Hull Protestant Reformed Christian School

Parent – Student Handbook

10.13.26

Contents

CONSTITUTION 1

GENERAL INFORMATION 8

SCHOOL POLICIES 10

I. Student Admission Policy 10
II. Child Abuse Policy 11
III. Good Conduct Policy 11
IV. Tuition Policy 19
V. Parental Pickup Policy 20
VI. Bus Discipline Policy 23
VII. Activities Policy 26

LIBRARY, MUSIC, HEALTH 28

GYMNASIUM RENTAL 29

MEETINGS 31

PUBLICATIONS 31

GRIEVANCE PROCEDURE 32

DRESS GUIDELINES 32

GUIDELINES FOR BEHAVIOR 32

GENERAL SCHOOL RULES 34

ACCEPTABLE COMPUTER/INTERNET USE POLICY 36

STATE MANDATED ITEMS 38

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.

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.

The following activities, without substantial additional aggravating factors, occurring inside or outside the classroom, do not constitute Harassment or Bullying:

1. Instruction and participation in lessons and worship services.
2. Discussions and debate concerning issues important to Christian faith.
3. Electronic, written, verbal, and physical interpretation of Biblical Scripture and religious texts, music, and opinion.
4. Witnessing and faith-sharing.

Reporting

Suspected incidents of harassment and bullying should be reported to the Administrator within 24 hours. The Administrator is responsible for receiving reports and ensuring the Anti-Harassment Policy is implemented.

Investigation

Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the Administrator or his/her designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy. See App#5

Consequences for violators

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. The sanctioning guidelines of the Rules of Conduct and Discipline apply to violations of this policy.

Publication

This policy shall be published in the handbook, on the school website, and on a Weekly Memo.

b. 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-give, parental right.

c. 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 gory 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, and are members of the Protestant Reformed Churches 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 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:

Anti-Harassment Policy

As it is a guiding principle for God's people that we should "Love our neighbor as ourselves" no type of harassment (physical, verbal, emotional, sexual, etc.) will be allowed in our school whether initiated by student, staff, or volunteers in school, on school property, or at any school function, or school-sponsored activity. This type of activity is against state and school policy. Harassment or bullying will not be allowed based on age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Although individuals may exhibit differences that result from sin and the effects of sin, harassment and bulling are not the scriptural means of addressing these or other issues and will not be tolerated. Any infraction will be dealt with as outlined in the policies entitled "Rules of Conduct and Discipline" and "Policy for Investigation of Student Abuse." Also see "Due Process Procedure."

Definition:

Harassment and Bullying are defined as any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student defined above and creates an objectively hostile school environment that meets one or more of the following conditions:

Places the student in reasonable fear of harm to the student's person or property, has a substantially detrimental effect on the student's physical or mental health, has the effect of substantially interfering with a student's academic performance, or has the effect of substantially interfering with the student's ability to participate or benefit from the services, activities, or privileges provided by the school.

Sexual harassment is defined as, but not limited too, unwelcome sexual advances, requests, or other verbal or physical conduct of a sexual nature. Such as, comments, gestures, graphic pictures, and or drawings.

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

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

It is the policy of the Hull Protestant Reformed Christian School to provide equal educational opportunities to all students and not to illegally discriminate on the basis of race, color, national origin, creed, age, marital status, gender, socioeconomic status, or disability in its educational programs and activities.

As a Christian school, Hull Protestant Reformed Christian School reserves the right to discriminate or impose qualifications based on religion, gender identity, or sexual orientation as allowed by the Civil Rights Act (Iowa Code, chapter 215, section 216.9).

Nothing in this policy, or any other policies of the school, shall be construed to limit, inhibit, or otherwise restrict the genuine expression of religious belief or conviction, or the free exercise thereof, as expressed in the First Amendment to the constitution of the United States of America.

a. Those eligible to hold office must be a member of his 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 this 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.

STATE MANDATED ITEMS

1. According to Iowa Code 280.17 our school must appoint an investigator and an alternate to investigate charges of abuse by school employees. We have appointed Mr. Loren Gritters (578 - 2668), level one investigator, and Mr. Austin Potjer (470 - 9740) as the 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-contained 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** - 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.

- Users are not permitted to download program (except with teacher's permission) or check personal email 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.
- 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 computer 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.

BY LAWS

Article 1

The board shall devise ways and means of obtaining the necessary funds for operating the society an 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

ACCEPTABLE COMPUTER/INTERNET USE POLICY

Purpose
The purpose and use of the computers and Internet are 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 to 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 – 4th grade will only be allowed to use web-sites chosen by their teacher.
- Students may not attempt to alter or modify software configurations of the school's computers. (Users are not allowed to add bookmarks).

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 slide.
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 likes 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 of school.

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, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, and 8th.
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 (1st bell)	3:26
School Dismissal (2nd bell)	3:30
Busses Depart	3:34

6. The teachers request that all calls to school be made before or after school, at noon, or at recess time.
7. 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.
8. Parent-teacher conferences are held in October and March.
9. Milk and drink are available to all students. It is ordered at enrollment.
10. Enrollment is held near the 1st week of August.
11. A hot lunch is available once a week prepared by the mothers.
12. The students and teachers participate in 4 fire drills and 4 tornado drills each school year.

13. 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)
14. The Iowa Assessments are administered to the students in K – 2 during January of each school year.
15. The Iowa Statewide Assessment of Student Progress is administered to each student in grades 3 – 8 during the 2nd semester of the school year.
16. The janitor has a lost and found box in the hallway outside of the office.
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.

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 on is allowed on the school without permission.
5. Only tennis shoes are allowed in the gym.
6. No gum chewing is allowed in school.

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 or 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 al 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.

SCHOOL POLICIES

I. Student Admission Policy

Parents and guardians of students must agree with the school's Basis and Purpose set forth in Article 2 & 3 of our constitution. In order for their children to be considered for enrollment, they must agree to have their children taught as the principles expressed in these articles are interpreted and maintained in the Protestant Reformed Churches in North America, and as the teachers carry out these principles in every subject as Reformed Christian schools have done since the time of the Reformation.

All parents or guardians are expected to meet the following requirements:

- They must be a member in good standing of a reformed Christian church which has adopted the Heidelberg Catechism, Canons of Dordt, and Belgic or Netherlands Confession as their official creeds.
- They must commit to maintaining a Christian home.
- They must commit to fulfill their financial obligations to this school and all previous school's tuition obligations must be fulfilled.
- They must consent to the Society's Constitution, By-Laws, Rules, and Policies

Those who are not members of a Protestant Reformed Church shall meet with the Education Committee to apply for enrollment. The students and applicants must meet the requirements as specified in this Student Admission Policy. Failure to meet these requirements shall be considered grounds for rejection of enrollment. The Education committee shall make a recommendation to the School Board concerning approval of such students.

The Education Committee of the Board will discuss our Protestant Reformed distinctive by way of an interview and then shall make a recommendation to the full Board whether enrollment should be

granted to applicants who are not members of a PR church and of the Society. Furthermore, parents or guardians must agree to be re-interviewed when applying for re-enrollment if the Board has reason to question the parent's/or guardian's compliance with, or commitment to these qualifications.

The Board has final jurisdiction in all enrollment matters. Our Education Committee and School Board are to deal with these situations on a case by case basis. We believe that God will give wisdom and guidance in each situation, even as He has in the past. See Psalms 1:1-3, 46, 121, 146, and others.

II. Child Abuse Policy

State Law mandates that all teachers and administrators must report to the proper authorities all instances of suspected child abuse. Also in the laws are procedure for reporting child abuse by school personnel. In situations where there is suspected child abuse the report should be given to the child abuse investigator of our school.

- Child Abuse Level One Investigator is **Loren Gritters.** Hull, Iowa, Phone 712-578-2668
- Alternate Investigator is **Austin Potjer.** Doon, Iowa, Phone 712-470-9740
- Our follow-up investigator is **Jeremy Hilt** of the High way Patrol of the State of Iowa.

III. 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.

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

GUIDELINES FOR BEHAVIOR

<u>Goal</u>: 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

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 chapls are sponsored as follows: K - 2, 3 – 4. 5 – 6, and 7 – 8.
5. Convocation is held at the beginning of each school year.

PUBLICATIONS

1. A weekly memo is set home every Monday via email.
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.

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 State 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 al 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 the responsibility of the parents to notify teachers

3. Rental scheduling will be on a first come, first-served basis. Society and PRC congregation members may reserve it up to 60 days in advance of use. Others may reserve is up to 30 days in advance of use. Rentals cannot conflict with the facility's use for school purposes nor staffing conflicts. Changes in school events calendars will override previously scheduled rental agreements.
4. The school reserves the right to refuse rental of school facilities to any individual or organization.
5. The following rules must be observed:
    a. Adults (minimum of 18 years old) are to accompany and be in charge of any groups using the facility.
    b. The renters will pay the rental fee prior to use.
    c. The renters agree to exercise utmost care in the use of property and assume all responsibility and liability for any injury or damage to person or property while using the school's facilities and are to have their own liability insurance policy.
    d. The renters are responsible for clean-up (interior and exterior), including trash disposal and returning all items to their original condition/position.
    e. Rental usage must be consistent with practices, beliefs, and usage of PRCA. No Sunday use.
    f. HPRCS is an alcohol/tobacco free facility, and no use is allowed on premises.
    g. The fees charged are to cover costs of operation of the facility, in addition to the custodian's compensation.
    h. Rental activities shall cease by 8:00 PM on Saturday evenings.
6. Schedule of charges:
    a. 4 hours or less = $150
    b. Greater than 4 hours = $250
    c. Music room up to 4 hours = $40

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 book(s) their children currently have checked out.

- 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 – 8th

Health Services

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

GYMNASIUM RENTAL

Regulations for Non-School Use of Facilities

1. Application for the use of school facilities for non-school purposes shall be made through the Administrator/Secretary's office. This regulation applies to members of the school's staff as well.
2. All applications will be approved by the Administrator and then, if necessary, referred to the School Board.

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.

- 3 Detentions or serious offenses cause a suspension. Every suspension received increases a level. Suspension levels do not reset after each school year.
  - Level 1 – 1-day suspension and loss of next extra-curricular activity
    - At this level a meeting with the parents will be had if they desire to discuss upcoming suspension levels.
  - Level 2 – 3-day suspension and loss of next 3 extra-curricular activities
    - At this level a meeting with the parents is required
  - Level 3 - 5-day suspension and permanent loss of extra-curricular activities
    - At this level a meeting with the parents is required
  - Level 4 – Expulsion
- Board can at any time proceed with expulsion of a student or determine a longer suspension length, the level will remain the same.
- Parents can appeal any suspension and consequence.

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 effect on the school and other 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.

12. **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

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

LIBRARY, MUSIC, HEALTH

Library Guidelines

- The librarian will set the open hours for the library.
- 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.
- A student that has a book(s) that is more than a month overdue **will not be allowed** to check out more books until that overdue book has been returned to the Library. The exception to this rule is if the student is needing a book for a teacher assignment.
- Students will be allowed to check out 2 or 3 books per library visit.
- Students will be allowed a maximum of 6 books checked out at any given time- if a student has 6 books checked out prior to the current library day, the will not be allowed to check out anymore books until some or all of the books have been returned. (We will be firm on this policy).
- Books will be checked out with a 2 week return period.
- No fines imposed on overdue books
- Students will be required to reimburse the Library for any books not returned by the end of the school year.
- Students will be required to pay for any books which they have damaged.
- A transaction notice will be sent to the parents each week so that they can see what book(s) their child has checked out of the Library. This transaction also shows which books are 'overdue'.

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 (7th) and eight (8th) grades except where there are special circumstances (not enough players, etc.) and at those track meets, which are open to fifth (5th) and sixth (6th) 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.

VIII. The board shall send a need assessment to the society members every 3 years.

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

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

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

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 the 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 an electronic device.

13. **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.

Anti-Harassment Policy

As it is a guiding principle for God's people that we should "Love our neighbor as ourselves" no type of harassment (physical, verbal, emotional, sexual, etc.) will be allowed in our school whether initiated by student, staff, or volunteers in school, on school property, or at any school function, or school-sponsored activity. This type of activity is against state and school policy. Harassment or bullying will not be allowed based on age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Although individuals may exhibit differences that result from sin and the effects of sin,

VII. 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 (3rd) through eight (8th); speech, and vocal instrumental music in grades sixth (6th) through eight (8th). 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 (6th) through eight (8th) are required to participate in vocal ensemble division at their local level.
5. Art selections will be selected by the teachers.
6. All sixth (6th), seventh (7th), and eight (8th) 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 are Interscholastics
        2. Area – Tuesday – Late in April

B. Sports

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

1. Included are: soccer, volleyball (girls), basketball, and track.

14. Should the parent want a student to leave the bus before the regular stop or at a different stop along the regular bus route, a request must be submitted to the school office. The office will inform the bus driver.
15. The enrolling parent has the final say as to when/where the child(ren) are to be transported. If the situation occurs tat both parents enroll their child(ren), then the parent with the Primary Physical Care would have the final say as to when/where the child(ren) are to be transported.
16. Buses are not to stop at drive-ins, gas stations or other restaurants for students on the way to or from school.
17. 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.

harassment and bulling are not the scriptural means of addressing these or other issues and will not be tolerated. Any infraction will be dealt with as outlined in the policies entitled "Rules of Conduct and Discipline" and "Policy for Investigation of Student Abuse." Also see "Due Process Procedure."

Definition:
Harassment and Bullying are defined as any electronic, written, verbal or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student defined above and creates an objectively hostile school environment that meets one or more of the following conditions:

Sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests, or other verbal or physical conduct of a sexual nature. Such as, comments, gestures, graphic pictures, and or drawings.

Places the student in reasonable fear of harm to the student's person or property, has a substantially detrimental effect on the student's physical or mental health, has the effect of substantially interfering with a student's academic performance, or has the effect of substantially interfering with the student's ability to participate or benefit from the services, activities, or privileges provided by the school.

The following activities, without substantial additional aggravating factors, occurring inside or outside the classroom, do <u>not</u> constitute Harassment or Bullying:
1. Instruction and participation in lessons and worship services.
2. Discussions and debate concerning issues important to Christian faith.
3. Electronic, written, verbal, and physical interpretation of Biblical Scripture and religious texts, music, and opinion.
4. Witnessing and faith-sharing

Reporting
Suspected incidents of harassment and bullying should be reported to the Administrator within 24 hours. The

Administrator is responsible for receiving reports and ensuring the Anti-Harassment Policy is implemented.

Investigation
Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the Administrator or his/her designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy. See App#5

Consequences for violators
Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. The sanctioning guidelines of the Rules of Conduct and Discipline apply to violations of this policy.

IV. Tuition Policy

1. Tuition for the previous year must be fully paid prior to enrollment.
2. 10% of tuition must be paid at enrollment or prior to August 15, whichever is later.
3. 40% of tuition must be paid by the end of the first semester.
4. 80% of tuition must be paid by the end of the second semester.
5. Should a parent desire other arrangements, they must notify the board in writing as to how and when the payment is to be made.
6. If a family does not meet items #1 and #2, the child will not be allowed to attend school until payment is made. If a family does not meet item #3 and does not communicate with the board by the February board meeting, the child will not be allowed to attend school until the policy has been met or sufficient arrangements have been made in accordance with #5.

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 the 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.

7. Full cost of Education will be charged for students attending our school whose parents are not members of the local area Protestant Reformed Churches.
8. If both of the parents leave the PRC mid school year, tuition will be prorated based on week of school completed.

V. Parental Pickup Policy

Hull PR Christian School (HPRCS) is committed to providing a safe and secure environment for our students while they are on HPRCS property. This commitment begins when the students get on the bus or arrive at the school by other means and continues until students leave the property of HPRCS.

As HPRCS is committed to the safety of the children, the purpose of this policy is to give clarity for the staff as to who may pick up the children at the end of the day at HPRCS. It also provides parents an understanding and expectation of HPRCS.

1. Natural parents are presumed to be the natural guardians to their child. Parents are jointly and individually responsible for the support, care, nurturing, welfare and education of their child.
2. Neither natural parent is presumed to have a right to custody or decision making over the other parent, unless there is a court order.

Separation or divorce does not change the legal rights of the parents, unless there is a court order defining those legal rights. HPRCS does not recognize less-formal documentation, such as notarized statements or informal agreements.

The following terms are defined for this policy:

Primary Legal Custody

One parent has the right and responsibility to make major decisions regarding the child's welfare, including matters of education, medical care and emotional, moral and religious development.

VI. 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 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.

Primary Physical Custody

The child resides with and is under the supervision of one parent, subject only to reasonable visitation by the other parent, unless the court determines that such visitation would not be in the best interest of the child.

1. The primary physical parent has the right to make day-to-day decisions for the child, such as emergency care, who picks up the child from school, or whether the child can participate in a field trip or extracurricular activities.
2. Because the primary physical parent has the right to know where their child is at all times when attending school, HPRCS will not release the child from school to a parent who does not have physical custody. The school reserves the right to release the child in an emergency to the non-physical parent.
3. HPRCS is committed to cooperating with the State and parents in implementing court orders.
4. HPRCS is not responsible for enforcing visitation or custody schedules. In the absence of full cooperation by parents, HPRCS will expect that, upon the end of the school day, the child will return to the location where he or she came from that morning, and any visitation or other arrangements shall occur off school grounds.
5. When both parents share physical custody, or in the absence of a court order, HPRCS will recognize as the primary physical custodian the parent/guardian living with the child at the address registered with the school system. Parents must provide HPRCS with any court order showing the rights of the natural parents or other individuals. The court order must be complete and current concerning the child. Updated and amended versions must be provided to the school as soon as possible.
6. Parents must not cause a disruption at HPRCS. Individuals who do so may be banned from the HPRCS property. HPRCS is not the place for parents to settle private disputes or to compensate for their inability to visit with their child off school grounds.
7. Since HPRCS places a high priority on the student's safety, it is reasonable for HPRCS to require written, signed authorization from either parent before they send a third party to pick up a child. In addition, it is reasonable for HPRCS to call either parent or hold the student at school if they have questions about the identity of the person sent to pick up the student.
8. No other individuals have the direct right to pick up a student or discuss a student with school employees, unless they have legal guardianship or written permission and photo identification by the legal parent.

Staff Protocol

If an unauthorized parent or third party, absent written permission, demands to pick up a child from HPRCS:

1. The first obligation is always to protect the well-being of the child.
2. Resist the unauthorized person's demand to leave with the child, to the extent you can do that without risking your well-being and safety and that of the child.
3. Remain calm.
4. Explain HPRCS's policy regarding the release of children and that this policy applies to everyone.
5. Contact the child's parent to inform the parent about the unauthorized person's demand. If possible, prevent the unauthorized person from entering HPRCS.
6. Beyond these steps, your knowledge of the family situation and the immediate circumstances (whether you are the only adult present) should guide your response.
7. If the unauthorized person cannot be kept physically away from HPRCS, ask for photo identification.
8. Call the police.
9. If the unauthorized parent or third party succeeds in leaving with the child, immediately make a detailed description of the person and vehicle, obtain the license plate number of the vehicle, contract school administration, and make a detailed report of the incident.
10. There must be a balance between a parent's right to pick up a child from HPRCS and the care and concern for the child's safety. The law gives you the right to deny access to anyone who presents a risk to the child while on HPRCS property.