PRC School News* – is distributed each month.
5. Curriculum guides of most of the subjects taught here are available in the office.

## **GRIEVANCE PROCEDURE**

Parents dissatisfied with any action of a teacher should follow this procedure:

1. Contact the teacher involved, preferably in person. If no satisfaction is obtained, inform him of intent to contact the administrator.
2. Contact the administrator, preferably in person. If no satisfaction is obtained, inform him of intent to contact the school board.
3. Contact the president of the school board.
4. Under no circumstances should such cases be discussed with others than the parties involved.

## **DRESS GUIDELINES**

The home has primary responsibility for the clothing their children wear to school. We are confident that the parents will exercise proper judgment in the

matter of dress, and should an occasion arise where we deem something inappropriate, we trust full cooperation will be extended from home.

## **GUIDELINES FOR BEHAVIOR**

**Goal: To show ourselves as servants of God and reflectors of Christ in our behavior at school and in doing so praise and glorify God.**

### **General Rules for Behavior:**

1. Respect God and His Word.
2. Respect the instructors of this school.
3. Respect the other students of this school.
4. Respect ourselves.

### **Room Guidelines:**

1. Do nothing to interfere with the teacher's calling to instruct.
2. Do nothing to interfere with the other student's use of class time as an opportunity to perform well in school.

### **Room Particulars:**

1. Be at full attention while being instructed.
2. Avoid causing any distraction to teacher, self, and other students.
3. Use all your time wisely.
4. Keep your desk and work area clean and neat.
5. Keep floor clean around your desk.
6. Keep mouth candy-free during class time.
7. Practice manners and a polite manner.
8. Show proper respect to teachers and other students.
9. Go out of your way to help substitute teachers.
10. Be discreet at all times.

### **Hall, Gym, and Playground Guidelines:**

1. Do all things so that you are a positive influence on other students and the teachers.
2. Do all things so that disruptions and conflicts are avoided.
3. Do all things so the safety of others is ensured.

### **Hall, Gym, and Playground Particulars:**

1. Walk in the hall.
2. Use bathrooms for their intended use.
3. Avoid excessive noise in the hall and gym.
4. Do all in your power to make the game in which you are involved work well.
5. Use language that is pleasing to your Heavenly Father.
6. Use discretion.

### **Bus Guidelines:**

1. Use all these same guidelines when you are on the bus.

## **GENERAL SCHOOL RULES**

**The following list of rules is by no means an exhaustive list. The following list is simply one that might not be covered in the preceding guidelines for student behavior.**

1. Students must stay on school property after arriving until school is dismissed.
2. Other than to retrieve play equipment, permission must be obtained from the teacher to leave school property.
3. Students must wear boots or have extra shoes for outdoors.
4. No one is allowed on the school without permission.
5. Only tennis shoes are allowed in the gym.
6. No gum chewing is allowed in school.

### **Playground Rules:**

1. Only swing straight on the swings; not side-to-side.
2. Do not jump off swing while swinging on swings.
3. Only one person on a swing at a time.
4. No standing on the merry-go-round.
5. Do not go in the middle of the merry-go-round.
6. Only go down slide the usual way; do not climb up the side.
7. Observe the boundaries of the church parking lot.
  - a. Up to the east church sidewalk.
  - b. Up to the west end of church.
  - c. Stay off the church sidewalks.
  - d. Stay off church grass.
8. Do not play on the north and northwest side of school.
9. Do not stand on monkey bars.
10. Do not play on church snow piles before school when there is no playground supervisor out on the playground.
11. Roller blades, scooters, skates and the like are to be used only on the church parking lot.
12. No baseballs are to be used on the playground.
13. Students are not allowed to take wrappers from their snacks outside on the playground.
14. No balls are to be thrown on the north side on school.

# **ACCEPTABLE COMPUTER/INTERNET USE POLICY**

## **Hull Protestant Reformed Christian School**

### **Grades Kindergarten - 8**

#### **Purpose**

The purpose and use of the computers and Internet is to provide additional educational resources and communication for the students and teachers at the Hull Protestant Reformed Christian School.

#### **Privileges**

The use of the computers and Internet is a privilege. After reading the guidelines, please complete the form. The signatures of both the student and parent are required before access to the Internet is permitted.

The Hull Protestant Reformed Christian School provides computer equipment, services, and Internet access to its students and staff for educational purposes only. The rules listed below are meant to protect the students and staff from misuse of the equipment.

The Hull Protestant Reformed School has adopted an acceptable use of technology policy. Technology comes from God and we are His stewards of this technology. God requires accountability in our use of this privilege. Technology also brings new situations to which Christian ethics apply. To amplify what this school intends be responsible use, the following use policy is presented.

#### **Responsible Internet Use**

- Use of the computer and Internet is limited to students and staff.
- The student must always obtain permission from the supervising teacher to use the Internet and/or any new program.
- When using the school computer, the user is required to exemplify Christian behavior and communication (honesty, courtesy, integrity).
- The Internet is to be used for educational purposes only.
- A teacher or a staff person will monitor Internet use.
- Users in Kindergarten- 4<sup>th</sup> grade will only be allowed to use web-sites chosen by their teacher.

- Users must cite their sources to respect all copyrights laws that protect software owners, artist, and writers.
- Students may not attempt to alter or modify software configurations of the school's computers. (Users are not allowed to add bookmarks)
- Users are not permitted to download program (except with teacher's permission) or check personal e-mail accounts.
- Students are not permitted to give out their full name, home address, password, phone number, or any other personal information on the Internet.
- If users should happen to get to a site with offensive material they must exit it immediately and report this to their teacher.
- Physical or electronic tampering with computers resources is not permitted.
- Printing of only essential information is allowed with permission.
- Users are responsible to report security problems to a teacher or the system administrator.
- Students **will not** receive individual e-mail accounts. If e-mailing is necessary, teachers may give permission for students to use the teacher's account. All e-mail messages must be signed.
- No programs may be installed on the school's computer without permission from the supervising teacher.

### **Consequences of violating this policy**

- Suspension of use privilege.
- Cancellation of use privilege.
- User is financially responsible for any expenses that may occur.
- Discipline will be turned over to authorities, if needed.
- An appointed committee or faculty member will determine the consequence of violating this policy.

### **Filtering of Internet material**

The Hull Protestant Reformed School uses a filtering device that continuously maintains an updated list of inappropriate web sites. The filter prevents access to graphics and texts that are inappropriate. The filtering device automatically logs attempts to access inappropriate sites. If students stick to assignments and stay on task, no problems should result.

## **Teacher Use**

- Teachers are to treat their use of the computers and the Internet as with any other teaching tool. Its use must be appropriate and discreet.
  - Teachers must exercise direct supervision over all students using the Internet at all times.
  - Use of the computer and Internet not directly connected with school use must not incur any cost to the school.
  - Use of the computer or Internet is limited to staff and students.
- 

## **COMPUTER LAB RULES**

1. Make sure your hands are clean before using the computers.
2. NO food or drink in the computer lab.
3. You may only use your own login and password to access the computers.
4. Get permission before printing.
5. When printing, use the copy machine in the teacher's workroom.
6. Do NOT make any changes or additions to the computer software unless directed by the teacher.
7. Teacher permission is required when you want to work in the lab apart from class time.
8. Treat the lab equipment with care!
9. If you have a problem with your computer, ask a teacher for help. Don't try to fix it yourself.
10. Use good posture while working at the computer.

## STATE MANDATED ITEMS

1. According to Iowa Code 280.17 our school must appoint as investigator and alternate to investigate charges of abuse by school employees. We have appointed Mr. Loren Gritters (439-2032), investigator and Mrs. Bethany Te Slaa (370 - 2282), alternate. Any charges or complaints must be referred to one of these individuals for investigation.
2. The School Board of the Hull Protestant Reformed Christian School informs its constituency that it stands behind the current discipline policy and supports the teachers who administer this policy as described in our Parent and Student Policy Handbook.
3. In 1988, our school was inspected for asbestos-containing materials. Our school was found to be asbestos free and remains so. After each addition, we have received assurances from the general contractor stating this.
4. Multicultural-Gender Fair Policy – We believe that God has mixed the races and cultures at the Tower of Babel, and that He has gathered His church from that mixture of race and culture. We also believe God has placed us in a world of race and cultures, and that He has created male and female each with his own particular characteristics and functions. (Genesis 1:27, Genesis 3:16-17, Genesis 11:9, I Corinthians 12:13, and Revelations 7:9).

It is the policy of the Hull Protestant Reformed Christian School that The curriculum content and instructional materials utilized reflect the diversity present in our country and the variety of careers and opportunities that are open to all individuals of both sexes in our society. The basis of this policy is the truth of the Word of God, which tells us that God has chosen His church from all people of the world. This includes those male and female, people of all races, cultures, ethnic backgrounds, and including those with mental and physical disabilities.

It is our objective that our school does not foster stereotyping and bias in any of the curriculum. The curriculum and materials used should foster respect and appreciation for the cultural diversity found in our country as well as an awareness of the rights, duties, and each individual as part of a pluralistic society.

### **Specific Goals and Objectives**

The following are goals and objectives for all the curriculum areas:

1. That the students will understand the dynamic of discrimination, bias, prejudice, and stereotyping.
2. That the student will understand that God has His people chosen from all nations, tongues, and tribes.
3. That the students will learn how to better understand those around them who are different than them.
4. That the students will become eager to learn more about people different than they are.
5. That the students will understand that also the handicapped individual is created in the image of God.
6. That the student will understand and learn how those different than he or she acts, thinks, and interacts.
7. That the student will learn of all career opportunities available to them.

The areas of the curriculum into which the above will be infused are:

1. Bible
2. Math
3. Language Arts
4. Science
5. Physical Education
6. Social Studies
7. History
8. Music
9. Literature and Reading
10. Current Events

This policy shall be placed in our handbook and published yearly in our Weekly Memo.

Any violation of this policy shall be directed to the school board of the  
Hull Protestant Reformed Christian School