



Handbook 2025-2026

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www.vhmchristian.org

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A Teacher's Prayer

**Lord, enable me to teach with wisdom,
For I help to shape the mind.**

**Equip me to teach with truth,
For I help to shape the conscience.**

**Encourage me to teach with vision
For I help to shape the future.**

**Empower me to teach with love,
For I help to shape the world.**

Greeting & Welcome

VHM Christian School offers classes for kindergarten through eighth grade students in a Christian environment. Our staff are certificated and highly qualified. Continuous teacher education and development fuels continuous growth in our students.

Our dedicated staff is committed to making learning effective and enjoyable in a loving, supportive environment.

We invite all who enroll to team with the faculty and administration to develop into all that God has in mind for us to be.

Mission Statement

At VHM Christian School, we are committed to fostering an environment where every individual is valued and respected. Our core values guide our actions and interactions, shaping a community rooted in love, honor, and exemplary conduct.

Our program at VHM Christian School centers around Christian ethics and values and enables all students to develop their potentials intellectually, physically, socially, and spiritually.

Core Values: V. H. M.

VALUE: I will value myself and others.

- Strive to achieve personal best
- Be a critical thinker

HONOR: I will serve my school, home, and church community.

- Act with integrity and honesty
- Create a safe and positive environment for yourself and others

MODEL: I will follow Christ's example of compassion and forgiveness.

- Develop a relationship with God
- Act with compassion and forgiveness towards others

Student Learner Outcomes (SLO)

Aligned with our core values of Value, Honor, and Model, VHM Christian School aims to cultivate the following outcomes in our students:

1. **Value: Valuing Self and Others**

- Self-Respect and Personal Worth: Students will recognize and affirm their intrinsic value as individuals created by God, demonstrating self-confidence and a positive self-image.
- Respect for Others: Students will appreciate and respect the diversity and uniqueness of others, promoting an inclusive and supportive community.

2. **Honor: Serving School, Home, and Church Community**

- Community Service and Engagement: Students will actively engage in service opportunities within the school, home, and church, contributing their time and talents to benefit others.
- Leadership and Responsibility: Students will develop leadership skills, taking responsibility for their actions and positively influencing their peers and community.

3. Model: Following Christ's Example of Compassion and Forgiveness

- Compassionate Behavior: Students will exhibit compassion in their interactions, showing empathy, kindness, and support to those in need.
- Forgiveness and Conflict Resolution: Students will practice forgiveness, effectively resolving conflicts and fostering peaceful and harmonious relationships.

4. Academic and Personal Excellence

- Academic Achievement: Students will strive for excellence in their academic endeavors, utilizing their strengths and resources to reach their highest potential.
- Continuous Personal Growth: Students will set and pursue personal goals for self-improvement, embracing a growth mindset and lifelong learning.

5. Spiritual Development and Christ-like Character

- Spiritual Practices: Students will engage in spiritual disciplines such as prayer, worship, and Bible study, deepening their faith and relationship with Christ.
- Christ-like Conduct: Students will model Christ-like behavior, displaying integrity, humility, and a commitment to following Jesus' teachings in all areas of life.

By embedding these learner outcomes into our educational approach, VHM Christian School seeks to nurture well-rounded individuals who are prepared to lead lives of purpose, service, and faith, reflecting our core values in their daily actions.

Daily School Information (new for 2025-2026)

School Day Begins at 8:00 a.m. (Drop-off begins at 7:45 a.m.)

School Day Ends:

- **Monday -Thursday at 3:15 p.m.**
- **Fridays at 12:00 p.m.**

Minimum Days end at 12:00 p.m.

Hot Lunch - \$8.00 / day

After School Care: The charge will be \$10 per half hour beginning at 3:30 pm (12:30 on Friday). Students not picked up by closing the fee will be \$10.00 for each 15 minutes over. ASC Hours are 3:30 – 5:30 Mon-Thurs and 12:30 - 4:00 Fridays.

History

VHM opened in 1920 as Soquel Junior Academy. A cabin on 7th Avenue served as the first school building. The school was then moved to Rodriguez Street, which eventually became Discoveryland Preschool. An enlarged building accommodated teachers.

In 1939, a small gym was built, which later became the school workshop. Finally in September of 1961, the present School building was occupied. A generous gift by Lola and George Hauselt, and extensive fund-raising, made this a reality.

The school was then renamed in honor of Virgil Hauselt. The Duffield's donated a staff home. A gymnasium and two classrooms followed. A grant from the Sundean Foundation allowed for increased property and staff homes.

WANT TO SUPPORT VHM: Please consider supporting VHM Christian School with a donation through our Venmo account @VHMChristianSchool—every gift makes a difference!

VHM Christian School
@VHM-ChristianSchool



venmo

Scan this code to pay

Contact Us

VHM Christian School

427 Capitola Rd. Extension
Santa Cruz CA 95062
Office: (831) 475-4762,
FAX: (831) 475-4845
www.vhmchristian.org

DiscoveryLand Preschool

427 Capitola Rd. Extension
Santa Cruz CA 95062
Office: (831) 476-9684,
FAX: (831) 475-4845
www.discoverylandsc.com

VHM Christian School and DiscoveryLand Preschool are owned by the Central California Conference of Seventh-day Adventists and are managed by a local School Board comprised of representatives from the following sponsoring entities:

Central California Conference

2820 Willow Ave.,
P.O. Box 770
Clovis, CA 93613
Office: (559) 347-3000
FAX: (559) 347-3054
ABC Store: (800) 843-8585

MBA Church

783 San Andreas Rd.
La Selva Beach, CA 95076
831-728-1481 Office
831-728-1485 Fax

Santa Cruz Seventh-day Adventist Church

1024 Cayuga St.
Santa Cruz, CA 95062-2422
Office: (831) 429-1442
FAX: (831) 428-1404

Soquel Bilingual Church

2501 Porter St.
Soquel, CA 95073
Office: (831) 475-2215

Watsonville Seventh-day Adventist Church

700 Green Valley Rd.
Watsonville, CA 95076
Office: (831) 722-6892

Watsonville Hispanic Adventist Church

336 Green Valley Rd.
Watsonville, CA 95076
Mail to: P.O. Box 1614
Watsonville, CA 95077
Office: (831) 728-3617

Faculty & Staff Directory

Kindergarten & 1st Grade

Dolores Tejada
(831) 475-4762 Ext. 103
mora@vhmchristian.org

2nd, 3rd, 4th Grade

Cristina Stephenson
(831) 475-4762 Ext. 105
stephenson@vhmchristian.org

Principal

K-1 Music & PE

2nd-4th PE & Music, 4th Math

Roymond Koubong
(831) 475-4762 Ext. 101

5th & 6th Grade Homeroom

Jerry Stanley
(831) 475-4762 Ext. 114
stanley@vhmchristian.org

7th & 8th Grade Homeroom

John Carrillo
(831) 475-4762 Ext. 120
carrillo@vhmchristian.org

Facilities Supervisors

Matthew Ruckle

Librarian

Lenka Lukacova
(831) 475-4762 Ext 116

Finance

Baerg & Associates
accountant@vhmchristian.org
(559) 472-3500

DiscoveryLand Staff & Board

Director

TBD
(831) 476-9684
director@discoverylandsc.org

Teachers

TBD

Board Chair

TBD

Board Members

TBD

Parent Teacher Organization (PTO)

School Officers

President/Secretary

Daisy Lara
pto@vhmchristian.org

School Representative

Roymond Koubong
principal@vhmchristian.org

Room Parent Coordinator

Kristin Ruckle

Treasurer

TBA

Room Parents:

Kindergarten-1st: Francisco Giron, Apolinar Giron

2nd-4th: Kristin Ruckle

5th-6th:

7th-8th: Ana Leos

The VHM PTO is responsible for numerous school improvements and sponsors various school activities. 100% of the proceeds that PTO collects are directed back to VHM. Your child benefits fully from your efforts in the Parent Teacher Organization. Your involvement also shows the child your commitment and interest in their education.

Yearly Activities: School Picnic, Fall Fair, Cookie Dough Sales, K-8 Christmas Program Refreshments, Skate Nights, Color Run, Talent Show/Auction, Beach Days, and Teacher Appreciation Week.

GET INVOLVED & JOIN the PTO!

Staff Birthdays

October 10 - Mr. Roymond Koubong

November 22 - Mr. Jerry Stanley

January 12 - Mr. John Carrillo

February 26 - Mrs. Cristina Stephenson

March 6 - Ms. Dolores Tejeda

School Board Directory

Koubong, Roymond — VHM Principal
Contact: principal@vhmchristian.org

Andrea Hernandez — Board Chair/Santa Cruz Church
Contact: boardchair@vhmchristian.org

Cris Suarez - MBA Pastor
Contact: pastor@mbachurch.org

Jireh Yi — Watsonville English & Santa Cruz Church
Contact: two7agape@gmail.com

Pablo Maldonado — Soquel Bilingual & Watsonville Spanish Pastor
Contact: pmaldonado@cccsda.org

TBD DiscoveryLand Director
Contact: director@discoveryland.org

School Calendar 2025-2026

Begin First Quarter

FIRST DAY OF SCHOOL	August 18
Back-to-School Night	August 21
No School – Labor Day	September 01
Spirit Week.....	September 8 - 12
County Fair Field Trip (2-4).....	September 11
Fall MAP Testing	September 15-19
Teacher PLC (Minimum Day).....	September 24

Fall Week of Prayer	Sept. 29-Oct. 03
Fall School Picture Day	September 30
End of First Quarter	October 17
No School - Teacher In-Service	October 21
Begin Second Quarter	October 22
Parent/Teacher Conferences(Minimum Day).....	October. 29-30
Fall Fair	November 09
Veterans Day Special Assembly.....	November 11
Thanksgiving Luncheon & Teacher PLC (Minimum Day).....	November 20
Thanksgiving Vacation	November 24-28
School Resumes	December 01
VHM K-8 Christmas Program	December 18
Christmas Vacation	Dec. 22 - Jan. 02
Begin Third Quarter	January 05
School resumes	January 05
End of Second Quarter	January 09
Spirit Week.....	January 12-16
No School – Martin Luther King Day	January 19
MAP Testing.....	Jan. 27 - Feb. 2
Open House.....	February 1
Teacher PLC (Minimum Day).....	February 4
No School - Presidents' Day	February 16
Robotics Competition.....	March 1
3rd/4th & 5th/6th Outdoor School.....	March 2-4
Spring School Picture Day.....	March 10
MBA Academy Days	March 14-15
End of Third Quarter	March 20
Spring Vacation	March 23-30
School resumes: Begin Fourth Quarter	March 31
Spring Week of Prayer.....	Mar. 31 - Apr. 3
Parent Teacher Conferences (Minimum Day).....	April 8
7th & 8th Outdoor School.....	April 13-17
No School – Teacher In-Service	April 21
Alumni Breakfast.....	April 24
VHM Constituency Meeting.....	April 27
Academic Fair.....	April 30
Spring MAP Testing.....	May 4 - 8
Teacher Appreciation Week.....	May 4 - 8
Spirit Week	May 11-15
Teacher PLC (Minimum Day).....	May 13
Color Fun Run.....	May 15
No School – Memorial Day	May 25
Kindergarten Graduation.....	June 2
8th Grade Graduation.....	June 3
Last Day of School: End of Fourth Quarter	June 4

Citizenship Standards

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

1. Purposefully support the religious ideals 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 character such as the practice of honesty, truthfulness, and integrity.
5. Base relationships on purity, and belief in the inestimable value of oneself and others.
6. Follow practices which contribute to strengthening the body temple rather than possess or use alcoholic beverages, tobacco, or other dangerous 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. any damage to property will require payment or replacement.
10. Practice punctuality and dependability by meeting appointments regularly and promptly.

Any regulation adopted by the Board or Faculty, and announced to the student, shall have the same effect as if in print.

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.

Educational Philosophy

At VHM Christian School, we believe that education is a lifetime process in which the school plays a vital role in shaping the whole child—academically, spiritually, socially, and emotionally. As a Seventh-day Adventist elementary school, our mission is to reflect Christ's character in all that we do, guiding students to grow in faith, knowledge, and service.

We recognize the unique value and potential of every student, created in the image of God. Our goal is to nurture each child toward developing a positive self-image, a love for learning, and a deepening relationship with Jesus Christ. Each phase of our organized school program is designed to help students realize their God-given capacities and make meaningful progress that meets their individual needs.

To support this, we have adopted a Standards-Based Learning (SBL) approach, which emphasizes clarity of learning goals, regular assessment of progress, and focused instruction based on mastery. Rather than merely striving for grades, our students are encouraged to demonstrate understanding and growth in key competencies aligned with academic and character development. This ensures that each student is empowered to take ownership of their learning journey, with the support

of caring teachers who provide targeted feedback and opportunities for reflection and improvement.

Through a Christ-centered and standards-aligned education, we aim to equip our students with both the academic excellence and moral foundation needed to serve others, think critically, and flourish in a rapidly changing world.

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.

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.

Application Procedure

Submit an application with a \$350 (non-refundable) registration fee for each student applying for admission. **The amount is decreased to \$300 if paid prior to April 15.**

The Admissions Committee will check references, including former school, consider the applicant and notify of acceptance

After acceptance, all registration materials and medical requirements must be met prior to attendance.

- All immunization dates are properly indicated (MM/YY).
- All new students to the school must have a physical examination using the VHM form before school begins.
- Seventh grade students are required to have a current physical form filed with VHM before school begins.
- All new Kindergarten students must bring in a copy of their birth certificate.

General Finance Policies

- See Financial Agreement for various payment plans.
- Due by the 10th of the month. Payments received after that are subject to a late fee of \$35 unless prior arrangements have been made.
- Returned checks will incur a \$35 fee per check.
- Automatic payments can be arranged through Baerg & Associates. We accept all major credit cards - processing fees will be paid by the parent.
- Transcripts and diplomas may not be issued until the student's account has been paid in full.

Refunds

Written notice of 15 days prior to the date of withdrawal is required by the school. Billing will continue until we receive this notice. **Your financial obligation date will either be 15 days from the date we receive the notice of termination –or- your child’s last day of school (whichever is furthest in the future).**

Account Delinquency

If an account becomes **60 days** delinquent, a financial suspension letter will be sent to the family notifying them of the suspension. Students will not be able to attend class or other services until the past due amount is received. If a payment plan needs to be considered, contact the Principal, Board Chair or Accountant. The student(s) will be permitted to remain in school with a payment plan approved by the Finance Committee. Accounts over **90 days** may be sent to a collection agency at your own expense.

Note: Students with unpaid accounts at the end of the year may not be allowed to march at graduation. If you are receiving financial assistance the portion you are responsible for each month must be kept current in order to continue receiving the aid, scholarship or grant; and the student must maintain satisfactory grades.

After School Care

All students are supervised until 3:30 pm by a staff member. At the 3:30 pm bell, (12:15 pm Fridays) students who have not been picked up will automatically go into the program located in the Pavilion or gym/library depending on the weather.

For parents who are unable to pick their child up by 3:30 pm (12:15 pm Fridays) please call the school by 3:00 pm (12:00 pm Fridays) to make arrangements for your child's supervision.

The charge will be \$10 per half hour beginning at 3:30 pm (12:15 on Friday). Students not picked up by closing the fee will be \$10.00 for each 15 minutes increment over the closing time.

All students in aftercare will obey school rules and the rules of the extended care supervisor.

All parents or guardians will be required to sign their child(ren) out from extended care on a daily basis.

After School Care Hours

3:30 – 5:30 Mon-Thurs

12:15 - 3:45 Fridays

Cost is \$10.00 per half hour

Dress Code

Clothing and personal appearance ought to be neat, clean, and appropriate to the occasion and its activities. If a student's appearance makes the faculty or staff uncomfortable, the student may be asked to remove or change the offending item.

General regulations are as follows:

1. Tops (shirts, sweatshirts, sweaters, or blouses) must be worn at all times.
2. Bottoms (slacks, jeans, pants, sweatpants, shorts, skirts, or dresses) must be worn at all times.
3. All bottoms must not be much above the knee and tights/knee socks may be worn.
4. Tops and bottoms must not be faded or with holes, will be modest and fit properly.
5. Shabby, torn, or ill-fitting clothing may not be worn. Ill-fitting is classified as clothes that are too long or short (safety) or too baggy or tight (safety).
6. **For Boys:** no tank tops or exposed undergarments.
7. **For Girls:** sleeveless dresses should fit snugly under the arm. No thin strap, tank tops, 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.
8. Undergarments may not be exposed. Undergarments (briefs, boxers, panties, bra or camisole straps) must not show at any time, even when bending or stretching.
9. Leggings/jeggings/yoga or other spandex pants are permissible as long as they are from an opaque material (material that cannot be seen through). If worn, must be covered up to mid-thigh.

10. Students will have VHM shirts to be worn on field trips or special events at the discretion of the school.
11. Athletic shoes that fit well and enclose the foot must be worn for P.E. and outdoor play.
12. For health and safety reasons, shoes or sandals are to be worn at all times—Flip-flops not allowed.
13. Emblems or messages displayed on clothing must not be in conflict with the standards of the school.
14. Hair should be kept neatly cut and groomed. Styles that draw undue attention are not acceptable. Hair coloring is limited to a **“natural” hair color**.
15. Hats, caps, or hoods are not appropriate inside any school buildings.
16. Jewelry including: neck chains, rings, bracelets, necklaces, and earrings may not be worn.
17. Make-up that draws undue attention to itself or the person wearing it should not be worn. The use of too much cologne or perfume is not permitted due to sensitivities or allergies of others.

CONSEQUENCES:

At VHM we realize that mistakes happen and most students don't intend to ignore the guidelines in the dress policy as they dress in the morning. So that we can work together as a team the following steps will be implemented:

Step 1 Reminder - Verbal & Change to meet dress code requirements

Step 2 Signed Reminder - Written

Step 3 Teacher/Parent Meeting and Student Plan*

Step 4 Dress Code Violation sent to Administration*

Classroom:

1. Reminder: Teacher will talk privately with the student regarding the dress guideline not observed. The teacher and student will go

over the pictures on the school web site to provide the student with both a verbal and visual understanding of the guideline not observed. Students will be given a reminder warning. The teacher will communicate with the parents about the warning. The office may supply appropriate clothing to wear during that school day.

- Any school clothing borrowed due to dress code violation needs to be freshly laundered and returned to the office within one week. Failure to return clothing after two weeks will result in a charge to replace the item.

2. Should there be a second occurrence of that guideline violation **the parents** will be asked to provide appropriate clothing.

Dress Code Violation (Administration)

If the above efforts by the teacher are ignored by the student and family the student will be seen as in violation of the dress code policy. At that point, the student will be sent home and the family must meet with the Principal and the homeroom teacher before the student may return to class.

*Multiple disciplinary dress code violations will result in a meeting with the Principal and School-wide Discipline Committee and may affect the student's enrollment status. This committee will consist of board members and the teacher of the student.

Attendance Policy (In-Person)

The purpose of the attendance system at VHM is to ensure each student's achievement is 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 a well-developed sense of responsibility.

1. Absences and tardiness will be noted on each student's grade report.
2. Acceptable excuses for an 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 to the student's success, a conference may be required with the parents or guardian, the student, teacher, and Principal.
4. The reason for tardiness or absences must be communicated to the teacher or office by **9:00 am** in the morning. If not, absences will be considered unexcused.
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 *two weeks* prior to the absence for review. The request 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 the class except by special action of the school's governing committee.

Please note: If a parent has a meeting at VHM with a teacher or PTO etc., your child must either stay with you or they must be checked into aftercare to provide proper supervision.

Health Policy

Health Policy at VHM: To ensure the health of everyone in our school community, students displaying symptoms of illness, such as coughing or a runny nose, should stay home. If students with mild symptoms come to school, we can provide them with a mask to prevent spreading germs. If symptoms worsen or the student feels uncomfortable, we will call parents to pick them up. Students with a fever or vomiting must stay home and be symptom free for at minimum 24 hours before returning to school.

Hygiene Practices at School: In our classrooms, we will be taking proactive measures to reduce the spread of germs:

1. Hand Washing Routines: We will encourage students to wash their hands frequently, especially before meals and after sneezing or coughing.
2. Hand Sanitizers: Easily accessible hand sanitizers will be available throughout the school.
3. Desk and Surface Cleaning: Regular cleaning of high-touch surfaces will be conducted to minimize the spread of germs.
4. Tissue Supplies: Tissues will be available in all classrooms, and students will be reminded to use them and dispose of them properly.
5. Personal Space Awareness: We will teach and encourage students to maintain personal space and avoid sharing personal items like water bottles and utensils.

Your partnership is vital in keeping our school healthy. If your child feels unwell, please let us know and keep them home to rest and recover. Together, we can create a safe and healthy environment for everyone.

Traffic Rules

Assist us with safeguarding your children. Please obey these rules and procedures:

- Student DROP-OFF and PICK-UP is conducted in the 7th Avenue Lot. Use only RIGHT HAND TURN to enter and exit the lot.
- Students may not be dropped-off or picked-up on the side streets.
- Students are to be accompanied by parents while in the parking lot.
- Always proceed with caution in all school parking lots and drop-off lanes.

The 7th Avenue Lot is the only designated and supervised area for Drop-off and Pick-up of students:

- Once entering the parking lot, pull as far forward as possible before unloading or loading.
- Traffic flow is in a counterclockwise direction and always drive forward and around the lot to exit the property.
- Unload and load students in the “drop-off areas”, (along the two fence lines) for “stop and drop” or “pick-up” only. No parking in these areas.
- If you need to assist your child, parking is available in the center of the lot. Students are to be accompanied by parents while in the parking lot.
- Please, Do Not Stop in front of the Pavilion pathway; doing so impedes the view of supervising staff.
- **Morning Drop-off opens at 7:45 am and closes at 8:15 am.**
- Late arrivals, after 8:15 am, use the front entrance on Capitola Road Ext. Parents are to walk their child(ren) into the School Office and check-in before going to the classroom.

- **Afternoon Pick-up: 7th Ave gate opens at 3:00 pm and closes at 3:30 pm.**

Please note: Parents who wish to walk their child(ren) to the classroom, or remain with their child(ren) until “First Bell” must park in a designated parking space.

Acceptable Technology Use Policy

Use Rules:

1. Time on-line is only for assignment work.
2. Go only to the websites assigned by the teacher.
3. Treat people with respect—the way you would like to be treated.
4. Never download programs or files without the teacher's permission.
5. Never install any programs on the computer unless you are asked to by the principal.
6. I will not use any e-mail unless instructed to do so and supervised by a teacher or staff.
7. Never bring external drives from home and put them in the school computers.
8. Never open any email from someone you don't know.
9. Never print anything until you have followed the Printer Use Rules.
10. Never share your password with anyone.
11. Never erase the history or cookies off of any school computer.
12. Never change the ownership of the computer without the permission of the teacher or staff.

Safety Rules:

1. Never give out personal information about: your name, address, telephone #, location, or personal email address.
2. Never give out personal information to someone else.
3. Always tell the teacher when someone asks you for personal information.
4. Do not put a picture of yourself on the internet without your parents' permission.
5. Never meet people in person that you have contracted on the internet, without your parents' permission.

6. Always tell the teacher if you come across information or messages that are dangerous, mean, embarrassing or that make you feel uncomfortable. Turn off the monitor, use the Back key to leave the site, then immediately and quietly tell the teacher.
7. Never email someone for the first time without the teacher's permission.

Legal Compliance:

1. Teachers and staff may review documents and log files to ensure that you are using the system responsibly.
2. You will not copy information from the internet or local network and give it to your teacher as your own work. You cannot use the words or pictures from an internet site without giving credit to the person who owns the site.
3. You are not to open other students' folders or files.
4. Chat rooms are off limits unless the teacher has entered with you or provided a monitored site.
5. Never look at, send, or try to find any pictures or words that you would not want your parents or teachers to see.

The school makes no guarantee that the functions or the services provided by or through the system will be error free or without defect. The school will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruption of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

Cell Phone and/or Personal Electronic Devices Policy

Cell phones and/or Personal Electronic Devices may be brought to school for emergency purposes. However, these devices pose a significant distracting influence on students in the classroom and on the playground. Cell phones are to be used only when students are off campus. In addition, on school trips, cell phone use will only be at allotted times at the teacher's discretion.

While students are in class and during the school day, students are expected to give their device(s) to their classroom teacher for supervision purposes. At the end of the day students may collect them and return them to their backpacks for the trip home. In the event of an emergency on campus students may use their phones to call home but all other calls home or messaging not of emergency status must go through the school office.

The only exception to the above rule may be in the event that a classroom teacher plans a specific activity for his/her students during a school trip.

1. Social networking sites are banned for use by students on campus.
2. Calling from a cell phone is not permitted except in an emergency with permission from a staff member.
3. Messaging from any device is not permitted during school hours.
4. Games and other activities are not permitted while on campus.

Field Trip Policy

The following are the requirements for field trips for anyone participating in a school organized trip, whether it is a day trip or overnight. Further overnight trips are detailed below.

1. Auto Insurance: The vehicle being driven for the trip must meet or exceed the recommended policy requirements stated on the Central California Conference Field Trip Driver application.
2. Chaperone sign up:
 - a. The chaperone list must be completed two weeks prior to a field trip date. This allows time for the school to ensure all volunteers are cleared to participate.
 - b. All volunteers must be LiveScanned and complete a Mandatory Reporter Training prior to being considered as a chaperone.
3. Siblings: Sibling(s) cannot attend a field trip of another class and a non-school-attending sibling cannot travel with the school group.
4. Car seats and seat belts: Students under the age of 8 must be secured in a car seat or booster seat in the back seat. Students over the age of 8 are subject to California's Mandatory Seat Belt Law which requires every person in a moving vehicle who is age 8 or older to wear a seatbelt.
5. All volunteer drivers using their private vehicles to transport students must complete the CCC Insurance Verification Form before the trip. One of the requirements on the form is to go through the Live Scan fingerprint background check that all volunteers must complete.
6. Age limit: All drivers must be at least 21 years of age or older.
7. Driving Record: All drivers must have no at-fault accidents on their active driving record. A printed record from the DMV must be provided as part of the Field Trip Driver application.

2025-26 Theme:

VALUE

I will respect myself and others

At VHM Christian School.

Scripture:

**Love one another deeply as
brothers and sisters. Take the
lead in honoring one another.**

~Romans 12: 10

Code of Conduct

VHM is dedicated to the development of student conduct that exemplifies Christian virtues. When students enroll, they agree to live within the framework of the school's standards of behavior as described in this handbook. It is the student's responsibility to acquaint himself/herself with the contents of this handbook. Any practice or attitude that does not support a good learning environment and a Christian atmosphere will result in appropriate disciplinary action. At the core of our code of conduct is the goal of children developing a self-discipline that is characterized by respect for God, oneself, one's fellow students, adults in authority, and the school environment. The following lists of prohibited behaviors illustrate the kinds of evidence that would indicate a lack of respect at various levels. Involvement in any of the following makes the student liable for disciplinary action that may include time out, suspension, probation, or expulsion depending on the severity of the action and the repentance of the student.

**** School rules apply at all times, including on field trips and school-sponsored activities.**

Disrespect for Self

- Dishonesty in any form, including lying, cheating, plagiarism, stealing, avoiding censure for misdeeds
- Acting in a risky or reckless manner on playground equipment or in other contexts

Disrespect for Peers

- Treating others with disrespect through name calling, teasing, exclusion, threats, harassment, or any other act that may injure, degrade, intimidate or disgrace a student (see sexual harassment policy following)
- Fighting or inappropriate physical contact with another student
- Improper conduct involving persons of the opposite sex—Improper displays of affection, improper sexual activity, or indecent exposure
- Theft or willful destruction of property belonging to another individual

Disrespect for Adults in Authority

- Disrespect, defiance or insubordination
- Willful disturbance of class
- Continued refusal to complete or hand in assignments

Disrespect for the School and Learning Environment

- Tampering with the school fire alarm or fire equipment
- Riding bicycles, skateboards, scooters, or rollerblades on campus (some exceptions may apply in case of a school or classroom-sponsored event, in which case protective gear is required)
- Gum chewing on campus—not permitted, few exceptions
- Using personal electronic communication or entertainment devices on campus or during school hours
- Violation of the dress and/or conduct code
- Theft or willful destruction of property belonging to the school

Disrespect for God

- Undermining the religious ideals and/or faith of the Seventh-day Adventist Church
- Using profane or indecent language, possessing or displaying obscene literature or pictures

The following actions presume the student shall be expelled:

- Intentionally causing serious injury to another not in self-defense
- Possession of a firearm at school or school activities and or brandishing a knife at another person (see weapons policy)
- Possession of a bomb or other explosive device
- Possession, use, sale, or distribution of a controlled substance
- Robbery (taking property from another by force or fear)
- Assault or battery upon a school employee
- Sexual assault or battery

****Any item confiscated from a student by a staff member will be returned to the student only when the student is accompanied by a parent, if the object is returned at all.**

Weapons Policy

VHM prohibits any student from possessing weapons, imitation weapons, or dangerous instruments of any kind, including tear gas weapons such as pepper spray, in school buildings, on school grounds, or at school-related or school-sponsored activities away from school, or while coming to or going from school. Students possessing or threatening others with a weapon, dangerous

instrument, or imitation weapon are subject to suspension and/or expulsion. As stated in the Pacific Union Conference Education Code 1554, the possession of a firearm or bomb at school or any school activity will result in expulsion. Parents and the appropriate law enforcement agencies shall be notified. Continuation or readmission will be contingent on appropriate counseling. Any school employee is authorized to confiscate a weapon, dangerous instrument, or imitation weapon from any student on school grounds. Students are expected to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

Sexual Harassment Policy

VHM is committed to providing a school environment free from sexual harassment for all staff and students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: *Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes, but is not limited to, offensive pictures, graffiti, jokes, gestures, or labeling and name calling of a sexual nature. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is prohibited sexual harassment. Sexual*

harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures for Sexual Harassment:

Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible.

If the harassment is between students, the student shall report the incident to the classroom teacher or the principal.

If the harassment comes from an adult, the student should report directly to the principal. Other forms of harassment should be processed in the same manner.

Resolving Sexual Harassment Complaints

Any employee of the school upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal or, if the principal is allegedly involved, the Central California Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly and confidentially. If harassment is found to have taken place, such appropriate corrective action will be taken as reasonably necessary to end the harassment. After the investigation and response, the alleged victim will be informed that appropriate action has been taken. The school will also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

DISCIPLINARY ACTION

The faculty plans for a harmonious and beneficial experience at VHM, made possible in part by group effort and cooperation. Corrective actions are meant to be redemptive in nature, bringing the student to a place of recognizing his/her wrongs and desiring to make them right and to move forward in a new way. When a student demonstrates, through grievous actions or repeat offenses that he/she has little or no regard for the standards set forth, his/her continuance in the school is in jeopardy. Various means are used by the administration and the staff to elicit the cooperation of the students to abide by school standards:

1. Verbal Warning or Counsel

Identifying the problem, soliciting student input and commitment on positive resolution and future avoidance of the behavior problem.

2. Record of Behavior

A written form stating the misconduct and the action taken is registered in **FACTS**. The parent and student may or may not be notified of the recording depending on the situation.

3. Parent Conference

If deemed necessary, parents may be notified and a conference may be called to discuss the situation. A **“Success Plan”** will be formulated in consultation with the student, teacher, principal and parents to remedy the misbehavior. If the behavior persists, a **“Behavior Contract”** outlining specific behaviors will be required to continue enrollment.

4. Suspension

Removal of the student from the social environment of the classroom, either within the school or at home for a limited period of time due to the student's consistent disregard of school standards and rules or due to a major behavioral problem.

5. Probation

Disciplinary status indicating the student has demonstrated persistent citizenship irregularities or has a major behavioral problem.

6. Expulsion

Permanent removal from the school by action of the board as recommended by the staff and the principal. Parents may choose to voluntarily withdraw a student before the expulsion decision is taken by the board to avoid this negative record.

Guidelines for Parent and Teacher Interactions

Successful education of children depends to a very large degree on effective cooperation between parents and teachers. The most successful schools 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 18:15-16**
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, if and 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 Process and Committee

A Conflict Resolution Committee (consisting of 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 18:15-16) has been followed:

1. The concerned individual (student and/or parent) 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/(s), 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.