



Veritas Christian Academy

Student/Parent Handbook

Intelligent Faith: Equipping minds and engaging hearts for God's Kingdom purposes.

*"but sanctify Christ as Lord in your hearts, always being ready to make a defense to everyone who asks you to give an account for the hope that is in you, yet with gentleness and reverence;"
(1 Peter 3:15)*

*"Now for this very reason also, applying all diligence, in your faith supply moral excellence, and in your moral excellence, knowledge; and in your knowledge, self-control, and in your self-control, perseverance, and in your perseverance, godliness; and in your godliness, brotherly kindness, and in your brotherly kindness, love. For if these qualities are yours and are increasing, they render you neither useless nor unfruitful in the true knowledge of our Lord Jesus Christ."
(2 Peter 1:5-8)*

**This Student Parent Handbook does not in any way constitute a contract
and is subject to change at any time.**

Revised July 2020

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General Information

Headmaster	Robert M. Woods
Rhetoric School Principal	Nick Phillips
Logic School Principal	Sheri Sullivan
Grammar School Principal	Marty Reed
School Within a School Program Director	Allison Burdette
Human Resources Director/Registrar	Karen Benfield
Office of Recruiting and Retention	Buffey Smith
Athletic Director & Coordinator	Frank McHone and Mike Jennings
Office of Community Relations	Candice Pritz
Business Manager	Julia Goldsmith
Facility Manager	Mike Jennings
College Counselor	Caroline Bullock
Rhetoric School Secretary	Leah Thompson
Grammar School Secretary	Buffey Smith
Office Manager	Cathy Allen

School Phone Number	681-0546
School Fax Number	681-0547
Email Address	admissionsdirector@veritasnc.org
Web Address	www.veritasnc.org
Mailing Address	17 Cane Creek Road Fletcher, NC 28732

School Day for Pre-Kindergarten	8:00 am - 2:30 pm
School Day for Grammar School	8:00 am - 3:00 pm
School Day for Rhetoric School	8:00 am - 3:25 pm

Morning Drop-off	7:30 am - 8:00 pm
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Afternoon Pick-up

Cars containing Pre-Kindergarten students only	2:30 pm - 2:45 pm
Cars containing Kindergarten students only	2:45 pm - 3:00 pm
Cars containing only Grammar School students	3:00 pm - 3:15 pm

Cars containing Logic, Rhetoric and Grammar School students	
Grammar School students	3:15 pm - 3:25 pm
Logic and Rhetoric School students	3:30 pm - 3:45 pm

Cars containing only Logic/Rhetoric School students	3:30 pm - 3:45 pm
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Veritas Christian Academy

Communication Form – “Whom to See About What”

The following information is designed to assist you in knowing whom to contact with questions or suggestions. It is our desire to ensure that you always have quick and direct contact with the appropriate administrator or support personnel. You can be assured that the Headmaster will be kept abreast of all issues and concerns you may have.

Robert Woods <u>Headmaster</u>	Nick Phillips <u>Rhetoric School</u> <u>Principal</u>	Sheri Sullivan <u>Logic School</u> <u>Principal</u>	Marty Reed <u>Grammar</u> <u>School</u> <u>Principal</u>	Karen Benfield <u>Registrar, and</u> <u>HR Director</u>	Buffey Smith <u>Office of</u> <u>Recruitment and</u> <u>Retention &</u> <u>Grammar</u> <u>School Assistant</u>
Board of Trustees	Rhetoric School Curriculum	Logic School Curriculum	Grammar School Curriculum	Student Registration/ Records	Recruiting/ Retention
Administrative Team	9-12 Academic Schedules	6-8 Academic Schedules	Pre-K – 5 Academic Schedules	Employment/ Contracts/ Issues/Benefits	Admissions
Annual Fund	Rhetoric School Faculty Schedules and Duties	Logic School Faculty Schedules and Duties	Grammar School Faculty Schedules and Duties	Accreditation	Reenrollment
Allison Burdette <u>SWS Support</u> <u>System Director</u>	Faculty Training	Faculty Training	Faculty Training	All Manuals	Community Open Houses and Expositions
SWS Faculty & Staff Concerns	Parent Questions Grades 9-12	Parent Questions Grades 6-8	Parent Questions Grades Pre-K - 5	Faculty/Staff Events	New Family Tours
SWS Curriculum	Professional Development	Professional Development	Professional Development	RenWeb Parent Login	Student Screenings
Personalized Education Plan	Student Screenings	Student Screenings	Student Screenings	Carolina Bullock <u>College</u> <u>Counselor</u>	Scheduling New Family Meetings
Oversees Accommodations	Faculty Evaluations	Faculty Evaluations	Faculty Evaluations	College/Career Guidance	Grammar School record keeping
	Student Academic Performance	Student Academic Performance	Student Academic Performance		Grammar school schedule
	Student Life, Activities, and Affairs	Student Life, Activities, and Affairs	Student Life, Activities, and Affairs		Field Trips
	New Parent Meetings Grades 9-12	New Parent Meetings Grades 6-8	New Parent Meetings PreK-5		Parent Field Trip Drivers
	Student Screenings	Student Screenings	Student Screenings		
	Discipline	Discipline	Discipline		
	Graduation		Graduation		

Frank McHone or Mike Jennings <u>Athletic Director</u>	Leath Thompson <u>Grammar and Logic</u> <u>School Secretary</u>	Candice Pritz <u>Community Relations</u>	Cathy Allen <u>Office Manager</u>	Adam Guice <u>Parent/Teacher</u> <u>Fellowship</u>
Athletic Program	Parent Drivers for Field Trips and Events	Announcement/No Reply Emails	Student Attendance	PTF Committee
Coaches	8th Grade Washington DC Trip	Publicity	Student Tardies	Room Moms
Athletic Fundraisers	12th Grade European Trip	Advertising	Early Dismissals	PTF Events
Olympic Games	All aspects of Graduation Practice	Summer Camps	Report Card Processing	Clothes Closet
Pep Rallies	Kimberly Coots <u>Hot Lunch</u> <u>Coordinator</u>	Website	School and Office Supplies	Warrior Moms
Athletic Policies	Hot Lunch Program	Digital/Social Media	NC Driver's Eligibility Certificates	Love Offering
Athletic Handbook	Access to Kitchen Supply Room and All Decorations	The Voice of Veritas (weekly newsletter)	Donor Connect/Client Resource Management	Teacher Appreciation
Athletic Uniforms		Alumni Association		VCA Special Events
<u>Warrior Club</u>	Mike Jennings <u>Facility Manager</u>	Graduation Reception and Board of Trustees Luncheon	Tina Woods <u>Office Receptionist</u>	School Nurse
Gate and Concession Scheduling	Safety Procedures	Salt & Light Serveathon	Photocopies	Immunizations
All Booster Club Activities	Facility/Grounds	Spring Gala	July Parent Mailing	Student Medications/ First Aid Supplies
	Equipment/ Furniture	Senior Fundraising	Assist with Family Directory	
	Purchasing	Annual Campaign	Bus Transportation for Field Trips	
	School Buses	Hot Lunch Database	Scheduling Parent/Teacher Conferences	
		Julia Goldsmith <u>Business Manager</u>	School Directories	
		Payroll		
		Accounts Payable/ Receivable		
		Check Requests		
		Budgets		
		Tuition Payments		
		FACTS		
		Fees		

Veritas Christian Academy Mission Statement

INTELLIGENT FAITH: EQUIPPING MINDS AND ENGAGING HEARTS
FOR GOD’S KINGDOM PURPOSES.

Mission Concept

The mission of Veritas Christian Academy is to provide families with a quality education by means of classical methods that emphasize the basic tools of each subject and their proper utilization so that students will be competent in understanding and expressing all knowledge through a Christ-centered worldview.

BY CHRIST-CENTERED WE MEAN:

1. All subjects will be taught as part of an integrated whole, based upon the truth of God’s Word.
2. A clear model of the biblical, grace-centered Christian life and worldview is exemplified through repentance, love, and faith.

BY CLASSICAL WE MEAN:

1. The method known as the Trivium emphasizes three stages of learning: grammar, logic, and rhetoric. Grammar represents the fundamental facts of each subject; logic, the ordered relationships of the particular facts in each subject; and rhetoric, how the grammar and logic of each subject may be clearly expressed.
2. The introduction and emphasis of the three stages of learning are correlated with phases of childhood development. Grammar School students absorb the grammar of subjects most easily, Logic School the logic and argument, and High School the rhetoric.

Veritas Christian Academy Philosophy

1. Parents have a God-given responsibility for the education of their children, and therefore, parents are expected to take an active role in the education process.
2. Teachers and staff who stand in place of the parents during school hours should genuinely model the Christian world and life view with love and grace.
3. Since God’s truth is revealed in the Scriptures as well as all creation, the Christian worldview approach integrates the truth of the Scriptures with learning in all subject matter.
4. We aspire towards academic excellence and conduct that is honoring to God in an attempt to love the Lord with all of our heart, soul, and mind.
5. Academic and character development should promote principled reasoning, a love of learning that brings glory to God, and an attitude of servant-leadership which allows the student to become all that God calls him to be.
6. Prayer is essential to this Christian institution, and we solicit the prayers of all who are involved with its mission so that the unity of the Spirit and the peace of the Lord will be manifest in all our activities.

Veritas Christian Academy Statements of Faith

The Statement of Faith adopted by Veritas Christian Academy is limited to primary Christian doctrine, which is considered to be central to all Christian denominations, which sets Christianity apart from other faiths. These truths are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine at VCA. Secondary doctrines will not be presented as primary doctrine.

1. We believe the Bible to be the only inerrant, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

Secondary Doctrine

Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents. Presentation of all sides of an issue is encouraged. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Veritas Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Trustees is Veritas Christian Academy's final interpretive authority on the Bible's meaning and application.

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Veritas Christian Academy as a Christian organization, and to provide a biblical role model to the Veritas Family and the community, it is imperative that all persons employed by Veritas Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.) Such employees are also required to agree to adhere to the Christian Role Model Agreement included as a part of their contracts.

We believe that God offers redemption and restoration to all who confess and forsake their sins, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of Veritas Christian Academy.

Veritas Christian Academy Core Values

1. VCA is a Christian school with a Christ-centered biblical world and life view.
2. VCA is a Classical school using the methodology of the Trivium in the Western Christian tradition.
3. VCA follows a Statement of Faith that is non-denominational with primary doctrine taught at every grade level.
4. VCA is a college preparatory school providing a range of standard, honors, and Advanced Placement courses.
5. VCA is a discipleship model school with delegated authority from the parents (in loco parentis).
6. VCA employs Christian teachers who serve as godly role models and mentors.
7. VCA faculty and staff endeavor to provide a Christian student culture through curricular and extracurricular activities.
8. In an effort to represent the full body of Christ, VCA ensures diversity in economic status and support for students with learning differences.
9. The Board of Trustees is primarily focused on maintaining the mission and core commitments of Veritas and its financial stability.
10. The Board of Trustees manages corporately the spiritual tone and policies that govern the school.

Admissions

Recognizing that children are a precious gift from God and seeing our mission as being a helping partner to Christian families in the nurturing and training of their children, we prayerfully present the following admissions standards for Veritas Christian Academy.

1. Veritas Christian Academy is a discipleship model school. Believing that God has given parents the primary responsibility to instruct their children in love and fear of the Lord, we perceive our mission to be one of reinforcing and supplementing the religious training given in the home. Therefore, it is required that at least one parent (or guardian) be a professed Christian. Our Christian parents should be affiliated and in good standing with a local Christian congregation. We maintain that church attendance is essential in the spiritual training of students at Veritas Christian Academy. Parents (Guardians) should also be actively participating in the ongoing religious training of their children at home.
2. Believing that God has given to the parents the responsibility of child discipline, we do not see as our purpose the task of bringing under control children who are in rebellion against parental authority.
3. While recognizing the worth and promise of all children, but further recognizing that we are not professionally trained or equipped to minister to children with certain medical needs or severe learning disorders, we may be unable to accept these precious children for admission.
4. Students who are currently enrolled in Veritas Christian Academy receive first priority for enrollment in the next academic year followed in priority sequence by new students from continuing families (e.g. siblings), children of staff, new School Within a School students, and then other new students, giving preference to siblings of newly enrolled students.
5. Veritas Christian Academy does not discriminate on the basis of race, gender, or national origin in the administration of its admission policies.
6. In order to comply with state health regulations, each year the school requires written verification of proper immunization status for every student.

School Age Requirements

1. To be eligible to enter Kindergarten, a student must turn five years of age by August 1st of the current school year. Exceptions can be made at the discretion of the Grammar School Principal.
2. To be eligible to enter Pre-Kindergarten, a student must turn four years of age by August 1st of the current school year.
3. A student may not reach the age of 20 prior to June 1st of the senior year.

Foreign Exchange Student Admissions Policy and Procedures

It is the goal of Veritas Christian Academy to equip each of its students to thrive spiritually, emotionally, and academically in a college environment. Therefore, it is essential to thoroughly evaluate incoming foreign exchange students to insure their success in the Veritas Christian Academy curriculum and environment. To achieve this goal, Veritas Christian Academy only accepts foreign students through the Nacel Open Door Program and through our World for Christ Program. Foreign students entering the school must meet all of the guidelines as outlined in our Admissions Policy.

Application Fees

1. A \$175.00 application fee must accompany each application for new families.
2. Application fees are non-refundable and cover all screening and administrative fees.
3. A \$50.00 application fee must accompany each application for entering siblings of currently enrolled students.
4. There is no application fee for children of faculty and staff members.

Student Health Requirements

All students attending Veritas Christian Academy must have and provide a copy of a current immunization record or an exemption statement according to North Carolina Code on record with the Main Office before entering school. A copy of this record will be kept in the student's permanent record.

Approval of Application for Enrollment

For a prospective student to be enrolled in Veritas Christian Academy, the following requirements must be met:

1. The student's application for enrollment must be complete. (An application is considered complete when a completed Student Enrollment Form, a completed Parent Questionnaire, a signed Parent Commitment, a copy of the student's standardized test scores, and a copy of the student's latest report card are on file in the school office, and all applicable fees have been paid.)
2. The Headmaster, or his designate, must conduct a personal interview with the parents and/or guardians.
3. Each student applicant must be screened to determine readiness and proper placement.
4. The Headmaster must make a final determination concerning the acceptance of the student and the Office of Recruiting and Retention will notify the parents.

Transcript Evaluation

1. Veritas Christian Academy accepts transfer credits from students enrolled in a school that is accredited by the Association of Christian Schools International (ACSI), Christian Schools International (CSI), Association of Classical Christian Schools (ACCS), Southern Association of Colleges and Schools (SACS), or other regional accrediting agencies.
2. Veritas Christian Academy accepts transfer credits from students enrolled in a formal home-school program recognized by the North Carolina Department of Non-Public Instruction or another state's governing agency.
3. In each case, VCA reserves the right to evaluate the student's transcript and grant credit to only those courses which correspond to the academic program offered by VCA. Students may be required to provide a detailed course description and samples of work, projects, or tests completed in each course in order to determine course credit.
4. Veritas Christian Academy may accept transfer credits from students enrolled in non-accredited schools or non-approved home school programs at the discretion of the Headmaster. Each course submitted for credit must be accompanied by a detailed course description, list of resources and texts used, as well as a portfolio of the student's work. Each course must correspond to the academic program offered by VCA.

Student Records and Family Files

1. All student records will be kept in a locked, fireproof filing cabinet in the office of the Registrar and all family files in the office of the Business Manager.
2. High School transcripts are kept in a permanent file for all students who have attended Veritas Christian Academy in grades 9-12.
3. If a student withdraws from Veritas Christian Academy in grades Pre-Kindergarten - 11, the records will be kept in a file for three years and then purged.
4. Graduate transcripts are kept indefinitely.

Tuition Payments

1. Tuition payments are due on the 5th or the 20th of the month. The date due is determined at the time of FACTS Management Company enrollment.
2. In the event that your financial institution returns a payment, a \$30.00 FACTS Returned Payment Fee will be automatically processed from the account provided within 20 days. A returned payment fee will be assessed for each payment attempt that is returned.
3. Expulsion does not eliminate financial obligation and the Administration reserves the right to pursue collection methods for the remainder of the year's unpaid tuition.
4. For the sake of the child's education and the family's peace of mind, and for the financial stability of the school, we encourage parents to contact the office as soon as possible when they are experiencing economic difficulties. In cases of severe hardship, it is possible to develop a revised tuition payment plan. If a revised payment plan is accepted, the due dates established must be met. A missed payment for a revised payment plan may result in the removal of the student from the school.
5. Before final report cards will be given to a student, all fees, fines, and tuition must be paid and all books and materials belonging to Veritas Christian Academy must be returned.
6. A student may not be re-enrolled for the following school year until all fees, fines, and/or tuition have been paid in full unless arrangements have been made with the Business Manager due to unusual circumstances.

Tuition Assistance

1. Current families may apply for tuition assistance at the time of reenrollment.
2. Families who desire tuition assistance will be required to submit an application through the FACTS Management Program.
3. The Headmaster and the Board Finance Committee Chair will distribute tuition assistance based upon the recommendation from FACTS and the available funds allotted by the Board of Trustees.
4. Current families have priority in the distribution of tuition assistance.

Termination of Student Enrollment Contract

1. Parents or guardians are legally bound by the following statement contained in the tuition payment agreement: "I understand that the annual budget of Veritas Christian Academy is based on student enrollment and the related tuition payments of each family. I also understand that I am agreeing, by my signature below, to pay the tuition for the entire year regardless of whether or not my student(s) remains at VCA for the entire year. My contractual obligations for the entire tuition period shall not be abrogated, cancelled, or reduced for any reason, including but not limited to my family's decision to withdraw our student(s) in order to enroll said student elsewhere (public or private educational institution) or to homeschool said student."
2. A family may be asked to leave Veritas Christian Academy at the sole discretion of the Headmaster when it is determined that the family refuses to cooperate with the school's objectives, is disruptive to the school's program, fails to submit to the policies in this manual, or behaves in a threatening manner.

Graduation Requirements Policy

Comment on Credits:

- * A semester is one half year or 2 quarters.
- * A 1- credit course is a 2-semester class (typically 130 hours of classroom instruction).
- * A .5-credit course may meet every day for 1 semester or meet every other day for 2 semesters.

Grade Offered	English	Credits toward Graduation
9 th	World Literature I or Honors World Literature I	1
10 th	World Literature II or Honors World Literature II	1
11 th	American Literature or AP Language	1
12 th	British Literature or AP Literature	1
	<i>Total Credits Required</i>	4

*Students who transfer into the High School must still meet the minimum 4 credits to graduate.

Grade Offered	Mathematics	Credits toward Graduation
9 th	Algebra I or Honors Geometry	1
10 th	Geometry or Honors Algebra II	1
11 th	Algebra II or Honors Pre-Calculus	1
12 th	Advanced Functions & Modeling or AP Calculus	1
	<i>Total Credits Required</i>	4

*Students who transfer into the High School must still meet the minimum 4 credits to graduate.

Grade Offered	Science	Credits toward Graduation
9 th	Biology or Honors Biology	1
10 th	Chemistry or Honors Chemistry	1
11 th	Honors Physics I - Mechanics or Physics II - Magnetism, Lights, and Sound <i>(offered alternating years)</i> AP Biology or AP Chemistry <i>(offered alternating years)</i>	1
12 th	Honors Physics I - Mechanics or Physics II - Magnetism, Lights, and Sound <i>(offered alternating years)</i> AP Biology, or AP Chemistry <i>(offered alternating years)</i>	1
	<i>Total Credits Required</i>	3

*Honors Physics I, Physics II, AP Biology and AP Chemistry are offered in alternating years. Students who transfer into the High School must still meet the minimum 3 credits to graduate.

Grade Offered	Foreign Language	Credits toward Graduation
9 th	Latin I or Honors Latin II	1 (One year of High School Latin is required.)
10 th	Honors Latin III or Spanish I	1
11 th	Honors Latin IV, AP Latin, or Spanish II	1
12 th	Honors Spanish III or Honors Greek I	1
	<i>Total Credits Required</i>	3

*Students are required to take two years of a consecutive language to meet graduation requirements, and one year of High School Latin is required. Transfer students coming after the 9th Grade are not required to meet the classical language credit mandate.

Grade Offered	History	Credits toward Graduation
9 th	Western Civilization I or Honors Western Civilization I	1
10 th	Western Civilization II or Honors Western Civilization II	1
11 th	United States History or AP United States History	1
12 th	United States Government or AP United States Government	1
12 th	Economics – <i>Required for all students attending.</i>	.25
	<i>Total Credits Required</i>	4.25

* Students who transfer into the High School must still meet the minimum 4.25 credits to graduate.

Grade Offered	Theology	Credits toward Graduation
9 th	Biblical Poetry	.5
10 th	Gospels and Acts	.5
11 th	Apologetics/Epistles	.5
12 th	Honors Philosophy	1.0
	<i>Total Credits Required</i>	2.5

*Students who are enrolled at VCA are required to take Theology courses corresponding with their grade.

Grade Offered	Advanced Studies	Credits toward Graduation
9 th	Honors Logic II	.5
10 th	Honors Rhetoric I	.5
11 th	Honors Rhetoric II	.5
12 th	Honors Senior Thesis	1.0
	<i>Total Credits Required</i>	2.5

*Students who are enrolled at VCA are required to take Advanced Studies courses corresponding with their grade. Students who transfer into the High School must meet the Honors Senior Thesis requirement but will not be required to meet the Advanced Studies credit mandate.

Grade Offered	Technology*	Credits toward Graduation
9 th	Introduction to Computers	.5
	<i>Total Credits Required</i>	.5

*Students who transfer into the High School are not required to meet this credit mandate.

Fine Arts/Electives	Credits toward Graduation
AP Studio Art *	1
Studio Art	.5
Drama or Film	.5
Chorus	.5
Yearbook	.5
Creative Writing	.5
Praise Band	.5
<i>Total Credits Required</i>	1.0

*AP Art is an academic course and earns 1 credit toward the graduation requirement.

*Elective courses earn .50 credits for the year.

*All students are required to meet the 1 credit mandate in this category.

Physical Education*	Credits toward Graduation
Sports Participation	.25 credit for one season
Advanced Physical Education (Strength & Conditioning)	1.0
<i>Total Credits Required</i>	1

*Elective Physical Education courses earn 1.0 credits for the year.

*Sports Participation is .25 credits per sport per season.

*All students are required to meet the 1 credit mandate in this category.

Graduation Requirements	Credits to Graduate
English	4
Mathematics	4
Science	3
Foreign Language	3
History	4.25
Theology	2.5
Advanced Studies	2.5
Fine Arts	1
Physical Education	1
Electives	(Additional academic courses may be used in this category.)
Total for Students attending VCA from 9-12 grades	25.25
*Minimum Requirement for Transfer Students	23

Student Records Release

Veritas Christian Academy will release official student records to another school upon the request of the parent or guardian or student who reaches the age of majority. Unofficial copies of a student's records may be obtained by the parent or student who reaches the age of majority. Written notification for official or unofficial copies should be sent at least one week prior to when the records are needed to allow appropriate time to comply with the request. Records will not be released until all financial obligations have been met. Due to confidentiality issues, Veritas Christian Academy does not fax student records.

Attendance Policy

1. Students enrolled in Veritas Christian Academy are expected to attend all prescribed classes, i.e., parents and/or students may not choose which or how many classes to attend.
2. A record of attendance for each student will be kept. The total number of days absent and days present will be recorded on the student's quarterly report card.
3. In the event a student is absent from school for more than seven days in Grammar and Logic School or five days in Rhetoric School during one semester (*for any reason*), the student's work will be reviewed by the appropriate Principal to determine eligibility for credit or grade promotion.
4. If parents have planned for the student to miss an entire day of school for a foreseeable event (i.e., a family vacation, activities that are not school-related), a Planned Absence Request Form must be submitted to the appropriate Principal at least five (5) working days prior to the absence if make-up work is desired. The make-up work provided will consist of major assignments only, and therefore, additional make-up work may be required upon the student's return.
5. If students are being removed from school for a portion of the day (i.e., for a dentist or doctor appointment, illness), the parent must sign the student out utilizing the Campus Security System computer located in the Main Office.
6. If a student arrives at school after 8:00 am or is returned to school after being removed for a portion of the day, the parent must sign the student in utilizing the Campus Security System computer located in the Main Office.
7. A High School student must complete final exams before a semester grade will be given. A student who is absent during a final exam will receive a grade of "I" (incomplete) in the pertinent course until the missed exam is completed on the make-up exam day. The exam must be completed on the exam make-up day unless a doctor's excuse is provided.
8. Upon request from parents, the Headmaster is authorized to waive requirements set by other provisions of this policy. In doing so, he shall, with the appropriate Principal, consider the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

Inclement Weather

1. In the event of inclement weather, Veritas Christian Academy will notify parents and students via the VCA website, email/text blast, and 13 WLOS TV.
2. The Headmaster will determine the need for a delayed opening or cancellation.

Arrival and Dismissal Policy

The following guidelines have been carefully designed to ensure the safety of our students and to respect the time of our parents. Therefore, we ask you to read the information below and follow it diligently. Your cooperation will benefit everyone in the Veritas Family.

All students must be dropped off and picked up through the car line in the cafeteria parking lot with the exception of all Pre-Kindergarten students and Kindergarten students with no siblings in the school. (See Dismissal #1 & #2 below) Parents will not be permitted to drop off or pick up students at any other location on the campus of Veritas Christian Academy and will be redirected to the drop off and pick up car line in the cafeteria parking lot by school personnel assigned to ensure this policy is properly implemented.

Arrival

Children of Faculty and Staff Members:

1. Children of faculty and staff members may arrive at 7:30 am.
2. All children of faculty and staff should report to the Drama Room.
3. Grammar School students will be dismissed from the Drama Room to report to their classrooms at 7:40 am, and Logic and Rhetoric School students will be dismissed from the Drama Room to proceed to their lockers at 7:45 am.
4. Any student who arrives after 8:00 am will be considered tardy and must report to the Main Office to obtain a tardy slip for admittance to class.

Grammar School Students:

1. Students should not arrive at school prior to 7:30 am.
2. Grammar School students who arrive between 7:30 am - 7:40 am should report to the Drama Room upon arrival. These students will be dismissed at 7:40 am to go to their classrooms.
3. Grammar School students who arrive between 7:40 am - 8:00 am should go directly to their classroom.
4. Any Student who arrives after 8:00 am will be considered tardy and must report to the Main Office to obtain a tardy slip for admittance to class.

Logic and Rhetoric School Students:

1. Students should not arrive at school prior to 7:30 am.
2. Logic School students who arrive between 7:30 am - 7:45 am should go directly to the Drama Room. At 7:45 am these students will go to their homeroom to put away their backpacks and to their lockers to prepare for the day.
3. Logic School students who arrive between 7:45 am - 8:00 am will go to their homeroom to put away their backpacks and to their lockers to prepare for the day.
4. Rhetoric School students who arrive between 7:30 am - 7:45 am go directly to the Drama Room. At 7:45 am these students will be dismissed to prepare for the day.
5. Any Student who arrives after 8:00 am will be considered tardy and must report to the Main Office to obtain a tardy slip for admittance to class.

Dismissal

1. All Pre-Kindergarten students with no older siblings in the school will be dismissed at 2:30 pm and will be picked up in front of the school at the second set of double doors.
2. Kindergarten students with no older siblings in the school will be dismissed at 2:45 pm and will be picked up in front of the school at the second set of double doors.
3. Parents picking up only Grammar School students (Grades 1-5) should not arrive for afternoon pickup prior to 2:45 pm and loading will take place between 3:00 pm - 3:15 pm for these students only.
4. Pick-up for parents with only Grammar School students (Grades 1-5) ends promptly at 3:25 pm. If you arrive after 3:25 pm, you must park at the front of the school and report to the Main Office to pick up your child.
5. Parents picking up Grammar, Logic, and/or Rhetoric School students should not arrive for afternoon pick-up prior to 3:15 pm. The Grammar School students will be loaded in cars between 3:15 pm - 3:25 pm and the Logic and/or Rhetoric School students will begin loading at 3:30 pm.
6. Parents picking up only Logic and/or Rhetoric School students should not arrive prior to 3:25 pm and loading will begin at 3:30 pm.
7. Logic and/or Rhetoric School pick-up ends at 3:45 pm. Logic and/or Rhetoric School students not involved in any after school programs or receiving help from a teacher must be off campus by 3:45 pm. If you arrive after 3:45 pm, you must park at the front of the school and report to the Main Office to pick up your child.

Early (11:30 AM) Dismissal Days

1. All Pre-Kindergarten students with no older siblings in the school will be dismissed at 10:30 am and will be picked up in front of the school at the second set of double doors.
2. Kindergarten students with no older siblings in the school will be dismissed at 10:45 am and will be picked up in front of the school at the second set of double doors.
3. Parents picking up only Grammar School students (Grades 1-5) should not arrive for pick-up prior to 10:45 am and loading will take place between 11:00 am - 11:15 am for these students only.
4. Pick-up for parents with only Grammar School students (Grades 1-5) ends promptly at 11:25 am. If you arrive after 11:25 am, you must park at the front of the school and report to the Main Office to pick up your child.
5. Parents picking up Grammar, Logic, and/or Rhetoric School students should not arrive for pick-up prior to 11:15 am. The Grammar School students will be loaded between 11:15 am - 11:25 am and Logic and/or Rhetoric School students will begin loading at 11:30 am.
6. Parents picking up only Logic and/or Rhetoric School students should not arrive prior to 11:25 am and loading will begin at 11:30 am.
7. Logic and/or Rhetoric School pick-up ends at 11:45 am. Logic and/or Rhetoric School students not involved in any after school programs or receiving help from a teacher must be off campus by 11:45 am. If you arrive after 11:45 am, you must park at the front of the school and report to the Main Office to pick up your child.

Dismissal During School Day

1. If a parent desires to pick up a student prior to regular dismissal, the parent should report to the Main Office to pick up his child(ren). No student will be dismissed from the classroom. The Office Manager or Receptionist will contact the teacher via the intercom to request that a student report to the Main Office to be dismissed.
2. Students leaving school early must sign out with the Office Manager or Receptionist and must have parental permission in person or in writing. Phone calls for permission to leave early will only be permissible in health emergencies.
3. All early dismissals must be recorded utilizing the Campus Security System computer located in the Main Office.
4. Student drivers must report to the Main Office to sign out utilizing the Campus Security System computer and must have written parental permission to leave early.
5. Students may not leave with another student driver unless specific written parental permission has been granted.
6. Students may not leave with anyone other than a parent or guardian unless specific written parental permission has been granted.

Tardiness

Veritas Christian Academy considers tardiness an important issue. Students who are tardy to class interrupt the teacher and distract other students from learning. Being on time exhibits respect for teachers and classmates and is a skill that is important for our students to acquire. In emergency situations (for instance: car trouble, illness, car accident, icy roads, etc.) a tardy will not be designated as an offense.

Students are expected to be in the classroom seated and ready to begin the day at 8:00 am. Any student entering the classroom after 8:00 am will be considered tardy and must report to the Main Office for a tardy slip to be admitted to class.

Grammar Students who are tardy to school: (Tabulation begins at the start of each quarter.)

1. Second Offense: Parents will be contacted by the school.
2. Third Offense - Fifth Offenses: The student will receive discipline according to our policy.
3. Sixth Offense and Higher: A parent will be required to attend a meeting with the Principal to discuss the issue of tardiness.

Logic and Rhetoric School students who are tardy to school: (Tabulation begins at the start of each quarter.)

1. Second – Third Offense: The student will receive a verbal warning and a parent will be contacted by the Logic and Rhetoric School Secretary.
2. Fourth - Sixth Offenses: The student must report for lunch detention at the assigned time. Parents will receive a call from the appropriate Principal as well as an email from the Logic and Rhetoric School Secretary prior to the day of detention.
3. Seventh – Tenth Offenses: The student must report for early morning detention at the assigned time. Parents will receive a call from the appropriate Principal as well as an email from the Logic and Rhetoric School Secretary prior to the day of detention.
4. Tenth Offenses or higher: The student will receive further disciplinary consequences at the discretion of the appropriate Principal.

Reverence

1. In all areas of instruction and related activities, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with Biblical principles.
2. For the sake of the students' spiritual training and the work of Veritas Christian Academy, joyful encouragement and instruction in reverential knowledge of the Lord is necessary, honored, and respected at Veritas Christian Academy.

Veritas Christian Academy Distinctives

1. **I am** . . . a child of God, a gift to my parents and my country. I'm a person of great value because God made me.
I praise you, for I am fearfully and wonderfully made. Wonderful are your works; my soul knows it very well. Psalm 139:14
2. **I can** . . . do all things through Christ who strengthens me. God has made me able to do everything required of me.
Whatever you do, work heartily, as for the Lord and not for men. Colossians 3:23
3. **I ought** . . . to do my duty to obey God, to submit to my parents and everyone in proper authority over me, to be of service to others, and to keep myself healthy with proper food and rest so my body is ready to serve.
Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God. Romans 13:1
4. **I will** . . . resolve to keep a watch over my thoughts and choose what's right even if it's not what I want.
Keep your heart with all vigilance for from it flow the springs of life. Proverbs 4:23

Code of Christian Conduct

The responsibility for training a child in godly behavior belongs to the parents, but in order to maintain an orderly, disciplined, godly, and wholesome environment for learning, the following code of conduct is elucidated. Our standards are not intended to usurp parental training, but, as our standards are based solidly upon Scripture, they should serve to reinforce and supplement the godly training in the home. A student is expected to behave in a manner that exhibits the following characteristics:

1. Cheerful obedience to authority (parents, teachers, staff, etc.) and adherence to school regulations when a person in authority is not present
2. Responsibility in doing assigned or expected tasks, such as homework
3. Cooperation with others in playing and working at school
4. Courtesy and respect for others
5. Cleanliness in person and property
6. Truthfulness in word and life
7. Respect for the property of the school and other individuals
8. Promptness in attendance and assignments
9. Morally upright conduct in all areas of life, including language, social relationships, recreation, abstaining from all intimate sexual conduct
10. Morally upright conduct in public forums including website postings, emails, and music performances (band performances, vocal performances, dance, etc.)
11. Dress in conformance with his or her biological sex (male or female)
12. The utilization of restrooms, locker rooms, and changing facilities conforming to one's biological sex (male or female)
13. Abstention from the use of alcohol, tobacco, and drugs
14. Service to one another and community

Grammar School Code of Conduct and Discipline Plan

1. The kind and amount of discipline will be determined by the teacher, and if necessary, the Principal and Headmaster. The discipline will be administered in light of the particular student's behavior and attitude. Every effort will be made to be fair and consistent.
2. All discipline will be based upon biblical principles, e.g., restitution, apologies (public and private), swift and just discipline, restoration of fellowship, no lingering attitudes, etc.
3. The vast majority of discipline problems are to be dealt with at the classroom level.
4. Love and forgiveness will be an integral part of the discipline of a student.
5. Whenever possible, punishment shall be a logical consequence of the misbehavior and appropriately measured response.
6. Incidences of cheating will be addressed according to the Policy on Cheating.

Minor offenses such as horseplay, talking out of turn, disturbing others, incomplete homework, meddling with or accidentally damaging property, etc. warrants one or more of the following penalties:

1. Verbal reprimand
2. Isolation from the class (at the back of class, out of class)
3. Walking laps during recess
4. Restitution (payment for or restoration of damaged property)
5. A note/phone call to parents.

Any offense that is considered to be a major offense will be addressed by the Grammar School Principal with the assistance of the Headmaster if needed. Parents will always be informed immediately if a major offense is committed by a student.

Logic & Rhetoric School Code of Conduct: **A Redemptive Toolbox**

Code of Conduct: Veritas Christian Academy is seeking to establish a winsome and edifying learning atmosphere. We will do so by offering clear boundaries, clear consequences, and consistent enforcement of rules and regulations.

Discipline: Typical discipline issues involving students are best addressed within each class period or when the issue occurs.

Honor Code: Veritas students will strive to live by the Fruit of the Spirit and treat others as they desire to be treated. Veritas students will have before them the greatest commandments as we regularly remind them of what Jesus called us to live.

Violations of the Honor Code:

1. Disrespect: Acting in a manner toward anyone in a way that violates the Fruit of the Spirit and the Golden Rule.
2. Dishonesty: To consciously make a false or misleading statement in either written or verbal form about yourself or another; To give or receive aid on any assignment or assessment without previous authorized permission; Claiming ownership of work of another.

Students who transgress the Veritas Christian Academy Code of Conduct will receive an immediate office visit with the classroom teacher and the Logic/Rhetoric School Principals.

When a student disobeys “The Code of Conduct” the “4-Step Process” unfolds accordingly:

Step 1 - Warning: Students will be given a clear warning to encourage appropriate behavior.

Step 2 - Consequence: If a student commits another infraction having been duly warned, the student will receive an appropriate and related consequence for the student’s action from the teacher (e.g., missing recess, lunch without class, detention, cleaning, etc). In these cases, the teacher will issue a discipline notice to be signed by the child and the parent to be returned the next day.

Step 3 - Office Visit: If a child exhibits continued disobedience having received the above warning and consequence, the teacher will send that child to the Logic/Rhetoric School Principals for an office visit. With an office visit, the Principal will meet with the student and will also contact the student’s parents in determining an appropriate consequence. *A student is to receive an immediate office visit for committing major infractions of our Code of Conduct.* In extreme or persistent cases, the Administration does reserve the right to assign a Day of Reflection, In-School Suspension, or in more serious cases Out of School Suspension for 1-5 days.

Step 4 - Visit with the appropriate Principal with the intended outcome that a spiritual discipline plan be put into place. This plan will be designed with the specific behavioral issues in mind.

For Rhetoric students, the proper consequences for poor academic behavior should be academic in nature and directly related to a student’s grades. Students are not to receive disciplinary actions for failing to turn in homework on time or failing to bring the appropriate books to class. Rather, in such cases, students will receive the appropriate academic consequence for their actions. As students face more severe disciplinary measures such as a Day of Reflection or In-School Suspension, they are removed from their classrooms; such removal itself is the intended consequence of discipline. To be sure, such students are responsible for making up all missed work immediately upon returning to class. However, these students will not be punished additionally by having teachers reduce their grades for classes missed when having a Day of Reflection or In-School Suspension.

Classroom Decorum: Decorum is ultimately about establishing an atmosphere and order to promote learning and teaching. Decorum is clearly defined as fitting behavior and appropriate appearance keeping to the desired learning atmosphere of Veritas.

Violations of Classroom Decorum:

Step 1 - Warning: Students will be given a clear warning to encourage appropriate behavior.

Step 2 - Consequence: If a student commits another infraction having been duly warned, the student will receive an appropriate and related consequence for the student’s action from the teacher.

- Appropriate disciplinary measures (etc. miss recess time, extra cleaning etc.)
- In addition to the consequence, there will be a discipline slip to go home, signed by student and parent to be returned to the Principal of the Logic or Rhetoric School.
- If a student fails to redirect after a warning and an initial consequence, the teacher will issue a demerit.

Demerits: Demerits are given after unsuccessful repeated attempts to redirect a student’s behavior.

Demerit Based Discipline:

LEVEL 1 (1 demerit per infraction) - Discipline issues may include, but are not limited to the following: *Dress Code violation, minor classroom disruption, failure to follow the teacher's instructions or classroom procedures, excessive noise, roughhousing/inappropriate hallway behavior, inappropriate cafeteria or assembly behavior, or abuse of vehicle parking privileges.* Multiple dress code violations may result in the student being sent home to change into proper attire.

LEVEL 2 (3 demerits per infraction) - Discipline issues may include, but are not limited to the following: *Moderate classroom disruption, teasing, excessive roughhousing, public displays of affection (including holding hands or embracing, lap sitting, hugging, or kissing), failure to be properly supervised, missing class, failure to report to detention, using a cell phone or other electronic devices during school hours for other than approved education purposes, or name calling/disrespect of another student.*

LEVEL 3 (10 or more demerits per infraction) - Discipline issues may include, but are not limited to the following: *Excessive or ongoing teasing, threats of a harmful nature, profanity or inappropriate language/material, irreverence of God and His name, assault on another student, intimidation, lying, disrespect toward authority, forgery, or vandalism.*

LEVEL 4 (20 or more demerits per infraction) - Discipline issues may include, but are not limited to the following: *Violation of suspension, racial, ethnic, or gender slurs, harassment, lighting matches/starting fires, sexual harassment, immoral behavior, or tampering with emergency equipment.*

LEVEL 5 (30 or more demerits per infraction) - Discipline issues may include, but are not limited to the following: *Assault on a staff member or school official (verbal or physical), assault/possession of a weapon (real or toy) on campus, death threat, bomb threat, bullying, possession of illegal substance, or sexual/moral indecency.*

Each discipline violation has consequences and VCA will follow levels of disciplinary action to ensure that the student and the parents remain informed and that behavior patterns can be identified and closely monitored.

TIER 1: Lunch Detention - *The accumulation of 5 demerits will result in Lunch Detention. The parent will receive a phone call from the appropriate Principal. Lunch Detention will be offered only once per week in the Rhetoric School and every day in the Logic School.*

TIER 2: After-School Detention- *The accumulation of 10 demerits will result in After-School Detention. After-School Detention will be served from 3:45-4:45. The parent will receive a phone call giving advance notice from the appropriate principal.*

TIER 3: Day of Reflection - *The accumulation of 15 demerits will result in A Day of Reflection, served in SWS and at the SWS Director's discretion. The cost of A Day of Reflection is \$20 to cover the cost of a faculty monitor and must be paid at the time of The Day of Reflection. Additionally, the parent will receive an email notification from the Logic or Rhetoric School Principal.*

TIER 4: In-School Suspension - *The accumulation of 20 demerits will result in In-School Suspension. The parent will be notified in writing from the appropriate Principal regarding the reason for the In-School Suspension. Students subject to In-School Suspension will also be suspended from extra-curricular activities throughout the duration of their suspension at a minimum. This is an attempt to*

allow students to review their poor choices and rethink their alternative choices. Students will be given work from each of their teachers to be completed that day, and their work is eligible for credit in accordance with this handbook.

TIER 5: Out-of-School Suspension - *The accumulation of 25 demerits will result in Out-of-School Suspension. The appropriate Principal will notify the parents personally, as well as in writing, to explain the reason(s) for the suspension. Students subject to Out-of-School Suspensions will also be suspended from extra-curricular activities throughout the duration of their suspension at a minimum. A suspended student will be reinstated to class after consultation with both the student and parent, preferably in person, with assurance from them that such behavior and/or attitudes will be discontinued, and that the student will assume his/her place in the school with a cooperative and willing spirit. Students will be required to complete all missed work and turn it in on the day he/she returns. Tests, quizzes, and labs must be completed within 3 school days of returning to school from the suspension. Students who do not make up this work within 3 school days will receive zeros.*

TIER 6: Expulsion - *The accumulation of 30 demerits will result in consideration for expulsion. We understand that detentions and suspensions may cause an inconvenience for the family; however, it is the inconvenience that serves as part of the discipline for the student, and hopefully, it will serve as the mechanism to thwart his/her less than ideal behavior. Any student who exceeds 20 demerits for the year may be subject to being placed on a conditional enrollment status for the next school year, placed on probation, or both, and may be subject to expulsion at the discretion of the appropriate Principal and the Headmaster.*

The goal of Veritas Christian Academy's discipline policy is redemptive in nature. Consequently, the points for infractions and merits are zeroed out at the end of each quarter, even though the disciplinary actions placed in the file stay intact. Each student, therefore, begins a new quarter with a clean discipline record. Additionally, students have the opportunity to earn merits. This is accomplished when a person in a position of authority observes a student doing something beneficial or positive that is sincere and exceptional. That authority figure can then issue the student merit points. Merit points will erase demerit points one-for-one or earn a positive balance.

Day of Reflection

A Day of Reflection entails a one-day removal of a student from class when school is in session. The purpose is to provide the student a day to reflect on the serious nature of the infraction and to write a letter addressed to the teacher(s), the Logic or Rhetoric School Principal, and the Headmaster. The letter should recognize what happened, acknowledge the gravity of the infraction, and discern how to avoid similar poor decisions or tempting situations. The tone of the letter should be sincere and contrite.

During the Day of Reflection, a student is not eligible for any extracurricular activities (e.g., athletic practice and/or competition, drama productions.) and is not allowed on campus or off campus at any school-related curricular and/or extracurricular activity. While students serving a Day of Reflection will not face additional academic penalty, it is the student's responsibility to make up any and all schoolwork missed and to ensure that the student has all the information needed to return to class in a productive manner. Any and all assignments, including any given during the Day of Reflection, must be handed in immediately upon returning. This includes having to take any tests missed the first day back. Also, during this time, the student will be visited by select school staff for prayer and counsel. While a Day of Reflection is a serious matter that results in a student's public separation and removal from that day's activities, **it is not a suspension**. This Day of Reflection is not added to a student's permanent file. Upon returning, the student and parents will meet with the Logic or Rhetoric School Principal for restoration.

Suspension: In-School and Out of School

Suspensions are generally given as a result of infractions that occur during the academic year and entail

the temporary removal of a student from the classroom for 1-3 days or from campus for 1-5 days.

All suspensions occur as a result of severe infractions of school policies and/or recurring office visits. Such behaviors which warrant immediate suspensions include, but are not limited to, the following on campus infractions with the consequent, minimal periods of suspension: Truancy, recurring Code of Conduct violations, possession of illegal, immoral, or inappropriate items, and other inappropriate behavior. During a suspension, a student is not eligible for any extracurricular activities (e.g., athletic practice and/or competition, drama productions) and is not allowed on campus or off campus at any school-related curricular and/or extracurricular activity. While students serving a suspension will not face additional academic penalty, during a suspension it is the student's responsibility to make up any and all schoolwork missed and to ensure that the student has all the information needed to return to class in a productive manner. Any and all assignments, including any given during the suspension, must be handed in immediately upon returning from a suspension. This includes having to take any tests missed the first day back. ***Suspensions are extremely serious matters as they result in a student's public separation and removal from the school community.*** Moreover, it is important to note that suspensions are added to a student's permanent file; *they will not and cannot be revoked or expunged from a student's record for any reason.* Due to the grave nature, suspensions will only be given out when warranted with the administration's prayerful collaboration under the Headmaster's authority. Upon returning, the student and parents will meet with the Logic or Rhetoric School Principals for restoration.

Expulsion

Forgiveness, grace, mercy, and restitution are fundamental to our mission. However, sometimes expulsion from the school community is the only proper, loving response both for the health of our community and for the potential restoration of the offender.

Two general types of behavior exist which will lead to an immediate expulsion:

1. Despite multiple attempts to achieve repentance and restoration through office visits, detentions, in-school sanctions and suspensions, a student persists in being disruptive and disobedient.
2. Certain behaviors of a dangerous, immoral, and/or illegal nature that occur at school, at any school-related event, or off campus.

Behaviors warranting immediate expulsion include but are not limited to the following *on campus* behaviors:

- Use, possession, distribution, and/or transactions involving alcohol or illegal substances/drugs
- Misuse, illegal possession, and/or distribution of prescription or mood-altering drugs
- Illegal use or possession of a weapon of any kind
- Physically destructive behavior, including vandalism, hazing, and assault
- Threats of harm to any student, parent, faculty, or staff member
- Sexual harassment, including improper comments, contact and/or groping
- Sexually immoral behavior: any inappropriate contact with oneself or another
- Possessing, viewing, sharing pornographic sexually-oriented material
- Sexually immoral words/actions/images via email, cell phones, etc.
- Any online impersonation of student, faculty or staff member
- Hacking into school database or website
- Any action deemed a violation of the law

Behaviors warranting immediate expulsion include but are not limited to the following *off campus* behaviors:

- Threats of harm to any student, parent, faculty, or staff member
- Sexual promiscuity
- Getting pregnant and/or contributing to a pregnancy
- Having an abortion or aiding in an abortion
- Any online impersonation of a student, faculty or staff member
- Hacking into school database or website
- Any action deemed a violation of the law

The administration realizes that the expulsion of a student from school is a very serious matter and should be carefully dealt with on a case-by-case basis. It is the responsibility and authority of the Headmaster to make such weighty decisions. The Headmaster will expel a student only after much prayerful deliberation and discussion in consultation with the relevant people.

Students expelled from the school will not be considered for readmission until after a waiting period of two full school semesters from the day of the expulsion. After that, the student and family will need to reapply for admission and go through the normal application process, providing evidence that the behavior that led to the expulsion has been corrected. Application for readmission does not guarantee acceptance. A student's prior disciplinary record may be grounds for denying that student's readmission. Moreover, expulsions are added to a student's record (Logic school) and placed in the permanent file (beginning in the Rhetoric School); *they will not and cannot be revoked or expunged from a student's record.*

It is important to note that the parents of a student expelled from school are obligated to fulfill their contractual and financial obligations to the school regardless of when during the school year the student is expelled.

Pertaining to the Rhetoric school (9th-12th grade) - Reporting of Infractions to other Schools, Colleges and Universities.

If requested on the original application, students and parents are responsible for immediately reporting to colleges and other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from our school to avoid the possibility of a disciplinary infraction. The student and/or parent must also provide the school with a copy of the letter or other information disclosed. It is important for the student and parent to realize that our school and/or the student's College Counselor will also inform the school/college of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes and provide our school with a copy of the updated letter. Similarly, the school will update the information to the college or school.

Remaining on Campus

1. Grammar School students may not remain on campus after 3:30 pm unless accompanied by his/her parent or participating in a Veritas after school activity.

Student Cell Phone Usage

The school provides school secretaries and administrative personnel who are available to handle emergency communication between parents and students when necessary. The potential for misuse of cell phones (text messaging, privacy issues with camera phones, etc.) make these devices counter-productive to the educational process.

1. Cell phones are not to be brought to school by Grammar School students.
2. If a Grammar School student brings a cell phone to school, the phone will be confiscated by the teacher and returned to the parents.
3. Logic School students must keep their phones turned off and in their backpacks during school hours. School hours are considered 7:45 am until 3:25 pm. A cell phone in the possession of a Logic School student during school hours will be confiscated and returned at the end of the school day.
4. Rhetoric School students may bring cell phones for personal use prior to 8:00 am and after 3:25 pm unless the phone interferes with after school pick-up in the Drama Room. Each Rhetoric School student must place his or her silenced cell phone in the designated caddy in each classroom at the beginning of class.
5. A cell phone in the possession of a Rhetoric School student during class hours will be confiscated and returned at the end of the school day. However, teachers may give students their express permission to use their cell phones for legitimate academic purposes. Additional consequences may ensue for repeated or flagrant violations.

Student Use of Electronics

1. Students may not bring cameras, iPads, iPods, MP3 players, handheld games, portable CD and DVD players, or any other item to school without prior approval.
2. If computers are needed for core classes, students may bring their own laptops from home but the laptop must be kept in the supervising teacher's room for the entire school day.

VCA Computer Usage by Students

1. Computers are utilized by the 7th grade Keyboarding class, the 9th grade Introduction to Computers Class, Yearbook Elective, and Senior Thesis.
2. Computer stations and laptop computers may not be used for unauthorized activities.
3. If computers are needed for core classes, students may bring their own laptops from home but the laptop must be kept in the supervising teacher's room for the entire school day.

Internet Usage Policy

Veritas Christian Academy provides world-wide web usage for its faculty, staff, and students strictly for educational purposes only. Although our school does its best to maintain the safety filtering systems we have in place, the school does not guarantee its effectiveness nor does it insure the accuracy of the information one receives directly from the internet. The guidelines listed below have been created to maintain appropriate usage.

Students

Students of Veritas Christian Academy are prohibited from using the internet unless supervised by a member of the faculty or staff. Students may use the internet for the following activities only:

1. To research a topic related to a school assignment
2. To complete a school assignment

Students may not download any programs or install any software for any reason. Students who do not adhere to the Internet Usage Policy are subject to actions taken under our Discipline Policy.

Parents/Guests

Parents or guests are not permitted to utilize the Veritas Christian Academy wireless access at any time.

Student Internet/Social Networking/Blogging

Veritas Christian Academy respects the right of students to use social networking sites (e.g., Instagram, Facebook, Twitter, etc.), personal websites, and web blogs. If a student chooses to identify himself/herself as a student in our school on such Internet venues, some readers of such websites or blogs may view the student as a representative of the school. In light of this possibility, our school requests that students be respectful of the school, its employees, and fellow students in all online communication. Additionally, students should not attempt to establish online relationships with any employee of Veritas Christian Academy or place pictures of any Veritas employee on their sites.

Expectation of Privacy

1. When on the premises of Veritas Christian Academy, students have no expectation of privacy.
2. Veritas Christian Academy reserves the right to search lockers, book bags/purses, and/or automobiles when there is a reasonable suspicion of wrongdoing.
3. Veritas Christian Academy reserves the right to view student postings on various websites such as Instagram, Facebook, YouTube, Twitter, etc., and to implement the Veritas Code of Conduct and Internet/Social Networking/Blogging Policy regarding those postings.

Dress Code Violations

Students are expected to adhere to the Dress Code as delineated in this handbook. Please contact the appropriate Principal if you have any questions concerning the Dress Code. Violations will be addressed according to the Code of Conduct for your child's specific school division (i.e. Grammar, Logic or Rhetoric School).

General Dress Code Requirements for All Students

1. Any item that will bear the school logo must be ordered through Read's Uniforms or Lands' End.
2. Tops should not fit tightly.
3. A SOLID white T-shirt **only** may be layered under a polo shirt. Solid means solid color with no writing (no stripes – not even on the collar).
4. Polo and oxford shirts may be either short or long sleeved.
5. Students may only unbutton the top button of polo and oxford shirts.
6. Pullover sweaters must be long enough to fall naturally at the top of the hipbone or below.
7. Sweatshirts (which require a logo) must be layered over a Dress Code polo or turtleneck.
8. Outerwear that does not bear the school logo must be removed while in the classroom and placed on the appropriate coat hanger designated for the student or in the student's locker.
9. Outerwear that bears the school logo may be worn throughout the school day.
10. Pants and shorts must fit properly and may not be more than 3 inches below the waistline.
11. The hem of slacks may not touch the floor.
12. Knit stretch pants are not considered appropriate pants and may not be worn.
13. Skirts must be worn no more than 3 inches below the waist and may not be rolled up.
14. All skirts, shorts, and skorts must be 4 inches from the crease of the back of the knee (approximately mid thigh).
15. No overalls are permitted.
16. Shoes should fit snugly for safety reasons and should not easily come off a student's feet. Loose fitting Croc-style shoes, flip flops, or slippers may not be worn to school.
17. Tights and leggings must be solid in color and may not have **any** sheer material, designs or netting.
18. Scarves may be worn to school but must be removed upon arrival and left in the locker or hanging on the student's designated coat hanger. Only the designated school scarf may be worn throughout the school day.
19. The Veritas Christian Academy Parent Teacher Fellowship maintains a Clothes Closet to give students an opportunity to allow others to benefit from the clothing they have outgrown which meets our Dress Code.

Student Dress Code for Kindergarten through Fifth Grades

In Kindergarten through Fifth Grades, parents may use any vendor of their choosing, for most clothing items; however, if you choose to purchase items that bear the school logo, these must be purchased from Read's Uniforms or Lands' End.

BOYS ONLY DRESS CODE (Grades Kindergarten – Fifth)

Dress Code Item	Colors Permitted	Styles and Fabrics Permitted	Additional Clarifications
Pants	Khaki Navy Blue	-No denim material -No cargo styles -No designs on pockets	-Plain or pleated front -May be cotton or twill -May be corduroy
Shorts	Khaki Navy Blue	-Must be Bermuda length -No denim material -No cargo styles -No designs on pockets	-Plain or pleated front -May be cotton or twill -May be corduroy
Dress Shirts	White Logo Not Permitted	-Must have collar -Must be button up	-May be cotton or polyester blend
Polo Shirts	Navy Blue Light Blue White Logo Optional	-Must be solid color -May not have stripes even on the collar -May not have any emblem on the shirt other than the school logo	-The signature color for Grammar School students is light blue and must be ordered from Read's Uniforms (light blue) or Lands' End (blue).
Turtlenecks	Navy Blue Light Blue White Logo Not Permitted	-Must be solid color -May not have stripes even on the collar -May not have any emblem on the turtleneck	-Students may wear mock turtlenecks.
Sweaters, Cardigans or Vests	Navy Blue Light Blue White Logo Optional	-Must be solid color -May not have stripes even on the collar -May not have any emblem on the item other than the school logo	
Sweatshirts	Navy Blue Logo Required	-Must be solid -Must be layered over a dress code shirt	-Must bear the school logo and must be ordered through Read's Uniforms or Lands' End
Outerwear		-May only be worn throughout the school day if it bears the school logo	-May bear the school logo only if purchased from Read's Uniforms or Lands' End
Socks	Navy Blue White Brown Gray Tan Black	-May be knee, crew, ankle or ped socks -Must be solid in color except for athletic socks which may be patterns containing only navy, white, brown, gray, tan or black..	

BOYS ONLY DRESS CODE (Grades Kindergarten – Fifth) - continued

Dress Code Item	Colors Permitted	Styles and Fabrics Permitted	Additional Clarifications
Shoes		-Must have a closed heel and toe -If the shoes have laces, then the laces must be tied. -Shoes should fit snugly for safety reasons and should not easily come off a student's feet.	-Loose fitting Croc-style shoes, flip flops, or slippers may not be worn to school.
Belts		-Must be worn with all pants and shorts that have looped waistbands.	-Any colors are permitted.

GIRLS ONLY DRESS CODE (Grades Kindergarten – Fifth)

Dress Code Item	Colors Permitted	Styles and Fabrics Permitted	Additional Clarifications
Pants	Khaki Navy Blue	-No denim material -No cargo styles -No designs on pockets	-Plain or pleated front -May be cotton or twill -May be corduroy -May be Capri length
Shorts	Khaki Navy Blue	-Must be Bermuda length (no more than 4 inches above the crease at the back of the knee or approximately mid thigh) -No denim material -No cargo styles -No designs on pockets	-Plain or pleated front -May be cotton or twill -May be corduroy
Skirts	Khaki Navy Blue -Read's Uniform Plaid 55 -Lands' End Hunter/Classic Navy Plaid	-Skirts may not be more than 4 inches above the crease at the back of the knee or approximately mid thigh -No denim material -No cargo styles -No designs on pockets -Plaids must be ordered from Read's Uniforms or Lands' End only	-Plain or pleated front -May be cotton or twill -May be corduroy -May not be knit
Skorts	Khaki Navy Blue -Read's Uniform Plaid 55 -Lands' End Hunter/Classic Navy Plaid	-Skorts may not be more than 4 inches above the crease at the back of the knee or approximately mid thigh -No denim material -No cargo styles -No designs on pockets -Plaids must be ordered from Read's Uniforms or Lands' End only	-Plain or pleated front -May be cotton or twill -May be corduroy -May not be knit
Jumpers	Khaki Navy Blue -Read's Uniform Plaid Number 55 -Lands' End Hunter/Classic Navy Plaid Logo Not Permitted	-Must be layered over a Dress Code polo shirt or Dress Code blouse -Jumpers may not be more than 4 inches above the crease at the back of the knee or approximately mid thigh -Plaids must be ordered from Read's Uniforms or Lands' End only	-Logo not permitted on jumpers
Polo Dresses	Navy Only Logo Optional	-Dresses may not be more than 4 inches above the crease at the back of the knee or approximately mid thigh	-Must be ordered from Read's Uniforms or Lands' End only
Polo Shirts	Navy Blue Light Blue White Logo Optional	-Must be solid color -May not have stripes even on the collar -May not have any emblem on the shirt other than the school logo -May be feminine fit	-May bear the school logo only if purchased from Read's Uniforms or Lands' End. -The signature color for Grammar School students is light blue and must be ordered from Read's Uniforms (light blue) or Lands' End (blue). -Peter pan collars are permitted.
Blouse	White Only Logo Not Permitted	-Must button down the front	-Peter pan collars are permitted.
Turtlenecks	Navy Blue Light Blue White Logo Not Permitted	-Must be solid color -May not have stripes even on the collar -May not have any emblem on the turtleneck	-Students may wear mock turtlenecks.

GIRLS ONLY DRESS CODE CONT. - (Grades Kindergarten – Fifth)

Sweaters, Cardigans or Vests	Navy Blue Light Blue White Logo Optional	-Must be solid color -May not have stripes even on the collar -May not have any emblem on the item other than the school logo	-May bear the school logo only if purchased from Read's Uniforms or Lands' End
Sweatshirts	Navy Blue Logo Required	-Must be solid -Must be layered over a dress code shirt	-Must bear the school logo and must be ordered through Read's Uniforms or Lands' End
Outerwear	Logo Optional	-May only be worn throughout the school day if it bears the school logo	-May bear the school logo only if purchased through Read's Uniforms or Lands' End
Socks	Navy Blue White Brown Gray Tan Black	-May be knee, crew, ankle or ped socks -Must be solid in color except for athletic socks which may be patterns containing only navy, white, brown, gray, tan or black	
Tights and Leggings	Navy Blue White Gray Brown Tan Black	-Must be solid in color -May not have netting or designs -Footless tights are permitted. -Leggings may not have sheer material, netting or designs.	-Must be worn under a Dress Code skirt -May not be worn alone
Shoes		-Must have a closed heel and toe -If the shoes have laces, then the laces must be tied -Shoes should fit snugly for safety reasons and should not easily come off a student's feet	-Loose fitting Croc-style shoes, flip flops, or slippers may not be worn to school.
Belts		-Must be worn with all pants and shorts that have looped waistbands.	-Any colors are permitted.

SPECIAL EVENTS DRESS CODE FOR STUDENTS IN GRADES KINDERGARTEN – FIFTH

Students in Grades Kindergarten – Fifth should wear khaki bottoms and navy blue tops that meet the general requirements for our Dress Code for all Special Events. Boys are required to wear pants, and girls may choose to wear pants or skirts. All skirts must meet the minimum requirement of 4 inches from the crease at the back of the knee. Clothes should be clean, pressed, modest, and without holes.

Student Dress Code for Sixth Through Eighth Grades

In Logic School, parents may still use any vendor of their choosing with the exception of polo shirts, sweatshirts, and hoodies. Polo shirts and sweatshirts must bear the school logo and must be purchased from Read's Uniforms or Lands' End. The Veritas hoodie must be purchased through Read's Uniforms.

BOYS ONLY DRESS CODE (GRADES 6-8)

ITEM	COLOR(S) PERMITTED	DESCRIPTION/GUIDELINES
Pants	Khaki Navy Blue	-Cotton, twill or corduroy -Plain or pleated front -Must be solid - no decorations or emblems on pockets -Must fit properly and be no more than 3 inches from the waist -The hem may not touch the floor -NO DENIM OR CARGO
Bermuda Shorts	Khaki Navy Blue	-Cotton or twill -Plain or pleated front -Must be solid - no decorations or emblems on pockets -Must fit properly and be no more than 3 inches from the waist -NO DENIM OR CARGO
Polos	Navy Blue Cornsilk/Maize White Logo Required	- Must be ordered through Read's Uniforms or Lands' End -The signature color for Logic School students is yellow and must be ordered from Read's Uniforms (cornsilk) or Lands' End (maize).
Turtlenecks/Mock Turtlenecks	Navy Blue White Logo Not Permitted	-Must be solid colors -May not have emblems or designs on neck
Pullovers/Half Zip	Navy Blue Logo Optional	- Must be ordered from Read's Uniforms or Lands' End if it bears the school logo -Must be layered over shirts, polos, or turtlenecks listed in the Dress Code above -May be fleece -Must not have a hood -May be a VCA pullover
Sweaters, Cardigans or Vests	Navy Blue White Logo Optional	- Must be ordered from Read's Uniforms or Lands' End if it bears the school logo -Must be solid color -May not have any emblem on the item other than the school logo -Must be layered over shirts, polos, or turtlenecks listed in the Dress Code above -May be fleece -May not have a hood

GIRLS ONLY DRESS CODE (GRADES 6-8)

ITEM	COLOR(S) PERMITTED	DESCRIPTION/GUIDELINES
Pants	Khaki Navy Blue	-Cotton, twill or corduroy -Plain or pleated front -Must be solid - no decorations or emblems on pockets -Must fit properly and be no more than 3 inches from the waist -NO DENIM, KNIT, OR CARGO
Capris	Khaki Navy Blue	-Cotton, twill or corduroy -Plain or pleated front -Must be solid - no decorations or emblems on pockets -Must fit properly and be no more than 3 inches from the waist - NO DENIM, KNIT, OR CARGO
Bermuda Shorts	Khaki Navy Blue	-May not be more than 4 inches above the crease at the back of the knee or approximately mid thigh -Must be solid - no decorations or emblems on pockets -Must fit properly and be no more than 3 inches from the waist
Skorts	Khaki Navy Blue	-Cotton or twill -Plain or pleated front -Must be plain - no decorations or emblems on pockets -May not be more than 4 inches above the crease at the back of the knee or approximately mid thigh NO DENIM, KNIT, OR CARGO
Skirts	Khaki Navy Blue	-Cotton or twill -Plain or pleated front -Must be plain - no decorations or emblems on pockets -May not be more than 4 inches above the crease at the back of the knee or approximately mid thigh NO DENIM, KNIT, OR CARGO
Polos	Navy Blue Cornsilk/Maize White Logo Required	-Must be ordered through Read's Uniforms or Lands' End -The signature color for Logic School students is yellow and must be ordered from Read's Uniforms (cornsilk) or Lands' End (maize). -May be feminine fit
Turtlenecks/Mock Turtlenecks	Navy Blue White Logo Not Permitted	-Must be solid colors -May not have emblems or designs on neck
Sweaters	Navy Blue White Logo Optional	-Must be ordered from Read's Uniforms or Lands' End if it bears the school logo -Cardigans must be layered over polo or turtleneck -Cardigan sweaters may NOT be worn alone. -No emblems or designs permitted
Tights Leggings	Navy Blue White Gray Black Brown Tan	-No sheer material, designs or netting -Tights or leggings must be worn under a Dress Code skirt. -Footless tights are permitted. -Must be solid in color

BOYS AND GIRLS OUTERWEAR (GRADES 6-8 ONLY)

ITEM	COLOR(S) PERMITTED	DESCRIPTION/GUIDELINES
Fleece Jacket	Navy Logo Required	- Must be ordered from Read's Uniforms or Lands' End -Must be layered over shirts, blouses, polos, or turtlenecks listed in the Dress Code above -May not be worn alone -May be ordered for girls in feminine fit
Hoodie	Navy Screenprint Required	- Must be ordered from Read's Uniforms -May be worn any day of the week except chapel days. -May be VCA hoodie.
Sweatshirt	Navy Logo Required	- Must be ordered from Read's Uniforms or Lands' End -Must be layered over shirts, blouses, polos, or turtlenecks listed in the Dress Code above -May not be worn alone -May be worn every day except chapel days -May be VCA sweatshirt
Socks	Navy Blue White Brown Gray Tan Black	-May be knee, crew, ankle or ped socks -Must be solid in color except for athletic socks which may be patterns containing only navy, white, brown, gray or tan
Shoes		-Must have a closed heel and toe -If the shoes have laces, then the laces must be tied. -Shoes should fit snugly for safety reasons and should not easily come off a student's feet. Loose fitting Croc-style shoes, flip flops, or slippers may not be worn.
Belts	Black Brown Navy	-Must be worn with looped items of clothing when shirt is tucked -No designs or embellishments

SPECIAL EVENTS DRESS CODE FOR STUDENTS IN GRADES 6-8

Students in Grades 6-8 should wear khaki bottoms and navy blue tops that meet the general requirements for our Dress Code for all Special Events. Boys are required to wear pants, and girls may choose to wear pants or skirts. All skirts must meet the minimum requirement of 4 inches from the crease at the back of the knee or approximately mid thigh. Clothes should be clean, pressed, modest, and without holes.

Student Dress Code for Ninth through Twelfth Grades

In High School, parents may still use any vendor of their choosing with the exception of polo shirts, sweatshirts, and hoodies. Polo shirts and sweatshirts must bear the school logo and must be purchased from Read's Uniforms or Lands' End. The Veritas hoodie must be purchased through Read's Uniforms.

Young Men (Grades 9-12 Only)

ITEM	COLOR(S) PERMITTED	DESCRIPTION/GUIDELINES
Pants	Khaki	-Cotton, twill or corduroy -Plain or pleated front -Must be solid - no decorations or emblems on pockets -NO DENIM OR CARGO
Bermuda Shorts	Khaki	-Cotton or twill -Plain or pleated front -Must be solid - no decorations or emblems on pockets -NO DENIM OR CARGO
Polos	Navy Blue Logo Required	-Must be ordered through Read's Uniforms or Lands' End
Oxford Shirts	White Light Blue Logo Not Permitted	-Must be ordered through Read's Uniforms or Lands' End
Turtlenecks/Mock Turtlenecks	Navy Blue Logo Not Permitted	-Must be solid colors -May not have emblems or designs on neck
Tie/Bow Tie	Grades 9-11	-Must purchase through Read's Uniforms -Style Number 1224 only and students may choose a tie or bow tie
Tie/Bow Tie	Seniors Only	-Must be purchased through VCA

Young Men's Outerwear (Grades 9-12 Only)

ITEM	COLOR(S) PERMITTED	DESCRIPTION/GUIDELINES
Navy Blazer	VCA Blazer Badge required	-Senior Men Only -Must be ordered through Veritas
Pullovers/Half Zip	Navy Blue Logo required	- Must be ordered through Read's Uniforms or Lands' End -Must be layered over a Dress Code shirt
Vest	Navy Blue Logo required	- Must be ordered through Read's Uniforms or Lands' End -Must be layered over a Dress Code shirt
Veritas Hoodie	Navy Blue Style Number: 1254 VCA Screenprint Required	- Must be ordered through Read's Uniforms -May be worn every day except chapel days -May be VCA hoodie
Sweatshirt	Navy Blue Logo required	- Must be ordered through Read's Uniforms or Lands' End -May be worn every day except chapel days -Must be layered over a Rhetoric Wear Dress Code shirt -May be a VCA sweatshirt
Fleece Jacket	Navy Blue Logo required	- Must be ordered through Read's Uniforms and Lands' End -Must be layered over a Dress Code shirt
Veritas Letter Jacket and Sweater	Must be ordered through the Athletic Director	*Optional Item
Shoes		-Must have a closed heel and toe -If the shoes have laces, then the laces must be tied. -Shoes should fit snugly for safety reasons and should not easily come off a student's feet. -Loose fitting Croc-style shoes, flip flops, or slippers may not be worn.
Socks	Navy Blue White Brown Gray Tan Black	-May be knee, crew, ankle or ped socks -Must be solid in color except for athletic socks which must be patterns containing only navy, white, brown, gray or tan
Belts	Black Brown	-Must be worn with looped items of clothing when shirt is tucked -No designs or embellishments

Young Men (Grades 9-12 Only) - CHAPEL DAY ATTIRE

Students must wear khaki pants/shorts, oxford shirt, and a tie/bow tie on chapel days. In addition to the items listed here, seniors are required to wear their senior blazers on chapel days.

Young Women (Grades 9-12 Only)

ITEM	COLOR(S) PERMITTED	DESCRIPTION/GUIDELINES
Pants	Khaki	-Cotton, twill or corduroy -Plain or pleated front -Must be solid - no decorations or emblems on pockets -NO DENIM, KNIT, OR CARGO
Capris	Khaki	-Cotton, twill or corduroy -Plain or pleated front -Must be solid - no decorations or emblems on pockets - NO DENIM, KNIT, OR CARGO
Skirts	Khaki <u>Chapel Plaid</u> Read's Uniforms – Plaid 80 Lands' End – White Plaid	-Must be ordered through Read's Uniforms or Lands' End -May not be more than 4 inches above the crease at the back of the knee or approximately mid thigh
Polos	Navy Blue Logo Required	-Must be ordered through Read's Uniforms or Lands' End -May be feminine fit
Oxford Blouse	White Light Blue Logo Not Permitted	-Must be ordered from Read's Uniforms or Lands' End -May be feminine fit
Turtlenecks/Mock Turtlenecks	Navy Blue Logo Not Permitted	-Must be solid colors -May not have emblems or designs on neck
Sweaters	Navy Blue Logo Optional	-Must be ordered through Read's Uniforms or Lands' End -Cardigans must be layered over polo, oxford, or turtleneck -Cardigan sweaters may NOT be worn alone.
Tights Leggings	Navy Blue White Gray Black Brown	-No sheer material, designs or netting -Tights or leggings must be worn under a Dress Code skirt. -Footless tights are permitted. -Must be solid in color
Socks	Navy Blue White Brown Gray Tan Black	-May be knee, crew, ankle or ped socks -Must be solid in color except for athletic socks which may be patterns containing only navy, white, brown, gray, tan or black.

Young Women (Grades 9-12 Only) - CHAPEL DAY ATTIRE

Students must wear the plaid chapel skirt and either a light blue or white oxford blouse on chapel days. In addition to the items listed here, seniors are required to wear their senior blazers on chapel days.

Young Women's Outerwear (Grades 9-12 Only)

ITEM	Color Permitted	Description/Guidelines
Navy Blazer	VCA Blazer Badge required	-Senior Women Only -Must be ordered through Veritas
Cardigan Sweaters	Navy Blue Logo Optional	-Must be layered over a Dress Code item -May not be worn alone
Veritas Hoodie	Navy Blue Style Number: 1254 VCA Screenprint Required	-Must be ordered through Read's Uniforms -May be worn every day except chapel days -Must be layered over a Rhetoric Wear Dress Code shirt -May be VCA hoodie
Sweatshirt	Navy Blue Logo required	-Must be ordered through Read's Uniforms or Lands' End -May be worn every day except chapel days -Must be layered over a Rhetoric Wear Dress Code shirt
Fleece Jacket	Navy Logo required	-Must be ordered through Read's Uniforms or Lands' End -Must be layered over a Rhetoric Wear Dress Code item -May be feminine fit
Pullovers/Half Zip	Navy Blue Logo required	-Must be ordered through Read's Uniforms or Lands' End -Must be layered over a Dress Code shirt -May be VCA pullover/half zip
Vest	Navy Blue Logo required	-Must be ordered through Read's Uniforms or Lands' End -Must be layered over a Dress Code shirt
Veritas Letter Jacket and Sweater	Must be ordered through the Athletic Director	*Optional Item
Shoes		-Must have a closed heel and toe -If the shoes have laces, then the laces must be tied. -Shoes should fit snugly for safety reasons and should not easily come off a student's feet. Loose fitting Croc-style shoes, flip flops, or slippers may not be worn. -Shoe heel height, measured from the bottom of the heel to the base of the shoe, may not exceed 3 inches.
Belts	Black Brown Navy	-Must be worn with looped items of clothing when shirt is tucked -No designs or embellishments

Rhetoric School Special Events Dress Code

Students are required to wear Chapel Attire designated in the Dress Code for all Veritas Christian Academy Special Events. Events include but are not limited to:

- Community Open Houses
- Lessons and Carols
- Athletic Awards Programs
- Declamation Finals
- Grandparents' Day
- Rhetoric School Academic Awards Program

Warrior T-Shirt Day Dress Code for All Students

On Warrior T-Shirt Days, students must wear the following or come in regular school uniform:

1. An official Warrior T-shirt, an official Veritas school club T-shirt, or an official Veritas athletic team T-shirt
2. Shorts or pants in denim or khaki (Shorts may not be more than 4 inches above the crease at the back of the knee.) Shorts or pants may not be frayed and may not have holes.

Casual Day Dress Code for All Students

Guidelines	Clarifications
All clothes must be clean and neat.	Clothes may not have holes.
Students may wear casual blouses and tops.	Blouses and tops may not have spaghetti straps, be immodest (show midriff, be too low-cut, or too tight), or reveal undergarments.
Students may wear t-shirts.	Messages/Images on t-shirts must be appropriate. Material must be thick enough to conceal undergarments and the t-shirt must not be too tight. Leggings are not considered pants to be worn with t-shirts.
Students may wear shorts, pants, or skirts.	Skirts and shorts may not be more than 4 inches above the crease at the back of the knee. Jeans may be worn. Leggings may be worn with a dress or appropriate length skirt only.
Students may wear running shorts	Leggings must be worn under running shorts.
Students in grades Pre-Kindergarten – Fifth must wear shoes that follow the clarifications listed to the right.	For safety reasons, open toe or open heel shoes, toe shoes, croc-type shoes, sandals, flip-flops, or slippers are not permitted for students in grades Pre-Kindergarten – Fifth.
Students in grades 6-12 may wear shoes of any kind.	

Student Drivers

The following must take place in order for a student to enjoy the privilege of driving to school:

1. A signed Student Driver Parental Permission Form must be on file in the Main Office.
2. A signed Student Driver Agreement must be on file in the Main Office.
3. The Office Manager must assign the student a designated parking space. At least a one week notice is required in order to assign a parking place prior to a student driving to school.

Parent Commitment

1. We have read and understand the Veritas Christian Academy distinctives of an education that is Christ-centered and classical. We are in agreement with the purpose and philosophy of Veritas Christian Academy.
2. We have read and understand the Veritas Christian Academy Statement of Faith and agree to demonstrate a respect for the truths stated therein. We recognize that these truths will be unapologetically taught in various ways through all grade levels at Veritas Christian Academy. We recognize that the substance of these truths is that which will be considered primary doctrine at Veritas Christian Academy.
3. We, as parents, accept the challenge to “train up a child in the way he should go” (Proverbs 22:6), and we do state that this training will be carried on in the home. We authorize Veritas Christian Academy to extend that training to the school setting.
4. We have made a thorough investigation of the school’s program, curriculum, discipline, dress code, etc., and we agree to make them our glad-hearted choice for the coming school year.
5. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the high academic standards of Veritas Christian Academy by providing a place at home for our child to study and to give our child encouragement in the completion of assignments.
6. We will faithfully support the school through prayer and a positive attitude, and in keeping with Matthew 18:15, we are committed to giving a good report by sharing complaints only with the people involved. Unresolved issues will be taken care of by using the school’s grievance policy.
7. We understand that the standards of Veritas Christian Academy do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity or the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
8. We acknowledge that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles as set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
9. We pledge that if, for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments (a one-quarter probation period is usually adequate for new students). If these adjustments cannot be made, we agree to graciously withdraw our child.
10. We understand that assessments will be made to cover damages to the school, including book damage and abuse of property.
11. We will support the school through involvement in Parent/Teacher Conferences, Community Open Houses, PTF activities, work days, and other school-sponsored meetings and activities.
12. We give permission for our child to take part in all school activities, including sports and school-sponsored trips away from the school premises.
13. We understand and will punctually fulfill our financial commitment to pay for the educational services the school is providing for our child. We understand that report cards and standardized test results are not released if the account is in arrears for any reason.
14. We, as parents of the student applicant, do sincerely give our pledge to the above items. We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligation will forfeit the student’s privilege of attending.

Parent Involvement in Veritas Christian Academy

As a support and extension of the family unit, Veritas Christian Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at Veritas, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are just a few of the more common ways this can be accomplished. Please feel free to ask if you would like to try additional ideas.

1. Visit the school/class at any time. (Please call the Main Office ahead of time to let us know you are coming and check in at the office upon arrival.)
2. Assist in the classroom, regularly or infrequently. (Arrangements should be made with the teacher concerned.)
3. Volunteer to serve as a chaperone on field trips, library visits, etc.
4. Serve as a story-reader, song-leader, or guest artist; offer your special talents.
5. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
6. Share your experiences, trips, vacations, as they may relate to an area of study in a class.
7. Volunteer your help for the many tasks related to fundraising events.
8. Help host class parties.
9. Attend all Parent/Teacher Conferences formally conducted after the first and third grading quarters each year. Informal conferences may be held any time at the parent's request.
10. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.
11. Email your child's teacher if you have any classroom concerns or email the appropriate Administrative Team member if you have concerns about other areas of the school (Please see *Whom to See about What* at the front of this manual).

Monday Envelope Policy

1. Any item, including flyers and/or specific announcements, a parent wishes to place in the school newsletter, *The Voice of Veritas*, must be approved.
2. Any item must be submitted to the Office Manager no later than 4:00 pm on Friday afternoon.

Parent/Teacher Conferences

Communication between home and school is vitally important to a student's success; therefore, parents are required to attend a Parent/Teacher Conference following the 1st and 3rd quarters during each school year. Parents will be contacted by the school regarding instructions for scheduling these conferences.

If a parent wishes to schedule a conference with a teacher at any other time during the school year, the parent should call the Main Office to leave a message for the teacher or email the teacher. The teacher will promptly schedule a conference if needed.

Veritas Christian Academy faculty members and administrative staff are eager to address any concerns as soon as they arise. If we feel there is any cause for concern regarding your child, you will be contacted immediately in order to address the issue.

Comprehensive Grievance

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Veritas Christian Academy's operations or between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration and the Board of Trustees.

Definitions

Dispute: Any disagreement that results in broken fellowship or trust between the parties or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Veritas objectives and goals.

Grievances: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

General

1. It is understood that if any disputes arise which are not covered by this policy, the Board will decide what procedures to follow based on a process of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.

Students/parents to teachers

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the parent or student would like a Principal to be present, contact the appropriate Principal and he or she will be happy to be present. If the parent or student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate Principal. If the student brings the concern, he must have permission from his parents to do so.
3. If there is still no resolution, the parents or student may request a meeting with the Headmaster.

Parents/patrons to Headmaster

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate Principal.
2. If the situation is not resolved, they should present their concerns to the Headmaster.

Staff to Administration

1. All concerns about the standards of the school must first be presented to the appropriate Principal. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the Headmaster, followed by a meeting to discuss the matter.

Volunteers to Staff/Administration

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his/her oversight (Teacher, Principal, Headmaster, etc.).
2. If the problem is not resolved, then the concern should be presented in writing to the appropriate Principal or Headmaster (if the Principal was the one consulted in Step 1 above), followed by a meeting with him to discuss the concern.
3. If the situation is not resolved, they should present their concerns to the Headmaster.

Family Dismissal Policy

1. In light of Ephesians 4:29-32, conversations and actions within the Veritas Family will be conducted in a civil manner. Outbursts of anger, cursing, shouting, physical assault, and any other rude and/or threatening behavior will not be tolerated. If a parent or guardian violates this policy, the family will be asked to withdraw from the school.
2. There are circumstances that may occur during the course of the year which may violate our guidelines and to which we do not want to expose the Veritas Family, including but not limited to: child sexual abuse, child physical abuse, occult activity, illegal drug activity, alcoholism, commission of a felony, etc. Such actions will result in the removal of the family from the school.

Volunteers

1. All volunteers who are in a position of authority in a Veritas Christian Academy sponsored program (such as; Chess Club, Wrestling, Odyssey of the Mind, etc.) will complete an Application for Volunteer Service to be reviewed by the appropriate supervisor.
2. Following approval of the application, the Human Resources Director will conduct a background check on the applicant.
3. Upon completion of the above actions and approval by the appropriate supervisor, the applicant may begin volunteer service.

Volunteer Drivers

Like many schools, Veritas Christian Academy depends upon the willing parents who graciously volunteer to drive on field trips, to athletic events, and other student outings. In order to insure the safety of all of our students, the following procedures must be followed.

1. Each volunteer driver must complete the Volunteer Driver Information Form. (Hereinafter, VDIF)
2. To serve as a Volunteer Driver, an applicant must be an immediate family member of a current Veritas student. (parent, grandparent, legal guardian)
3. The VDIF is returned to the Human Resources Director.
4. A background check will be conducted on each applicant. Applicants who have received a speeding ticket for exceeding the speed limit by 20 mph or more within the past 24 months will not be permitted to drive on school field trips. Applicants who have received two or more speeding tickets within the past 24 months will not be permitted to drive on school field trips.
5. No applicant who has been convicted of Driving Under the Influence (DUI), Driving While Impaired (DWI), Reckless Driving, any other driving infraction involving unsafe operation of a vehicle or any felony conviction involving driving within the past seven years will be allowed to transport students on Veritas Christian Academy field trips or events.
6. Any applicant who has been convicted of any criminal act involving children will not be permitted to drive for any VCA events or trips.
7. Any parent or volunteer who transports students for any school outing/function including athletics must be on the approved drivers list on file in the Main Office.

Bus Drivers

The following requirements must be met in order to serve as a Bus Driver for Veritas Christian Academy:

1. All Bus Drivers must complete a Volunteer Application which includes the Veritas Christian Academy Statement of Faith and permission to perform a background check.
2. All Bus Drivers must have or be willing to obtain (at the school's expense) a North Carolina CDL Driver's license of Class B or higher and a Passenger (P) endorsement.
3. All Bus Drivers must be willing to submit to random drug/alcohol testing as requested by the Random Drug/Alcohol Testing Consortium and must submit to drug/alcohol testing within 48 hours of the request.
4. Bus Drivers must arrive promptly and allow time for the required Pre-trip Bus Inspection.
5. Bus Drivers must follow all volunteer guidelines for class trips and field trips as directed by the Faculty or Staff member who is supervising the trip.
6. Bus Drivers must fulfill commitments made to Veritas Christian Academy and call immediately should an emergency interfere with his or her ability to arrive on time or drive on a field or class trip.
7. Bus Drivers must observe all Bus Safety and driving regulations as stipulated by North Carolina and Federal law.
8. Bus Drivers are prohibited from using their cell phones while behind the wheel of the bus.
9. Bus Drivers agree to the Alcohol and Drug Use Policy listed below and agree to abstain from drinking any alcoholic beverages for at least 12 hours prior to the pre-trip inspection.

Alcohol and Drug Use Policy for Volunteers and Bus Drivers

Veritas Christian Academy has a "No Tolerance" view on the use of alcohol while on the premises of Veritas Christian Academy, when supervising or traveling with students, or when chaperoning students on a school sponsored trip. The use of or possession of any such items shall constitute immediate disciplinary action up to termination.

Veritas Christian Academy prohibits any use of illegal drugs. Violations of this policy will result in immediate disciplinary action up to termination.

Any employee, volunteer, or bus driver presenting reasonable suspicion to be under the influence while on the campus or while supervising students for Veritas Christian Academy will be subject to testing provided by a certified testing facility under the operation of a Medical Review Officer. The Headmaster or Human Resources Director shall transport the employee, volunteer, or bus driver to the facility immediately for the testing procedures. The Medical Review Officer of the facility will provide a detailed report of the findings to the Headmaster with his/her determination.

Substitutes

1. Those individuals interested in filling a substitute teacher position must complete the Substitute Teacher Application.
2. The application will be reviewed by the Human Resources Director.
3. The Human Resources Director will contact all personal references and conduct a background check.
4. Upon completion of the above actions and approval by the Headmaster, the applicant will be added to the Substitute Teacher Notification System.

Visitors

1. All visitors to Veritas Christian Academy are expected to report to the Main Office.
2. Visitors will sign in utilizing the Campus Security System computer located in the Main Office.
3. Prior to leaving campus, visitors will report to the Main Office to sign out utilizing the Campus Security System computer.

Grading Scale

Numeric Grade	Unweighted	Honors	AP
100	5.00	5.30	5.50
97	4.70	5.00	5.20
93	4.30	4.60	4.80
90	4.00	4.30	4.50
87	3.70	4.00	4.20
83	3.30	3.60	3.80
80	3.00	3.30	3.50
77	2.70	3.00	3.20
73	2.30	2.60	2.80
70	2.00	2.30	2.50
66	1.70	1.70	1.70
63	1.30	1.30	1.30
60	1.00	1.00	1.00
<60	0.00	0.00	0.00

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	60-69
F	<60

Other evaluation assignments:

S+	Excellent
S	Satisfactory
I	Improving
N	Needs work
U	Unsatisfactory

Grading Guidelines

1. Numerical scores for each course will be based upon student performance on examinations, essays, papers, performances, projects, and/or other criteria appropriate to the subject matter, but may also include consideration of other criteria appropriate to the subject area. Class work, homework, and class participation are specific examples of such criteria.
2. Individual students may not be exempted from homework assignments that are required by the remainder of the class.
3. Daily homework assignments may not be turned in late unless the student is absent due to illness. If an assignment (project, paper, lab, etc.) is late apart from valid reasons (illness, a parental mix-up, etc.), the following guidelines apply:

3rd-5th Grades – 5 points deducted for each day late. (Saturday and Sunday are excluded.)

6th-8th Grades – 10 points deducted for the first day late, an additional 10 points are deducted for the second and third day late, and if an assignment is four or more days late, a grade of zero will be given. (Saturday and Sunday are excluded.)

9th-12th Grades – 10 points deducted for the first day late, an additional 10 points are deducted for the second, third, and fourth day late, and if an assignment is five or more days late, a grade of zero will be given. (Saturday and Sunday are excluded.)

4. Grades will reflect academic achievement and will not be based upon, nor adjusted for, non-academic criteria such as discipline, tardiness, or participation in student activities.
5. Projects, depending on the scope of the assignment, may be used in place of tests.
6. Extra credit work should not be given unless it is given to the entire class as an option. No more than one extra credit opportunity should be given per quarter.
7. Any missed work resulting in an Incomplete on a report card must be completed within 2 weeks of the quarter's end in order for the student to receive credit for the quarter in that class. The appropriate Principal will ensure this policy is upheld.
8. Semester exams will be given in grades 9-12. The exam must cover the material presented during the semester, the material to be tested must be clearly delineated, and a study outline should be distributed to the students at least three weeks prior to the exam.

Requirements for Grade Replacement

If a student in grades 6-11 receives a failing grade for a course that is required for graduation or to be promoted to the next grade, he/she may retake the course at Veritas Christian Academy. The student may retake the course during the regular school year if the course fits in his/her schedule. If not, the student may retake the course over the summer in accordance with the following guidelines:

- 1.) The course must be 6 weeks in length, meeting five days per week for at least 2.5 hours per day.
- 2.) The course must be taught by a Veritas faculty member.
- 3.) Students must enroll with the appropriate Principal and Registrar using the Summer Course Registration Form.
- 4.) The student must have at least 5 test grades and one final exam grade to be eligible to be listed on our transcript as a graded course.
- 5.) The charge for any summer course will be \$1500.00 per course with all monies due on the first day of the course, and payments must be made through the Business Manager.
- 6.) The summer course final grade will replace the student's failing grade.

Summer Independent Study Courses

An Independent Study Course is defined as a course that is included as part of the regular curriculum at Veritas Christian Academy. An Independent Study Course must meet the following criteria to receive credit through our academy:

- 1.) The course must include at least 75 hours of instruction.
- 2.) The course must be taught by a Veritas faculty member.
- 3.) Students must enroll with the appropriate Principal and Registrar using the Independent Study Course Form.
- 4.) Students will receive a pass/fail grade for all Independent Study courses.
- 5.) Independent Study courses will not be used in calculating a students' cumulative GPA.
- 6.) The charge for any Independent Study Course will be \$1500.00 per course with all monies due on the first day of the course, and payments must be made through the Business Manager.

Standardized Testing

1. A standardized achievement test will be administered to all students in grades 3-8 in the spring of each year.
2. The PSAT will be administered to all students in grades 9-11 in October of each year.
3. The CLT will be administered annually to students in grades 8-11.
4. Students normally will take the SAT or ACT in the spring of the junior year.

Confidentiality

Veritas Christian Academy holds student records in a confidential manner in the administrative office. Parents are encouraged to consider grades as a private matter between the student, parent, and teacher.

Honors/Advanced Placement Eligibility

Honors

To enter an honors course, the following criteria must be met:

1. A student must achieve a yearly average of 85 or above in the prerequisite course and receive the teacher's recommendation.
2. A student whose average is below 85 in the prerequisite course who desires to enroll in an honors course may make a written appeal to the Rhetoric School Principal concerning final placement.

Advanced Placement

Rising Juniors and Seniors

1. A student must achieve a yearly average of 85 or above in the prerequisite course and receive the teacher's recommendation.
2. Students interested in taking an AP course must have commitment to extensive reading, working and studying outside of the classroom environment.

Drop/Add Guidelines

If during the school year a student desires to move from the honors track in a course to the non-honors track in a course, or vice versa, the following procedures must be followed:

1. Obtain Drop/Add Request Form from the Registrar and complete as directed.
2. Submit the completed form in person to the Registrar within the timeframe designated.
 - a. To transfer from an honors course to a non-honors course in the same subject area, the Drop/Add Request Form must be completed.
 - b. To transfer from a non-honors course to an honors course, the Drop/Add Request Form must be returned to the Registrar within the first three weeks of the school year in order to ensure an effective transition.
 - c. Special cases will be reviewed by the Rhetoric School Principal.

Rhetoric School Electives

All students in grades 9-12 are required to take at least one elective during eighth period unless the student is enrolled in at least three (3) Advanced Placement courses, in English as a Second Language (ESL), is taking a course through independent study with a Veritas teacher, or participating in the School Within a School Support System during 8th period.

Exam Attendance

1. Rhetoric School students are expected to take all exams at the scheduled time unless the student is ill and has a doctor's excuse. Exams must be made up at the scheduled time unless the student is ill and has a doctor's excuse. Therefore, students may not take an exam early.
2. If a Rhetoric School student has an 8:30 am exam only, he or she may leave at 11:00 am with parental permission. A study hall will be provided for those students who wish to remain until 3:30 pm.
3. If a Rhetoric School student has a 12:30 pm exam only, he or she may arrive for the exam at 12:00 pm with parental permission. A study hall will be provided for those students who wish to arrive at school at 8:00 am.
4. Students may not leave campus between two exams which take place on the same day.

Exam Exemption

Students may exempt second semester exams if they meet the following criteria:

1. The student is a junior or a senior.
2. The student must have an average of 93 or above. Depending upon the nature of the course, the score must reflect either a 93 average by semester OR a cumulative average of 93 or above for the year. The instructor will determine which will apply.
3. The Advanced Placement exam replaces the second semester exam in all Advanced Placement courses. If the student does not take the Advanced Placement exam, the student is required to take a final exam in the course.
4. Teachers are required to inform eligible students two weeks prior to the semester exam. If a student is on the borderline, a decision must be made and the student informed at least one week prior to the semester exam.

Attendance Requirements on Advanced Placement Testing Days

If a student is enrolled in classes that meet before or after an Advanced Placement test, attendance is required. Students who do not have scheduled classes following an Advanced Placement exam may leave for the day with written parental permission.

Academic Promotion

1. Logic School and Rhetoric School students are required to maintain at least a 2.0 grade point average.
2. When transferring a student from an Advanced Placement or Honors course, the student will be given the numeric grade equivalent equal to the grade point average earned in the Advanced Placement or Honors course. Please see the example below:

AP grade and GPA	85	4.0	transfers as a	90	4.0	in a Standard course
Honors grade and GPA	87	4.0	transfers as a	90	4.0	in a Standard course

3. Grade point averages (GPA's) for each Logic School and Rhetoric School student will be calculated at the end of each quarter to determine current progress.
4. If a student's GPA is below 2.0 in any given quarter, the student will be placed on an Academic Watch List. A parent/teacher conference will be arranged in order to design a plan for future success. Parents will be reminded of Number 6 below.
5. Any decision regarding participation in extracurricular activities due to academic performance is the parent's responsibility.
6. Students currently enrolled in grades 6-11 must maintain at least a cumulative 2.0 GPA and have at least a 60 or higher average in each Logic or Rhetoric School academic course (English/Literature, History, Science, Mathematics, Foreign Languages, Theology, and Advanced Studies) for the year to qualify for promotion to the next successive grade.
7. Seniors must meet all requirements as stated in the Graduation Requirement Policy in order to receive a diploma from Veritas Christian Academy.

Tutoring

1. The Rhetoric School Faculty will give additional instruction through Extra Help Sessions scheduled during the school day with the individual student.
2. Grammar School Faculty should offer to help a student who needs additional instruction immediately after school (3:30 pm - 4:00 pm) on a day that is convenient for the teacher and student. During the school year there is no charge for after school tutoring provided by a Grammar School classroom teacher from 3:30 pm to 4:00 pm.
3. During the school year, if a student requires additional tutoring beyond the extra help sessions or beyond the after school tutoring from 3:30 pm to 4:00 pm, teachers may charge \$35.00 per hour. A teacher may not tutor a student in one of his classes without the permission of the appropriate Principal.
4. In the VCA summer tutoring program, Veritas Christian Academy will charge \$45.00 per hour for one-on-one tutoring of Veritas Christian Academy students. If Veritas Christian Academy students are tutored as a group of two or more, each student will be charged \$25.00 per hour.
5. If a number of students need extra help, the teacher should consult with the appropriate Principal to determine the reason for the need and to evaluate teaching/curriculum changes that may be indicated.

Learning Differences

Severe Learning Differences: Any condition in a potential student which would require a separate classroom, program, or staff in order to provide the educational services desired by the parents, e.g., Down's Syndrome with moderate/severe mental disabilities.

Learning Differences: Any condition in a potential student or current student which does not require a separate classroom, program, or staff in order to provide the educational services desired by the parents, e.g., hyperactivity, Attention Deficit Disorder, dyslexia, etc. Documentation from a physician is required to confirm the diagnosis of a Learning Difference and to provide guidance concerning proper support. Documentation should be given to the appropriate Principal and will be kept in the student's permanent file.

1. Due to lack of adequate staff, funding, and facilities, children with a severe learning difference will not be admitted to Veritas Christian Academy.
2. Children who have been diagnosed as having a learning difference will be required to meet the same standards as all other children in their grade level.
3. Children with physical/motor limitations do not necessarily have learning differences but because of the possible need for special provisions, these children will be considered on a case-by-case basis.
4. Children diagnosed with high functioning autism or related disorders will be considered and evaluated on a case-by-case basis for enrollment in Veritas School Within A School Support System.

Homework Guidelines

1. Believing that the family is of utmost importance in developing and nurturing character, Veritas Christian Academy recognizes the need for families to have time free from the pressures of school, work, and other tasks.
2. Believing that the majority of teaching and education should occur within the confines of the school hours, Veritas Christian Academy perceives homework to be a means of reinforcing the material covered in the classroom and not an avenue for covering additional material.
3. With this focus, the teachers of Veritas Christian Academy will strive to work cooperatively to avoid overburdening students with homework. In general, homework should not require more than 30-60 minutes at the Grammar School level, 30-90 minutes at the Logic School level, and 30-120 minutes at the Rhetoric School level for the typical student.
4. Grammar School students will typically have Math, Spelling, and Reading homework each day.
5. There will on occasion be assigned projects and papers that require time over and above that available in the classroom.
6. Normally homework is not to be assigned over holidays and vacation periods except in the case of Advanced Placement courses and the Senior Thesis.

Make-Up Work Due to Absence

1. In grades K-8, all work missed due to absence must be completed no later than three days after the student has returned to school except in the case of extended illness.
2. In grades 9-12, make-up work will be explained in each teacher's syllabus for the course but must be completed within one week.
3. In grades 6-12, if a student misses a test, the test must be taken the first day the student returns to school unless the student has a doctor's excuse.
4. In grades 9-12, if a student is absent on the day of a test review, the student is still required to take the test as scheduled.
5. In Grades 6-12, all projects and papers must be turned in on the date due regardless of whether or not the student is in school on that day.

Cheating

GRADES 2 & 3

1. The teacher will address the problem verbally; making certain that the student understands the concept of cheating and understands the behavior to be changed.
2. The teacher will inform the parents of the situation and seek to devise a strategy to help the student accept responsibility for his behavior and develop self-control.
3. If this behavior is repeated, a consequence will be implemented.

GRADES 4 & 5

On the first offense:

1. The teacher will address the problem verbally, making certain that the student understands the concept of cheating and understands the behavior to be changed and the consequences of a second offense.
2. The teacher will notify the parents of the offense.

On the second offense:

1. The student will receive a grade of zero on the work, whether it is a test, a homework assignment, or other assignment.
2. The student will fill out the Cheating Infraction Report Form with the teacher's help and review. The form will be signed by the teacher, student, and parents.

On the third offense:

1. The student will receive a grade of zero on the work, whether it is a test, a homework assignment, or other assignment.
2. The student will fill out the Cheating Infraction Report Form with the teacher's help and review. The form will be signed by the teacher, student, and parents.
3. The student will meet with the Grammar School Principal who will assign an appropriate consequence (i.e., missed recess, work duties).
4. The teacher will meet with the parents and the student to inform them of the situation and the measures being taken.

On the fourth offense:

1. The student will receive a grade of zero on the work, whether it is a test, a homework assignment, or other assignment.
2. The student will fill out the Cheating Infraction Report Form with the teacher's help and review. The form will be signed by the teacher, student, parents, and Headmaster.
3. The Headmaster and Principal will meet with the teacher, student, and parents to discuss the particular situation and to make certain that all involved understand that expulsion is the consequence of a fifth offense.
4. The student will serve one day of in-school suspension. The Suspension Disciplinary Form will be completed and placed in the student's permanent file.

On the fifth offense:

1. The student may be expelled. The Suspension/Expulsion Disciplinary Form will be completed and placed in the student's permanent file.
2. The Headmaster will notify the Board of Trustees of the expulsion.

Grades 6-12

Please refer to the **Code of Conduct: A Redemptive Toolbox** for the disciplinary actions taken regarding offenses related to cheating.

Honors/Awards

1. Veritas Christian Academy maintains a system of formal honors and awards for several reasons:
 - a. The recognition of good work is endorsed in the Scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, I Timothy, etc.). Therefore, we seek to publicly recognize those students accomplishing the necessary prerequisites to receive the applicable award/honor.
 - b. We hope to encourage good work among all the students by demonstrating to them that such work is not overlooked or taken for granted, but rather it is noticed and commended.
 - c. We want to draw public attention to the high quality of work being done by our students, to the glory of God and their parents.
2. Accomplishments and Correlating Honors/Awards bestowed: (Other honors/awards may be recognized as appropriate)

Honor Roll – Quarterly Awards

Quarterly Honor Roll is configured each quarter and is not cumulative.

GRAMMAR SCHOOL (Grades 4-5)

ACCOMPLISHMENT

All grades on a student's report card are the letter grade "A."

All grades on a student's report card are the letter grade "A" or "B."

HONOR/AWARD GIVEN

A Honor Roll

A/B Honor Roll

LOGIC SCHOOL (Grades 6-8)

ACCOMPLISHMENT

All grades on a student's report card are the letter grade "A."

All grades on a student's report card are the letter grade "A" or "B."

HONOR/AWARD GIVEN

A Honor Roll

A/B Honor Roll

RHETORIC SCHOOL (Grades 9-12)

ACCOMPLISHMENT

GPA of 4.5 or above

GPA of 4.0-4.4

GPA of 3.7-3.9

HONOR/AWARD GIVEN

Principal's List

A Honor Roll

A-B Honor Roll

The student's Grade Point Average used to determine Honor Roll in grades 9-12 will be calculated based upon numerical averages in the following courses: Math, Science, Foreign Language, Literature, History, Theology, Logic (8th & 9th Grades), Honors Rhetoric (10th & 11th Grades), Honors Philosophy, and Honors Senior Thesis (12th Grade).

End of the Year Honors and Awards

GRAMMAR SCHOOL

GRADES 1-5

The following awards are given in each grade:

ACCOMPLISHMENT

Penmanship Award
Diligence Award
Barnabas Award
Outstanding Example

HONOR/AWARD GIVEN

Certificate and Award
Certificate and Award
Certificate and Award
Certificate and Award

The following awards are given to a boy and a girl in grades 1-5 who exhibit excellence in the particular area being recognized.

AREA OF RECOGNITION

Physical Education
Music
Art

HONOR/AWARD GIVEN

Certificate and Award
Certificate and Award
Certificate and Award

GRADES 4-5 ONLY

ACCOMPLISHMENT GIVEN

All grades on a student's report card for the year are the letter grade "A."

A Honor Roll

All grades on a student's report card for the year are the letter grade "A" or "B."

A/B Honor Roll

HONOR/AWARD

LOGIC SCHOOL

GRADES 6-8

ACCOMPLISHMENT GIVEN

Diligence Award

Certificate and Award

This award is given to one student in each grade who displays significant, consistent academic improvement.

Outstanding Student

Certificate and Award

This award is given to one student in each grade who consistently exhibits diligence in the performance of duties, excellence in quality of work, and excitement in the process of learning.

Christian Character Award
Award

Certificate and

This award is given to one student in each grade who consistently exhibits a love for Christ, a love for his/her fellow students, and a true desire to serve God in every aspect of his/her life.

Principal's List (All grades on the report card for the year are 95 or above)
Award

Certificate and

A Honor Roll (All letter grades on the report card for the year are "A.")
Award

Certificate and

AB Honor (All letter grades on the report card for the year are “A” or “B”
Award

Certificate and

The following awards are given to a boy and a girl in grades 6-8 who exhibit excellence in the particular area being recognized.

AREA OF RECOGNITION

HONOR/AWARD GIVEN

Physical Education

Certificate and Award

J.S. Bach Award in Music

Certificate and Award

Renaissance Award in Art

Certificate and Award

Performing Arts

Certificate and Award

RHETORIC SCHOOL

GRADES 9-12

ACCOMPLISHMENT

HONOR/AWARD GIVEN

Diligence Award

Certificate and Award

This award is given to one student in each grade who displays significant, consistent academic improvement.

Outstanding Student

Certificate and Award

This award is given to one student in each grade who consistently exhibits diligence in the performance of duties, excellence in quality of work, and excitement in the process of learning.

DEPARTMENTAL AWARDS GIVEN IN RHETORIC SCHOOL

The Tacitus Award in History

The Vance Award in Civics

The Petrarch Award in Greek

The Virgil Award in Latin

The Cervantes Award in Spanish

The Fitzgerald Award in Literature

The Donne Award in Writing

The Dietrich Bonhoeffer Award in Theology

The Euclid Award in Mathematics

The Galileo Award in Physical Science

The Galen Award in Natural Science

Senior Thesis Award

The Michelangelo Award in Art

The Charles Wesley Award in Music

The Thespis Award in Drama

The Hebrews 12 Award

The Apollos Award

Servant Leadership Award

Classical Student Award

Christian Character Award

Safety Guidelines for Veritas Christian Academy

1. The safety of students, employees, and the public is paramount in all of our operations.
2. Students will participate in regularly scheduled fire drills, lockdown drills, and tornado drills.
3. All teachers are required to participate in CPR and First Aid training during orientation each year.
4. Employees are responsible for safety and should be alert to any potential hazards.
5. All unsafe conditions should be reported to the Facility Manager immediately.
6. All unsafe conditions will be corrected in a timely manner.
7. The Facility Manager will determine the method of correction with approval from the Headmaster.
8. Safety will not be sacrificed in the interest of time or money.
9. All safety laws or ordinances will be complied with as quickly as possible. All appropriate inspections will be performed as required by law - Fire, Health, Electrical, and Boilers.

Dispensing Medications

1. Before the school will issue any medication to a student, we must receive written parental permission via a signed Medication Administration Request Form (available in the Main Office).
2. In order to facilitate the general dispensing of non-prescription medicine (e.g., Tylenol and Ibuprofen), we have a form available for parents to grant a general permission to the school to issue non-prescription medicines to their student(s) for the current school year. This form will be kept in the Main Office. No prescription medicines will be dispensed without a signed Medication Administration Request Form for each medicine to be given.
3. In the Grammar School, all medications will be administered by the Teacher or the Classroom Aide and recorded on the appropriate form.
4. In the Logic and Rhetoric School, all medications will be administered by the Receptionist or Office Manager and recorded on the appropriate form.
5. A Student Emergency Information Form signed by the parents must be on file in the office for each student.

Sickness Guidelines

Most parents are quick to realize if their children are really sick, but what about those gray areas? Are they coming down with something? Shouldn't the contagious period be over by now? What about mild symptoms? Here is a quick reference guide to aid in those last minute judgement calls.

SYMPTOM

RECOMMENDATION

Coughing

If your child has a mild, intermittent cough (i.e., can go 15 minutes without a cough), they may be considered safe to attend. If they cough consistently, this may indicate an infection which can be spread on cough droplets and he/she should remain at home for 24 hours or until the cough is better.

Runny Nose

Children with continual running (i.e., wiping needed every 10-15 minutes) can be very demanding for the teachers and staff. Use discretion and err on the side of safety.

Fever

A child who has had a temperature greater than 100.5 at noon or later should not attend school the following day and should not return until they are fever free for a 24-hour period.

Sore Throat

Unless accompanied by other symptoms (such as fever), consider safe. Please do not send a child to school who feels too poorly to participate.

Ear Infections

Not considered infectious in itself, but the cold that caused the ear infection may be contagious. Go by the cold symptoms and use discretion.

Eye Discharge

If discharge is wiped away, and new discharge returns, there is probably an underlying infection, and should be considered contagious. Please do not send a child to school with "Pink Eye." The child should not attend school until they are on an antibiotic for 24 hours.

Antibiotic

Child is no longer contagious after 24 hours on antibiotics and fever free.

Diarrhea	More than 2 abnormally loose stools in a single day should be considered infectious and the child should not attend school until at least 24 hours after the last episode.
Vomiting	If a child becomes ill and vomits, he/she should not attend school until at least 24 hours after the last episode.
Lice	A student who has lice must undergo the appropriate treatment for lice removal prior to returning to school. A student must remain at home until all nits have been removed. Upon return to school, a parent must accompany the student to the Main Office. A thorough check of the student will be made to determine that no nits or lice are present before the student is returned to the classroom.