VERITAS
CHRISTIAN ACADEMY

PARENT-STUDENT HANDBOOK
2026-27 Edition

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 and extracurricular activities. Its purpose is to glorify God by teaching a Biblical worldview of life in a Christ-centered environment. (2 Corinthians 10:5)

> 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.

NOTE: This Handbook will be updated from year to year. Changes made during the school year will be available on the website

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Veritas Christian Academy 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.

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, grandparents and guardians 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 America 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).

Spiritual Formation Program

Spiritual Formation is the most important thing we do at Veritas. At the center of our program is the Gospel of the Kingdom: the finished work of Jesus on the cross as full payment for our sins, the power of His resurrection that enables us to live a godly life now, and the coming of His Kingdom "on earth as it is in heaven", in which we are invited to participate.

Students are led to see the excellencies of Christ, so that His beauty, goodness, power and love draw them to Him. We believe that our role is to teach truth, create opportunities to discover our identity in Christ, live in a godly community, and to take action to spread the Kingdom. We begin this process by creating space for God to work, expect Him to work, and to praise Him whatever He does.

Student opportunities for spiritual development include:

1. The Public Reading of Scripture**,** where students listen through the entire Bible over their four years at Veritas.
2. Bi-weekly Chapel services
3. Annual Lion Camp all-school retreat
4. Small groups
5. Four years of required Biblical Studies courses
6. Service projects in the community
7. Worship Team, where students learn to express their love for God through their artistic talent via various art forms, both at bi-weekly Chapel and in the community.
8. A vital Biblical worldview immersion in all academic subjects.

Leadership Program

The world desperately needs godly leaders. Veritas is intentional about developing leaders of faith, fitness and fortitude who will answer the call of God whenever it comes, wherever it leads and whatever it costs. The Leadership Program is developmental over the four years of High School through intentional teaching, service, and modeling. In addition, students, in sophomore year, learn outdoor leadership and basic first aid training.

National Honor Society

The National Honor Society (NHS) is a premier organization established to recognize outstanding high school students who demonstrate excellence in four core pillars: Scholarship, Service, Leadership, and Character. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the classroom and have actively contributed to their school and local communities through meaningful volunteer work and leadership roles. Membership is both an honor and a commitment; selected students are expected to maintain their high academic standards while participating regularly in chapter service projects that foster civic involvement and positive school culture. Inducted members join a legacy of leadership that not only enhances college and career readiness but also empowers them to become compassionate, values-driven leaders of tomorrow.

The selection process occurs during the second semester of the school year.

September- January: current members perform a group service project.

January: The school pulls cumulative GPAs after fall semester grades are finalized. Students who meet the academic threshold of a 90 % cumulative GPA receive an official invitation for consideration.

February: Candidates submit their completed information forms giving a detailed account of their service and leadership experiences.

March: Faculty Counsel reviews candidates' information forms to discuss candidates and vote on new members. All selected candidates and parents are informed of selection and upcoming induction ceremony. All candidates not identified as selected are notified of their non selection.

April / May: Membership dues are collected from all members. Returning members submit their community service record. The school hosts the official induction ceremony

By-Laws for the Veritas Christian Academy Chapter of the National Honor Society are available on our website.

Accreditation

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

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.

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.

Academic Program

Philosophy - Our goal at VCA is to provide a quality Christian education. This is essential to our "higher goal" of preparing our students for effective Christian citizenship in this modern era.

Objectives of Education

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

- To teach the Bible, 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 foster 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 students' personal and social development, the school aims:

- To develop a firm identity in Christ, based on a proper understanding and acceptance of himself or herself as God made them, and on the full development of their 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 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 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.

Expected Student Outcomes (General)

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

- Are well-prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking
- Are proficient in mathematics and science
- Have knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
- Appreciate literature and the arts and understand how they express and shape their beliefs and values
- 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"

- Personally respond to carrying out the Great Commission locally and around the world
- Know how to utilize resources including technology to find, analyze, and evaluate information
- Are committed to lifelong learning
- Have the skills to question, solve problems, and make wise decisions
- Understand the worth of every human being as created in the image of God
- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews
- Understand and commit to a personal relationship with Jesus Christ
- Know, understand, and apply God's word in daily life
- Possess apologetic skills to defend their faith
- Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love
- Treat their bodies as the temple of the Holy Spirit
- Are actively involved in a church community, serving God and others
- Understand, value, and engage in appropriate social (community) and civic (political) activities
- Embrace and practice justice, mercy, and peacemaking in family and society
- Value intellectual inquiry and are engaged in the marketplace of ideas (open, honest exchange of ideas)
- Respect and relate appropriately with integrity to the people with whom they work, play, and live
- Have an appreciation for the environment and practice responsible stewardship of God's creation
- Are prepared to practice the principles of healthy, moral family living
- Are good stewards of their finances, time (including discretionary time), and all other resources
- 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 read 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. Gain respect for foreign cultures through exposure to language, art, music, food, and customs.
    b. Show a basic knowledge of vocabulary and grammar and become familiar with simple daily conversation.
    c. 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. Understand God's redemptive plan for history through a Biblical worldview.
b. Begin to see where they fit in God's story.
c. Develop a love and appreciation for history and the cultures of the world.
d. Become good citizens through analysis of U.S. History and American Government

Philosophy: Veritas Christian Academy understands that we as humans are a part of God's redemptive plan. Each culture and individual is used by God to fulfill his purposes. God's ultimate story defines who we are, how we have fallen away from God, and how God miraculously made a way for humanity to be right with him through Jesus Christ. The purpose of the historian is to discover this story and to see where he or she fits in it.

5. Bible - Veritas students will
a. Understand the meta-narrative of Scripture, IE Creation, Fall, Redemption to the New Creation storyline.
b. Identify biblical and secular worldviews and their differences.
c. Articulate and defend personal beliefs and faith scripturally and logically.
d. Grow in grace and knowledge and in their personal relationship with Jesus Christ

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

6. Physical Education - 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.

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 Health - Veritas students will
    a. Understand how our physical bodies and minds work and how to take care of them in order to develop wellness.
    b. Understand how we are called as Christians to be good stewards of our physical, social, mental, emotional, and spiritual health.

The **philosophy** of teaching Health at Veritas Christian Academy is centered on the pursuit of balance of our physical, social, mental, emotional, and spiritual health. The program develops knowledge and practical skills in order to equip students for a sustainable lifetime of wellness. Students will be able to explain what it means to be human, what it means to be a Christian and why God calls us to live a godly fruitful life, understand the physical influences on thoughts and feelings, have a good attitude about the reality they face and learn about the value of others.

8. 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.

9. Logic -Veritas students will
    a. Be able to break down an argument into its major and minor premises.
    b. Discern between inductive and deductive reasoning.
    c. Identify reasoning fallacies.
    d**.** Gain an appreciation of God's character and how it is reflected in the universal rules of logic that He created.

Philosophy: Logic is the study of the principles of correct reasoning. To think logically is to think as God thinks. God is truth, thus God's mind determines truth. Thus, faith is not contrary to logic. In fact,God requires the person of faith to be logical (Is 1:18) and to be able to defend his beliefs logically to a hostile world (I Peter 3:15). Students are taught to order and clarify their thinking by

first understanding the basic forms and rules of thought and reasoning. Students are taught to follow Jesus' example in forming logical arguments. Ultimately, 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).

10. Business- Veritas students will
    a. Be prepared to understand and utilize ethical business practices.
    b. Recognize and understand critical business functions.
    c. Interpret simple financial statements.
    d. 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.

11. Economics- Veritas students will:
    a. Have knowledge of the 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, decided, 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.

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    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).

12. Music (Choir, Contemporary Ensemble)-Veritas students will

    a. Develop Healthy Vocal Technique**:** Demonstrate proper posture, breath support, tone production, and vocal health habits.
    b. Understand Music Fundamentals: Read basic pitch and rhythm notation, understand simple dynamic markings, and improve sight-singing/ear-training skills.
    c. Master Ensemble Singing: Sing accurately in two- to four-part harmony, blend voices with peers, and follow a conductor.
    d. Explore Worship & Performance Dynamics**:** Understand the role of worship leading, stage presence, and expression in both performance and ministry settings.

Philosophy: At Veritas Christian Academy, Music Arts courses are designed to help students develop their unique, God given musical abilities. Music was required in Temple worship and the New Testament authors command Christians to admonish and exhort each other through singing "songs, hymns and spiritual songs" (Col 3:16). All knowledge is God's knowledge, and all things are to be done excellently and for God's glory (Ecc 9:10, I Cor 10:31). Our young musicians are taught the fundamentals of music theory, tone production and choral singing in the context of traditional music and modern worship music. The development of the ability to read and perform music will give them requisite experience to be involved in worship ministry in their churches and lay the foundation for possible future careers in music performance. (Col 3:16, Psalm 100, 1 Chronicles 16:23-31).

13. Science - Veritas students will:
    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.

14. Psychology- Veritas students will:
    a. Demonstrate an understanding of the major theories and principles of psychology.
    b. Evaluate psychological theories and practices from a biblical perspective.
    c. Hone critical thinking and analysis skills in the context of interpreting psychological studies and therapies.

Philosophy: Veritas Christian Academy believes that Psychology (Dual Enrollment option) is a practical study for any student, irrespective of future potential fields of study. A general knowledge of psychology will aid in understanding and empathizing with others, as well as contributing to the student's understanding of himself. Students will gain an understanding of man's thoughts, feelings and behaviors and development as God's image bearers. A proper study of man should refocus the student's thoughts on the Creator who has fashioned him" fearfully and wonderfully" (Psalm 139). General Psychology includes the study of disorders and problematic behaviors which reinforce that living in a fallen world and not living according to God's laws have mental and behavioral consequences (Romans 1: 21- 31). Different forms of therapy are evaluated in the light of the Scriptures, aiding the students' development of godly discernment and critical thinking skills (Col 2:8).

15. Drama/Theatre: Veritas students will:
    a. Gain insights into the human condition and God's compassion for others through the narratives represented in plays and musicals.
    b. Improve non-verbal communication abilities including: facial expression, gestures, eye contact & vocal modulation.
    c.. Increase student poise and confidence.

    Philosophy: Veritas Christian Academy believes that Drama provides opportunities for students to empathize with people (characters) who have different perspectives from their own. The study of Drama also bolsters students' non-verbal communication abilities and fosters poise and confidence. While Veritas's communication courses hone verbal communication skills, or the content of a speech or paper, Drama puts a spotlight on the way specific words are said. When a person's non-verbal communication does not match the verbal communication, an audience tends to believe the non-verbals. How a person says things is just as important as what he says. In this world, Christians are God's ambassadors, God making his appeal through us. It is important that the Christian communicator communicates truthfully through his words, or verbal communication, and his interpretations, or his non-verbal communication skills. The ability to empathize with others and the nonverbal communication skills honed through participation in a drama program will be useful in any future profession or ministry opportunity. (Mark 12:31, II Corinthians 5:20).

16. Communications- Veritas students will:
    a. Use the unique gift of speech and written language to make God's evangelistic and discipleship appeal. (II Cor 5:20)
    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. Demonstrate competencies in communication skills ranging from rhetoric to technology, including the tailoring of specific messages for unique audiences.

    Philosophy: One of the God-ordained differences between man and animals is man's ability to reason and communicate. Communication is a key way man mirrors God's image, and as Christians face an increasingly hostile world, it is increasingly important that our students know how to communicate accurately, logically, and compassionately in all situations. Our classes are structured to help students achieve that end. At Veritas Christian Academy, Communications courses develop well-rounded Christian students who speak, think, write, and report on assigned topics or topics chosen by the student. Solid secondary-school communications skills include, but are not limited to, Public Speaking, Media, and Journalism.

17. Technology - Veritas students will:
    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).

Diploma Eligibility

Students at Veritas Christian Academy are required to complete all NJDOE core/required classes, four years of Bible instruction and a minimum of 10 elective credits to be eligible for graduation. Transfer students wishing to receive a diploma from Veritas Christian Academy must have been enrolled full time at VCA for his/her entire senior year and have completed all necessary prerequisites for the State of New Jersey and Veritas Christian Academy.

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

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

Veritas Course Requirements for Graduation	Veritas Credit Requirements for Graduation
Bible	20
English	20
Math	20
History	20
Science	15+
Foreign Language	10
Technology	6
PE/Health	16
Fine Arts	8
Financial Literacy	3
Electives*	10+
Minimum Credits for Graduation	148+

+Three year requirement for Science; we strongly recommend the fourth year for STEM-related fields.
*Minimum number of elective credits

Grade Reports

Report cards are issued every 6 weeks. Grade percentages are standardized across our school: Summative Assessments 50%, Formative Assessments 30%, Homework, Participation, Classwork. 20%.

Grading Scale

The grading scale used is described below.
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. Numerical grades are used and have the following values.

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	0.0	69-0	Incomplete

Incomplete Grades

If a student has been absent for an extended period due to illness, an incomplete grade may be entered onto the report card. Work for the expired marking period that is not finished must be completed before the grade can be computed. Incomplete work must be turned in by the second week of the ensuing term.

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. Class rank is calculated once a year in June. **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.**

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.

Honor Rolls

"Honor Roll" is granted to students with an A (93 percent or higher and no class less than 87). "High Honors" will be granted to all students with an A (95 percent or higher, with no class less than 89).

Academic Progress Reports

Progress reports are issued electronically the third week of each term.
Parents have access to their student's grades on a daily basis via FACTS, our online school management system. Through FACTS, parents and students can check homework assignments, review teacher approved resources, view the school calendar, and daily attendance, and 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 at the **end of a term** (marking period) in any subject will be placed on Academic Restriction.

A list of students on restriction for the evaluation period will be distributed to the teachers and coaches at the conclusion of a term. **Students on restriction cannot participate in any sporting event until the grade is rectified.** Students on restriction may not be excused from class or study hall to be involved in special activities. 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.

Students who receive two D's or one F on their grade report will relinquish any student leadership position (Student Council, class officers, extracurricular, 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.

Incomplete Grades

Students with incomplete grades will be placed on Academic Restriction until all missing work is completed. Note: All incomplete grades 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.

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 difficulties their children incur at any time of year.

Textbooks and Learning Materials

Veritas exercises rigorous diligence in the selection and formal presentation of instructional materials across all courses of study. Students and parents are advised that the school is committed to delivering the highest standard of academic opportunity by integrating well-written, academically rigorous resources from a diverse array of disciplines and providers. All materials are viewed and taught through the lens of biblical Christianity, taught by Christian bible believing professional teachers.

Textbooks used at VCA are on loan to the student. They must be covered and used with great care. All textbooks must be covered by the end of the first week of school and are to be kept covered to prevent wear and damage.**At the end of the year, students will be charged up to the cost of the book for the extent of any damage beyond usual wear and tear.** Special care must be exercised with paperback texts.

Book covers or notebooks with anti-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. 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.

Bibles

The Bible is your main textbook in every course, in the sense that every other textbook is interpreted in light of God’s truth. Every student should have their Bible in all Spiritual Formation activities and in class as required by the teacher.

The New International Version will be used in all classes.

Course and Schedule Changes

> ***Some elective courses may not be 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 week 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 first week of school will be indicated on the student's final transcript.

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

- 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 providers which will count toward graduation requirements. This may include courses in a student's special areas of interest, credit recovery or dual enrollment courses. Specific guidelines for assigning credit are determined by the online provider.

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 incomplete homework is unacceptable. Incomplete homework is recorded as a failed grade and will affect term grades.* We encourage and expect every student to be an active participant in the learning process. Good study habits also extend to the ways students prepare their work, and for this reason, teachers will set and uphold high standards for written work.

Homework should be legible and completed on time Unexcused late homework will lose 10 points a day up to a maximum of three days, after which a zero will appear in the grade book. Students are required to keep up with classroom work and encouraged to complete work ahead of time for anticipated absences. This means that any long-term projects or term papers that have a due date previously announced must be completed by the original due date.

Work, assigned prior to an absence, must be submitted the day 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 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 excellent work by every student.

Standardized Testing

Standardized testing will be administered annually in the spring semester to 9 -11th grade students using the IOWAs.The new IOWA Tests Form E are standardized tests nationally normed in 2024 that measure student achievement and growth across a continuum of next generation learning standards.Grade 9 will also take the CogAT.The new CogAT Form 7 appraises the cognitive development of students from grades 2-12. The test measures students' learned reasoning abilities in the three cognitive domains most closely related to success in school: verbal reasoning, quantitative reasoning, and nonverbal reasoning. A copy of the student's test scores will be provided to parents/guardians with the last report card.

Veritas hosts Collegeboard's PSAT and SAT in October. Sophomores are required to take the PSAT. Juniors and seniors are encouraged to take the SAT in the fall.

Electronic Information Systems

Students of Veritas Christian Academy are assigned a Chromebook for school assignments, access to our Learning Management System (FACTS), and various software products that enhance learning. 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.

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 any Chromebook returned in a heavily damaged or non-working order will incur a $350 replacement fee. 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.

Please read the attached addendum "Electronic Information System/Internet Acceptable Use Policy"

The following actions are <u>NOT</u> permitted when using VCA computers and related resources:

- Modifications of system or system files
- Non-teacher directed chat rooms or social media
- Playing online games not connected with teacher directed learning
- Distribution or display of offensive messages or pictures
- Use of obscene language
- Harassment, insult, or attack of others
- Damage to 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 VCA computers and related resources for commercial purposes
- Accessing anything illegal, immoral or inappropriate
- Any activity considered inappropriate by the administration

Remember that access is a privilege, not a right.

Student Life 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 need to reach out to a student's teacher, emails can be found on the Veritas website. We recommend you cc the vcaoffice@veritasnj.org or the Head Administrator to assure your emails reach their destination. Parent teacher meetings may be set up at any time in person, virtually or by phone.

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, students are expected to 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.

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.

2026-2027 School Hours and Class Schedule

Students should arrive at Veritas at 7:50 to pouch their phones and line up.
Homeroom begins at 8:00 a.m. Dismissal is at 2:45 pm. Students are expected to be in their seats/line for attendance and announcements at 8:00 am sharp. Our day consists of 5 (five) blocks.

All students will remain on campus for lunch. Students enrolled in work-study, internship, or service may be dismissed according to their work-plan schedule. All other students must remain on campus until dismissal at 2:45.

Full Day Schedule		**Chapel Schedule**		**Half Day Schedule**		**Delayed Opening**	
Home room	8:00 - 8:05	Home room	8:00 - 8:05	Home room	8:00 - 8:05	Home room	9:30 - 9:35
Block 1 75 m	8:08 - 9:23	Block 1 60 m	8:08 - 9:08	Block 1 52 m	8:08 - 9:00	Block 1 55 m	9:38 - 10:33
Block 2A 45 m	9:26 - 10:11	Block 2A 40 m	9:11 - 9:51	Block 2A 31 m	9:03 - 9:34	Block 2A 33 m	10:36 - 11:09
Block 2B 45 m	10:14 - 10:59	Block 2B 40 m	9:54 - 10:29	Block 2B 31 m	9:37 - 10:08	Block 2B 33 m	11:12 - 11:45
Block 3A 45 m	11:02 - 11:47	Block 3A 40 m	10:32 - 11:12	Block 3A 31 m	10:11 - 10:42	Block 3A 33 m	11:48 - 12:21
Block 3B 45 m	11:50- 12:33	Block 3B 40 m	11:15- 11:55	Block 3B 31 m	10:45- 11:16	Block 3B 33 m	12:24- 12:57
Lunch 20 m	12:35 - 12:58	Chapel Lunch	11:57 - 12:33 12:35 - 12:58	Block 4 42 m	11:19 - 12:01	Lunch 25 m	1:00 - 1:25
Block 4 60 m	1:00- 1:58	Block 4	1:00 - 1:58	Block 5 33 m	12:04 - 12:37	Block 4 44 m	1:28 - 2:12
Block 5 45 m	2:00 - 2:45	Block 5	2:00 - 2:45	Dismissal	12:37	Block 5 30 m	2:15 - 2:45

Cancellation, Delay, Early Dismissal

School cancellations, delays and early dismissals will be communicated through the Parent Web feature of FACTS. Parents/guardians will receive a Parent Alert in the form of an email, a text, and an automated phone call during these announcements. If the district in which the student lives has closed, there will be no busing for 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.

Enrollment

Veritas accepts rolling admissions throughout the year for transfer students. Current students are automatically re enrolled, unless a family withdraws before May 1st. The enrollment process begins January 1 for the following school year.

Evaluation Period for New Students

All new students are under evaluation for the first six-week term in which they begin. This means that during the evaluation period the faculty and administrative staff will evaluate their academic performance, behavior, attitude, and influence on others. In the event that students are not thriving either academically or socially, a meeting with the parents will be set up by the Administrator and a plan of action will be put into place. This plan will be monitored for progress over the next six week marking period to determine if Veritas is the right fit for the student. 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 or Transfer Students

Part-time or transfer students must fulfill all the requirements of full-time students, and must go through the same admissions process. 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.
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, all VCA requirements must also be met.

To receive a Veritas diploma, students must have attended Veritas full-time in their senior year and have successfully completed all prior and current State and Veritas required coursework. To receive a final report card or an official final transcript, all tuition/fees must be paid in full.

Home-School Students

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 classes for a proportionate tuition plus any fees that may apply. 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 including school procedures, dress code, discipline, etc. Students will receive a report card for any class taken at Veritas. Grades for completed courses will be provided to the student and their parents. Part-time students will not receive a diploma from VCA nor participate in the VCA graduation ceremony.

Access to Student Records

Staff members may have access to student academic records and any Individual Service Plan (ISP) or Health Service Plan (HSP) if the staff member is 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 School Counselor or Administrator.

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

Foreign Exchange Students

Short-term foreign exchange students (1 to 3 months) who attend VCA will generally be placed in accordance with their academic grade level. No academic credit will be issued for attendance.

Withdrawal

If a student withdraws from VCA during the school year, the student's parent(s) must contact the office or Head Administrator in writing and affirm their desire to withdraw. Withdrawals after May 30, 2027 will incur the fees listed below. All outstanding bills must be paid in full and school Chromebooks and textbooks returned before the student's records are released to the next academic institution. Parents will be charged for damaged or missing Chromebooks or textbooks.

- May 1st: Families are contractually obligated to an additional early withdrawal fee of $100 per student.
- June 1st: Families contractually obligated to an additional early withdrawal fee of $125 per student.
- July 1st: Families are contractually obligated to an additional early withdrawal fee of 5% of their tuition for the upcoming school year.
- August 1st: Families are contractually obligated to an additional early withdrawal fee of first month's tuition.
- The 1st day of school: Families are contractually obligated to pay all tuition through the end of the month of withdrawal as calculated based on a typical 10-month payment plan. In addition, an early withdrawal fee of $125.00 per student will be assessed on their account.

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.

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.
Your presence in class*:* students who are present for school are expected to be in class. During transitions between classes, students may go to their lockers or use the rest room. Students may not go into the gym for recreational purposes between classes.

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.

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, or video presentations, is a key part of the school's spiritual formation program. Since worship, inspiration and teaching are the main objectives of our chapel services, we expect each student to come prepared with their Bible and in heart for this important time together as a body of believers.

Church Attendance

We urge that our families unite with us in maintaining a regular involvement with a Bible-believing, Christ-honoring church. Furthermore, 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.

Fire Alarm/Security Drills

When the fire alarm sounds or a security drill is announced, students are to stop working and quietly move to exit the building as shown by the fire drill evacuation chart in the classroom or directed by their teacher. 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 any 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.

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 to present their identification and receive a visitor’s pass. Visitors must wear their badge while on the school campus. The school reserves the right to restrict the visiting privileges of anyone in violation of school policies.

Picking Up A Student Before Dismissal

Occasionally, it may be necessary for a parent to pick up their student before the official dismissal time. **Parents are required to call the main office or send in a note to notify us of the early release.** When the parent arrives at the school, **he/she must come up to the office to sign out their student.** Students do not have their cell phones during the day and cannot receive texts from parents who arrive for an early pickup.

Transportation

Transportation by public school districts in New Jersey may be available for families within 20* miles of Veritas. Districts have the right to reimburse the family rather than provide transport. Reference the Nonpublic School Transportation Procedures (52 kb PDF) for details.

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.

*Some areas of Sussex County may qualify up to 30 miles away.

Student Driving Privileges

PARKING PERMITS

It is important to remember that driving to school is considered a privilege and rules will be strictly enforced. It is the student’s responsibility to be aware of the following regulations and abide by them.

All motor vehicles must be legally parked. Violators are subject to fines, towing at the owner’s expense and loss of permit.

Students may obtain a “Parking Permit for Student Driving Privilege” form in the Office, and must return it to the main office when completed.

Students with attendance/tardy or other discipline issues run the risk of losing their parking permit as a result; Students that forfeit their permit due to rule infractions may not be granted parking permits or passes in the future.

Students who violate driving rules while on premises will lose the privilege of driving to school.

PARKING/DRIVING REGULATIONS:

- Parking Permit for Student Driving Privilege forms must be complete and on file in the main office.
- Drive safely and obey the 10-mph speed limit.
- Stay out of the parking lot during school hours unless permission has been granted by the office.
- Students leaving early because of a doctor appointment or parent-related reason, must sign out in the school office prior to leaving during the school day.
- Do not display inappropriate symbols or messages in or outside vehicles.
- Follow school behavior rules.
- Vehicles are not to be used for transportation during the school day without permission from the office.
- Students must park their cars in the designated areas as soon as they come on campus and bring with them everything they need for the day with them into school.

DISCLAIMER:

Veritas Christian Academy is not responsible for vandalism, theft, or injury of items in the school parking lots. Drivers should lock vehicles when leaving them parked in the school lot. Valuables should not be left in cars.

Any vehicle on campus is subject to search by school personnel in instances where the school official determines there is reasonable suspicion that a school regulation, a city law or a state law has been violated. This includes but is not limited to illegal drugs, alcohol, stolen property, weapons or other contraband that might be present in the vehicle.

PARKING RESTRICTIONS:

EXTREME CAUTION MUST BE USED WHILE OPERATING VEHICLES IN THE PARKING LOT.

LOSS OF PERMIT AND PARKING PRIVILEGES:

The parking permit can be revoked either temporarily or permanently for violation of provisions of this application or the “Student Code of Conduct” even if such violation is not related to the operation or parking of a motor vehicle. Continued violations could result in revocation of the parking privilege until the end of the semester, and/or year.

VIOLATION CONSEQUENCES:

Violation consequences will be progressive. Each violation will result in additional penalties ranging in severity, from warnings to temporary loss of permits, to towing at the owner’s expense, to permanent revocation of permit.

Students Who Work

Students 16 or under will need to have working papers as required by state law. These may be obtained online or from the VCA office. These forms must be completed by the student, employer, parents, and doctor. The student should have a promise of employment, certification that he/she is in good health, and proof of age. Once these have been obtained, the papers will be signed off by the Administrator.

Field Trips & Special Academic Events

Field trips and special academic 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 immediately following the accident.

CHAPERONE EXPECTATIONS ON OVERNIGHT FIELD TRIPS

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

- Chaperones on an overnight field trip must contact the VCA office 10 days prior to complete a background check
- Chaperones on all VCA trips are responsible to the VCA employee in charge of the trip at all times.Chaperones are on these trips to assist the VCA trip leader in supervision.
- Chaperones are not the leaders of the trip and should not make independent decisions.

- Chaperones must be on time for trip events and assigned duties.
- Chaperones should always remember their role on the trip is to ensure safety of the students.
- Chaperones must report discipline incidents to the trip leader or to a VCA Staff member.
- Chaperones must not use alcohol, controlled substances, or tobacco products.
- Chaperones must know the whereabouts of students via frequent head counts.
- Chaperones must model Christ-like behavior and speech at all times.
- Chaperones must be attentive to students with special medical issues of which they are made aware.
- Chaperones must maintain confidentiality regarding sensitive student information.
- Chaperones must discuss concerns or problems with a staff member, or trip leader in private.
- Chaperones must not be alone with individual students. 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).
- Chaperones must direct attention towards student supervision, not socialization with other chaperones.

Senior Class Trip

The **Senior Class Trip** is a long-standing tradition at Veritas Christian Academy, designed to celebrate our students' achievements, deepen their fellowship, and provide a memorable conclusion to their high school journey.

A Senior Privilege

Participation in the Senior Class Trip is an earned privilege, not a guarantee. Seniors must remain in good academic and disciplinary standing throughout their final year to be eligible to attend.

Funding and Financial Responsibility

In order to foster teamwork, responsibility, and stewardship, **all funds for the trip must be raised by the senior class**.

- Students are expected to actively participate in class fundraising initiatives.
- All fundraising methods and events must be officially approved by the school administration before taking place.
- No out-of-pocket costs for the base trip will be required from parents, provided the class meets its fundraising goals.

Destination and Duration

To ensure safety and maximize our time together, the trip is subject to the following geographical and time constraints:

- **Travel Distance:** The chosen location must be within a **maximum 5-hour drive** from the Veritas Christian Academy campus.

- **Duration:** The entire trip, including travel time to and from the destination, will last a **maximum of five days**.

Chaperone Policy and Supervision

The safety and spiritual mentorship of our students are our highest priorities. The trip is strictly organized and supervised under the following guidelines:

- **Veritas Leadership:** The coordinator of the senior trip must be a current Veritas Christian Academy employee.
- **Staffing:** Chaperones must be male and female employees of Veritas Christian Academy.
- **Chaperone Ratio:** We maintain a strict supervision ratio of **one chaperone for every five students**.

Unified Group Activities

The Senior Class Trip is designed to be a shared experience that strengthens the bond of the entire graduating class. Therefore, **all activities on the itinerary must be attended by the entire class, including all chaperones.** There are no independent or split-group excursions permitted; we travel, explore, and grow together as one unified body.

> **Note to Parents:** Specific dates, destination details, and fundraising schedules will be released by the Senior Trip Coordinator in the fall semester.

Service Opportunities

At Veritas, **service** isn't just an extracurricular activity or a graduation requirement to check off a list. It is a fundamental part of the school's identity and educational mission.The purpose of service in this context can be broken down into a few core areas:

Putting Faith into Action

Christian theology emphasizes that faith should manifest in love and action. Service provides students with a tangible way to practice what they learn in chapel and Bible class. It moves faith from an abstract concept to a lived reality, mirroring the biblical model of being "doers of the word, and not hearers only."

Emulating the Ministry of Jesus

At the heart of Christian education is the desire to help students become more like Christ. In the Gospels, Jesus explicitly states that he "did not come to be served, but to serve" (Matthew 20:28). By engaging in service projects—whether helping at a local food bank, tutoring younger students, or participating in mission trips—students actively practice the humility and selflessness modeled by Jesus.

Fostering Character Development

Service shifts a student's focus away from themselves and toward the needs of others. This helps cultivate essential virtues such as:

- **Empathy and Compassion:** Understanding the struggles of people from different backgrounds.
- **Humility:** Realizing that no task is beneath them and that every person has inherent dignity.
- **Gratitude:** Developing a deeper appreciation for their own blessings and resources.

Cultivating a Lifelong Vocation of Stewardship

Veritas aims to prepare students to be positive influencers in the world. Service teaches students to view their talents, time, and future careers through the lens of stewardship—asking not just *"How can I be successful?"* but *"How can I use what I have to serve God and my community?"* It reframes education as a tool for public good rather than just personal advancement.

Building and Strengthening Community

Our service projects bring students, teachers, and local communities together. Working side-by-side on a shared mission builds deep bonds, breaks down social barriers within the school, and establishes a positive, supportive relationship between the school and the surrounding neighborhood.

> **In short:** Service in a Christian school aims to transform the heart, not just fill a resume. It's about teaching students to love God by tangibly loving their neighbors.

All Veritas students are expected to participate in service opportunities in and out of our school, our churches and the greater community. Veritas will provide some focused opportunities during the school year, but encourages students to make service part of their Christian testimony. Students will complete a service portfolio for each semester and hand it in to the main office during the last week of semester 1 and semester 2.

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 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 during the school year will be obligated to pay tuition for the semester (s) (1/2 year) whether a full semester was attended or not. 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 remaining 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 must be paid before a student enters a new school year or final transcripts are released.

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. This written notification will be shared with the School Board Financial Team. That team will communicate with the family regarding next steps.

Attendance Policies & School Day Schedule

School Day

All students are expected to be in school from 8:00 a.m. through 2:45 p.m. Students may not leave before dismissal unless they are enrolled in a school sponsored internship, work-study, or service program. No student may leave the premises during the lunch period

Classification of Absences

New Jersey State law requires a 180-day calendar. Veritas Christian Academy holds a 180-day calendar for all students in grade 9-12. Students with unexcused absences for more than 19 total days are considered excessively absent and will be assessed an academic penalty of one letter grade and are in jeopardy of not receiving a passing grade for the year. Absence impacts academic performance.

Excused Absences

- Illness: While illness is a valid reason for an absence, **a written notice by the physician must be presented if the student is requesting an excused absence or is absent five or more consecutive days.**

- Dental / doctor appointments: Please schedule dental and doctor appointments either before or after school as much as possible. **A written notice by the physician must verify tardiness** resulting from necessary doctor or dental appointments. **Only absences verified by a doctor or dentist note/documentation will be excused.**

- Death in the family Three days of excused absence are allowed for a death in the family. Any days absent after that will be considered unexcused.

- College Visits: with a written notice from the institution affirming the visit. Students must obtain administrative pre-approval, or it will remain an unexcused absence.

Unexcused Absences

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

Excessive Absences

- Students who miss any individual **class more than 7 days in a term**, 10 days in a semester, or 19 days in the year will be assessed an academic penalty and may result in repeating said course.

- Students with unexcused absences totaling more than 7 days in a term, 10 days in a semester, or 19 days in the year will be assessed an academic penalty and may result in retention.

- Excused absences totaling more than 7 consecutive days in a term may result in a change in student academic status (e.g. change to Homebound status).

Tardiness

Students are expected to be present in the gym at 7:50 to pouch their cell phone, order lunch, and get in their seat/line. Homeroom begins at 8:00 sharp with attendance and announcements. A student who is not in the homeroom line or seat (not just in the building) by 8:00 am is tardy to school. A student will be considered excessively tardy if they are late (3) three times in a term. Excessive tardies will result in detention. Tardies do not carry over to the new term.

- 3 tardies = a 30-minute after-school detention
- 6 tardies = a 60-minute after-school detention
- 9 tardies = a 60-minute after school detention (+athletes will be benched)

Communication Regarding Absence or Tardiness

Each absence or tardiness must be communicated by phone call (973-579-6333) to the main office from the parent/guardian every time a student is late or absent. These tardies or absences are considered unexcused unless written notice from doctors/dentists or educational institutions are sent to the office within three days of absence or tardiness.

Student Health

If a student has a major health problem or allergies that require medication the parents must inform the office. Permission to give medication to a student (prescribed or over-the-counter) must be accompanied by the appropriate medical form and on file in the mail office.
No student will be given any medication by school personnel without a doctor's and parental consent. The doctor's consent and the medication should be brought to the office upon arrival at school.

Dress Code

The school dress code has been developed to promote cleanliness, neatness, and modesty and to encourage proper Christian thought and behavior in an educational atmosphere.

Unifying Principles

- The Veritas Administration reserves the right to make all final determinations regarding Dress Code compliance without appeal.
- All clothing must be neat and modest, without holes or tears in the fabric.
- Hair must be clean, neat, well-groomed and of a natural color.
- For the ladies: Skirts or shorts must be no shorter than 5 inches above the knee. Opaque hosiery may be worn at any time throughout the year.
- Ladies: Posts and earrings are allowed only on ears.
- All footwear must be neat and in good repair.
- Facial hair should be clean and neat.

Prohibitions

- Jeans, cargo-style pants, leggings, and pajama pants are not permitted.
- Hats of any kind during normal school hours.
- Veritas T-shirts are not permitted except for Casual Fridays.
  Non Veritas T-shirts, sports teams or team jerseys are not permitted.
- Accessories advocating or identifying with unchristian values, attitudes or behavior are not permitted.
- Men may not wear earrings.
- Oversized, baggy clothing is not permitted. Pants should sit at the waist.
- Clothing needs to fit properly and be modest in nature.
- Visible undergarments are not permitted.
- Unnatural hair colors are not permitted.
- Extremes in clothing, as determined by the administration, are to be avoided.

Uniform Purchasing

- Uniform tops and our gym uniform can be purchased through our Land's End School Store or our school store.

Special Situations

PE Class

- The VCA Gym uniform consisting of VCA logo t-shirt, black gym shorts, and sneakers are required for gym class. The t-shirt and shorts can be purchased through our School Store or our Land's End page
- Students will be given time to change into the school gym uniform and appropriate athletic shoes at the beginning of the gym period.
- Uniforms and personal items should be stored in **student lockers,** not left in the rest rooms or hallways.

GoLeader1

- Outdoor Leadership Course(Sophomores).
- Long pants & a long sleeved shirt
- Closed toe shoes (preferably work boots)

Casual Fridays

- Students are permitted to wear VCA logo t-shirts/athletic shirts with jeans or track pants. All other dress code policies must be observed.

Special Note: Dress code policies apply to all Veritas-sponsored activities, trips and events, both in and out of school.

Dress Code Violations

- 1st Violation - Verbal or written warning and documentation in FACTS
- 2nd Violation - 30 minute after school detention
- 3rd Violation - 1 hour after school detention
- 4th Violation - 1 hour after school detention (athletes benched from a game)
- 5th Violation - ½ day in school suspension

Dress Code Standards Chart

Item	Compliant	Non-Compliant
Shirts	~VCA-branded collared shirt purchased through VCA's School Uniform Store or Land's End page in school approved colors (green, black, gray, white). ~Modest, appropriate fit	~Any shirt without a collar and VCA logo
Pants & Shorts	~Modest, appropriate fit ~Colors: Khaki, black, gray ~Solid colors/ no patterns ~Shorts should be no shorter than Fingertip length (about 5" above the knee)	~Jeans of any color ~Sweat/ warm-up/ athletic material ~Leggings/pj pants ~Gym Shorts/ pants ~Pants with rips or tears ~Tight-fitting or excessively baggy pants/shorts ~shorter than 5" above the knee
Skirts & Skorts	~Modest, appropriate fit ~Colors: Khaki, gray, or plaid ~Leggings/opaque hosiery may be worn under dress code compliant skirts during winter months. ~Skirts should be no shorter than Fingertip length (about 5" above the knee)	~Jeans/denim of any color ~Sweat/ warm-up/ athletic fabric ~Skirts/skorts with rips or tears ~tight-fitting skirts/skorts ~Skirts shorter than 5" above the knee
Sweatshirt Warm-up Jacket Sweater	~VCA branded crew neck from School Uniform Store worn over a VCA collared shirt ~Any VCA branded Pullover from our Land's End page worn over a VCA collared shirt	~Any other Pullover (with or without VCA logo)

***Non VCA outerwear/ Coats/ Jackets may not be worn in class during school hours**.

Cell Phones/Other Electronic Devices

The challenge of learning and social interaction has never been more difficult with the advent of technology. For teens, statistics reveal that students are interacting less and performing at a lower overall GPA than previous generations. We believe that one of the ways to best facilitate better communication is to reduce the amount of time students are on both phones and computers.

Our school is a phone-free space that improves teaching and learning using a system called Yondr. We believe that phones have great utility. We have also found that learning and social behavior improve drastically when students are fully engaged with their teachers and classmates.

The Yondr Program utilizes a simple, secure pouch that stores a phone. Every student will secure their phone in a personally assigned Yondr pouch and place them in the assigned basket when they arrive at school.

If there is an emergency, and you would like to get in contact with your child, please **reach out to the office at 973.579.6333.**

In an effort to best serve your child, we appreciate your full support in adoption of the Yondr Program at our school. The Yondr pouch is property of Veritas Christian Academy. If a student damages their Pouch or is caught on their phone without permission, Administration will collect the phone/Pouch and call home:

1st Offense: One hour detention and parent is notified by the office.
2nd Offense: Parent/Guardian will be required to come to the school and pick up the student's phone. Students will serve a one day out of school suspension.

Note: Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school.

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 distinctiveness 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, 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.**

VCA 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. A Veritas student will not lie, cheat, steal or tolerate those who do (adapted from West Point Cadet Honor Code).

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 or the Honor Code. 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, including but not limited to apologizing, making restitution, and detention.

For more serious infractions (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.

If the behavior continues, a parent/faculty/principal conference is required. At this point, the student may be placed on probation.

Continued discipline infractions 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.)

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 or principal's discretion.

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. 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.

Disciplinary Committee

- The Disciplinary Committee will be composed of the Head Administrator, other members of the administration and faculty. The Head Administrator may assign additional members at his or her discretion.
- 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 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.

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, personal belongings, 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 or other personal belongings 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.

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 suspicions of the use of CDS will be investigated by the Administration. Parents will be notified of the suspicion and informed 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. If the test results are positive, VCA Administration will follow the disciplinary actions outlined in the VCA Behavior Consequence Matrix. (See Appendix)

AI/Plagiarism/Cheating/Academic Integrity Policy

Plagiarism is one of the most common areas of academic dishonesty. This includes inappropriate use of AI, cheating, fabrication, deception, and false collaboration. Plagiarism is the dishonest attribution of research and thought to oneself that really belongs to someone else. It strikes at the heart of the network of trust and truthfulness that constitutes the basic morality of the academic enterprise.Cheating occurs when one student copies the work of another student and claims it as their own.

The following principles can help ensure that students avoid committing plagiarism through AI or other:

- Plagiarism takes place when one uses AI to write an assigned essay or other writing assignment.
- Plagiarism takes place when one reproduces any five sequential words from a text, or takes ideas from a source without proper citation.
- Exact quotations should either be put in quotation marks or indented, and an in-text citation should be used to indicate the source.
- Put an in-text citation at the end of any idea or fact, which you found in a book or article, whether you change the words or not.
- When in doubt, document the source. Documenting sources helps your reader find more information, as well as helping you avoid plagiarism.
- Your instructor is your best resource if you have any questions regarding whether or not your information is documented accurately.[1]

Disciplinary Consequences For Plagiarism or Cheating

Typical disciplinary consequences for plagiarism or cheating 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 or copied, the student may be asked to complete an alternate assignment. An apology to the teacher is also required.

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.

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.

[1] Taken from Pillar College

NOTE: The first failure to report for detention on the assigned date will result in a rescheduled detention *plus an additional detention*. All subsequent failures to report for detention on the assigned date will result in automatic 1 day suspension.

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 Head Administrator (or in the case of an after-school activity, to the person in charge).

It is never correct for a student to refer to a teacher or staff member by their first 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 offense 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 or 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 as determined by the administration 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) will be taken to the office. 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 are required to attend all scheduled classes and study hall sections. Students may not cut classes, skip school, or seek early dismissal from any scheduled class or study hall.
- **Mobile Phone Usage:** Students may not use their mobile phones without administrative permission during the school day. Should a student need to contact a parent, they must report to the main 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.

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

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:

Name	Title	Telephone
Donna Bentson dbentson@veritasnj.org	Principal	973-579-6333
Jodi Hawkswell jhawkswell@veritasnj.org	Guidance	973-579-6333
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 a school official, 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.

Grievance Procedure: If You Have a Complaint or Problem

Since we are all human beings, there will be times when we make mistakes and disagree.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.

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.

VCA Electronic Information System/ Internet Acceptable Use Policy

VCA provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the School by facilitating resource sharing, innovation, and communication with the support and supervision of students, parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

These technology resources include use of the Internet.. This resource provides access to other educational institutions, libraries, agencies, organizations and individual persons. This access can greatly enhance the educational mission of the School and its students' educational experience. This access also has the potential to provide material that may not be considered of educational value or which may be considered harmful or offensive. The School will make every effort to protect students and staff from any misuses or abuses of this service; however, personal responsibility is essential in the use of this system, and all users must be watchful to avoid inappropriate and illegal interaction with the information service. All users and, where applicable, all parents of users must familiarize themselves with the School's policies and rules regarding the usage of this resource and agree to adhere to said policies and rules prior to being granted the privilege of using this resource. Violations of the School's policies and rules concerning this resource may result in revocation of the user's privilege and may subject the user to disciplinary action.

Internet access will be provided to the students and staff in accordance with the terms of this policy. Internet access from School computers is reserved solely for educational purposes, including intellectual growth and professional development. Use by outside groups, such as community members, is No Child Left Behind (“NCLB”) and parent involvement. The School reserves the right to monitor all Internet activity, including transmission and receipt of email.

Acceptable Use

The following are rules for the use of the School’s electronic information system. Use consistent with these rules is acceptable. Use which violates these or other school rules or policies is unacceptable use, which may result in loss of EIS privileges and/or disciplinary action.

A. Assigned computer/Internet accounts must only be used for educational research and personal growth.

B. Users are responsible for the proper use of their account and shall use only their own personal account number to access the electronic information service. Users shall not allow any other person to use their account, nor give their account number to any other person, on or offline.

C. Users shall not use the system to promote the use of drugs, alcohol or tobacco, nor deliberately promote unethical practices or practices which violate any law or school policy.

D. Copyrighted material may not be placed on the system without the express permission of the author, who must be credited for the material. Copyrighted material may be downloaded for users’ use only.

E. Users shall not read the other users’ mail or files; they shall not attempt to interfere with other users’ ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users’ mail or files.

F. Messages should be kept as brief as possible.

G. Use of any other organization’s networks or computing resources must also comply with the rules of that network.

H. Transmission of any material in violation of any federal or state laws is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

I. Use for commercial activities is not permitted.

J. Use for product advertisement or political lobbying is prohibited.

K. Messages of a private or personal nature involving students, staff or other individuals are not permitted.

L. Inappropriate use of electronic resources can also be a violation of local, state, and federal laws, and a user can be prosecuted for violating those laws.

Users granted access to the Internet through the School information system assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by School policy.

N. No user shall access, transmit or re-transmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like.

O. No user shall access, transmit or re-transmit any information containing pornographic or other sexually oriented material.

P. No user shall access, transmit or re-transmit material which advocates or promotes the superiority of one racial, ethnic or religious group over another.

Q. No user shall use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees owing to the owner of the software).

R. No user shall use encryption software from any access point within the School.

S. No user shall transmit credit card information or other personal information from an access point within the School.

T. No person shall transmit email through an anonymous emailer.

U. No user shall access the Internet from the School access point using a non-School Internet account.

V. No user shall commit or attempt to commit any wrongful act involving the use of the network which disrupts the operation of the network within the School or any network connected to the Internet, including the use or attempted use or possession of computer viruses.

W. No user shall use the electronic communication system for harassment. Harassment is defined as the persistent annoyance or disruption of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

Use is a Privilege

The use of the School's electronic information system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and further disciplinary action. The cancellation of this privilege may be appealed through the regular student appeal procedures for disciplinary actions less than a suspension and the staff appeal process for reprimands. Any staff member may recommend

that the Technology Coordinator deny, revoke or suspend a specific student account. Any supervisor may recommend that the Technology Coordinator deny, revoke or suspend a specific staff member's account. The Technology Coordinator shall, prior to denial, revocation or suspension of an account, inform the Principal of the Technology Coordinator's intended action in writing and may only take such action upon the Principal's approval.

Mandatory Internet Filters

The School, through the Technology Coordinator and Principal, will equip the electronic information system available to users with software that seeks to prevent minors from gaining access to materials that are "harmful to minors" or purchase Internet connectivity from an Internet service provider that provides filter services to limit access to material that is "harmful to minors."

The Technology Coordinator shall research available software and Internet services to determine the software and/or service that will best serve the School's and Users' needs, taking into consideration effectiveness in filtering such material and cost to the School. The Technology Coordinator shall summarize his/her research of the alternatives and make recommendations of which software and/or services should be purchased. The summary and recommendations should be submitted annually in writing to the Principal prior to July 1. The Principal shall submit said report to the Governing Board for its decision regarding purchase of said software or services prior to each new school year. The standards and rules set forth in the School's Electronic Information System policy shall be considered in selecting this software and/or service.

The term "harmful to minors" is defined as "That quality of description or representation, in whatever form, of nudity, sexual activity, sexual conduct, sexual excitement or sadomasochistic abuse when both: (a) to the average adult applying contemporary standards with respect to what is suitable to minors it both (i) appeals to the prurient interest when taken as a whole and (ii) portrays the description in a patently offensive way, and (b) taken as a whole, does not have serious literary, artistic, political or scientific value for minors."

The above described filters and filtering services cannot guarantee that a User will not encounter material that may be deemed offensive or harmful. A User, and where appropriate a User's parent/guardian, must be aware of this continuing possibility of encountering offensive or harmful material through the School's electronic information system. The continuing possibility of encountering offensive or harmful material via the electronic information system should be considered when applying for the privilege of using the electronic information system, when authorizing such use for one's child or ward, and when using the electronic information system.

No Warranties

The School makes no warranties of any kind, express or implied, relative to the service it is providing through its electronic information system. The School will not be responsible for any damage a user suffers. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis deliveries, or service interruptions, whether caused by the School's negligence or by the user's errors or omissions. Use of any information obtained via the electronic information system is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through the electronic information system. All users must consider the source of any information they obtain and consider the validity of that information. Not all information obtained via

the electronic information system is accurate or reliable, particularly where the advice of medical or legal or accounting or other professionals would be appropriate. Users are advised not to rely on advice found on the electronic information system. The School is not responsible for such advice.

Opinions, advice, services, and all other information expressed on the electronic information system are those of the on-line authors and not of the School.

The School does not guarantee or imply that access to the electronic information system will always be available when users want access or that the software provided by the School will always work as intended. The School is not responsible for failures in the operation or technical functioning of the electronic information system, computers or software used to access the system.

Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. Failure to do so may result in loss of your electronic information system privilege and/or disciplinary action. The rules of network etiquette and privacy include, but are not limited to, the following:

A. BE POLITE. Never send, or encourage others to send, abusive messages.

B. USE APPROPRIATE LANGUAGE. Remember that you are a representative of our School on a non-private system. You may be alone with your computer, but what you say and do can be viewed worldwide. NEVER SWEAR, USE VULGARITIES OR ANY OTHER INAPPROPRIATE LANGUAGE. Illegal activities of any kind are strictly prohibited.

C. PRIVACY. Do not reveal your home address or personal telephone number, or the addresses or telephone numbers of students or colleagues.

D. ELECTRONIC MAIL. Electronic mail (email) is not private. Messages relating to or in support of illegal activities must be reported to the Technology Coordinator and local legal authorities.

E. DISRUPTIONS. Do not use the network in any way that would disrupt the use of the network by others.

F. OTHER CONSIDERATIONS.

1. Check for spelling errors and make sure your message is easy to understand and read.
2. Use accurate and descriptive titles for your articles. Tell people what an article is about before they read it.
3. Send your messages to only the most appropriate audience, not to “everyone.”
4. Remember that humor and satire is very often misinterpreted and may not be funny to some people.
5. If you post to multiple groups, specify all groups in a single message.
6. Cite references for any facts you present.
7. Forgive the spelling and grammar errors of others.
8. Remember that all network users are human beings. Do not attack.
9. Post only to groups you know.

Web publishing policies.

A. General statement of policy. It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the Web for students whose parents have returned the form asking that such information not be released.

B. Rules for Web publishing.

1. Only a student's first name shall be used in any student published work.
2. Pictures that are a part of student publishing shall not include identifying information.
3. Under no circumstances may students' home address or phone number be included in any publication.
4. If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
5. No student's name or picture will be published unless a parent/guardian has signed a release allowing publication. A separate release must be obtained for each publication.

C. Open Forum. The School's Website is an open forum, with read-only privileges. Confidential information shall be kept private.

Any Website created by the School shall be an open forum for school use only to transmit information to the public. All Web pages created by staff, students and student organizations with the school's permission on the School's computer system will be subject to treatment as School sponsored publications. Accordingly, the School reserves the right to exercise editorial control over such publications. In addition to editorial control, staff and student work published on the Web must meet standards of spelling, grammar, adequate research and other qualitative measures. No student or staff member may publish or create a school website or social media page without the permission of Veritas Christian Academy.

D. Links to third party sites.

1. Any links to the School's Website must be approved in writing by the Technology Coordinator and Principal.

2. Links to areas allow you to leave the School site. The link to sites are not under the control of the School, and the School is not responsible for the contents of any link sites or any link contained in a link site, or any changes or updates to said sites. The School is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the site by the School.

Appendices

Disciplinary Action Matrix

Category One Offenses	**Typical Consequences**
Excessive Disruptive Noise (talking, tapping, etc) Minor classroom disobedience (not obeying teacher correction) Subtle disrespect for authority (rolling eyes, commenting after correction) Cheating or Plagiarism including use of AI Excessive immaturity/rough housing Non-profane name-calling, mocking other students Light physical contact (shoving, pushing, etc.) Taking, moving, tampering with or damaging other student's property Defacing school property (writing on desks, intentionally clogging toilets, damaging walls etc) Dress code violation	30 minute detention
Cell Phone, AirPods, or Smartwatch usage during school hours without administrative authorization	1st. Offense- 30 minute detention 2nd Offense-60 minute detention 3rd Offense - One day out of school suspension.
Excessive Tardiness (3 or more per Term)	30 minute detention (per 3 tardies)
Improper driving on school premises Minor Motor Vehicle Accident on school property	1st Offense- 30 minute detention 2nd Offense - Loss of driving privilege for 1 month 3rd offense-Loss of driving privilege for a time determined by the Disciplinary Committee
Category Two Offenses	**Typical Consequences**
Overt disrespect for authority Insubordination Disrespecting another student (taunting others) Profanity or racist comments Inappropriate behavior with the opposite sex Dishonesty/ Cheating/ Forgery/ Plagiarism Cutting classes Destruction of property including breaking tables, chairs, white boards, walls, defacing ceiling tiles Unauthorized access to private offices, school owned storage units(cabinets, desk, etc.), or personal property of others. Inappropriate social media posts involving the Veritas name. Student created social media accounts using the school name Repeat category one offenders	60 minute detention Restitution where possible One day suspension and/or school restrictions Extracurricular restrictions
Major Motor Vehicle Accident in the parking lot	Loss of driving privilege for a time determined by the Disciplinary Committee
Category Three Offenses	**Typical Consequences**
Dishonesty with malice Heavy physical contact (choking, hitting, kicking, etc…) Continuing harassment/excessive bullying Vandalism (implies malice)	1-3 day Suspension School Restrictions Extended extracurricular restrictions

Harassment with malice, harassment on social media Repetitive use of something to inflict harm on another student Possession of Pocket knives Theft Lewd or vulgar behavior Being off-campus without permission during school hours Repeat Category 2 offenders	
Category Four Offenses	**Typical Consequences**
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	Suspension (out of school) Extended School Restrictions Extended extra-curricular restrictions Dismissal Proceedings