

Highlights of VHM Handbook Policies

Non-Discriminatory Clause

Virgil Hauselt Memorial Christian School is a Seventh-day Adventist Christian School and is open to children of all races and religions, provided there is willingness to comply with the standards established by the Seventh-day Adventist Department of Education and space is available.

Education Philosophy

We believe that education is a lifetime process in which the school plays a vitally important role. Each phase of the organized school program must contribute toward the realization of individual capacities and to growth that leads toward meeting individual needs, with the exception to those students needing a specialized program for learning disabilities. We recognize the worth of each student and it is our desire that each one might make a satisfactory progress as he or she develops a positive self-image.

Moral Standards

Our school has high moral and spiritual standards, which are intended to guide the student in his or her ability to distinguish right from wrong. We expect the individual to pursue, with determination, the opportunities offered him or her and to attain a maturity in which he or she welcomes responsibilities and the privilege to learn of God.

Citizenship Standards

VHM students will show willingness to cooperate with the following citizenship standards:

1. Purposefully support the religious ideas of the school rather than willingly undermine them.
2. Congenially fulfill the citizenship standards rather than willingly disregard them.
3. Use pure language and avoid the appearance of evil rather than use profane language or indulge in lewd conduct or suggestions or possess or display obscene materials.
4. Participate in activities which strengthen and encourage their character such as the practice of honesty, truthfulness and integrity.
5. Base relationships on purity, and belief in the inestimable value of himself and others.
6. Follow practices which contribute to strengthening the body temple, including no alcoholic beverages, tobacco, or other addicting drugs.
7. Select recreation which contributes to the development of Christian character. Participation in gambling or possession of such devices is not permitted.
8. Respect and obey all school personnel.
9. Respect the property of the school and fellow students. Damage to the property may result in payment or replacement.
10. Practice punctuality and dependability by meeting appointments regularly and promptly.

Discipline Code

The discipline code for VHM students will include the following areas:

1. The students will respect all the teachers and staff of VHM.
2. The students will respect their fellow students and themselves.
3. The students will respect the building, grounds, and materials that belong to VHM.

In addition to the stated areas, the citizenship standards and general rules stated in the Handbook Policies, including new regulations adopted by and announced to the students, will apply and will be enforced by the teachers and staff. If necessary, a student may have to sign a behavior contract. Breaking of the contract can result in further action being taken which includes, but is not limited to, meeting with parents, suspension, or expulsion.

Dress Code

Clothing and personal appearance ought to be neat, clean, and appropriate to the occasion and its activities. Any student's appearance that makes the faculty or staff uncomfortable may be asked to remove the offending item or change. General regulations are as follows:

1. **Beginning August 2020, students will wear VHM Logo Polo Shirts each day. Pants and/or skirts and shorts may include navy blue or black uniforms pants, skirts, or jeans. A black or Navy Blue Front Zip fleece jacket may be worn—not covering the uniform shirt. 5 shirts will be provided by our PTO. The cost of the shirts is included in your Registration or Re-Enrollment Fee.**
2. Emblems or messages displayed on clothing, on free-dress days, must not in conflict with the standards of the school.
3. Pants should conform to the school standards of neatness and modesty, including fitting properly. Jean/pants with fading or holes are not allowed.
4. For health and safety reasons, shoes or sandals are to be worn at all times. Flip-flops are not allowed. Athletic shoes, which enclose and support the foot, must be provided for Playground and PE.
5. Hair should be kept neat and groomed, and a natural color. Styles that draw undue attention are not acceptable.
6. Hats, caps or hoods are not appropriate in the classrooms, library or administrative offices.
7. Jewelry, including neck chains, rings, bracelets, necklaces and earrings, may not be worn to school.
8. Make-up should be of a natural colors that do not cause undue attention to wearer may be worn.
9. The use of too much cologne or perfume is not permitted due to sensitivities or allergies of others.

Boy and girl specific regulations:

For boys: No tank tops may be worn. Shorts need to cover the upper leg.

For girls: **For special events**, sleeveless dresses, should fit snugly under the arm. No thin strap, tank top, or halter tops. Tops that are low cut or that show a bare midriff are not acceptable. Dresses or skirts that are much above the knee are not acceptable. Leggings/jeggings/yoga or other spandex pants are permissible only if a shirt, skirt or shorts worn over them are fingertip length.

Attendance Policy-Virtual Class Attendance is Taken During Periods of Distance Learning Due to COVID-19

The purpose of the attendance system at VHM is to ensure each student's achievement of the fullest possible return from his investment in a Christian education. When a student misses classes, it is the student who loses. A vital part of Christian education is developing a sense of responsibility to one's duty, including keeping up good attendance. General Regulations as follows:

1. Absences and tardiness will be noted on each student's grade report.
2. Acceptable excuses for an excused absence include: illness, medical appointment and circumstances beyond the control of the student and parent.
3. When the attendance record of a student is becoming a threat the student's success, a conference may be required with the parents or guardian, the student, teacher and Principal.
4. The reason for being tardy or absent must be communicated to the teacher or office by **9:00am** in the morning. If not, it will be considered an unexcused absence.
5. Excused or pre-arranged absences for any reason other than medical or extreme emergency should be submitted in writing to the teacher at least *one week* prior to the anticipated absence for review. The request for absence will be considered and the decision reported to the parent via the home room teacher. Classwork may possibly be given to the student if time and convenience allows for the teacher to do so, otherwise make up classwork will be given to the student upon return to class. NOTE: the teacher is *not* required to allow work to be made up if the stated procedure is not followed!
6. A student having absences (excused or unexcused) totaling 15% (seven instructional periods) in any class in one quarter may forfeit his/her grade in that class except by special action of the school's governing committee.

Guidelines for Parent/Teacher Relationships

Successful education of children depends to a very large degree on effective cooperation between parents and teachers. The most successful school and the happiest children are the result of full and prayerful parental support of the teachers in their professional duties, and prayerful teacher support of parental duties. Today, more than ever, "It takes a village to raise a child." Our children need to know that we are on their team together.

Here are some Biblical Guidelines:

1. Everyone should be quick to listen, slow to speak, and slow to become angry. **James 1:9**
2. If your brother sins against you, go and show him his fault, just between the two of you.
Matthew 18:15-17
3. Do not let the sun go down while you are still angry. **Ephesians 4:26**
4. Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. **Ephesians 4:29**
5. Encourage one another and build up one another, just as you are doing. But we request of you, brethren, that you appreciate those who diligently labor among you, and have charge over you in the Lord and give you instruction, and that you esteem them very highly in love because of their work. Live in peace with one another. We urge you, brethren, admonish the unruly, encourage the fainthearted, help the weak, be patient with everyone.
1 Thessalonians 5: 11-14

Here are some guiding ideas that have grown out of the experience of years of Christian education:

It will benefit your child if you will....

1. Pray with your children for their teachers.
2. Attend and support all school-related programs and meetings--as much as possible, so that your child/ren know you care about their school and education.
3. Always speak well of teachers, especially in the presence of your children.
4. Never let your love for your children blind you to their human weaknesses and faults that show up at school. Making and correcting mistakes is how we learn.
5. Listen objectively to your child's complaint, when it comes; then, tell him/her that you will check with the teacher for his/her perspective. Do not discuss it further with the child. Never mention it to another person; but rather go alone and directly, in kindness and love, to the teacher/principal.
6. If criticism or suggestions, in regard to the teacher's work, becomes necessary, it should be made to him/her in private. If this proves ineffective, let the matter be referred to those who are responsible for the management of the school. Nothing should be said or done to weaken the children's respect for the one upon whom their well-being in so great a degree depends.

Conflict Resolution

A conflict resolution committee (teachers and members of the School Board) has been established to hear concerns and make recommendations as to how to address those concerns and resolve differences. This committee will hear concerns only after the following procedure (based on Matthew 18:15-17) has been followed:

1. The concerned individual has gone to the teacher concerned and has endeavored to work out a solution to the problem.
2. If a solution cannot be found, the teacher, student, parent, and principal meet together to work out an acceptable solution.
3. If the concern is still presenting itself after the first 2 steps have been followed, the conflict resolution committee will meet to hear all aspects of the concern and suggest alternative solutions.