



# 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 June 2025*

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# GENERAL INFORMATION

School Phone Number	828-681-0546
School Fax Number	828-681-0547
Email Address	<a href="mailto:admissionsdirector@veritasnc.org">admissionsdirector@veritasnc.org</a>
Web Address	<a href="http://www.veritasnc.org">www.veritasnc.org</a>
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 Logic/Rhetoric School	8:00 am - 3:25 pm

<b>Morning Drop-off</b>	7:30 am - 8:00 am
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## **Afternoon Pick-up**

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

Cars containing Logic/Rhetoric and Grammar School students	3:30 pm - 3:45 pm
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## Affiliations, Associations, and Accreditations

Affiliations, associations and accreditations signify priorities and accountability. Veritas has chosen the following organizations to partner with to ensure accountability with an externally recognized organization to hold us to the highest standards of Classical Christian education.

**The Association of Classical and Christian Schools (ACCS)**  
[classicalchristian.org](http://classicalchristian.org)

**The Society for Classical Learning (SCL)**  
[societyforclassicallearning.org](http://societyforclassicallearning.org)

**Classical Latin School Association (CLSA)**  
[classicallatin.org](http://classicallatin.org)

**The National Paideia Center (NPC)**  
Paideia Seminar: Nationally Certified School  
[paideia.org](http://paideia.org)

## Whom to See About What

The following information below 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.

Whom to See	About What
<b>Eric Woernle</b> <i>Headmaster</i>	Board of Trustees, Administrative Team, Annual Fund, Accreditation and Affiliations
<b>Nick Phillips</b> <i>Rhetoric School Principal</i>	Rhetoric School Curriculum, 9-12 Academic Schedules, Rhetoric School Faculty Direction, Student Life, Activities, and Affairs, New Parent Interviews Grades 9-12 and Student Screenings, Discipline, Senior Fundraising, Graduation.
<b>Heather Black</b> <i>Logic School Principal</i>	Logic School Curriculum, 6-8 Academic Schedules, Logic School Faculty Direction, Student Life, Activities, and Affairs, New Parent Interviews Grades 6-8 and Student Screenings, Discipline.
<b>Martha Reed</b> <i>Grammar School Principal</i>	Grammar School Curriculum, PreK-5 Academic Schedules, Grammar School Faculty Direction, Student Life, Activities, and Affairs, New Parent Interviews Grades PreK-5 and Student Screenings, Discipline.
<b>Joanne Manganiello</b> <i>Scholé Studio Director</i>	Scholé Studio Curriculum and Student Plans, Scholé Studio Faculty Direction, Scholé Studio New Parent Interviews and Student Screenings.
<b>Karin Strole</b> <i>Office of Recruitment, Retention &amp; Registration</i>	New Family Tours, Scheduling New Family Meetings, Student Screenings, Student Records, FACTS Academic Scheduling, Report Card Processing, NC Driver's Eligibility Certificates.
<b>Candice Pritz</b> <i>Community Relations</i>	School-wide Communications, Website, Publicity & Advertising, Digital/Social Media, Summer Camps, Alumni Association, Spring Gala, Hot Lunch Database
<b>Bridgette Wilcox</b> <i>Business Manager</i>	Payroll, Accounts Payable/Receivable, Check Requests, Budgets, Tuition Payments, Fees
<b>Brittany Holloway</b> <i>Office Manager</i>	Incidental Billing, Uniforms, School and Office Supplies, NC Driver's Eligibility Certificate
<b>Congruity</b> <i>Human Resources</i>	Employment Opportunities, Employee Benefit Questions, Employee Contracts, Employee Issues, VCA Manuals
<b>Hayley Bollinger</b> <i>College Counselor</i>	College Application Process
<b>Leah Thompson</b> <i>Logic/ Rhetoric School Assistant</i>	Parent Drivers for Field Trips and Event, 8th Grade Charleston Trip, 12th Grade European Trip, Pre-Graduation Prep and Events
<b>Lee Burgess</b> <i>Athletic Director or</i> <b>Mike Jennings</b> <i>Asst. AD</i>	Athletic Policies/Handbook, Athletic Uniforms, Coaches, Athletic Fundraisers, Olympic Games, Pep Rallies, Warrior Club, Gate and Concession Scheduling

<b>Mike Jennings</b> <i>Facility Manager</i>	Facility/Grounds, Custodial and Hot Lunch Crew, Safety Procedures, Equipment/Furniture, School Buses
<b>Monique Wack</b> <i>School Nurse</i>	School Health Policies and Practices, Immunizations, Student Medications/First Aid Supplies, All Medical Records, Blood Drives.
<b>Katie Fournier</b> <i>Office Receptionist</i>	General School Inquiries, Student Attendance/Tardies, Early Dismissals, FACTS Faculty/Parent Login, Donor Management.
<b>Nicole Bishop</b> <i>Parent/Teacher Fellowship</i>	PTF Committees, Room Moms, PTF Events, Clothes Closet, Salt & Light Serve-a-thon, Love Offering, Teacher Appreciation.

## 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:

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

#### BY CLASSICAL WE MEAN (adapted from ACCS):

- Classical Christian education uses methods and content that develop thinking, articulate, well-rounded graduates. Our schools aim to provide the best possible education to help every child reach their God-given potential.
- Age-specific K-12 learning shaped by the time-tested medieval trivium.
- Classical Christian schools develop skills to equip students to be lifetime learners by teaching students that every study.
- Christ-centered curriculum that is robust and engaging.
- A nurturing community that is Scripture shaped, cross-formed, and rooted in the wise conduct of the ages.

## Veritas Christian Academy Philosophy

- Parents have a God-given responsibility for the education of their children; therefore, parents are expected to take an active role in the education process.
- 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.

- 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.
- We aspire towards academic excellence and conduct that is God-honoring in an attempt to love the Lord with all of our heart, soul, and mind.
- 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.
- 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 and 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.

- We believe the Bible to be the only inerrant, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- 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.
- We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace through faith alone.
- We believe that faith without works is dead.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- 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.
- 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

- VCA is a Christian school with a Christ-centered biblical world and life view.
- VCA is a Classical school using the methodology of the Trivium in the Western Christian tradition.
- VCA follows a Statement of Faith that is non-denominational with primary doctrine taught at every grade level.
- VCA is a college preparatory school providing a range of standard, honors, and Advanced Placement courses.
- VCA is a discipleship model school with delegated authority from the parents (*in loco parentis*).
- VCA employs Christian teachers who serve as godly role models and mentors.

- VCA faculty and staff endeavor to provide a Christian student culture through curricular and extracurricular activities.
- In an effort to represent the full body of Christ, VCA ensures diversity in economic status and support for students with learning differences.
- The Board of Trustees is primarily focused on maintaining the mission and core commitments of Veritas and its financial stability.
- 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.

- 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.
- 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.
- 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.
- Families who are currently enrolled in Veritas Christian Academy receive first priority for enrollment in the next academic year.
- Veritas Christian Academy does not discriminate on the basis of race, gender, or national origin in the administration of its admission policies.
- 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

- 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.
- To be eligible to enter Pre-Kindergarten, a student must turn four years of age by August 1st of the current school year **and be fully toilet-trained.**
- A student may not reach the age of 20 prior to June 1<sup>st</sup> of the senior year.

## 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 before entering school. A copy of this record will be kept in the student's permanent record.

## Transcript Evaluation

- Veritas Christian Academy accepts transfer credits from students enrolled in a school that is accredited by a regional accrediting agency.
- 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.
- 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.
- 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

- All student records will be kept in a locked, fireproof filing cabinet in the Records Office and all family files in the office of the Business Manager.
- High School transcripts are kept in a permanent file for all students who have attended Veritas Christian Academy in grades 9-12.
- 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.
- Beyond normal academic records, Veritas does not require an evaluation or assessment form when a student transfers from another school to Veritas. Beyond normal academic records, Veritas does not provide an evaluation or assessment form when a student transfers to another school.
- Graduate transcripts are kept indefinitely.

## Tuition Payments

- Tuition payments are due on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. The date due is determined at the time of FACTS Management Company enrollment.
- In the event that your financial institution returns a payment, a 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.
- 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.

- 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.
- 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.
- 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

- Current families may apply for tuition assistance at the time of reenrollment.
- Families who desire tuition assistance will be required to first apply for North Carolina Opportunity Scholarship and then submit an application through the FACTS Management Program.
- The Finance Committee will distribute tuition assistance based upon the recommendation from FACTS and the available funds allotted by the Board of Trustees.
- Current families have priority in the distribution of tuition assistance.

## Termination of Student Enrollment Contract

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, canceled, 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."

If a family requests release from the upcoming school contract after March 15

No records will be released from VCA to any person or institution without agreement from the Business Office. All dealings with the Business Office must be settled before any records are released.

## 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.

<b>Grade Offered</b>	<b>English</b>	<b>Credits toward Graduation</b>
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9 <sup>th</sup>	World Literature I or Honors World Literature I	1
10 <sup>th</sup>	World Literature II or Honors World Literature II	1
11 <sup>th</sup>	American Literature or AP Language	1
12 <sup>th</sup>	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.

<b>Grade Offered</b>	<b>Mathematics</b>	<b>Credits toward Graduation</b>
9 <sup>th</sup>	Algebra I or Honors Geometry	1
10 <sup>th</sup>	Geometry or Honors Algebra II	1
11 <sup>th</sup>	Algebra II or Honors Pre-Calculus	1
12 <sup>th</sup>	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.

<b>Grade Offered</b>	<b>Science</b>	<b>Credits toward Graduation</b>
9 <sup>th</sup>	Physical Science II	1
10 <sup>th</sup>	Chemistry or Honors Chemistry	1
11 <sup>th</sup>	AP or CP Biology (offered in alternating years) is required.  Honors Physics and AP Chemistry (offered in alternating years) are optional.	1
12 <sup>th</sup>	AP or CP Biology (offered in alternating years) is required.  Honors Physics and AP Chemistry (offered in alternating years) are optional.	1

	<i>Total Credits Required</i>	3
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\*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.

<b>Grade Offered</b>	<b>Foreign Language</b>	<b>Credits toward Graduation</b>
9 <sup>th</sup>	Latin I or Honors Latin II	1 (One year of High School Latin is required.)
10 <sup>th</sup>	Honors Latin III or Spanish I	1
11 <sup>th</sup>	Honors Latin IV, AP Latin, or Spanish II	1
12 <sup>th</sup>	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 9<sup>th</sup> Grade are not required to meet the classical language credit mandate.

<b>Grade Offered</b>	<b>History</b>	<b>Credits toward Graduation</b>
9 <sup>th</sup>	Western Civilization I or Honors Western Civilization I	1
10 <sup>th</sup>	Western Civilization II or Honors Western Civilization II	1
11 <sup>th</sup>	United States History or AP United States History	1
12 <sup>th</sup>	United States Government & Economics or AP United States Government & Economics	1
	<i>Total Credits Required</i>	4

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

<b>Grade Offered</b>	<b>Theology</b>	<b>Credits toward Graduation</b>
9 <sup>th</sup>	Biblical Prophets	.5
10 <sup>th</sup>	Gospels and Acts	.5
11 <sup>th</sup>	Apologetics/Epistles	.5
	<i>Total Credits Required</i>	1.5

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

Grade Offered	Advanced Studies	Credits toward Graduation
9 <sup>th</sup>	Honors Logic II	.5
10 <sup>th</sup>	Honors Rhetoric I	.5
11 <sup>th</sup>	Honors Rhetoric II	.5
12 <sup>th</sup>	Honors Philosophy & 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 <sup>th</sup>	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.

Music Theory and Performance*	Credits toward Graduation
Tenth Grade Music Theory and Performance	.5

<i>Total Credits Required</i>	.5
<b>Physical Education*</b>	<b>Credits toward Graduation</b>
Sports Participation	.50 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 .50 credits per sport per season.

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

<b>Graduation Requirements</b>	<b>Credits to Graduate</b>
English	4
Mathematics	4
Science	3
Foreign Language	3
History	4
Theology	1.5
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	24
*Minimum Requirement for Transfer Students	22

## 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 POLICIES

## Attendance

Veritas Christian Academy recognizes the significant impact of attendance on student learning and seeks to partner with parents in prioritizing consistent and on-time attendance so that students thrive within the classroom. Students who consistently arrive at school on time are set up for learning success. With that in mind, VCA also recognizes that sometimes circumstances warrant absence and tardiness and approaches attendance with the perspective that it's not what is done perfectly that matters most; rather it is what is done consistently that is most impactful.

In order to partner with parents in prioritizing consistent attendance and on-time arrival to school, VCA has outlined the following attendance protocols:

### Excused Absence

Excused absences include illness, doctor's appointment, or death of a family member. Students must make up work immediately upon their return to school. Sophomores, juniors, and seniors also receive three excused absences per year for college visits. The first five (5) absences of a semester (10 per school year), will require only an email or phone call in order to be excused. Any absence after five per semester will require both a phone call and a doctor's note or the approval of the VCA school nurse in order to be excused.

### Approved Absence

An explained/approved absence occurs when a parent/guardian takes the student out of school with the principal's prior knowledge and approval. If parents plan for a student to miss an entire day of school for a foreseeable event, a Planned Absence Request form must be submitted to the Principal at least five (5) working days prior to the absence. If possible, make up work will be assigned in advance; some make up work may be required upon the student's return. (Please note that a classical Christian education eschews worksheets in favor of experience and interaction, making it impossible to recreate the classroom experience for an absent student.) Parents may submit requests to the Principal using the [Planned Absence Form](#). Absences of this nature that are not approved in advance by the Principal will be recorded as unexcused.

### Unexcused Absence

Any absence in which the student is out of school that does not qualify as excused or explained.

### Excessive Absence

- Absences in excess of 5 per semester (10 per year) will be considered excessive.
- Excessive excused absences (i.e. extended illness) will be reviewed by the Principal in partnership with the parents to determine a plan for supporting the student.

- More than five (5) unexcused absences will necessitate students making up instructional time through either Saturday sessions during the school year or Summer Make Up Sessions at the end of the year before the student can be promoted to the next grade level. Saturday sessions and Summer Make Up Sessions will be billed at \$125 per session (4 hour sessions) and are scheduled by the school. For each unexcused absence above five (5) , one (1) make-up session will be required.

### General Attendance Policies

- If a student has an unexpected absence, parents are responsible to notify the teacher and/or the front office by 9:00 a.m. on the day of the absence.
- 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. This includes electives and study hall.
- A record of attendance for each student will be kept and the total number of days present and absent will be recorded on student report cards.
- Field trip days are considered school days. Students absent from field trips will be considered absent from school.
- Students arriving after 8:00 or returning to school after being removed for a portion of the day must be signed in at the Main Office.
- Students arriving after or checking out before 11:30 a.m. will be considered absent.
- The Principal may determine or change an absence from excused to unexcused, or from unexcused to excused.
- All PreK absences and tardies will be considered excused. Parents should notify PK teachers if students will be absent.

## Tardies

Being on time demonstrates respect for teachers and students and is an important life skill for students to acquire. VCA recognizes that extenuating circumstances sometimes lead to late arrival at school. However, not only do tardy students miss valuable instructional minutes, but their late arrival is also a disruption to the teacher and the other students in the class who arrived on time. Also, missed instructional time adds up quickly. In an effort to preserve valuable instructional time, VCA outlines the following protocols regarding tardiness:

### Excused Tardies

Excused tardies include, but are not limited to, the following: doctor's appointments (with doctor's note), unexpected community-wide traffic disruptions, unforeseen circumstances (car trouble/accident, illness, etc.) or icy roads. The principal makes the final determination as to whether a tardy is excused or unexcused.

### Unexcused Tardies

Any tardiness that does not qualify as excused will be recorded as unexcused.

### Excessive Tardiness

- Tardies in excess of five (5) per semester will be considered excessive.
- Excessive tardiness will be tracked and addressed by the appropriate Principal.
- For every fourth unexcused tardy, the student's attendance will be recorded as an unexcused absence. Tardy-related absences factor into the unexcused absence policy outlined in the attendance section above.
- Excessive tardiness may necessitate a Parent-Principal conference to determine the cause and develop a plan of action for on-time attendance.
- The Principal may determine or change a tardy from excused to unexcused, or from unexcused to excused.

## Inclement Weather

- In the event of inclement weather, Veritas Christian Academy will notify parents and students via the VCA website, email, and text messaging (if opted-in).
- The Headmaster in concert with the Principals 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 and staff. 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 with no siblings in the school who are picked up in a separate designated location.

(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

#### **Grammar School Students:**

- Students should not arrive at school prior to 7:30 am.
- Grammar School students who arrive between 7:30 am - 7:45 am should report to Sayers Hall ( PK - 1) or the Forum ( 2 - 5) upon arrival. These students will be dismissed at 7:45 am to go to their classrooms.
- Grammar School students who arrive between 7:45 am - 8:00 am should go directly to their classroom.
- Students must arrive through the carline no later than 7:55 to avoid disruption to the beginning of the school day that begins promptly at 8:00.
- Students should be seated at their desks, ready to begin the school day, at 8:00 a.m.

#### **Logic and Rhetoric School Students:**

- Students should not arrive at school prior to 7:30 am.

- Logic School students who arrive between 7:30 am – 7:45 am should go directly to the Cafeteria. 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.
- 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.
- Rhetoric School students who arrive between 7:30 am – 7:45 am go directly to the Forum. At 7:45 am these students will be dismissed to prepare for the day.
- Students must arrive no later than 7:55 to avoid disruption to the beginning of the school day that begins promptly at 8:00.
- Students should be seated at their desks, ready to begin the school day, at 8:00 a.m.

### **Dismissal**

- 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.
- Parents picking up only Grammar School students in Grades K – 4 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. Parents who wish to pick students up from the front office must do so before 2:45 p.m. No student will be dismissed from the office between 2:45 and 3:15. Parents should pick students up through the carline between 2:45 and 3:15.
- Grade 5 students (and younger siblings) will dismiss at 3:25 with the Logic/Rhetoric School Students.
- Pick-up for parents with only Grammar School students (Grades 1–4) ends promptly at 3:15 pm. Parents arriving after 3:15 pm, must park at the front of the school and report to the Main Office to pick up their child.
- Parents picking up students in 5th grade, Logic/Rhetoric school or “duals” (grammar school siblings of older students) should not arrive prior to 3:25 pm and loading will begin at 3:30 pm.
- 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 or be enrolled in Aftercare. Parents arriving after 3:45 pm should pick up their student from Aftercare.
- For the protection of our students, anyone picking up students in carline must clearly display the VCA issued carline placard hanging from the rearview mirror of their vehicle. The placard must remain on display until exiting the school campus. Anyone without a placard displayed must present identification at the front office to pick up students.

### **Early Dismissal Days**

- 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.
- Parents picking up only Grammar School students (Grades K–4) 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.
- Pick-up for parents with only Grammar School students (Grades K–4) ends promptly at 11:15 am. Parents arriving after 11:15 am must park at the front of the school and report to the Main Office to pick up your child.
- Fifth Grade students (and younger siblings) will dismiss at 11:25 with Logic and Rhetoric students
- Parents picking up Grammar, Logic, and/or Rhetoric School students (dual riders) should arrive for carline at 11:30. Grammar school students will be loaded with their older siblings beginning at 11:30.
- 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.
- Logic and/or Rhetoric School pick-up ends at 11:45 am. There is no Aftercare on early dismissal days.

### **Dismissal During School Day**

- Parents desiring to pick up students before regular dismissal should report to the Main Office to pick up his child(ren). No student will be dismissed from the classroom. The office staff will contact the teacher via the intercom to request that a student report to the Main Office to be dismissed.
- 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.
- All early dismissals must be recorded in the Main Office.
- Student drivers must report to the Main Office to sign out and must have written parental permission to leave early.
- Student drivers will be given two passes per year to leave and return to campus in case of forgotten lunches, etc. Students must have written parental permission and permission from the Rhetoric School principal.
- Students may not leave with another student driver unless specific written parental permission has been granted.
- Students may not leave with anyone other than a parent or guardian unless specific written parental permission has been granted.

## RELATIONAL POLICIES: STUDENTS

### 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:

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

# Grammar School Code of Conduct and Discipline Plan

The purpose of Grammar School discipline is to equip students in the development of habits that lead them to become wise and virtuous adults. The kind and amount of discipline will be determined by the teachers, and if necessary, the Principal and Headmaster. The vast majority of discipline problems are to be dealt with at the classroom level. 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. All discipline will be based upon biblical principles, e.g., redemption, restitution, apologies (public and private), swift and just discipline, restoration of fellowship, no lingering attitudes, etc. Love and forgiveness will be an integral part of the discipline of a student as we seek to cultivate a culture of grace. Whenever possible, consequences should be linked closely to the behavior with an appropriately measured response.

Minor offenses will be dealt with in the classroom. Repeated offenses will be brought to the attention of the Grammar School Principal. 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

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

### **I. CODE OF CONDUCT: 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 how Jesus called us to live with respect for others and honest/ethical behavior in all circumstances to encourage honorable character development.

### **II. CODE OF CONDUCT: 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 by encouraging self-control in the classroom.

### **Merits:**

Wanting to encourage growth toward community and selflessness, faculty and staff may give a merit to a student observed to be doing something beneficial or positive that is sincere and exceptional.

### **Consequences for Violations of Conduct Expectations:**

Students who fail to meet the expectations of the Veritas Christian Academy Code of Conduct will be encouraged toward appropriate behavior. In the spirit of discipleship, further admonition and correction will come from teachers and the principal. Consequences are given after unsuccessful attempts to redirect a student's behavior and may include missing recess, detention, cleaning, day of reflection, in/out of

school suspension, etc. Some actions may warrant immediate consequences without warning.

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.

**Day of Reflection:**

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.

**Suspension:**

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 (in-school suspension) or from campus for 1-5 days (out-of-school suspension)..

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. 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 removal 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 a student's expulsion:

- 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.
- 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 behaviors (on or off-campus):

- 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
- Sexual promiscuity
- Getting pregnant and/or contributing to a pregnancy
- Having an abortion or aiding in an abortion
- Possessing, viewing, sharing pornographic or 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
- Repeated or egregious incidents of cheating and/or plagiarism
- 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 - 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.

## 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.

- Cell phones, smart watches, etc., are not to be brought to school by Grammar School students.
- If a Grammar School student brings any unapproved technological device to school, it will be collected by the teacher and given to the Grammar School Principal to be returned to the parents.
- Logic School students must keep their phones and smart watches turned off and in their backpacks during school hours. School hours are considered 7:30 am until 3:45 pm. A cell phone in the possession of a Logic School student during school hours will be collected and returned at the end of the school day. *Exceptions for medical devices should be approved by the principal and school nurse.*
- Rhetoric School students may bring cell phones for personal use between 7:45 and 8:00 am and after 3:25 pm unless the phone interferes with after school pick-up in the Forum. During the school day, students should keep their cell phones in their assigned classroom or otherwise not on their person. Students may check their phones during the five-minute break between classes but are still expected to arrive on time to their next class. Students may not have cell phones in restrooms under any circumstances.
- A cell phone in the possession of a Rhetoric School student during class hours will be collected 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

- Students may not bring cameras, electronic tablets, electronic devices, smart watches, or any other item to school without prior approval.

## VCA Computer Usage by Students

- Computers are utilized periodically by Logic and Rhetoric school students. Computers are also used consistently in Yearbook Elective, Senior Thesis CLT exams, and other specific assignments under the supervision of a teacher.
- Computer stations and laptop computers may not be used for unauthorized activities.
- If computers are needed for core Rhetoric classes, students may bring their own laptops from home.

# 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:

- To research a topic related to a school assignment
- 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.

# Student Internet/Social Networking/Blogging

Veritas Christian Academy urges families to consider the spiritual, mental, and social ramifications of social media. Social media (e.g., Instagram, Facebook, Twitter, Snapchat, Tik Tok, etc.) have been proven to adversely affect embodied communities. 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

- When on the premises of Veritas Christian Academy, students have no expectation of privacy.
- Veritas Christian Academy reserves the right to search lockers, book bags/purses, and/or automobiles when there is a reasonable suspicion of wrongdoing.
- 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 Expected Conduct Policy, Discipline Policy, and Internet/Social Networking/Blogging Policy regarding those postings.

# General Dress Code Requirements for All Students

- Any item that will bear the school logo must be ordered through French Toast.
- Ball caps should be removed upon entering the building.
- Uniform shirts should remain tucked in.
- Outerwear should not be worn in the classroom in the Grammar School or Logic School.

- Shoes should fit snugly for safety reasons, should not easily come off a student’s feet, and should be appropriate for the classroom. Loose fitting Croc-style shoes, flip flops, or slippers may not be worn to school.
- 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.
- On Warrior T-Shirt Days, students must wear an official Warrior T-shirt and shorts or pants in denim or khaki or come in school uniform.

## 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 Awards Program

## Uniform Code

All primary items must be purchased through French Toast, our uniform vendor, via the [VCA store on the French Toast website](#).

Other items, even if purchased through French Toast, are not included in the VCA uniform.

Primary Items Which Must Be Purchased from French Toast	
Pants/Shorts (Boys and Girls)	Khaki
Bermuda Shorts (Boys and Girls)	Khaki
Girls’ Skirts (K - 12)	Pleated Plaid - White/Navy
Girls’ Jumpers (K - 5)	Pleated Plaid - White/Navy
Polo Shirts Long or Short Sleeve (Boys and Girls)	Navy <b>**Logo Required**</b>
Long or Short Sleeve Oxford (Boys and Girls 9-12 only)	White
Warmth Layer (Required for all K - 12)	Navy <b>**Logo Required**</b> Front Zip Cardigan
Blazer (Boys and Girls, 12 only)	Navy <b>**Logo Required**</b>
Additional Uniform Items - Vendor Optional	
Girls’ Kick Shorts	Navy (Required under all skirts and jumpers)

Socks (Boys and Girls) Girls' Tights/Leggings (solid)	Navy White Black
Shoes (Boys and Girls, K - 5th)	<b>Neutral-colored* athletic shoes</b> (without lights or wheels) <b>*Neutral-colored shoes are predominantly black, white, brown, gray, or navy, including the soles.</b>
Shoes (Boys and Girls, 6th - 8th)	<b>Neutral-colored* closed toe/heel casual shoes</b> Examples: Athletic Shoes, Mary Janes, flats, loafers, Sperrys, etc. (No boots, flip-flops, crocs, slippers, high heels, etc.) <b>*Neutral-colored shoes are predominantly black, white, brown, gray, or navy, including the soles.</b>
Shoes (Boys and Girls, 9th - 12th)	<b>Closed toe/heel shoes</b> (For safety reasons, shoes should fit snugly and not easily come off the foot. If a shoe has laces, the laces must be tied. Loose-fitting croc style shoes, flip-flops, and slippers may not be worn. Shoe heel height may not exceed 3 inches.)
Belts (Boys and Girls)	Navy Brown Black
Girls' Hair Accessories (non-decorative)	Navy White Black

## Grammar School Logistical Items

- Jeans may be worn on Warrior T-Shirt Days and certain field trips. Jeans should be standard blue denim color and free of rips, holes, or tears. Teachers may request that students wear the current year's Warrior T-Shirt on field trips.
- Hair should be naturally colored and free of dyes.
- Grammar school students may wear one bracelet, one ring and one necklace (worn underneath the collar/shirt). Grammar school girls may wear one set of non-dangling earrings.
- The uniform code requires students to wear athletic shoes to school each day. Rain and snow boots are not necessary. Should different footwear be needed for an outdoor activity, teachers will contact parents in advance.
- The school uniform requires all students to have a "warmth layer" (zip-up or pull over sweater) with a logo. Additional outerwear items (i.e. winter coats) may be worn outside when weather necessitates. Non-uniform sweaters and sweatshirts are not considered outerwear and may not be worn on campus during the school day.
- Grammar school students may not wear makeup.
- Backpacks and lunchboxes should be free of licensed, commercial characters (including, but not limited to, Disney, Pokemon, Mario, etc.). Backpacks may have one dangling backpack charm. Charms should be free of licensed characters.
- Students are encouraged to bring reusable water bottles to class as they have access to multiple filling stations around campus. Water bottles for the classroom should hold 24 ounces or less and be able to close securely (such as with a retractable straw or a twist-top lid). BPA-free plastic is preferred to metal. For storage purposes, water bottles should not have side handles. For health/sanitation purposes, water bottles should not have exposed straws.

## Student Drivers

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

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

## RELATIONAL POLICIES: PARENTS

### Parent Commitment

We request that all parents read and consider affirming the following principles:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- We understand that assessments will be made to cover damages to the school, including book damage and abuse of property.
- 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.

- We give permission for our child to take part in all school activities, including sports and school-sponsored trips away from the school premises.
- 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.
- 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

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.

- Visit the school/class with notice and approval.. (Please call the Main Office ahead of time to let us know you are coming and check in at the office upon arrival.)
- Assist in the classroom, regularly or infrequently. (Arrangements should be made with the teacher concerned.)
- Volunteer to serve as a chaperone on field trips, library visits, etc.
- Serve as a story-reader, song-leader, or guest artist; offer your special talents.
- With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
- Share your experiences, trips, vacations, as they may relate to an area of study in a class.
- Volunteer your help for the many tasks related to fundraising events.
- Help host class parties.
- 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.
- Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.
- 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).

## Parent/Teacher Conferences

Communication between home and school is vitally important to a student's success. Parents are encouraged to request conferences with teachers as needed and expected to attend conferences requested by teachers. To facilitate communication, two conference seasons (fall and spring) have been designated during the school year. Parents will be contacted by the school regarding instructions for scheduling conferences during these times..

If a parent wishes to schedule a conference with a teacher at any other time during the school year, the parent should email the teacher. The teacher will respond within 24 hours to schedule a conference if needed.

Veritas Christian Academy faculty members and administrative staff are eager to address any matters to discuss 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.

## Parent Compartment

Veritas Christian Academy expects Parents and Related Individuals (defined as parent, student, or other person associated with the student) to treat all faculty and staff members respectfully and professionally. If the Headmaster concludes, in their sole discretion, that the parents' or other family members' behavior, communications, or interactions on or off campus (including social media and during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the academy's policies, methods of instruction, or discipline, the school reserves the right to suspend, expel, or otherwise remove a student from the School; or to decline to re-enroll the student. In addition, the academy reserves the right to place restrictions on parents' or other family members' involvement or school activity, on property, or at school-related events for reasons that the Headmaster deems appropriate.

Parents with concerns about the school or with decisions made by the administration or faculty are required to follow the grievance policy and ultimately if necessary, to discuss those concerns with the Headmaster, but they should not expect the Board of Trustees to act as an appeals board.

Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents (by any means, directly or anonymously) will be viewed by the Headmaster as counterproductive and in violation of the Parent Compartment.

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.

## 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**

- 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.
- 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**

- All matters 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.
- 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.
- If there is still no resolution, the parents or student may request a meeting with the Headmaster.

#### **Parents/patrons to Headmaster**

- 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.
- If the situation is not resolved, they should present their concerns to the Headmaster.

#### **Staff to Administration**

- All concerns about the standards of the school must first be presented to the appropriate Principal. A respectful demeanor is required at all times.
- 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**

- 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.).
- 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.
- If the situation is not resolved, they should present their concerns to the Headmaster.

## **Family Dismissal Policy**

- 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.
- There are circumstances that may occur during the course of the year that 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

- All volunteers who are in a position of authority in a Veritas Christian Academy sponsored program (such as; Chess Club, Wrestling, etc.) will complete an Application for Volunteer Service to be reviewed by the appropriate supervisor.
- Following approval of the application, the Director of Human Resources will conduct a *background check* on the applicant.
- Upon completion of the above actions and approval by the appropriate supervisor, the applicant may begin volunteer service.
- Volunteers must remain at their assigned area and may not interact with students outside of their volunteer duties.
- Volunteers should not bring other children with them when they volunteer.

## Volunteer Drivers and Field Trip Chaperones

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 ensure the safety of all of our students, the following procedures must be followed.

- Parents who wish to drive or chaperone a field trip must complete the Volunteer Driver Information Form. (Hereinafter, VDIF)
- To serve as a Volunteer Driver, an applicant must be an immediate family member of a current Veritas student. (parent, grandparent, legal guardian)
- The VDIF is returned to the office.
- 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 field trips.
- 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.
- Any applicant who has been convicted of any criminal act involving children will not be permitted to drive for any VCA events or trips.
- 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.
- Field Trip chaperones are assigned by the Registrar. Teachers are not able to make changes to assignments. All inquiries should go to the Registrar.
- Only parents assigned as chaperones by the school may accompany a field trip. Assignments are trip-specific. Parents may not meet students at field trip destinations.
- Students will be assigned a transportation vehicle and driver and must travel to and from the field trip venue in the assigned vehicle. Exceptions to this will require written permission from the appropriate principal.
- Younger siblings are not permitted on field trips.

## Bus Drivers

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

- All Bus Drivers must complete a Volunteer Application which includes the Veritas Christian Academy Statement of Faith and permission to perform a background check.
- 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.
- 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.
- Bus Drivers must arrive promptly and allow time for the required Pre-trip Bus Inspection.
- 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.
- 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.
- Bus Drivers must observe all Bus Safety and driving regulations as stipulated by North Carolina and Federal law.
- Bus Drivers are prohibited from using their cell phones while behind the wheel of the bus.
- 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 & 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, when in the presence of students, when attending school sponsored events, when chaperoning students on a school sponsored trip, or when representing the school in any capacity. 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 or bus driver presenting reasonable suspicion to be under the influence while on the campus or while representing 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 Director of Human Resources shall transport the employee 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.

## Visitors

- All visitors to Veritas Christian Academy are required to sign in at the Main Office and receive a visitor badge.
- Immediate family and clergy are allowed to visit during the school day with prior approval of the respective principal. All other visitors must visit during non-school hours.

- Prior to leaving campus, visitors will report to the Main Office to sign out.
- Visitors on campus for a special event may sign students out in the classroom; however, siblings must be signed out in the front office. Parents should not enter classrooms to retrieve students.

# INSTRUCTIONAL POLICIES

## Grammar School Grading Guidelines

Grades are one tool that teachers use to communicate with parents about student progress. Grades should be collected thoughtfully and with regard to the habits of character of a student. Grades are given in the following areas:

PreK4 and Kindergarten - Skill assessments only

1st and 2nd grades: Verbal Arts, Written Arts, Mathematics, Humanities with skill assessments

3rd, 4th, and 5th grades: Humanities, Rhetoric, Mathematics with skill assessments

PE, Art, Latin, Music: Skill assessments only

Within each grading area, there are two weighted categories:

Formative assessments

Summative Assessments

Formative assessments are graded using the following checkmark system:

- √+ Mastery of concept; exceptional work
- √ Proficiency of concept; good work
- √- Reflects gaps in either understanding or instructions;

In order to help students succeed, papers reflecting work earning less than a √- will not be accepted. Students will be expected to redo the assignment.

Extra credit work will not be assigned.

## Rhetoric Grading Scale Grading Scale

Numeric Grade	Unweighted	Honors	AP
97-100	4.00	4.5	5.0
93-96	4.0	4.2	4.7
90-92	3.7	3.9	4.3
87-89	3.3	3.6	4.0
83-86	3.0	3.3	3.7

80-82	2.7	3.0	3.3
77-79	2.3	2.5	2.8
73-76	2.0	2.1	2.3
70-72	1.7	1.8	2.0
66-69	1.2	1.4	1.5
60-65	1.0	1.2	1.3
<59	0	0	

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 Logic and Rhetoric Schools

- 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.
- Individual students may not be exempted from homework assignments that are required by the remainder of the class.
- 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:

6<sup>th</sup>-8<sup>th</sup> Grades -10 points will be deducted for late work, up to 3 times per quarter. After the 4th time an assignment is late in the same quarter, it receives a grade of zero. The assignment will still need to be completed.

9<sup>th</sup>-12<sup>th</sup> 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.)

- 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.
- Projects, depending on the scope of the assignment, may be used in place of tests.
- Extra credit work will not be given unless it is given to the entire class as an option. No more than one extra credit opportunity will be given per quarter.
- 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.

- 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 receives a grade below 60 in Rhetoric School or 70 in Logic School, this requires summer school course(s) in order to be promoted to the next grade. The student may retake the course at Veritas Christian Academy or take the course through an accepted institution. 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.:

- The course must be acceptable in weeks length, meeting five days per week for at least 2.5 hours per day.
- The course must be taught by an approved instructor.
- Students must enroll with the Logic or Rhetoric School Principal and Registrar using the Summer Course Registration Form.
- Students 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.
- The summer course final grade will replace the student's failing grade.

If a student in grades 6-8 receives a grade of 60-69, this will require remediation. The details of remediation can be coordinated with the Logic school Principal.

## Standardized Testing

- The CLT will be administered annually to students in grades 3-11.
- The PSAT will be administered to all students in grades 9-11 in October of each year.
- 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

#### Rising Freshmen

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

- A student must achieve a yearly average of 85 or above in the prerequisite course and receive the teacher's recommendation.
- A student whose average is below 85 in the prerequisite course who desires to enroll in an honors course, may request a meeting with the Rhetoric School Principal, teacher, and parent to determine appropriate placement.

### Rising Sophomores

To transfer from a non-honors course in the 9<sup>th</sup> grade to an honors course in the 10<sup>th</sup> grade in the same subject area, the following criteria must be met:

- A student must achieve a yearly average of 85 or above in the prerequisite course and receive the teacher's recommendation.
- A student whose average is below 85 in the prerequisite course who desires to enroll in an honors course, may request a meeting with the Rhetoric School Principal, teacher, and parent to determine appropriate placement.

### Advanced Placement

#### Rising Juniors and Seniors

- A student must achieve a yearly average of 85 or above in the prerequisite course and receive the teacher's recommendation.
- Students interested in taking an AP course must have a 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, or drop or add any other course, the following procedures must be followed:

- Obtain Drop/Add Request Form from the Registrar and complete as directed.
- Submit the completed form in person to the Registrar or Rhetoric School Principal within the timeframe designated.
- Drop/Add must take place within the first three weeks of the school year in order to ensure an effective transition.
- 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 the year 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 Scholé Studio Support System.

## Exam Attendance

- 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.
- 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.

- 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.
- 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:

- The student is a junior or a senior.
- 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.
- 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.
- 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 can be required. Students who do not have scheduled classes following an Advanced Placement exam may leave for the day with written parental permission.

## Academic Probation

Every now and then the situation calls for a student to be placed on an academic and/or behavioral probationary period. During this probationary period, the teacher, principal, student, and parent(s) will closely monitor and be looking for indicators of improvement. If these indicators are not present, then appropriate action will be taken for proper placement of the student at Veritas or another educational institution.

- Rhetoric School students are required to maintain at least a 2.0 grade point average.
- Logic School students are required to maintain a C or better in all core classes in order to be considered for promotion.
- When transferring a student from an Advanced Placement or Honors course, the student will be given the numeric grade equivalent 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

- Grade point averages (GPA's) for each Rhetoric School student will be calculated at the end of each quarter to determine current progress.

- If a Rhetoric student's GPA is below 2.0 or a Logic student's grade is below a C 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.
- Participation in extracurricular activities is dependent upon maintaining a passing grade (70 or better in Logic School, 60 or better in Rhetoric School). Principals will check students' grades for eligibility at the midquarter points and the end of first, second, and third quarters.

## Guidelines For Grammar School Student Retention

Desiring that all students thrive in our school, VCA understands that student retention is sometimes necessary for student flourishing. However, retaining a student is a serious decision and one that should be undertaken with careful consideration of multiple factors including, but not limited to, age of the student, maturity, learning aptitude, and likelihood of retention being a positive factor for the child. Given the critical nature of the first four years (K – 2nd), retention will primarily be limited to these grades except for extenuating circumstances. Final decision regarding student retention rests with the Grammar School Principal.

### Tutoring

- Faculty may offer to help a student who needs additional instruction immediately after school 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 classroom teacher that concludes prior to 4:00 pm.
- If a student requires additional tutoring, the parent should make arrangements for services from either a VCA teacher or an outside source.

### Homework Guidelines

- 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 and that the majority of teaching and education should occur within the confines of the school hours
- Veritas Christian Academy utilizes homework as a means of reinforcing the material covered in the classroom and not an avenue for covering additional material.
- With this focus, the teachers of Veritas Christian Academy 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 (with the exception of students in multiple Honors or Advanced Placement courses).
- Grammar School students will typically have Math and Reading homework each day.
- There will on occasion be assigned projects and papers that require time over and above that available in the classroom.
- Homework will not be assigned over holidays and vacation periods except in the case of Advanced Placement courses and the Senior Thesis.
- No homework will be given on "No Homework" nights except with (AP) Advanced Placement courses.
- In the Logic and Rhetoric School:
  - Teachers try to have major projects due on Monday in hopes that students will work ahead and follow parental outline for the special assignment, but having the assignment due on Monday gives hope to those who have delayed.

- Due dates for major projects will typically be scheduled around the middle of the quarter to avoid having Quarter-end tests or Semester Exams at the same time a major project is due.
- Google Calendar will be used to schedule tests, quizzes, papers, and projects.
- In general, no more than 2 tests or 1 test and 2 quizzes on a given day.

## Make-Up Work Due to Absence

- In grades K-5, all work missed due to absence must be completed in collaboration with the classroom teacher.
- In grades 6-12, all work missed due to absence must be completed and turned in within three days of the absence unless specific arrangements have been made with the student's teacher.
- In grades 6-12, if a student misses only on the day of a test, the test must be taken the first day the student returns to school unless the student has a doctor's excuse.
- In grades 9-12, if a student is absent on only the day of a test review, the student is still required to take the test as scheduled unless the student has a doctor's excuse.
- In all grades, all projects and papers must be turned in on the due date regardless of whether or not the student is in school on that day. Parents, siblings, or classmates may bring the project or paper to the school for the student or if possible, the project or paper may be emailed to the appropriate Principal.

## Honors/Awards

- Veritas Christian Academy maintains a system of formal honors and awards for several reasons:
  - 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.
  - 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.
  - We want to recognize the habits of work and character that our students are developing for the glory of God.
- Accomplishments and Correlating Honors/Awards bestowed (Other honors/awards may be recognized as appropriate.)

### Honor Roll

Honor Roll is configured each grading term and is not cumulative.

#### LOGIC SCHOOL (Grades 6-8)

All grades must be 90 and above  
All grades must be 80 and above

A Honor Roll  
AB Honor Roll

#### RHETORIC SCHOOL (Grades 9-12)

All grades must be 95 or above  
All A's on report card

Principal's List  
A Honor Roll

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

### End of the Year Honors and Awards

#### GRAMMAR SCHOOL

In keeping with our pursuit of excellence in character, Grammar School Year End Awards recognize students who are developing the habits of character that lay the rails for wisdom and virtue.

#### GRADES K - 2

In order to recognize student strengths and to cast a vision for character development, students in grades K - 2 receive a certificate recognizing a positive character quality which they display.

#### GRADES 3 - 5

Students in grades 3 - 5 are eligible for the following awards:

Carolingian Award	Recognizes students who consistently demonstrate excellence in penmanship and pursue excellence in presentation of each assignment.
Charlotte Mason Award	Recognizes students who have grasped the richness of nature in their lives and reflect the humility, servant hearts, and practicality of the common arts.
Nehemiah Award	Recognizes students who persevere through difficult tasks with a positive attitude and a teachable spirit.
Barnabas Award	Recognizes students who, like Barnabas to Paul, encourages others, puts others first, and brings out the best in peers
Warrior Award	Recognizes students who are developing habits of character that reflect the values of VCA and classical education (as seen on the Habits of Character list in report card)

In addition, students in Grades 3 - 5 are eligible to receive an award in each of the following:

The Lillias Trotter Award in Art  
 The J.S. Bach Music Award  
 The Eric Liddell Award in Physical Education  
 The St. Augustine of Hippo Latin Award

#### LOGIC SCHOOL

#### GRADES 6-8

#### Diligence Award

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

### Outstanding Student

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

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.

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

Physical Education  
J.S. Bach Award in Music  
Renaissance Award in Art  
Performing Arts

#### HONOR/AWARD GIVEN

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

### **RHETORIC SCHOOL GRADES 9-12**

#### Teachers' Award

This award is given to one student in each grade who displays significant growth and achievement in academics and virtue.

### Outstanding Student

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 Augustine 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  
Servant Leadership Award  
Classical Student Award  
Christian Character Award  
Scholar Athlete Awards

# SAFETY INFORMATION

## Safety Guidelines for Veritas Christian Academy

- The safety of students, employees, and the public is paramount in all of our operations.
- Employees are responsible for safety and should be alert to any potential hazards.
- All unsafe conditions should be reported to the Facility Manager immediately.
- The Facilities Manager will report the condition to the Headmaster immediately.
- All unsafe conditions will be corrected in a timely manner.
- The Facilities Manager will determine the method of correction with approval from the Headmaster.
- Safety will not be sacrificed in the interest of time or money.
- 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, Boilers.

## Dispensing Medications

Parents may allow/request medication to be administered to their child during school hours. Medications may be administered by the school nurse, child's teacher, teacher's aide or the administration according to the parent/guardian's permission that is congruent with physician's direction, when applicable.

The school keeps **stocked** medications of acetaminophen, ibuprofen, and antacids (calcium carbonate). Permission for **stocked** medications is given through the FACTS family portal and cannot be administered unless this is completed.

For prescription or **non-stocked** medications that families wish to send in, a [Medication Administration Authorization](#) form is to be completed and submitted prior to administration. In lieu of a physician's signature for prescription medications, medications must be in the original bottle with accurate and visible directions from a licensed pharmacist.

## Sickness Guidelines

Here is a quick reference guide to aid in determining whether your child is well enough to attend school. If there is any concern of sickness or infection, please keep children home to prevent spread. The school nurse is available for additional guidance by phone or email. [mwack@veritasnc.org](mailto:mwack@veritasnc.org)

### SYMPTOM

### RECOMMENDATION

Coughing

If your child has a mild, intermittent cough, they may be considered safe to attend. If the cough is consistent (cannot go 15 minutes without coughing), remain home. This could indicate an infection and is disruptive to instruction time.

Runny Nose	Children with continual running nose (wiping/blowing needed every 10-15 minutes), remain home until this improves.
Fever	A temperature greater than 100.4 is considered a fever and students should not return to school until they are fever free for a 24-hour period without the use of fever-reducing medication.
Sore Throat	Unless accompanied with other symptoms (persistent cough, congestion, 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. Use discretion.
Eye Discharge	If discharge is wiped away, and new discharge returns, this should be considered contagious. The child should not attend school until they are on an antibiotic for 24 hours or discharge has cleared completely.
Diarrhea	More than two abnormal or unexplainable 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, the student (and student's siblings) will be checked by the school nurse for clearance to return.