



A Higher Goal

**PARENT-STUDENT HANDBOOK
2020-21**

Mission Statement

Veritas Christian Academy seeks to train the minds, develop the Christian character, and enrich the spiritual lives of its students through quality academic programs. Its purpose is to glorify God by teaching a Biblical worldview of life in a Christ-centered environment. 2 Corinthians 10:5

NOTE: This Handbook is to be retained from year to year. Changes will be printed and issued as necessary.

To Students and Parents,

Welcome to Veritas! It is thrilling to be part of God's plan for a Christian High School in Sussex County. You are truly appreciated for taking the "giant" step and joining us. You are making an investment which will provide returns like none other. Thank you for your confidence and support.

We have the responsibility to complement the training and education you are providing at home and through your local church. Worldview integration will take place in every high school environment. The issue boils down to which worldview you want integrated. At Veritas, our goal is to reach transformation through education as we integrate a Biblical worldview.

The challenging program at VCA seeks to complement the four areas of personal development which are addressed in Luke 2:52, "And Jesus grew in wisdom and stature, and in favor with God and man." Wisdom, or the intellect, is of paramount importance as we seek to maximize each student's academic potential through course offerings and a professional, caring faculty. Stature, or the physical, will develop in an environment which encourages students and recognizes we are created in God's image. Favor with God, or the spiritual, is foundational for the student's personal relationship with the Lord and will dictate each step and decision. Favor with man, or the social, is developed in a positive environment where classmates will encourage right choices.

The purpose of this handbook is to describe the policies and procedures that govern the day to day operation of the school. These policies are designed to allow us to have a safe, orderly, and productive learning environment.

Although these details are important, they are less important than the relationships of trust among the parents, faculty, students, and the Lord, that are at the heart of our school community. We are looking forward to a year of blessing and growth as we work together to fulfill our responsibilities in educating our children. We encourage you to pray daily for the students, families, faculty, and staff of VCA. Please contact the faculty or administration if you have any questions.

The policies and procedures contained herein may be updated and revised at any time. When a policy and/or procedure in this handbook changes, the VCA administration will update the handbook and upload it to ParentsWeb (RenWeb). You may always request a digital copy from the main office.

In His Service,
Veritas Christian Academy

We destroy arguments and every lofty opinion raised against the knowledge of God, and take every thought captive to obey Christ. 2 Cor 10:5

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General Information

Principles of Education

Philosophy of Education

Veritas Christian Academy's education philosophy is the centerpiece of its foundation. It governs how and what is taught in the classroom, in the curriculum, in the programs, as well as what seeds are being planted and watered daily within the hearts, souls and minds of the students. Our philosophy is expressed by the following principles:

- Veritas Christian Academy's goal is to encourage and assist students in understanding who they are in Christ and equipping them to stand in a fallen world. We believe that each person has been created in God's image, with a unique identity, purpose, and talent. This academy is committed to helping students discover and develop their God-given talents.
- All instruction at Veritas Christian Academy is based on a Biblical worldview. We believe all truth is God's truth, and the Bible is the source of all truth. No subject can be taught in the totality of its truth if God, the Creator, is ignored or denied.
- Love, service, and obedience are three main virtues that Veritas Christian Academy seeks to instill in its students. A student's love for God will guide his voluntary submission to God's authority. We strive to promote virtue, leadership, and a strong life-long commitment to God, family, the Christian community, and country. Authority, compassion, and mutual respect are important principles we seek to uphold.
- We exist to assist parents and grandparents in their God-given mandate to educate their children as stated in Deuteronomy 6:6-9 and Deuteronomy 4:9.
- We encourage active and responsible citizenship by teaching the true Christian heritage and principles upon which the United States of American was founded.
- Our teachers do not simply pass on knowledge, but mentor and disciple according to the Word of God. Knowledge alone can puff up and build pride until it becomes arrogance (1 Corinthians 8:1), but the fear of the Lord is the beginning of wisdom (Psalm 111.10).

Statement of Faith

- We believe that the Bible is the inspired, infallible, authoritative Word of God. The Bible is, therefore, profitable for doctrine, for reproof, for correction, and for instruction in righteousness (II Timothy 3:16; II Peter 1:20,21)
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Isaiah 45:22; Matthew 28:19; II Corinthians 13:14).
- We believe in the deity of our Lord Jesus Christ (John 1:14); in His virgin birth (Luke 1:27,35); in His sinless life (Hebrews 4:15); in His miracles (John 10:25; John 20:30); in His vicarious and atoning death through His shed blood (Romans 3:24,26); in His bodily resurrection (Luke 24:6,7; I Corinthians 15:4,5); in His ascension (Acts 1:9) to the right hand of the Father (Psalm 110:1); and in His personal return in power and glory (Matthew 26:64; I Thessalonians 4:16,17; Acts 1:11).
- We believe that regeneration by the Holy Spirit is essential for the salvation of lost people (Romans 7:4-6; ii Corinthians 1:21,22), and that this salvation is wholly of grace through faith (Ephesians 2:8,9).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:5-11). The Holy Spirit gives gifts (I Corinthians 12:4-7; Ephesians 4:11) so that the body of Christ (the church) is enabled to fulfill the Great Commission (Matthew 28:19).
- We believe in the resurrection of both the saved and the lost: The saved unto the resurrection of life and the lost unto the resurrection of damnation (I Corinthians 15; John 5:28,29; Revelation 20:11-15).
- We believe in the spiritual unity of believers, through and in our Lord Jesus Christ (I Corinthians 12:12-27; Ephesians 4:3-6) and in the church, which is His body (Ephesians 1:22,23; Matthew 16:17,18).
- We believe in the sacraments of Baptism (Matthew 28:19) and the Lord's Supper (I Corinthians 12:23-26).
- We believe in the sanctity of marriage as the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25, Matthew 19:4-6) and in the sanctity of life (Genesis 1:27; Exodus 20:13; Psalm 139:13-16).
- We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).
- We believe that Jesus Christ is the only mediator between God and Man (I Timothy 2:5).
- We believe the complete Bible is contained within 66 books, and was closed with the Book of Revelation.

Objectives of Education

For the spiritual and moral growth of the student, the school seeks:

- To teach the Bible and its doctrines, and foster right attitudes toward it as God's inspired Word.
- To lead the pupil into a personal, saving relationship with Christ as Savior and Lord.
- To create and encourage a desire to know and do the will of God.
- To teach the student consistent daily Christian living.
- To teach active involvement in leading others to the Savior.
- To develop a Biblical sense of right and wrong, and to teach victorious Christian living.
- To foster self-discipline based upon respect and reverence to God and all authority.
- To build in the student a God-consciousness and help him or her develop a consistent Christian philosophy of life by integrating all subjects with the Bible.

For the student's personal and social development, the school aims:

- To develop a balanced personality based on a proper understanding and acceptance of himself or herself as God made him or her and on the full development of his or her capabilities in Christ.
- To foster wholesome personal relationships through development of social skills based on the Christian concept of love.
- To prepare for the wholesome and Christian use of leisure time.
- To show a realistic and Biblical view of life and work.
- To promote fitness, maintenance, and skillful use of the body as the temple of God.
- To impart the Biblical attitude toward material things and promote the wise use of them for the glory of God.
- To teach love of country and unashamed patriotism.

Academically, the school endeavors:

- To promote high academic standards and to help the student gain a thorough comprehension and command of the fundamental processes used in communicating with others.
- To teach and to encourage the formation of good study habits and research methods.
- To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
- To promote good citizenship through developing an understanding and appreciation of our Christian and American heritage of freedom and human dignity.
- To impart knowledge of the world and current affairs and relate them to God's plan for man.
- To foster an appreciation and enjoyment of the fine arts.

Working with the home from which the student comes, the school desires:

- To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
- To help the parents to understand the school's philosophy, purpose, and program.
- To aid families in making their homes God-centered.

Accreditation

VCA is fully accredited with The Association of Christian Schools International and the Middle States Association of Colleges and Schools.

Changes in Policy

The VCA Board of Trustees and Administration retain the right to make changes, amendments and corrections as they see fit to the rules and policies of the school, including those in this Parent-Student Handbook, at any time, with or without prior notice.

National and Regional Memberships

VCA holds membership in the Association of Christian Schools International (ACSI).

Organization

Veritas Christian Academy is an incorporated non-profit organization for the purpose of providing Christian education on the high school level for those who qualify. The school was chartered in 2000 and began operation in 2006. A self-perpetuating Board of Trustees guides and directs the school.

Academic Information

Philosophy of the Academic Program

Our goal at VCA is to provide a quality education that is thoroughly Christian. This is essential to our “higher goal” of preparing our students for effective Christian citizenship in this modern era.

Expected Student Outcomes (General)

The aim of our school is to graduate students with a Christian worldview who:

1. Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking
2. Are proficient in mathematics and science
3. Have knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
4. Appreciate literature and the arts and understand how they express and shape their beliefs and values
5. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the “alien” or “stranger”
6. Personally respond to carrying out the Great Commission locally and around the world
7. Know how to utilize resources including technology to find, analyze, and evaluate information
8. Are committed to lifelong learning
9. Have the skills to question, solve problems, and make wise decisions
10. Understand the worth of every human being as created in the image of God
11. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews
12. Understand and commit to a personal relationship with Jesus Christ
13. Know, understand, and apply God’s word in daily life
14. Possess apologetic skills to defend their faith
15. Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love
16. Treat their bodies as the temple of the Holy Spirit
17. Are actively involved in a church community, serving God and others

18. Understand, value, and engage in appropriate social (community) and civic (political) activities
19. Embrace and practice justice, mercy, and peacemaking in family and society
20. Value intellectual inquiry and are engaged in the marketplace of ideas (open, honest exchange of ideas)
21. Respect and relate appropriately with integrity to the people with whom they work, play, and live
22. Have an appreciation for the environment and practice responsible stewardship of God's creation
23. Are prepared to practice the principles of healthy, moral family living
24. Are good stewards of their finances, time (including discretionary time), and all other resources
25. Understand that work has dignity as an expression of the nature of God

Expected Student Outcomes (Academic)

1. ELA (English) Veritas students will
 - a. Read with analytical comprehension skills and biblical discernment.
 - b. Write with clarity, cohesion, and grammatical and mechanical proficiency with a focus on purpose and audience.
 - c. To experience the literary canon (both ancient and modern) and interpret meaning through a biblical worldview.

Philosophy: Veritas Christian Academy understands that God has entrusted to humanity the unique ability to communicate through the written word, through critical, analytical reading and all forms of writing. The goal is to train students to discern meaning and messages in a text from a biblical perspective and to give a reason for the hope that they have (Philippians 4:8, Philippians 1:9-11, Psalm 119:66).

2. Mathematics - Veritas students will
 - a. Analyze problems and formulate appropriate mathematical models in a variety of areas of Mathematics.
 - b. Select and utilize appropriate mathematical technology with which to analyze mathematical problems in a wide variety of areas.
 - c. Make rigorous mathematical arguments including how to both prove and disprove conjectures.
 - d. Critically read mathematics textbooks and other materials.

Philosophy: The philosophy for teaching Mathematics at Veritas Christian Academy involves an understanding that Mathematics is a way of thinking, as well as a body of knowledge. Problem-solving, reasoning, and quantitative language skills are all necessary to interact with and begin to understand the ordered, physical world that God has created (Psalm 19:1, Romans 1:20, Genesis 1:21, Genesis 1 and 2, Psalm 8, Job 38-39, Romans 1:18-20). Students must take an active role with meaningful activities and engagement in order to master mathematical content.

3. Foreign Language -Veritas students will
 - a. Students have respect for foreign cultures through exposure to language, art, music, food, and customs.
 - b. Students show a basic knowledge of vocabulary and grammar and are familiar with simple daily conversation.
 - c. Students demonstrate comprehension of the language through listening skills

Philosophy: Foreign language and culture are part of God's creation. Veritas students learn the Spanish language to communicate with Spanish speakers and prepare global integration by connecting with God's people in missionary work (Matthew 19:20, Mark 16:15, 1 Chronicles 16:24, Psalms 96:3).

4. History - Veritas students will
 - a. Students utilize the lessons of history to impact the world around them.
 - b. Students are active participants in their political sphere of influence.
 - c. To understand the continuity and change that has occurred throughout the United States
 - d. (Biblical integration? Historical patterns?)(Expose students to historical topics from ancient to modern times)

United States History

The philosophy for teaching United States History at Veritas Christian Academy encourages active and responsible citizenship by teaching the true Christian heritage and principles upon which the United States of America was founded (Romans 13:1-7). Veritas studies United States History to understand continuity and change that has occurred throughout our nation under God's watch, to put in context historical events that have shaped the United States, to explore to develop a national identity and to prepare students to be good citizens in the nation and the world (Romans 15:4, Psalm 78:3-4).

World History

The philosophy for teaching World History at Veritas Christian Academy involves an understanding of the beginning of God's creation. Veritas studies World History to understand His story. Students examine world cultures, see how God has worked through world leaders to spread His Word around the world, and learn how world events impact our society (Deuteronomy 4:9, Romans 15:4, Job 8:8-10).

Western Civilization

The philosophy of teaching Western Civilization at Veritas Christian Academy is to equip students to acknowledge the Greco-Roman and Judeo-Christian contributions to the advancement of society and defend the objective truths, legal principles, and Christian values they formed (Romans 15:4, Job 8:8-10).

Contemporary Political Issues

The philosophy of teaching Contemporary Political Issues at Veritas Christian Academy is to prepare students to rightly inquire and investigate the political issues of their time, to apply Biblical principles to political issues, and to enthusiastically accept the Christian responsibility to promote the rule and plan of God for society (Romans 15:4, Romans 13:1-7).

American Government

The philosophy of teaching American Government at Veritas Christian Academy is to encourage good and grateful citizenship that continues the Biblical tradition of influencing one's culture for God. Knowing the Judeo-Christian basis for the design of American government, the intent and scope of the U.S. Constitution, the duties of its leaders, and the political processes by which those leaders assume office to give students a foundation upon which the Lord may direct their continued practical involvement (Romans 15:4, Romans 13:1-7).

5. Bible - Veritas students will
 - a. Understanding the metanarrative of scripture.
 - b. Identify biblical and secular worldviews and their differences.
 - c. Ability to defend personal beliefs and faith.

Philosophy: The philosophy for teaching Bible at Veritas Christian Academy is to instruct and guide the students in knowing the metanarrative of Scripture, applying a Biblical worldview to all areas of their lives and studies, and equipping the student to be able to defend their faith in an ever-changing world (Romans 12:2, Colossians 2:). The study of the Old Testament, New Testament, Biblical worldview, and Apologetics are essential to apply the Biblical values and develop the leaders of the next generation maintaining a Christian influence in this world (2 Timothy 3:16-17).

6. Physical Education*/Health - Veritas students will
 - a. (PE) Gain a basic understanding of the rules of various sports and develop skills and team dynamics necessary to participate.
 - b. (PE) Learn different and fun ways to exercise to be physically fit for a lifetime.
 - c. (Health) Understand how our physical bodies and minds work and how to take care of them in order to develop wellness.
 - d. (Health) Understand how we are called as Christians to be good stewards of our physical, mental, spiritual, and social health.
(*TRP goes in 3.0)

The philosophy of teaching Physical Education at Veritas Christian Academy is centered on the development of a Total Release Performance (TRP) mindset, not only learning how to be good stewards of our physical, mental, spiritual, and social health, but understanding it is our Christian calling to be all-in in this endeavor (1 Corinthians 10:31; Colossians 3:23). The program develops knowledge and guides participation in sports, teamwork, fitness, and health in order to equip students for sustainable lifetime wellness.

- 7 Art - Veritas students will
 - a. Engage in the joy of creativity as a way to connect with our Creator.
 - b. Define and defend good art.
 - c. Develop skills and understanding of various artists, techniques and mediums.

The philosophy of teaching Art at Veritas Christian Academy is to guide students toward an appreciation of God's art of creation (Romans 1:20, Romans 11:36). The program encourages creativity while developing skills and understanding of various artists, techniques, and mediums, and teaching students how to define and defend good art.

8. Logic (Informal/Formal)
 - a. Veritas students will recognize and respond to fallacious arguments.
 - b. Veritas students consider whether an argument follows the laws of reasoning.

The philosophy of teaching Logic at Veritas Christian Academy is to help students order and clarify their thinking by first understanding the basic forms and rules of thought. Since the Bible uses the laws of logic to describe God, and Jesus uses the laws of reasoning to form logical

arguments, the study of logic equips the student to understand and accept the truth of the Scriptures (Isaiah 43:26, Acts 17:1-3, Isaiah 1:18).

9. Business

- a. Students will be prepared to understand and utilize ethical business practices.
- b. Students will recognize and understand critical business functions.
- c. Students will recognize and interpret simple financial statements.
- d. Students will identify and apply successful principles of running a small business.

The Philosophy of business instruction at Veritas Christian Academy is to prepare students to understand the impact of economics and critical business functions such as marketing, personal finance, entrepreneurship, and business management on society as a whole as well as in the life of the individual consumer making informed, biblically based life choices (Deuteronomy 8:18, Luke 14:28-30, Ecclesiastes 7:12, Deuteronomy 28:12). Additionally, VCA students are prepared to identify and successfully apply business principles and make sound ethical choices reflecting a Christian witness within their spheres of influence in society.

10. Economics

- a. Knowledge of global and domestic economy in an ethical framework.
- b. Apply basic economic concepts such as scarcity, opportunity cost, and comparative advantage to everyday life situations.
- c. Use the model of supply and demand to explain how prices and quantities of goods, services, and resources are determined, decisioned, and changed.
- d. Explain how economic principles can be used to help make basic business decisions such as what price to charge, how much to sell, and how many employees to hire to maximize profits.

Philosophy - we study economics to understand the management of limited resources and the inherent tradeoffs that are required in every decision made by individuals, businesses, or governments, in order to pursue and attain human flourishing. It is in this pursuit that we will measure which economic policies best lead towards the Biblical plan of stewardship, creativity, purpose and prosperity while being tapered by the limits of what we can actually achieve both in a finite (limited resources) and sinful world (man's evil nature) (Matthew 25:14-30, Ecclesiastes 5:10).

11. Music (Band, Choir, Contemporary Ensemble)

- a. Students will perform rudimentary training exercises.
- b. Students will demonstrate proficiency in their respective instrument (including voice) as well as an understanding of working in an ensemble through public performance.
- c. Students will gain an understanding of good art, within the measure of all truth being God's truth.
- d. Students will be able to articulate an understanding of the place of the arts in worship.
- e. Students In Contemporary Ensemble will demonstrate an understanding of the worship arts by designing and leading worship arts sections of student chapels.
- f. Students in Contemporary Ensemble will be able to design arrangements and lead ensembles

Philosophy: Music Arts at Veritas Christian Academy is designed to help students gain an understanding and appreciation for the music arts, develop skills that allow them to participate in the lifelong production of the arts, and instill an understanding of the arts as a vehicle of articulating our worship while becoming an active practitioner of the worship arts (Romans 12:1-2, Psalm 100, Psalm 29, 1 Chronicles 16:23-31).

12. Science - Students will demonstrate the ability to:

- a) Develop critical thinking skills through the exploration of scientific inquiry in pragmatic and theoretical platforms.
- b) Apply scientific concepts in laboratory investigations which integrate: organization, observation, reasoning, and communication in a manner upholding the integrity of the nature of science.
- c) Understand, apply, and synthesize original constructs using knowledge of the relationship between matter and energy.

Philosophy: The philosophy for teaching Science at Veritas Christian Academy is understanding that God has created all scientific laws that govern our world and that man is responsible to steward the resources He has given (Psalm 19:1, Romans 1:20, Genesis 1:21, Genesis 1 and 2, Psalm 8, Job 38-39, Romans 1:18-20). Through the course of scientific study, students will develop a strong capacity to integrate their biblical worldview with scientific knowledge. Veritas Christian Academy does this through the use of engaging curriculum and hands-on laboratory explorations in order to develop critical thinking skills by asking questions and defining problems, analyzing and interpreting data, and planning and carrying out investigations.

13. Psychology- Students will be able to:

- a) Comprehend the major concepts, theoretical perspectives and empirical findings in the field of Psychology.
- b) Evaluate the different factors that contribute to human development with a focus on language, cognitive and moral aspect and how these affect behavior, intelligence, personality, motivation, and emotions.
- c) Identify and understand the various psychological disorders, discuss how they are classified and diagnosed, and evaluate various therapeutic approaches used in treating such disorders.

Philosophy: Veritas Christian Academy recognizes the value of teaching Introduction to Psychology (Dual Enrollment) to expose students to the structure, development, and functions of the brain from conception through old age and how these factors affect behavior, emotions, personality, intelligence, and motivation, as well as, provide an understanding of mental disorders and therapeutic approaches, including Biblical counseling, all in order to ultimately comprehend how our identity is rooted in Christ (Genesis 1:27, Jeremiah 1:5).

14. Drama/Theatre: Veritas Students will be able to:

- a. Appreciate, participate in and support the theater in their community and more broadly by attending performances and, if so inclined, participating in drama opportunities.
- b. Gain insights into the human condition and God's compassion for others through the narratives represented in plays and musicals.

Philosophy: Veritas Christian Academy believes that Drama, as a course of study, provides opportunities for students to learn about different perspectives, not only through discussion and reflection but also through instruction and participation. Participation in the dramatic arts can teach about people who are different from themselves and create a platform for sharing stories, experiences and personal/societal opinions in relation to a biblical worldview in order to consider the human condition and God's redemptive plan for man (ie. Parable teaching Luke 15:11-32, Matthew 13:1-23, Matthew 18:10-14).

15. ELA (Communications) Veritas students will
 - a. Reflect God-given gifts of research, speech, and written language to bring glory to our Creator and serve other people.
 - b. Always "be prepared to give an answer" (I Peter 3:15) with respect to issues, practical problems and ministry opportunities in a sinful and broken world.
 - c. To demonstrate competencies in communication skills that range from rhetoric to technology, including the tailoring of specific messages for unique audiences.

Philosophy Statement:

Reflecting the nature of God, who communicates through story, history, facts, and figurative language. Communications at Veritas Christian Academy develops well-rounded Christian students who speak, think, write, design, and report on topics either assigned or stemming from a curious, critically astute mind. Solid secondary-school communications skills, which can include but are not limited to Speech, Public Speaking, Media & Society, and Journalism, can become college-level fields of specialization or an unparalleled foundation for any other area of study in a modern world requiring high-speed knowledge intake, synthesis and analysis, and effective, persuasive presentation.

16. Technology - Students will demonstrate the ability to:
 - a) Develop critical thinking skills in order to identify, assess and solve real-world problems. The students will use hands-on techniques to innovate as well as problem-solving.
 - b) Work and collaborate within a team environment to design and conduct experiments and tests, as well as to analyze and interpret data.
 - c) Articulate and demonstrate technology as a mandate from God. Students will be able to assess new technologies and their implications from a distinctly Biblical Worldview.

Philosophy: The philosophy for teaching Technology at Veritas Christian Academy is to be consistent with modern platforms and innovations while maintaining biblical and ethical standards. Veritas Christian Academy is aware of the added responsibility that comes from engaging in a world that is technologically based. The students should be able to self regulate as well as use technology efficiently and appropriately (Hebrews 13:20-21).

Academic Progress Reports

Parents have access to their student's grades on a daily basis via RenWeb, our online school management system. Through RenWeb, parents and students can check homework assignments, look over teacher approved resources, see the school calendar, view daily attendance, as well as track student grades.

A student with more than one "F" is presumed to have an overall average below "C" and will therefore be subject to Academic Restriction. (See "Academic Restriction" below.)

Academic Restriction

Any student who has a failing term average in any subject at any grade report or progress report evaluation time will be placed on Academic Restriction. Students may also be placed on this list by the administrator for improper attitude or behavior negatively impacting classroom performance/grades.

A list of students on restriction for the evaluation period will be distributed to the teachers and coaches during and/or at the conclusion of a term. Students on restriction may not be excused from class or study hall to be involved in special activities or participate in any during- or after-school game or performance (unless this performance is required of all students in a graded course). Students on restriction are expected to use their class, study hall, and after school time wisely to improve their grades and should seek suggestions for improvement from the teacher involved. Senior privileges will be suspended during Academic Restriction.

A student on Academic Restriction may request that his or her status be reviewed at the end of each week if his or her grade in the problem subject has improved. If the student is no longer showing a failing average in that subject, he or she may be removed from restriction by the administrator. It is important to note that it is up to the student to initiate the request for re-evaluation.

Any athlete on restriction for more than three weeks during the season may be permanently suspended from that sport. Students who receive two D's or one F on their grade report will relinquish any student leadership position (Student Council, class officers, extra-curricular, etc.) in the school for the next term. If this happens a second time in a school year, the student will permanently relinquish these responsibilities for the remainder of the school year.

Academic/Extracurricular/Senior Privilege Restriction for Incomplete Grades:

Students with incomplete grades may be placed on Academic Restriction until all missing work is completed. Note: All incompletes must be made up prior to the end of a term.

These students will be governed by the normal regulations for Academic Restriction until they complete their work. They may be removed from Academic Restriction by the administrator when their teacher has informed the administrator's office that the work has been completed.

Standardized Testing

Standardized testing will be administered annually to 9-11th grade students. A copy of the student's test scores will be provided to parents/guardians.

Sophomores are also encouraged to register for and take the PSAT. Juniors are encouraged to register and take the SAT in the spring. Seniors are encouraged to register for and take the SAT in the fall.

Bibles

Your Bible is your main textbook in every course in the sense that every other textbook is interpreted in light of God's truth. As you grow in your understanding of Christian education, you will understand what that statement means. Each student should have a Bible in the first block, in chapel, and in class as required by the teacher.

The New International Version will be used in all classes.

Course Selection and Schedule Changes

Choosing your courses is part of the enrollment and re-enrollment process. The administration stands ready to advise and help in this process. Some courses have prerequisites, so care must be taken to insure that those prerequisite courses are in place. All courses are not offered every semester or academic year. Administration will make every effort to make a desired course available to a student during the course of their 4 year course of study and preparation.

Permission to make schedule changes is normally granted only during the first two weeks of the fall semester for first semester and full year courses and during the last week of the first semester for spring-semester courses. After this time students may only change classes if initiated by the administration or if special permission is granted by the administration. Courses dropped after the second week of school will be so indicated on the student's final transcript.

At least one of the following criteria is necessary for a change in schedule:

- The student's original course selection is postponed.
- The student has a schedule conflict: two classes meeting at the same time.
- There is a duplication of a class successfully completed (i.e. in summer school).
- The student is unable to participate in an activity due to physical limitations.
- The student is scheduled for a course without having the correct prerequisites.
- The student has been misplaced academically.
- A senior may need a special class and/or credit for graduation.

External Studies: Under certain conditions students may be permitted or encouraged to take courses from outside sources which will count toward graduation requirements. This may include courses in your special areas of interest, make-up courses, etc. See the administration for details.

Credit for courses taken shall be earned with a passing grade by the semester if a course is a one-semester course. If the course is a two-semester course, the average of both semesters' work must be a passing grade for credit to be earned.

Credit for both types of courses may be earned either by repeating the course or by taking remedial work at summer school, if offered, at the discretion of the administration.

Computers and Related Resources

Students of Veritas Christian Academy have access to the school computers and assigned Chromebooks, computer-related equipment, software, the RenWeb system and the Internet – hereafter referred to as computers and related resources. Access to these resources will enable students to explore information stored on local storage devices as well as thousands of Internet-based libraries, databases, and bulletin boards around the globe. Teachers will guide students toward appropriate materials. Families should be warned that despite school filters some internet materials accessible via the computers and related resources may contain items that are illegal, immoral, defamatory, inaccurate, or potentially offensive to some people. VCA operated computer services are closely monitored to prevent access to these types of material. While our intent is to make access to the computers and related resources available for the purpose of supporting educational goals and objectives, students may find ways to access other material as well. We believe that the benefits that students can derive from access to our computers and related resources exceed any disadvantages.

However, Veritas Christian Academy supports and respects each family's right to decide whether or not to exercise the privilege of using VCA's computers and related resources. If a parent does not want the student to have access to VCA computers and related resources, they must submit a letter to that effect to the administrator. **Parents should be advised that this action may place the student at a disadvantage in some classes.**

Students are to use the VCA computers and related resources only for VCA sponsored activities and work that is directly related to classroom learning activities, such as, but not limited to, writing papers, performing calculations, creating/manipulating graphic images, organizing/analyzing data and conducting research. Access to computers and related resources is given to students who agree to act in a considerate and responsible manner and it is expected that all users will comply with VCA standards and will honor the agreements they signed upon receipt of the Parent Student Handbook.

The following actions are NOT permitted when using VCA computers and related resources:

- Modifications of system or system files
- Non-teacher directed chat rooms or social media
- Distribution or display of offensive messages or pictures
- Use of obscene language
- Harassment, insult, or attack of others
- Damage of any computers and related resources
- Violation of copyright laws
- Giving a password to another individual or using another individual's password
- Trespass of folders, work, or files
- Intentional waste of limited resources
- Employment of any of the VCA computers and related resources for commercial purposes
- Accessing anything illegal, immoral or inappropriate
- Any activity considered inappropriate by the administration

Violations will result in a loss of access as well as the possibility of other disciplinary or legal action.

VCA's computer related data storage areas (i.e. floppy disks, CDs, DVDs, hard drives, Internet servers, etc.) are not private. VCA administration may review files and communications at any time and without prior notification to maintain system integrity and ensure that students are using the computers and related resources responsibly and appropriately.

Remember that access is a privilege, not a right.

Diploma Eligibility

Students wishing to receive a diploma from Veritas Christian Academy must have been enrolled full time at VCA for his/her entire senior year.

Prior to admission, the student will be required to provide a transcript that shows that the state core standards have been met. The student may be required to complete a battery of tests to indicate his/her proficiency in the core subjects. Additionally, VCA requirements must also be met.

To receive a diploma, final report card or an official final transcript, all tuition/fees must be paid in full.

Students Requesting Early College Entrance

VCA recommends that all students meet graduation requirements in a minimum of four (4) years. Any exceptions must be addressed in writing to the Education Committee of the Board of Trustees for consideration.

FIELD TRIPS & SPECIAL EVENTS

- Field trips and special events are designed to enhance the educational program; providing an opportunity for both service, learning, and fun.

FIELD TRIP TRANSPORTATION

- Any qualified driver who does not follow the conditions set forth in this policy will not be allowed to transport VCA students.
- No driver is qualified to drive for VCA who has had a DUI conviction or license revocation, suspension or limitation within the prior five (5) years.
- Drivers for a field trip are required to report to the office, produce a valid driver's license, and proof of insurance to a VCA faculty or staff member prior to departure.
- All individual students must wear a seat belt. No exceptions will be allowed.
- Field trip driving and supervision of students assigned to the parents are their primary responsibility.
- Students are expected to uphold the standards of God, VCA, and the civil authorities when representing the school at an event or on a trip. Students unwilling to do so will lose the privilege of attending future functions. • Students are not permitted to transport other students on field trips without prior authorization by the VCA administration.
- In the event of any accident involving a vehicle driven on behalf of VCA, regardless of severity, location or fault, the driver must:
 - Stop and secure the vehicle
 - Set out warning devices (triangles) as necessary
 - Immediately contact the local police to advise them of the accident and request medical assistance if needed
 - Once any medical needs are taken care of, obtain information on the other driver(s) involved in the accident.
 - Provide the other driver(s) involved in the accident with your information and the vehicle's information including insurance coverage.
 - Cooperate with the police and other authorities but do not admit fault.

- If necessary due to the condition of the vehicle, arrange for towing to a nearby garage.
- Notify VCA within 24 hours of the accident.

CHAPERONE EXPECTATIONS ON OVERNIGHT FIELD TRIPS

Chaperones attending overnight field trips for VCA must agree to abide by the following expectations:

1. Chaperones on an overnight field trip must contact the VCA office 7 days prior to complete a background check
2. Chaperones on all VCA trips are responsible to the VCA employee in charge of the trip at all times.
3. Chaperones are on these trips to assist the VCA trip leader in supervision.
4. Chaperones are not the leaders of the trip and should not make independent decisions.
5. Chaperones must obey the VCA trip leader in all requests.
6. Chaperones must be on time for trip events and assigned duties.
7. Chaperones should always remember their role on the trip is to ensure safety of the students.
8. Chaperones must report discipline incidents to the trip leader or to a VCA Staff member.
9. Chaperones must not use alcohol or tobacco products.
10. Chaperones must know the whereabouts of students via frequent head counts.
11. Chaperones must model Christ-like behavior and speech at all times.
12. Chaperones must be attentive to students with special medical issues of which they are made aware.
13. Chaperones must have a positive attitude during the trip.
14. Chaperones must maintain confidentiality regarding sensitive student information.
15. Chaperones must discuss concerns or problems with another chaperone, staff member, or trip leader in private.
16. Chaperones must not show favoritism to students.
17. If it becomes necessary to work one-on-one with a student, chaperones must do so accompanied by a staff member or another adult. (i.e., female chaperones with female students and male chaperones with male students).
18. Chaperones must not be alone with individual students.
19. Chaperones must refrain from touching students.
20. Chaperones must direct attention towards student supervision not socialization with other chaperones.

Grade Point Average

The Guidance Office/Administration computes and keeps a running record of the grade point average (GPA) for every student. Factored into the GPA are all courses from freshman year through senior year. The final GPA determines a student's rank in class. ***All students should understand the importance of their grade point average for their post-high school planning and take this matter seriously throughout their high school years.***

Grade Reports

Grade reports/report cards are issued every 6 weeks. The grading scale used is described below.

Grade percentages are established in this formula: Tests, Projects, Exams, etc. 50%/ Quizzes, Major Assignments, etc. 30%/ Homework, Participation, Classwork, etc. 20%. Teachers should share this information with students.

Grading Scale

Academic excellence is the standard for each individual in every subject every day. As servants of God we are expected to develop the abilities God has given us to their highest potential.

Each teacher will distribute his or her specific grading policies at the beginning of the course. Letter grades are used and have the following meanings:

A+	4.0	100-99	Outstanding	C+	2.4	84-83	Average
A	3.7	98-95		C	2.0	82-79	
A-	3.5	94-93		C-	1.6	78-77	
B+	3.3	92-91	Above average	D+	1.4	76-75	Below average
B	3.0	90-87		D	1.0	74-72	
B-	2.6	86-85		D-	0.6	71-70	
				F	0.0	69-0	Failure
				I			Incomplete

Incomplete Grades: Work for the marking period that is not finished must be completed before the grade can be computed. This work must be completed within the assigned term. Upon the closure of the term an F/0 will be averaged in for each assignment that was not completed.

Graduation Honors

In order to be recognized as Valedictorian or Salutatorian of a graduating class, the student must have been enrolled as a full time student at VCA in both their Junior and Senior years.

Homework

Since education is an active process requiring independent practice and study, homework is a necessary part of a student's education. *Coming to class with your homework incomplete is unacceptable and will be dealt with appropriately, affecting term grades.*

Work assigned to be done outside of school should be done on time, neatly, and completely. Unexcused late work will be penalized at the discretion of the teacher, resulting in a lower grade.

If work is assigned before an absence, it should be handed in when the student returns. If tests are missed during the student's absence, it is the student's responsibility to make arrangements with the teacher to promptly make up missed work according to a mutually acceptable timetable. Administrative approval is necessary for work submission beyond a term.

Parents are urged to provide for and insist on a regular time to be set aside for study at home. This should be in a quiet place, free from distractions. Parental interest and enforcement of quality homework are a must if the best results are to be obtained. Penmanship, neatness, completion, and general high quality are expected. Our goal is above average work by every student.

Honor Rolls

“High Honors” will be granted to all students with an “A” average (93 percent or higher) with no F’s for the marking period. “Honors” status will be granted to all students with an overall “B” average (85-92 percent) with no F’s.

Incomplete Grades – See above under “Grading Scale” and under “Academic Restrictions.” Make-Up Work

When a student is absent from school, all missed work is to be completed promptly. (Usually a maximum of one day is allowed for each day missed.) As much as possible, students should try to keep up with classroom work and even complete work ahead of time for anticipated absences such. This means that any long-term projects or term papers that have a due date previously announced must be completed by that due date. Late penalties will result when the project or term paper is turned in after the due date. Unexcused late work will be penalized at the discretion of the teacher based on the teacher's classroom policy which the teacher will communicate to the students.

Parent-Teacher Conferences

Parent-Teacher Conference Days will be scheduled during November and April. At that time parents are encouraged to schedule conferences with teachers, and teachers may request conferences with parents. Conferences should be scheduled through the office. Conferences are held before and/or after school unless scheduled differently by the teacher. Conferences are not restricted to discussions of challenges but also an opportunity to strengthen the partnership with teachers by using the time to communicate and encourage one another in our shared goal in the education of our students.

We also encourage parents to make appointments with the teachers regarding the academic program and any problems their children incur at any time of year.

School Hours and Bell Schedule

The school day will begin at 8:30 am in first block. Dismissal will be at 2:20 pm. Our day will consist of 5 (five) blocks. Bell schedules are as follows:

8:30-9:30	Block 1
9:35-10:35	Block 2
10:40-11:40	Block 3
11:45-12:45	Block 4
12:50-1:15	Lunch
1:20-2:20	Block 5

Study Habits

Like any other worthwhile habit, good study habits are not automatic. They are learned. Teachers try to teach good study habits, and students of all ages should try to put them into practice. Some of them may require a bit more time but will yield greater results in the end.

We encourage and expect every student to be an active participant in the learning process. If a student has an attitude of wanting to learn, he will learn. If he passively sits in class with an attitude of "daring" the teacher to teach him anything, you can be sure that he will not, because those who don't want to learn don't. (See Proverbs 2:1-6 and note the number of strong action verbs applied to the learner.) Good study habits also extend to the way you prepare your work, and for this reason teachers will set and uphold high standards for written work.

Textbooks and Learning Materials

The school takes great care in selecting the materials that are formally presented to students in its classes by means of films, tapes, textbooks, or other media. Students and parents should understand that Christian learning materials that are well written and academically sound are not available for all academic disciplines. We need and appreciate your understanding and cooperation in the area of trying to bring to the student many rich and valuable educational experiences while ensuring that each student is properly trained to recognize the absolute standards of life.

Virtually all textbooks used at VCA are loaned to the student. They must be covered and used with great care. Hard-backed texts must be covered by the end of the first week of school and are to be kept covered to prevent wear and damage. Book covers should not be taped to the book. At the end of the year, students will be charged up to the cost of the book for extent of any damage beyond usual wear and tear. Special care must be exercised with paperback texts.

Book covers or notebooks with un-Christian content such as television or movie stars or rock personalities will not be permitted. Students must keep notebook and book covers in neat condition. If a student does not follow these directions, he or she will be required to replace the covers.

The student's name should appear in all of his or her books. Writing in them is to be done only at the direction of a teacher.

Any student, parent, or pastor who has cause to question a book or reading assignment should request an interview with the student's teacher.

Attendance Information

Students are permitted up to 19 unexcused absences each year. However, absence impacts academic performance. Therefore students are discouraged from abusing the attendance policy and strongly advised to be absent as little and infrequently as possible.

Classification of Absences

Excused Absences

- Illness: While illness is a valid reason for an absence, a doctor's excuse must be presented if the student is requesting an excused absence or absent five or more consecutive days.
- Dental / doctor appointments: Please try to schedule dental and doctor appointments either before or after school as much as possible. A notice signed by the physician must verify tardiness resulting from necessary doctor or dental appointments. Requests to leave school for a dental or doctor appointment should be submitted to the office the day before the appointment when possible or at the very latest by 7:45 the day of the appointment. Only absences with a doctor or dental note/documentation can be excused.
- Death in the family
- Weather-related absences: Absences due to the school district in which you reside closing or delaying opening due to weather conditions will be counted as legal absences.
- College Visits with documentation and administrative pre-approval.

Unexcused Absences

- Any absence or tardy for reasons other than those defined as excused absences in the section above are classified as unexcused absences.

- A student may be granted up to three unexcused absences per school year for church retreats, seminars, unapproved or undocumented college visitations, hunting trips, etc. Juniors and seniors who use all of their three days for college visitation may request additional days if needed for that purpose and any have them excused if there is pre-approval and documentation from the college.
- **It is very important that students get their assignments in advance and that the work be completed by the time they return to school.** The advance notice requirement exists to allow teachers to prepare these assignments for the student.
- Travel or pre-arranged unexcused absences will not be accommodated during the final two weeks of each semester, or during achievement testing.

Daily Attendance

Good academic performance in school requires that a student be in attendance as often as possible. Students are in jeopardy of being retained in a grade if they exceed the allowable number of unexcused absences.

Doctor's Excuses and Excused/Unexcused Absences

Any student who has a yearly cumulative total of fifteen days' absence must have verification from a physician for each additional absence. If a student is absent more than twenty days in a school year, tutoring or summer school may be required before the student is promoted to the next grade.

Communication Regarding Absence or Tardiness

Each absence or tardiness must be communicated by email (vcaoffice@veritasnj.org) or phone call (973-579-6333) to the main office **from the parent every time a student is late or absent.** Excuses for absence or tardiness must be accompanied by a doctor's note or documentation in accordance with the previously articulated policies. Written excuses for absence or tardiness **MUST** be in the office within three days of the absence or tardiness.

- Acceptable reasons for both excused and unexcused absence or tardiness include: late school bus, a specified illness, medical appointment, death in the family, and special family and church activities. Unacceptable reasons include getting up late, traffic problems (if cited too frequently), trips with friends, etc.

Tardiness

A student who is not in his or her assigned first block room (not just in the building) by 8:30 is tardy to school. In cases where a parent assumes responsibility for the student's tardiness, a note should be presented on the same day.

Tardiness Detention

The school reserves the right to assign a detention each term to students who have 3 tardies or more during that term. 6 tardies= 2 detentions, etc.... The detention will be served on days specified by the Administrator and announced to the student and family.

PERSONAL PROPERTY SEARCH

- The right of students as citizens to be free from unreasonable search shall be preserved in the school. As such, school officials shall proceed with extreme caution and on reasonable grounds for suspicion when engaging in the search of a student's person.
- In all cases of search, backpacks, lockers, on campus vehicles and/or personal, the responsible school official shall have another staff person present during the search and will maintain an accurate written summary of the events surrounding the search incident.
- The Head Administrator or his/her designee is authorized to open Backpacks in the presence of another witness and to examine their contents to include personal belongings of students when such person has reasonable suspicion to believe that the contents threaten the safety, health, or welfare of any student or include property stolen from the school, school personnel, or other students.

TELEPHONE / CELL PHONES

- Cell Phones—Students with cell phones MUST have them powered OFF while on campus during the school day (8:30 AM – 2:20 PM). Failure to adhere to this policy may result in confiscation of the cell phone and possible disciplinary action. Parents will be notified when a student violates this policy.
- Text messaging is forbidden during the school day (8:30 AM – 2:20 PM).
- Faculty or staff members can give permission to students to use their cell phone.

Discipline Information

Philosophy of Discipline

Veritas Christian Academy, as a Christian academic community, strives to uphold a unity based on the lordship of Jesus Christ, guided by Biblical principles and certain prudent rules which we believe are beneficial in establishing an atmosphere conducive to Christian growth and order. Members of this community are expected to live according to the Word of God, responding to one another in love. Those who join this community are asked to accept the responsibilities of membership by respecting and supporting its Christian distinctive and its standards of conduct.

Discipline Code

My son (daughter), preserve sound judgment and discernment, do not let them out of your sight; they will be life for you. - Proverbs 3:21, 22

Disciplinary action will be taken for infractions of school policy and rules. These may include **verbal warning, verbal & written warning, lunch detention, loss of extracurricular privileges for a set period of time, extended detention with the loss of extracurricular privileges and trip privileges, extra assignments, in-school suspension, out-of-school suspension, probation, or as a final resort, expulsion.**

CODE OF CONDUCT

I pledge to love God and obey Him to the best of my ability; show respect and kindness for all authorities, my peers and the property of others; and to be honest and just in all my words and deeds.

CONDUCT OF STUDENTS

“Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers.” Galatians 6:9-10

We are convinced of our students' ability to know God, walk with Him, make good choices and demonstrate Christian character. We also firmly believe that our students can and do make a positive impact on their world. They are a blessing from the Lord and as such deserve our best efforts for their nurture and education.

Students have responsibilities as well. At VCA, we expect that the students, while remaining “kids,” will maintain a high standard of behavior, both at school and in the broader community. To encourage this, we provide both positive input, as well as consequences for violating the Code of Conduct. Students are provided with many opportunities to accept varying degrees of responsibility as they demonstrate interest and ability. It is understood that students will sometimes fail, but we believe that learning from mistakes is essential to the growth process.

DISCIPLINE POLICY

“My son, do not despise the Lord’s discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in.” Proverbs 3:11-12

Students are responsible, before God, to obey and show respect toward school staff and to respect fellow students.

Students should conduct themselves in a manner that promotes the goals of VCA. The goal of any discipline procedure is for the student to learn self-discipline and self-control. Each student is treated on an individual basis, rather than subject to an arbitrary standard in all situations.

Every attempt is made to encourage students to show exemplary Christian character, both in and outside of class. If positive encouragement is not effective in controlling student behavior, the following model lists the steps that will be taken to ensure appropriate behavior; minor infractions of class rules or procedures are handled in a variety of ways, depending on the age of the student and nature of the offense.

1. Typical discipline for minor infractions might include:
 - a. apologies
 - b. making restitution
 - c. detentions
 - d. scripture application
2. For more serious problems (Category 2 or higher: see Appendix – VCA School Code/Behavior Consequence Matrix), the student is sent to the principal's office. The school will contact the student's parents and a record of the incident will be placed in the student's file. (See Referral Process.)
3. If the problem continues, a parent/faculty/principal conference is required. At this point, the student may be placed on probation.
4. Continued discipline problems will result in suspension and dismissal. Student behavior that endangers other students or staff will result in expulsion. (See Appendix – VCA School Code/Behavior Consequence Matrix.)

5. Students involved in fights or any other serious misbehavior will be suspended for a minimum of one day. If one student is clearly at fault, and the other student does not respond physically, only the child at fault will be suspended. If the other child responds physically instead of seeking adult help, both students will be suspended. A second offense will result in a two day suspension. A third offense will result in expulsion.

6. Absences from class because of discipline suspensions will be considered unexcused. The student will receive a zero grade for any tests or classroom work missed during the suspension period. Long-term projects may be the exception to this policy (at the teacher/principal's discretion).

7. We endeavor to be fair and consistent in our discipline. All infractions are handled swiftly and appropriately so that an environment conducive to learning is maintained. The support of parents is essential in this crucial aspect of education. A common penalty for breaking the rules of VCA is detention. Severe or continued infractions may result in suspension or expulsion.

Off Campus: We are witnesses to the reality of Christ in our lives everywhere we go. VCA students who engage in misconduct off campus may incur disciplinary action at school.

Some examples of misconduct subject to discipline procedures:

- Damaging property, on or off campus
- Disrupting the atmosphere and operation of the school
- Engaging in illegal or immoral behavior *on or off campus*
- Failing to comply with instructions from faculty, administrators, or other school personnel
- Failing to fully respect other students
- Fighting
- Lying, plagiarism or theft
- Using abusive, vulgar or profane language
- Using or possessing alcohol, tobacco, or other controlled substances
- Sexual harassment
- Cyber bullying

DISCIPLINARY APPEALS PROCESS—DISCIPLINE REFERRALS

- After a teacher or principal writes a student discipline referral, the parents will be contacted regarding the incident (per the Referral Process) and the consequence to be administered to the student.
- The student's parents may appeal the consequence to the head administrator at a face-to-face meeting within 72 hours of the referral.
- If the head administrator chooses not to change his/her decision, the parents may appeal to the Disciplinary Committee. The Disciplinary Committee will be comprised of the Head Administrator, other members of the administration and faculty. The Head Administrator may assign additional members at his or her discretion. The Disciplinary Committee is the final point of appeal unless a student is expelled.
- The parents have three (3) business days to make their appeal to the committee in writing.
- The Disciplinary Committee will convene, consider the parent's appeal, and render a final decision as soon as possible after considering the appeal.
- If the Disciplinary Committee decides to implement a different consequence, the committee will decide upon the consequence and inform the student's parents. The Disciplinary Committee will assign the student a date to serve the consequence.
- The decision of the Disciplinary Committee is final.

DISCIPLINARY APPEALS PROCESS—EXPULSIONS

- Appeals of student expulsions may be made to the school board.

- The parents have three (3) business days to make their appeal to the school board in writing.
- The school board will convene and consider the parent's written appeal and recommend a final decision as soon as possible after considering the appeal. The Board should either uphold the expulsion or provide an alternative consequence.
- The decision of the school board is final.

DISMISSAL/EXPULSIONS

When the Disciplinary Committee expels a student, both the student and the student's parent(s) shall be notified in person and in writing as to the reasons for the expulsion. The school has the authority to expel a student and may expel a student for any reason it deems necessary, with or without the consent and/or agreement of the parents. Expulsion may result when there is a serious departure from school policies or expectations for students, including but not limited to, the following:

- Repeated misconduct.
- Failure to respond positively to repeated efforts at correction by the school's personnel.
- A serious breach of the school's code for student conduct including stealing, the use or possession of drugs, alcohol, or tobacco, sexual misconduct, weapons; whether on or off campus.
- Threatening or bringing harm to any member of the school community.
- An action or attitude that seriously harms the name of Christ and/or the school's reputation in the community including immorality or an attitude not in harmony with the goals and spirit of the school.
- In VCA's exclusive judgement, any action by a parent(s) or guardian(s) that seriously interferes with the school's ability to accomplish its educational purposes.
- Commission of a crime.
- Violating the standards of conduct contained within the School Handbook.

Expelled students may be asked not to attend certain school activities.

Drug Testing Policy

VCA follows a strict zero-tolerance policy on drugs and other illegal substances. VCA takes the accusation of the use of Controlled Dangerous Substances (CDS) very seriously. All suspicion of the use of CDS will be investigated by the Administration. Attempts will be made to notify the parents of the suspicion and to inform them of the course of action that will be taken. If the VCA Administration suspects that a student **is** under the influence of a controlled dangerous substance, the student will be referred to Sparta Urgent Care for immediate testing.

Prior to the start of the school year, all parents/students must sign the Controlled Dangerous Substance Agreement. See Appendix

If the test results are positive, VCA Administration will follow the disciplinary actions outlined in the VCA Behavior Consequence Matrix. (See Appendix)

PLAGIARISM/ACADEMIC INTEGRITY POLICY

Plagiarism is a serious academic offense. VCA considers plagiarism an act of theft and dishonesty. It involves both stealing someone else's work and lying about it afterward.

The Merriam-Webster Online Dictionary defines plagiarism as follows:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

A few examples of plagiarism are provided below. Since this is not an all-inclusive list, students who have questions about plagiarism should ask their teacher about whether or not a passage has been plagiarized *before* submitting an assignment.

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see the section on "fair use" rules at plagiarism.org/ask-the-experts/faq/)
- failing to put quoted material in quotation marks
- giving incorrect information about the source of a quotation
- using graphs, tables, charts or others statistical data from a source without giving credit

Disciplinary Consequences For Plagiarism

Typical disciplinary consequences at VCA for plagiarism are a zero on the assignment and a requirement for the student to redo the assignment. Depending upon the nature of the infraction and the type of assignment that was plagiarized, the student may be asked to complete an alternate assignment. An apology to the teacher is also generally a part of the consequence.

In the high school, plagiarism is a violation of the VCA High School Honor Code and cases involving plagiarism are typically heard by the High School Honor Council. The High School Honor Council generally follows the typical consequences provided in the preceding paragraph.

Students who habitually plagiarize may be required to repeat a semester of a course, repeat the entire course, or be possibly dismissed from VCA. The VCA Discipline Committee will determine consequences for habitual offenders. The judgments and decisions of the VCA Discipline Committee are final.

This policy was adapted from information provided at Plagiarism.org (<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>)

Detention

Like other means of discipline, detention is designed primarily as a deterrent. If a student fails to do an assignment on time, or in an acceptable manner, the teacher may require the assignment be completed during that detention period. Also, detention may be assigned for serious attitude or behavior problems, unexcused absences from school and/or class(es). Detention is a serious matter and is to be considered as such.

NOTE: Failure to report for detention on the assigned date will result in a rescheduled detention *plus an additional detention*

Position and Authority of Teachers

The faculty and staff of VCA are to be given the respect due their position. God's Word admonishes us, "Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you." (Hebrews 13:17).

The administrative staff and teachers have authority over any and all students whether or not they have the student in class. In the classroom, the teacher will determine appropriate conduct. Teachers have been given professional responsibility to correct unacceptable behavior of any student in the school building or any area of the school grounds. Understanding that this responsibility has been given to them, students are urged to respond in a positive manner by stopping or avoiding those actions that are unacceptable at VCA or dishonoring to God. Students who choose to be insubordinate after being corrected will be referred to the Administrator (or in the case of an after-school activity, to the person in charge). The student must identify himself or herself to any staff member when asked.

It is never correct for a student to refer to a teacher or staff member other than by "Mr.," "Mrs.," "Miss," or "Dr." and then their last name.

Any student who addresses a teacher or other staff person using inappropriate or insulting language will be subject to disciplinary action. Any action taken by a student that disturbs the privacy or invades the private property of a teacher or Administrator at his or her home, or that affects his or her private property at school, will be viewed as a serious form of misbehavior and will be subject to disciplinary action by the school.

Prohibited Items and Activities

- **Drugs/alcohol/tobacco:** VCA follows a strict zero-tolerance policy on drugs and other illegal substances. The possession or use of any illicit drugs, alcoholic beverages, tobacco, etc. at school or any school function will be considered grounds for suspension and possible expulsion. Because of the harmful nature of these activities, the continuance in our school of any student

involved in such activities in or out of school is in serious question. Students involved in the use, possession, or selling of drugs, alcohol or tobacco may also be turned over to the proper authorities.

- **Knives and other weapons/explosives**: A zero-tolerance policy is in place on bringing any type of weapon/explosive to school, including pocket knives.
- **Posters/stickers**: Any advertisements of items in whatever form that are in conflict with the values of the school as stated in our objectives are not to be displayed on books, in lockers or on any personal possessions brought into the school.
- **Language** that is vulgar, obscene, derogatory or disrespectful will result in disciplinary action. The believer's talk should build others up, not put them down.
- **Other items**: Any item that disrupts a class (such as a wristwatch alarm or cell phone) will be taken to the office. Usually for the first offense, the student may be allowed to pick up the object at the office at the end of the school day. If parents are required to pick up a confiscated item, they must pick it up within one month or the item will be discarded.
- **Class attendance**: Students may not cut classes or skip school.
- **Cell Phone usage**: Students may not use their cell phones without administrative permission during the school day. Should a student need to contact a parent, they must report to the office.

School Property

Students are expected to care for the facilities that God has provided for us. Any student found damaging buildings, desks, or other school property is responsible for the repair or replacement of the defaced or damaged item. The school will not assume responsibility for the carelessness of a student. No student is to add or delete or change anything on the bulletin board or chalkboard without teacher approval. Students are to keep their feet off the walls and furniture.

"Be at the right place, at the right time, with the right materials, in a quiet manner, with an expectant and submissive attitude."

"Obedience is doing exactly what you're told to do, when you're told to do it, with a right heart attitude."

The administration reserves the right to amend or add discipline procedures at any time.

Enrollment / Withdrawal Information

Enrollment and re-enrollment

During the month of February applications for re-enrollment are accepted from parents of current freshmen, sophomores and juniors for the next fall term. From February 1 through March 15 applications for enrollment from eighth grade siblings of current students are considered. Processing of applications from other new students will begin on March 16. A non-refundable application fee is due with all new applications.

To reserve a spot in the upcoming school year, a nonrefundable registration fee is due by April 15.

Evaluation Period for New Students

All new students are accepted for a one semester evaluation period. This means that during the evaluation period the faculty and administrative staff will evaluate their academic performance, behavior, attitude, and influence on others. It does not mean that any restrictions are placed on them.

Parental Support for the Educational Process

It is essential that parents and school personnel pledge themselves to work together in order for the student to reap the benefits of a Christian education. We need and require your support of the school in discipline, dress, and educational policies. This can be accomplished by recognizing the authority of the teacher in the classroom, regular attendance at school programs and events, and praying for God's hand upon the school.

Part-time Students

Veritas Christian Academy desires to work alongside parents and the church in educating students on a full-time basis. However, VCA is aware that some families feel led to home-school their children, but wish that some classes be taught in an institutional type setting. To this end, VCA will open its doors to any student who desires a Christ centered education to take individual classes. The student must submit an application, complete the interview process, and be accepted into the school in the same manner as a full-time student.

A part-time student will be allowed to attend a maximum of 2 blocks per school day.

Tuition will be assessed as outlined in the "Tuition for Part Time Students" policy in the Financial Information section of the Parent-Student Handbook.

Student Withdrawal

If a student withdraws from VCA during the school year, the student's parent(s) must contact the office for the withdrawal to be finalized. All bills and school materials are expected to be reconciled before the student is officially withdrawn.

Access to Student Records

School staff members may have unlimited access to student records if they are directly involved in the student's education. The records may not be removed from the school premises.

A student and his/her parents or legal guardians may have access to the student's records upon request. A member of the school staff shall be present when the student, parent or guardian examines the permanent record file. No document may be removed from the file without the permission of the Guidance Counselor or Administrator.

A student's confidential psychological, medical, or testing records may not be released to other agencies without the written permission of the parent or guardian.

Foreign Exchange Students

Foreign exchange students who attend VCA will generally be placed in the junior or senior class. The guidance office/Administrator will make this determination upon review of the student's prior education and English language ability.

Students placed in the senior class will be allowed to participate in the graduation ceremony but will be awarded a certificate of attendance instead of a diploma.

Students from VCA who participate in a foreign exchange program may receive credit for academic work completed during the program. They will need to secure approval from the guidance office in advance and should discuss what documentation is needed. Course credit will be granted after the student returns and upon review of this documentation. The student is responsible for obtaining the necessary documentation. If the student is completing his/her senior year during the foreign exchange program, a diploma will be granted upon his/her return provided the necessary documentation is obtained and the student meets New Jersey graduation requirements.

Home-School Situations

Veritas Christian Academy exists as an extension of the Christian home. While this high school education is generally offered through a traditional program leading to a diploma from VCA, we recognize that some families choose to home school their children.

VCA will support these families by allowing their students to take a minimum of two core classes for a proportionate, appropriate fee. These classes will be offered on a space available basis, as full-time students will have priority. The standard enrollment policies and procedures will apply. While they are attending classes they shall be subject to all other policies such as dress code, discipline, etc. Any grades received will be provided to the parents. Since VCA is not responsible for their educational program, nor are they a "full time enrolled student" at VCA, these students will not receive a diploma from VCA nor participate in the VCA graduation ceremony.

In addition, home schooling groups are welcome to request the use of VCA facilities on the same basis as other organizations.

Financial Information

Opportunity Fund

Tuition assistance is available from the Opportunity Fund. Application for assistance will be made through an independent aid assistance program. This independent company will then provide the appropriate materials to the Board of Trustees for its review. All opportunity fund applicants will be considered for aid.

Financial assistance can be discontinued because of (a) deliberate misrepresentation of financial facts on the application, (b) serious disciplinary action (i.e. expulsion) against the student receiving the assistance, or (c) failure to keep tuition payments current. All such discontinuance will be at the discretion of the VCA Board of Trustees.

Textbook Fines

The student is responsible to care for all books received from the school. A fine will be assessed for any books that are lost or damaged beyond normal wear and tear. Report cards and/or transcripts may be held until fines are cleared through the finance office.

Tuition

VCA tuition will be payable through a tuition management service (FACTS). Tuition may be paid in one lump sum or divided over 10 months between August and May. Families enrolling after July will have their payments prorated over the number of months between their enrollment and May. All expectations regarding tuition payment (i.e. due dates, late fees, etc.) will be delivered to parents upon acceptance of the student.

If payment is not received within 10 days of the due date, a \$10.00 late fee will be assessed.

Partial refunds of unused tuition may be made, if the student is unable to complete the school year, for the following reasons:

- The student has a disabling injury or sickness, is under the care of a physician, is unable to attend classes, and the disability runs for a period of 30 days or longer.
- Death of the student.
- Death of the head of the household.
- Disability of the head of the household, resulting in loss of employment.

Requests for tuition refunds not covered by the above will be handled at the discretion of the VCA Board of Trustees.

Any student withdrawing will be obligated to pay tuition for a semester (1/2 year) whether or not the full semester was attended. In the event a student is asked by the VCA Administration to withdraw from VCA for reasons other than discipline (i.e. academic reasons), the full semester tuition requirement will be waived. In the event a student is being expelled or is withdrawing to avoid expulsion, tuition must be paid up through the end of the last month attended by the student. Report cards and/or transcripts and records may be held until an outstanding tuition balance exists.

Tuition Delinquencies

Each month, the tuition management company shall submit to the finance office a report showing the payment history of each family.

Delinquent tuition and fees generally must be paid before a student enters a new school year, takes final exams, or graduates. Any re-enrollment fees paid shall be retained by the school if re-enrollment is prohibited because of tuition delinquency.

In the event of an unanticipated financial emergency, the parents should notify the school office in writing, stating the nature of the problem and the process they propose to become current once again. The Administrator, after consulting with the Board Chairman and Treasurer, may permit a family to defer payment of tuition for a period not to exceed one semester. Any tuition waivers or extensions beyond this time require action by the Board of Trustees at the first regular meeting in the subsequent semester.

Tuition for Part-time Students

Tuition for a part-time student will be determined using a prorated formula based on full-time tuition plus a premium.

School Life Information

Anti-harassment Policy

The policy of Veritas Christian Academy is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

Definitions and Prohibited Acts

Sexual harassment.

- “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Unwelcome and Offensive. The fact that a student may not openly object to others’ actions or words does not prove that they were welcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

Verbal Harassment. Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Other examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

Physical Sexual Harassment. Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

Sexual Harasser. A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually-based or based on the gender of the student.

Race, Color, National or Ethnic Origin, Age, and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Electronic Harassment. Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture texts, text messaging, as well as voice messages), other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

Physical Harassment. Prohibited actions include, but are not necessarily limited to, the following:

- Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.
- General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

Definition of Bullying or Intimidation. "Bullying or intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

- Examples of Harassment, Bullying, or Intimidation. **Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:**
- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.
- Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

Application of Anti-harassment Policy

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

Prohibited Actions

- **Employee-Student Harassment, Bullying, or Intimidation.** Employee-student harassment, bullying, or intimidation of any type is prohibited.
- **Student-Student Harassment, Bullying, or Intimidation.** Student-student harassment, bullying, or intimidation of any type is prohibited.

What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

- Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.
- Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to Report Harassment, Bullying, or Intimidation

- The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

<u>Thomas Argersinger</u>	<u>Head Administrator</u>	<u>973-579-6333</u>
Name	Title	Telephone

<u>Paul Vincenti</u>	<u>School Board President</u>	<u>973-579-6333</u>
Name	Title	Telephone

Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation

Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

Before and After School

Students may study or socialize with each other before school begins under the supervision of the duty teacher. Students are expected to be in their first block room SEATED, QUIET, and READY for devotions at the bell, which begins the school day. Following afternoon dismissal, students are not to remain at school unless they are involved in an approved activity under adult supervision (i.e. sports, special practices, prearranged conferences, etc.).

Cancellation, Delay, Early Dismissal

School cancellations, delays and early dismissals will be communicated through the ParentWeb feature of our school management system, RenWeb. Parents/guardians will receive an email, a text and an automated phone call during these announcements.

Parents should keep the office apprised of any new or changed contact information, including active cell phone numbers.

Schedule for 1 Hour Delayed Openings*

9:00	Faculty Prayer
9:30-10:20	Block 1
10:25-11:15	Block 2
11:20-12:10	Block 3
12:15-1:05	Block 4
1:05- 1:25	Lunch
1:30 - 2:20	Block 5
2:30	Staff may leave

*A-Day Blocks for 3A, B-Day Blocks for 3B

If the district in which the student lives has closed, there will be no busing in that district. If the student's safety is not in jeopardy and we are having classes, please make every effort to get your student to school. If this is not possible, this will be counted as an approved absence.

Other electronic equipment: Possession or use of electronic devices to view videos, play games, or listen to music (ipods, mp3 players, etc.) during school hours is prohibited unless authorized by a member of the faculty or administration. Such items will be confiscated and taken to the office. Students may have this equipment in their possession at school. However, it is to remain in their locker or backpack during school hours. Veritas Christian Academy is not responsible for lost, damaged or stolen, personal electronics/devices.

Penalty: Item will be taken from student and returned after the school administrator meets together with student and parent. Students may incur a fine for use of phones/devices without permission.

Chapel

All students are required to attend the scheduled chapel services. This special time in which we seek to minister to students through special speakers, music, other students, video presentations, etc., and is a key part of the school's program. Our chapel committee and worship team work with the administration to plan our chapel program and work for its success.

Since worship, inspiration and teaching are the main objectives of our chapel services, we encourage each student to come prepared in heart for this important time together as a body of believers. Please bring your Bible to chapel.

Classroom Behavior

The designated authority in each classroom is the teacher. Our classrooms are special places of study and learning. When class is in session there should be no disruptive talking or behavior. Students must be seated in their assigned seats unless given permission by the teacher to be away from his or her seat for some purpose. A student must raise his or her hand to be recognized by the teacher before speaking or getting out of his or her seat.

Students share with the administration and staff a responsibility to develop and maintain a positive climate within the school that is conducive to learning and spiritual growth.

Your presence in class: students who are present for school are expected to be in class. Being absent from a class to do work for another class, work in the library, or talk with adults or other students is unacceptable except with the permission of the teacher whose class you are missing.

Dress Code

The school dress code has been developed to

- Promote cleanliness, neatness, and modesty
- Encourage proper Christian thought and behavior in an educational atmosphere

All students

- **Slacks and Shirts:** Appropriate styles and colors **must be purchased through the VCA website**. Tee-shirts from events, sports teams or team jerseys are not standard daily uniform wear. Gym shirts are to be worn for gym class.
- **Footwear:** Casual or dressy footwear may be worn. Athletic shoes and sandals are permitted as long as they are neat.
- **Jeans/Denim Material:** Jeans/Denim material are not permitted under the dress code policy, except on those “dress down days” approved by the Administration. On “dress down days”, jeans/denim material will be permitted. However, all modesty rules and all other dress code policies will be observed.
- **Optional Attire:** Items such as VCA uniform sweatshirts, VCA uniform fleece jackets, VCA uniform mock turtlenecks, VCA uniform Cardigans and VCA uniform V-neck sweaters (with approved shirt beneath) are approved for use at VCA, **but must be purchased through the VCA website**.
- **General:** During times of cold weather, school sweaters, school sweatshirts and school jackets may be worn in the classrooms. All of these must have been previously approved by the administration.

All clothing must be neat and modest. Any article of clothing that would reveal the abdomen or midriff is not permitted. Accessories advocating or identifying with un-Christian values or behavior are not to be worn. Neither skin-tight nor oversized, baggy clothing may be worn since they do not conform to the neatness or modesty standards. Visible undergarments are not permitted. No headwear shall be worn in the building during normal school hours. Only natural hair colors are permitted. Dress code policies apply to all VCA sponsored activities, trips and events.

Young Men

- **Uniform Shorts** Shorts may be worn **but must be purchased through the VCA website**.
- **General** Young men’s hair must be clean and neat. Only natural hair color is acceptable. Extremes, as determined by the administration, are to be avoided. Facial hair is a senior privilege granted by administration. No facial or body piercings or visible tattoos are permitted.

Young Ladies

- **Uniform Skirts, Uniform Skorts and Uniform Pants** Appropriate styles and colors must be purchased through the VCA website. Students are advised to wear skirts and skorts at an appropriate length.

- **Stockings/Tights/Socks** Stockings may be worn at any time throughout the year. No fishnet, print, or lace stockings are permitted.
- **General** Appropriate undergarments must be worn at all times. No more than two ear posts or rings per ear are permitted. Posts and earrings are not allowed anywhere else on the body. No visible tattoos are permitted. Only natural hair colors are permitted.

Dress for Gym

Students will be given time to change into the school gym uniform and appropriate athletic shoes at the beginning of the gym period.

Dress Down Days

Student Council planned, administrator approved dress down days for the purpose of fundraising allow students to wear items other than their uniforms but the same modesty and respect principles apply. Students are not permitted to wear hats or head wear including winter hats and baseball caps into the school building or classrooms during regular **or dress down days**.

Driving to School

Each student who desires to drive and park on or near campus must obtain a parking permit request form from the office. Students must park their cars in the designated areas as soon as they come on campus and get everything out that is needed for the day. Failure to abide by the student parking agreement will result in disciplinary action. Vehicles are not to be used for transportation during the school day without permission from the office.

Fire Alarm/Security Drills

When the fire alarm sounds, students are to stop working and quietly move to exit the building as shown by the fire drill evacuation chart in the classroom. If an exit is blocked, proceed to the nearest unblocked exit unless directed otherwise. All doors are to be closed and lights turned off. Students are not to talk during fire drills and are to exit single file with their class group, line up by class groups, and wait until told to re-enter the building.

VCA will comply with all instructions from the New Jersey Department of Education regarding security drills.

Student Conduct Expectations

While we know that not all of our students are mature Christians, we do anticipate that they will be cooperative with our Christian worldview of doing all that we do to please the Lord (Colossians 2:6,7; 3:23,24). A specific aspect of this expectation is that we expect students to be respectful to those around them. Remember: *GIVE RESPECT; IT DOES NOT HAVE TO BE EARNED.*

Therefore, give respect:

- to those in authority. Because teachers and administrators are here in your parents' place, the same respect required of you by God to your parents (Exodus 20:12; Mark 7:10; Ephesians 6:2) is therefore to be shown to anyone in authority here at VCA. Therefore, watch your facial expression

(actions speak louder than words), accept willingly any discipline (Genesis 4:5-7) and watch your tongue (James 1:26).

- to your peers. I Peter 2:17 says, "Honor all men . . ." Any disrespect to others is forbidden.
- to property. Treat school property and the property of others the way you would like your own property to be treated (Matt. 7:12).

Students share with the administration and staff a responsibility to develop and maintain a positive climate within the school that is conducive to learning and spiritual growth. We expect students to conduct themselves in accordance with acceptable Christian standards of conduct. Problems that arise from lack of conforming to Biblical principles as evidenced by disregard for school rules, school property or others' personal property, or disrespect of other students, will be dealt with by the teacher or Administrator. Serious or persistent problems will be brought to the parents' attention so they can assist in correcting the situation.

While we recognize that the student is normally under the parents' jurisdiction during most of his or her off-school hours, it is nevertheless a fact that the whole lifestyle of all students and teachers has a bearing on the testimony of the school and reflects on the Lord. The school, therefore, does maintain an interest in how its students live at all times. Any illegal activity is considered to be contrary to a Godly life and gives evidence of a lifestyle that is not in keeping with the ideals expected of a student at this institution.

Transportation

Transportation by public school districts in New Jersey is available. Districts have the right to reimburse the family rather than provide transport.

Students must observe bus safety rules. Students may not stand or change seats while the bus is in motion, or throw objects at any time. They must remain quiet and not distract the driver, who is to be treated with respect at all times. Of course, all safety rules and traffic laws must be obeyed. Whether students are Christian or not, the bus drivers perceive our students as representing Christ; therefore, they are expected to behave accordingly.

Young Men-Women Relationships

VCA provides a social environment which encourages group relations. Therefore, physical contact between two students who are "dating" is not permitted during school hours or at any school sponsored event.

Visitors to the School

All visitors must report to the main school office and present their driver's license to be scanned into the security system database. Visitors must wear their badge while on the school campus.

If a student desires to bring a visitor, he or she must secure advance permission from the Administrator. We require that visitors comply with our dress and conduct codes. On the day of the visit the visitor shall remain with his or her student-host.

The school reserves the right to restrict the visiting privileges of anyone in violation of school policies.

Miscellaneous Information

We're Here to Serve You

Our purpose for existing includes a commitment to serve you for Jesus' sake. Our school staff is always willing to talk with you at any mutually convenient time. It is our desire to help you in any way we can. Please do not hesitate to ask. We cannot overemphasize the importance of good, open communication between your home and the school.

If You Have a Complaint or Problem

Since we are all human beings, there will be times when we make mistakes and disagree on things. Matthew 18:15-17 gives us God's order in resolving such matters of disagreement. Based on that instruction, the following **grievance procedure** for students and parents has been established.

Upon encountering a problem with either a procedure or a member of the school staff, the parent and/or student shall first discuss the situation with the staff person involved. If no satisfactory solution is obtained, the matter may next be taken to the Administrator for resolution. If this level does not resolve the problem, the parent/student may then present their concern in writing and solicit assistance from the Board of Trustees. Should no amicable resolution be achieved by any of these means, the matter may finally be taken to the Association of Christian Conciliation for final resolution.

These four steps are to be followed in the above order. Please do not go to the Administrator or to a board member first.

Whether the situation involves a conflict with a teacher or another student, God desires that we not murmur or gossip to another but seek to resolve the problem with the person involved. Before going to the person, pray that God will give you the proper attitude and ask God what you can learn through the situation. Then go to the person and seek to resolve the matter.

Church Attendance

We urge that our families unite with us in maintaining a regular involvement with a Bible-believing, Christ-honoring church. We cannot overemphasize the importance of this as part of the life of every school family. Since our school seeks to build upon the foundation laid at home and at church, every student should be actively involved in Sunday school, youth group, and church programs. Students miss a vital spiritual dimension which results in inconsistency when involvement and accountability in a local church is absent.

Fund-Raising

ALL FUNDRAISING ACTIVITIES MUST BE APPROVED BY AND SCHEDULED THROUGH THE OFFICE.

Notification of Change of Address or Telephone Number

Parents are responsible for notifying the school office immediately of any change of address or telephone number (home or business). It is imperative that we keep this information current, in order to contact parents in case of emergency.

Student Health

Any student who has a major health problem or allergies must inform the office.

No student will be given any medication by school personnel without a doctor's consent. The doctor's consent and the medication should be brought to the office upon arrival at school.

Students Who Work

High school students often work after school and on weekends. The school cautions these students not to underestimate the demands that their schoolwork will place upon them. God's will for you at this time in your life is that you get a good Christian education. Although there is often no harm in working at a part-time job, we urge you to keep your priorities clearly sorted out. Excessive hours at your job can hurt you academically and also keep you from participating in school activities.

In most cases students who have an after-school job will need to have working papers as required by state law. You must apply for working papers through the school district in which you live. These forms must be signed by the Administrator here at VCA, by your employer, by your parents, and by a doctor when you receive your physical exam. You should have a promise of employment, certification that you are in good health, and proof of age.

Students who work more than twenty hours per week are asked to notify the Administration. We strongly urge that any student on academic restriction cut his or her working hours so he/she has more time for his or her studies.

Appendices

<u>Category One Offenses</u>	<u>Typical Consequences</u>
<p>Excessive Noise (talking, tapping, etc...) Minor classroom disobedience (talking without permission, continuing off-task behavior) Subtle disrespect for authority Excessive immaturity/rough housing Non-profane name-calling Light physical contact (shoving, ect...) Repeated dress code violations</p>	<p>½ hour Detention with either the teacher or administrator</p>
<p>Cell Phone or Smartwatch usage during school hours without administrative authorization</p>	<p>1st. Offense- Phone placed in the office until the end of the day. 2nd Offense- Phone must be placed in the office upon arrival at school and held in the office until the end of the day for 10 school days 3rd Offense- Phone must be placed in the office upon arrival at school and held in the office until the end of the day for a set number of days determined by the Head Administrator and a ½ hour detention.</p>
<p>Excessive Tardiness (3 or more per Term)</p>	<p>½ hour lunch detention (per 3 tardies) served the last week of the term.</p>
<u>Category Two Offenses</u>	<u>Typical Consequences</u>
<p>Overt disrespect for authority Insubordination Disrespecting another student (taunting others) Profanity Inappropriate behavior with the opposite sex Dishonesty/ Cheating/ Forgery/ Plagiarism Destruction of property Repeat category one offenders</p>	<p>1 hour detention Restitution where possible ½ day in-school suspension and/or school restrictions Extra-curricular restrictions</p>
<u>Category Three Offenses</u>	<u>Typical Consequences</u>
<p>Dishonesty with malice Heavy physical contact (hitting, kicking, etc...) Continuing harassment/excessive bullying Vandalism (implies malice) Harassment with malice Repetitive use of something to inflict harm on another student Small pocket knives (3 inches or less) Theft Lewd or vulgar behavior Being off-campus without permission during school hours Repeat Category 2 offenders</p>	<p>1-3 day Suspension (in-school) School Restrictions Extended extra-curricular restrictions</p>
<u>Category Four Offenses</u>	<u>Typical Consequences</u>
<p>Possession, sale or use of drugs, inhalants, alcohol or tobacco Immorality Possession of weapons: knives, guns, bombs, etc Bomb threats Breaking state or local laws or ordinances Behavior that creates or contributes an unsafe school environment Sexual harassment Repeat category three offenses</p>	<p>Suspension (out of school) Extended School Restrictions Extended extra-curricular restrictions Dismissal Proceedings</p>



Drug Testing Agreement

We give Veritas Christian Academy our permission to have the student named below tested for the use of a Controlled Dangerous Substance (CDS). This permission is given only in the event that there is a suspicion that the student may be under the influence of a CDS, and not for routine testing. Any testing may be administered without further consent or notification to the student and/or parent.

Violations of this policy may also result in random drug testing, per Veritas Christian procedures, at the expense of the student.

Parent's Name (Please Print)

Parent's Signature

Date

Student's Name (Please Print)

Student's Signature

Date

