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PURPOSE & MISSION OF VCA

The purpose of Veritas Christian Academy is to educate and train the whole student: spiritually, intellectually, physically, and socially. VCA desires to send out young people into the world who will be a light in this dark world.

Our mission is to assist parents in educating and equipping their students to develop a heart for God, to cultivate a sound biblical worldview, and to prepare students to positively impact this world for Jesus Christ.

VERITAS CHRISTIAN ACADEMY STUDENT GOALS

1. **Spiritual Strength: Serving Christ with Our Lives**
   - Knowledge of the Word of God enabled by the Holy Spirit
   - Ability to internalize the Word of God for spiritual growth and Christ-like character
   - Practice of the normal Christian life and the application of a conservative, Christian worldview
2. **Academic Agenda: Serving Christ with Our Mind**
   - Thorough knowledge of each academic subject
   - Ability to analyze, synthesize, and summarize academic data and adequately prepare to continue one's education at the collegiate level
   - A rigorous, sharp mind that practices the habit of learning throughout one's lifetime—a true critical thinker
3. **Social Skills: Serving Christ with Others**
   - Knowing the differences that make each of us unique and a worldwide view that binds us together in true unity through Christian love one for another
   - Ability to rightly relate with family, fellow students, the local church, and the community at large
   - Practicing kindness, gentleness, and sacrificial love throughout the different spheres of a student's life
4. **Physical Pursuits: Serving Christ with Our Bodies**
   - Knowing and understanding healthy and unhealthy habits
   - Ability to see the profit in physical exercise and to develop good exercise habits
5. **Artistic Abilities: Serving Christ with Our Gifts**
   - Students are encouraged to cultivate the gifts that they have been given in the arts

ACADEMIC PHILOSOPHY

It is our goal to help every student enrolled at Veritas Christian Academy reach and maximize academic achievement. VCA strives to be an extension of the family in educating children in an atmosphere of high academics, strong moral standards, and full surrender to the Lord's leading. Attendance at VCA is a privilege not a right. This privilege may be forfeited by any student or parent who does not exhibit full cooperation in their actions or attitudes.

Veritas Christian Academy is not a reform or remedial school. We require each student to display a good attitude and willingness to work. We also require full support from parents. Students who have had academic or disciplinary problems in the past may be accepted on a probationary period.

We teach a reading program based on phonics. The curriculum also includes core classes such as mathematics, social studies, English, science, and Bible. In addition to the core subjects, students may engage in physical education, art, music, and drama.

Spiritual, ethical and moral standards are intertwined in all we teach. We stress patriotism, respect for others, and apply fair, firm and consistent guidance to each student.

STATEMENT OF FAITH

The following comprise the Scriptural beliefs of this church and its members.

1. The Holy Scriptures. We believe the Holy Scriptures of the Old and New Testament to be the verbal and inspired Word of God. The Scriptures are inerrant, infallible and God-breathed and, therefore, are the final authority for faith and practice. (2 Tim. 3:16-17; 2 Pet. 1:20-21; Psalm 12:6-7)

2. The Godhead. We believe in one triune God, eternally existing in three persons—Father, Son, and Holy Spirit—each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deut. 6:4; Matt. 28:19; John 14:10, 26; 2 Cor. 13:14)

3. The Person and Work of Christ. We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men. (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5) We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead. (Acts 2:1836; Rom. 3:24-25; Eph. 1:7; 1 Pet. 2:24; 1 Peter 1:3-5)

4. The Eternal State. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Matt. 25:46; John 5:28, 29; 11:2526; Rev. 20:5-6, 12-13) We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord. (Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; 1 Thess. 4:16-17; Rev. 20:4-6) We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and body are reunited, they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment and torment. (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Jude 6-7; Rev. 20:11-15)

5. Creation. We believe that God created the universe in six literal, 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin. (Gen. 1-2; Ex. 20:11)

6. Civil Government. We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14)

7. The Eternal Security and Assurance of Believers. We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (John 6:37-40; 10:27-30; Rom. 8:1; 38-39; 1 Cor. 1:4-

8; 1 Pet. 1:4-5) We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion to the flesh. (Rom. 13:13-14; Gal. 5:13; Titus 2:11-15)

8. The Church. We believe that the local church, which is the body and the espoused bride of Christ, is solely made up of born-again persons. (1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27) We believe in the autonomy of the local church free of any external authority or control. (Acts 13:1-4; 15:19-31; 20:28; Rom. 16:1, 4; 1 Cor. 3:9, 16; 5:4-7, 13; 1 Pet. 5:1-4) We recognize water baptism and the Lord's Supper as the Scriptural ordinances of obedience for the church. (Matt. 28:19-20; Acts 2:41-42; 8:36-38; 1 Cor. 11:23-26)

9. Separation. We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord. God commands His people to separate from all religious apostasy, all worldly and sinful pleasures, practices, and associations, and to refrain from all immodest and immoderate appearances and future bodily markings. (Lev. 19:28; Rom. 12:1-2; 14:13; 1 Cor. 6:19-20; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11)

10. Human Sexuality We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.

11. Abortion We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well being of the mother are acceptable.

If parents disagree or oppose any of the above beliefs, it would be advisable for them to choose another school.

SCHOOL HOURS

The school office is open Monday – Thursday, on all school days, from 7:45 - 3:30; Friday 7:45-1:00. We will be closed on all holidays the school observes.

K-12th Grades:	8:00 a.m. - 3:00 p.m.	Monday-Thursday
	8:00 a.m. - 12:00 p.m.	Friday

NON-DISCRIMINATION POLICY

Veritas Christian Academy admits students of any race, color, national or ethnic origin, to all rights, privileges, programs, and activities available to students at the school. It does not discriminate on the basis of gender, race, creed, color, national or ethnic origin in administration of its education policies, scholarship, athletic, or other school-administered programs.

STATEMENT OF CHRISTIAN LIFESTYLE

Veritas reserves the right to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle.

ADMISSIONS

GENERAL ADMISSION POLICY

Veritas Christian Academy is not a corrective institution; consequently, children should not be enrolled with the idea that we will reform them. We are here to work with the home, but not to take the place of parents who have had trouble in fulfilling their roles.

PROCEDURES FOR NEW STUDENTS

The following steps must be completed to enroll a student at VCA:

- Complete a VCA Pre-Enrollment form
- Parent and student (6^{th}-12^{th}) have an interview with the VCA Administrator. In the meeting, you will receive a complete registration packet.
- Parent must complete and return completed VCA application
- The VCA Administration will review the completed application and make a determination on acceptance.
- Before acceptance, the parent must bring all necessary paperwork including a copy of the student's most recent report card (elementary) or transcripts (secondary), immunization records and a copy of their birth certificate at time of enrollment. *(This paperwork can often be secured through our front office by sending a transcript request form to the previous school the student attended.)*
  NOTE: A copy of the AZ Guide to Immunizations Required for Entry is at the end of the handbook.
- Parent must unenroll child from previous school
- Parent(s) must purchase school uniforms for their VCA student(s). The VCA crest shirt, VCA zip-up hoodie, and Veritas T-shirt must be purchased at ZTrendz, 773 S. Orange Ave. Yuma (928)783-3370
- Parent(s) are required to attend Parent Orientation / Open House held prior to school beginning.
- The VCA office must have received all enrollment paperwork for student to attend class.
- Each VCA student is required to apply to Empowerment Scholarship Account (ESA) and **submit proof of ESA contract before student is permitted to attend class**.

RE-ENROLLMENT

The following steps must be completed to re-enroll your child:

- All parents and students (7th-12th) must read the VCA Student Handbook. Both students and parents will sign a statement acknowledging that they had read and will abide by rules listed in the handbook.
- Parent must complete re-enrollment on the www.myschoolworx.com portal and pay a $50 per student re-enrollment fee.
- Parent must submit all necessary paperwork including updated immunizations that are required by Arizona State Law for all students re-enrolling and going into 6^{th} grade.
- Parents and students agree to attend Parent Orientation / Open House, and any additional events hosted by the school.

- *Students may be accepted on a probationary basis if previous records or attitudes suggest doubt regarding their ability to work within the framework of Veritas Christian Academy.*

DISMISSALS

A student may be expelled from school anytime he/she is in violation of the rules and policies of the school. (Rules and policies are listed on pages 20-23 of the handbook)

WITHDRAWALS

When a parent is considering withdrawing a student from the school a School Withdrawal Form needs to be signed and dated by the parent. Student records will not be released until all bills are paid. Parents must communicate with the front office their intent and date of withdrawal. The school office will make the proper arrangements for the child's withdrawal after all accounts are properly settled. School records will be sent to the new school when a request is received from the school and when all financial obligations to VCA have been met. Veritas Christian Academy assumes no responsibility toward providing test booklets, curriculum guides, or answer sheets to parents who withdraw their child early. Because of the time and expense involved in early withdrawals, within the first month of being a student at VCA, it is necessary to require a charge of $25. Payment is due for the entire month that the student is withdrawn.

FINANCIAL POLICIES

All tuition and fees collected by Veritas Christian Academy are used for the operating of the school. Funds are used for the staff's salary, purchasing of curriculum, school equipment, school expansion, maintenance, and utilities.

TUITION CHARGES (2024-2025)

Annual Tuition

Kindergarten	$5,000 / Annual
1st – 8th grade	$6,650 / Annual
9th - 12th Grade	$7,150 / Annual

TUITION PROGRAMS AND POLICIES

- All VCA students have their tuition paid through the Arizona Empowerment Scholarship Program (ESA)
- All parents of returning VCA students that were enrolled in the ESA program the previous school year, will be sent a renewal contract by ESA. Veritas Christian Academy requires the parents of returning students to forward this renewal contract to our financial secretary for the student to be permitted to attend class. All parents of new ESA students must have applied for ESA and have sent their contracts to the financial secretary before the student is permitted to attend class.

- All ESA students are required to make quarterly tuition payments. Veritas Christian Academy will issue a quarterly invoice once we are notified that deposits in Class Wallet accounts have been made. We request the quarterly tuition payments be made in a prompt manner.
- You will receive your invoice as an attachment through MySchoolWorx. You must log into MySchoolWorx to see the invoice. The invoice issued at the beginning of the year will be the same invoice used each time you make a quarterly payment.
- You will have 10 days to make payment. Failure to submit prompt payment in the 10 day time frame will result in your student being withdrawn from class until payment is made and a receipt of payment is sent to the financial secretary

Quarterly invoices become due on the following days:		**Considered late on the following days**	
1st Quarter –	August 1, 2025	1st Quarter -	August 11, 2025
2nd Quarter –	November 1, 2025	2nd Quarter -	November 11, 2025
3rd Quarter –	February 1, 2026	3rd Quarter -	February 11, 2026
4th Quarter –	May 1, 2026	4th Quarter -	May 11, 2026

- If you need help making ESA payment, please contact our financial secretary schedule an appointment.

ACADEMIC POLICIES

CURRICULUM

Veritas Christian Academy uses the Abeka curriculum as the primary source for learning. We follow the Abeka curriculum standards. Students who transfer into VCA will have their transcripts assessed by the VCA administration and equivalency will be granted for those courses that align with Abeka courses. To find out more detailed information about Abeka and the curriculum being used, please visit www.abeka.com.

HIGH SCHOOL CREDITS

To graduate, students must complete a total of 24 credits. In May of each school year, VCA will hold our annual graduation ceremony for all seniors who have successfully completed Veritas Christian Academy's academic requirements.

4 Credits…… Bible (includes ½ credit in Life Management)

4 Credits…… English

4 Credits…… Math- Algebra 1 (1 credit); Algebra 2 (1 credit); Plane Geometry (1 credit); and Math Elective (1 credit)

3 Credits…… **Science** (2 credits with lab components)

1 Credit…… **Spanish** (can be taken Gr. 10–12)

3 ½ Credits…… History-World History 10 (1 credit); U.S. History 11 (1 credit); American Government (½ credit); Economics (½ credit); and History Elective (½ credit)

1 Credit…… Physical Education

1 Credit…… Practical/Performing Arts

2 ½ Credits…… Electives

24 Total Credits Required (4-credit minimum during the 12th grade year)

BIBLE

Veritas Christian Academy considers the study of God's Word to be very important. It is with a biblical perspective the students are taught English, history, science, mathematics, and geography. The Bible is the basis for all we do here at VCA. Each grade will have a course in Bible where a grade will be given based upon test and Bible memorization.

REPORT CARDS AND PROGRESS REPORTS

Report Cards for grades K-12th will be issued every nine weeks. Parents can monitor their child's grades and progress on www.myschoolworx.com.

The chart shown below indicates the percentile equivalents of the letter grades.

K5-Grade 5		**Grades 6-12**	
Grade	Percent	Grade	Percent
A+	99-100	A+	98-100
A	96-98	A	93-97
A-	94-95	A-	90-92
B+	91-93	B+	87-89
B	88-90	B	83-86
B-	85-87	B-	80-82
C+	82-84	C+	77-79
C	79-81	C	73-76
C-	77-78	C-	70-72
D+	74-76	D+	67-69
D	70-73	D	60-66
F	0-69	F	0-59

HONOR ROLL

6th -12th grade Honor Roll certificates will be awarded annually.

1. Principal's Honor Roll - GPA 4.0 all A's no B's

2. "A" Honor Roll - Accumulated GPA of 3.5-3.9 No C's

3. "AB" Honor Roll - Minimum GPA 3.0-3.49 no D's

JR HIGH / HIGH SCHOOL GRADING SCALE

Grade	Score	Unweighted GPA	Weighted GPA (Honor's Classes)
A+	98-110	4.0	4.5
A	93-97	4.0	4.5
A-	90-92	3.9	4.4
B+	87-89	3.1	3.6
B	83-86	3.0	3.5
B-	80-82	2.9	3.4
C+	77-79	2.1	2.6
C	73-76	2.0	2.5
C-	70-72	1.9	2.4
D+	67-69	1.1	1.6
D	60-66	1.0	1.5
F	0-59	0.0	0.0

1st- 5th Grade Honor Roll certificates will be awarded each semester

Principal's Honor Roll – Must have all A's no B's

"A" Honor Roll – Accumulated semester average in all their classes of in 94% No C's

"AB" Honor Roll – Accumulated semester average in all their classes of 85% No D's

HOMEWORK

To establish proper study habits, homework may be assigned nightly in kindergarten through 12th grades. Homework is designed to help a child become proficient in the work being covered during class time. Parents are asked to work consistently with the child so that this goal may be accomplished.

In 4th – 12th grades homework must be completed and turned in for a grade. Please provide a time and place conducive to good study habits. Although parents should not do their child's work, they should provide encouragement and supervision so that the assignments are completed.

Some students who learn quickly and apply themselves during the school day may have comparatively little homework, whereas other students may find it necessary to spend more time doing homework to keep up to grade level. Students who have been absent may be given extra work to help them catch up on assignments they have missed.

HOMEWORK MAKE-UP POLICY

When returning to school after an excused absence, the student will have two school days (for each day missed) in which to complete assignments that were missed.

HOMEWORK TIME APPROXIMATIONS

VCA staff understands varied family dynamics and time allotments exist in our community. Therefore, we attempt to provide homework meeting the following time approximations:

Kindergarten:	10 - 15 min.
1st grade:	30 min.
2nd grade:	40 min.
3rd grade:	45 min.
4th grade:	50 min.
5th grade:	55 min.
6th-12th grade:	1 hr +

Note: If your child is taking considerably more or less time than the approximate times stated above, please contact your child's teacher.

PROJECTS & PROGRAMS

At times, teachers plan projects for students to work on and/or complete at home. Teachers are committed to offering parents a thorough explanation of these projects and will provide instructions for students and parents to better understand the project, its focus, and how it is to be graded.

RECOVERY OF GRADES FOR ABSENCES:

a. Excused absence – 100% Recovery

b. Unexcused absence – 70% Recovery

c. Suspension – 70% Recovery

d. Truancy – 0% Recovery

INCOMPLETE GRADE

An Incomplete may be made up by completing work. All work to make up an incomplete must be submitted within two weeks from the conclusion of the grading period. If nothing is submitted, within two weeks, the grade will become a "0." Extra work from seniors in their second semester must be submitted prior to senior final exams.

PROMOTION

Promotion from one grade to another is not automatic. Students must master one level before being promoted to the next level.

K-8th grade students who fail to have an accumulative passing grade of at least a "D" for the year will be retained in their grade level. Those who fail either one of their core subjects of English or math are required to make it up in summer school before they will be considered for promotion to the next grade. 9-12th graders are required to pass each subject with a 60%; if not, they will not receive credit for that course.

Parent Conferences

VCA has scheduled two parent-teacher conferences throughout the year. If you would like an additional conference, please reach out to the teacher to schedule a convenient time to meet.

Complaint Policy

The administration and staff of Veritas Christian Academy are always happy to receive constructive suggestions concerning ways in which the school might improve. All problems, criticisms, or suggestions must first be conveyed to the teacher. If satisfaction is not achieved, then the problem should be presented to school administration. Complaints and problems should not extend to the teacher's home with phone calls. Appointments to speak to an administrator may be made through the school office.

Physical Education

Every student in 7th - 9th grades will be required to participate in P.E., unless a note is provided from a physician or parent stating that a student is not able to participate. One (1) credit of P.E. is required to graduate from VCA. A doctor's excuse is required if a student needs to be excused from P.E. for more than two days. Additional work will be given.

ATTENDANCE POLICIES

To gain the greatest benefit from the spiritual, physical, and educational opportunities at VCA, students must attend class every day. Guidelines which reflect fair consideration of absences/tardies have been established. Although some absences/tardies are unavoidable, a student with partial attendance will not receive the same value as one who is in perfect attendance since the student did not receive the full measure of class instruction. Attendance and punctuality are responsibilities that each parent and student must take seriously. Prompt and regular attendance is an excellent habit to establish now and is essential for successful class work. As required by law, attendance records are kept for each student.

When a student is absent, all parents will be notified through MySchoolWorx. All absences will be recorded as unexcused until communication is given to the school office regarding date and reason for the absence. Responsibility for getting all assignments and making up daily work rests solely with the parent and student.

TARDY

Each student will be considered Tardy if they are not in their seats, prepared for the day, by 8:00 a.m. Students arriving between 8:30 -11:30 a.m. with no prior notice having been given to the school, will no longer be considered Tardy, but will be counted as half-day unexcused absence. Students arriving after 11:30 a.m. with no prior notice having been given to the school, will be considered an unexcused, full-day absence.

Tardy Check-In

Students who are late for school must follow the following procedure:

a. K-2nd students arriving after 8:00 am should be taken by the parent to the office to check in before going to class and will be counted tardy.

b. 3rd – 12th grade students arriving after 8:00 am will need to go directly to the office to receive a tardy slip. They must then go directly to class and give tardy slip to their teacher.

c. On the 4th tardy the student (K5-12th grade) will be assessed a $10 tardy fee.

d. All tardy payments become due the 30th of each month. Payment is considered past due the 5th of the following month. If the financial office has not received payment by the 5th the student will be considered financially withdrawn and unable to attend class until payment is made.

EARLY CHECK- OUT

A parent picking up their student early from school must first call or text the school office notifying the secretary of their intentions before the student will be released from class.

All students are required to have their parents or approved adults from the pickup list sign them out at the secretary's desk before leaving campus. Failure to do so will result in the student being recorded as absent that day.

If a student (6th – 12th grade) leaves campus without being signed out and/or fails to sign back in upon their return to campus, they will receive 10 demerits.

ABSENCE

For full-day credit students must be present for a minimum of 5 hours. To qualify as present for half a day, the student must be present for a minimum of 3.5 hours. Any student not present for at least 3.5 hours will be considered absent for a full day.

Extended absences for emergencies will be considered separately by the administration. Non-emergency related absences need to be submitted to the administration at least one week in advance for consideration.

Students who are returning to school after being absent are required to take a note to the school office listing the dates and specific reason for the absence. The note must be signed and dated by a parent or guardian. Alternatively, a parent can send a text or email to secretary@VCAyuma.org with the date(s) and reason for absence. If the school office has not received a written explanation from the parent by the fourth day of the student's return from absence he will not be able to attend class until written communication is received.

Excused Absences

Regular attendance is essential to successful classwork. A student will only receive an excused absence due to sickness, a death in the family, family emergencies, approved family vacations, or for a scheduled medical appointment. All other reasons will be considered unexcused. If a student is absent for reasons other than stated above, the student may have their absences excused by using their personal day. Each student is allowed one personal day per semester.

Excused absences, according to the Arizona Education Code, will be excused for one of the following reasons:

- For illness or injury an admittance slip from the attending physician is required when a child has had a contagious disease and has seen a doctor

- Doctor/dentist appointment (must have a written note)
- Death of an immediate family member (three-day bereavement)

Excessive Absences

According to Arizona State law a student absent from school for more than 18 days during the school year (9 days per semester) may lose all grades earned and be retained the following year. This includes both excused and unexcused absences.

When a student reaches 9 absences during the first semester, a letter will be sent to parents to inform them of their student's absences and consequences if absences continue to accumulate. At any time during the year if a student accumulates 15 absences they will be placed on administrative review and a letter will be sent to the parent requesting a meeting with the principal to discuss the ramifications if a student exceeds 18 annual absences.

Beginning on the student's 19th absence, and any absence thereafter, the student will receive 0's on all assignments, homework, tests, quizzes, projects that were due, administered, or were failed to be submitted the day of their absence. There will be no opportunity to make-up quizzes, tests, homework, or assignments that were due or missed the day of the absence.

The school office staff will contact parents/guardians of any student missing from the classroom through MySchoolWorx unless advance notice has been given to the school.

CAMPUS POLICIES

ARRIVAL

School begins promptly at 8:00 a.m. when the starting bell rings. Students are supervised in their classrooms no earlier than 7:45 a.m. Parents arriving prior to 7:45 a.m. must remain with their children until the school building officially opens. No children K-5t/h grade can be on the playground before school starts unless accompanied by a parent. Veritas Christian Academy does not provide before or after school care.

When dropping off or picking up students, please pull into a parking slot in front of the sidewalk, or use the drop off lane and put your car in park. Under no circumstances should anyone stop in the driving lane to let anyone in or out of their car. In the event there are no parking spaces available next to the sidewalk, parents may park in other parking spaces but must accompany their children K-5th grade to the sidewalk.

DISMISSAL

K-12th grades will be dismissed at 3:00 p.m. Monday-Thursday and 12:30 p.m. on Friday.
Pick-up time is between 3:00-3:15 p.m. Monday-Thursday and 12:30-12:45 p.m. on Friday. Parents will be given instructions by their child's teacher for after-school pick up procedures.

Students who are not picked up by 3:15 p.m. Monday – Thursday and 12:45 p.m. (on Fridays) will be charged a fine of $10 every 15 minutes thereafter.

Early Dismissal

If it is necessary for a child to leave school early, his or her parent should either send a note with the student that morning or contact the school office by phone, text, or email explaining the reason for the early dismissal. When the parent arrives to pick up the child, the parent or the parent-authorized person must come into the school office and sign the **IN/OUT LOG**.

Leaving the School Campus

VCA is a closed-campus school. Once students arrive in the morning they are not permitted to leave until dismissed from school in the afternoon. If a student has a special need to leave school, such as a doctor or dental appointment, a parent must come in and sign the student out. Secondary students who need to leave during the day for appointments must have a written request from their parents and must also sign out at the secretary's desk. Seniors are permitted to leave campus for lunch provided they receive permission from their 4th period teacher and sign out from the secretary's desk. Students must return promptly and sign back in at the secretary's desk before their 5th period class begins.

CLOSED CAMPUS

VCA is a closed campus. Students are to remain on school grounds all day. All visitors to our campus will need to obtain a Visitor's Pass from the school office. Non-VCA students are not allowed on campus during regular school hours.

Should a parent need to drop off any item for a student during school hours, they are to leave the item with the office staff who will then deliver it to the student.

No personal invitations, literature, or items for sale can be distributed.

STUDENT DRIVERS

Driving to school is a privilege that comes with elevated responsibility. All secondary students who drive to school must adhere to the following rules, or their driving privileges will be revoked:

- Students must provide the school with proof of insurance prior to driving to school.
- Students must park in the designated parking area.
- Students and passengers must all wear seat belts.
- Pedestrians always have the right of way.
- Drivers transporting students must have a note from both their parents and the other student's parents and given to the teacher or office.
- Students may not return to their vehicle after arriving on campus without the teacher's permission.
- Students may not exceed the five mile-an-hour speed limit on campus.
- Students may not sit in their vehicle before or after school.
- Students may not blare music in cars when arriving at school or leaving school.
- Traffic violations may result in privileges being revoked.
- No reckless driving, spinning tires in parking lot, or fast take offs.

Work Permits

Work permits are available to seniors that maintain a 2.0 GPA with no F's and no more than one D. The student must also maintain regular school attendance. The work permit will allow a senior to leave school for work up to 1 hour before school dismisses for the day.

No high school student should plan to work more than twenty hours per week outside the home. A student working more hours than this would find it very difficult to accomplish schoolwork and get adequate rest.

Bicycles, Skateboards And Scooters

Students may ride bicycles and scooters to school. During school hours, they must be parked and left in the designated area for the entire day. Skateboards, roller blades, bicycles and scooters are not to be ridden on the school grounds during school hours.

School And Church Property

Any student who abuses or damages school property will be required to pay for the damage. In addition, the enrollment of any such student will be brought into question. Lockers should be kept neat and clean. There will be periodic locker checks. Lockers are the property of VCA and we reserve the right to search them at any time. Searches may also include vehicles, backpacks, and purses. Additional searches will be left at the sole discretion of the administration

Lost and Found

Lost and found items which have not been reclaimed after two weeks become the property of the school and may be disposed of or given to a charitable organization. Lost and found items may only be claimed before school, after school and during lunch. Please mark your child's belongings to enable quick identification.

Multi-Media / Social Media

Students are encouraged to honor the Lord in all their media and social media choices. The internet (including social media), although a valuable and educational tool, can pose a threat to our children both morally and physically. VCA students are not permitted to surf or participate in websites that contain profanity, partial nudity, vulgar, or other offensive material. Students may not give out information about VCA on the internet. The school may monitor the web including social media and discipline students who fail to comply with these guidelines.

Cell phones may not be used during school. Students are required to turn in their cell phones before class at the beginning of each school day. They will receive their cell phones back at the end of the school day once school is dismissed.

LUNCHES

Each student needs to bring lunch to school. It is the parent's responsibility to provide necessary utensils a child would need in eating their lunch. Microwaves are available to all students to warm their food. Parents are welcomed and encouraged to eat with their child.

Parents of Kindergarteners through 6th grade may want to send a light snack for their child for the mid-morning recess.

CLASSROOM DISCIPLINE POLICIES

Each student should remember their behavior reflects not only on themselves, their home, their church, their school, but also their Savior. Disrespect for the school and its staff, worldly habits, a sullen and negative attitude, or any other evidence of a lack of cooperation may result in dismissal. One of the goals of a Christian school is to develop a self-disciplined young person who is submissive to the Word of God. Our school hopes to work with the home in forming good habits in each student.

CLASSROOM CONDUCT

1. A student may leave their seat only with the teacher's permission. A student should raise his/her hand and wait until being recognized by the teacher before speaking.
2. Students should always walk when inside any school or church buildings and volume should be kept to a minimum.
3. We appreciate the diversity of cultures in our student body. However, it is the policy of VCA that only English be spoken and written during school hours.
4. Materials unrelated to school should not be brought to school. This would include things such as toys, magazines, electronics, cameras, radios, and video games. Phones may be brought to school but must be given to the classroom teacher until school is over.
5. Members of the opposite gender may not be alone or touch in any manner while on school or church property.
6. Students should keep their hands off others, which include pushing, hitting, holding, wrestling, and horseplay.
7. Students are to refrain from singing, playing, or possessing the following: jazz, rock, country western, rap and other similar kinds of worldly music at school and on school field trips.
8. Students are to speak to peers and adults with a respectful tone and attitude. Good manners are always expected.

DISCIPLINE

We believe in a balanced approach to discipline by rewarding good behavior and disciplining bad behavior. Discipline at VCA is never carried out with the goal of hurting or demoralizing, but rather to protect the student from pursuing a lifestyle of bad choices. Our goal in discipline is to match the consequence to the offense. There is one procedure of discipline for K5 -3rd grade and a different procedure of discipline for 4th-12th grade.

Elementary Discipline Procedures (K-3rd Grade)

Our elementary teachers use a colored card system to administer discipline in the classroom. Each student begins each day with their behavior card on green.

1. Card is changed to white –The teacher will communicate to the child which rule he/she broke, and a consequence will be given.
2. Card is changed to yellow - The student may be "sidelined" (Sidelined is when a student is separated from the rest of class and set in a chair on the sideline in the classroom) and/or experience a loss of privilege on break. The student may reintegrate with the class once the teacher notices the student has corrected their behavior.
3. Card is changed to orange – the student may be sidelined and/or a loss of privilege. e.g., 10 minutes of break, writing sentences, head down, no talking, etc.
4. Card is changed to red - The student will miss 15 minutes of break and will not be able to interact with the rest of their classmates. If poor behavior persists a phone call will be made to the parents and the student will be sent home for the remainder of the day.
    a. (1st red card offense) during a semester – The teacher will notify the parents of their child's behavior by a phone call or disciplinary note.
    b. (2nd red card offense) during a semester – A meeting will be scheduled by the teacher to meet with parents.
    c. (3rd red card offense) during a semester – Principal and teacher will schedule a meeting with parents to discuss whether he/she may continue as a student at VCA.
    d. (4th red card offense) During a semester the student will be dismissed from school.
    e. There are certain behaviors that merit automatic out-of-school suspension (Please see below)

Out-of-School Suspension or Expulsion

If a student commits any of the following infractions, he or she will be subject to immediate out-of-school suspension or expulsion from VCA depending on severity at the discretion of the administration:

- Abuse of school property
- Defiant disobedience or disrespect
- Drug use, possession, distribution, or paraphernalia
- Involvement in crimes other than traffic tickets
- Obscene gestures or comments
- Pornography
- Possession or distribution of explosives, firearms, knives, or other fighting implements
- Possession or use of tobacco
- Profanity
- Racial comments
- Theft
- Striking a teacher
- Blasphemy
- Bullying
- Fighting

Please note: If a student is given an out-of-school suspension for any of the above reasons, he or she will be removed from the classroom setting immediately. Parents will be notified, and student sent home for the remainder of the day. The student will then serve out-of-school suspension the following day.

If a student is given an out-of-school suspension for the above reasons, any academic work (quizzes, tests, exams) that is missed on the day(s) of out-of-school suspension will be recorded as a 0%.

4th-12th GRADE DISCIPLINE POLICY

To promote a healthy learning environment and reinforce Biblical values, Veritas Christian Academy employs the demerit system for our 4th - 12th grade students.

Veritas Christian Academy believes remedial discipline is most effective when teachers, students, and parents know:

- What behavior is expected
- What is considered an infraction to the rules
- What actions will be taken when an infraction is made

VCA discipline procedure addresses infractions pertaining to student integrity, student character, and student behavior. A demerit value is assigned to each of the following infractions.

In the event of cheating or the compromising of academic integrity, a grade of 0% will be issued for any assignment pertaining to the instance. The student will also receive 10 demerits.

Character

● Tardiness to class	1	Demerit
● Inattentiveness	1	Demerit
● Incomplete work	1	Demerit
● Irresponsibility	1	Demerit
● Negative attitude	1	Demerit
● Unprepared for class	1	Demerit
● Untidy desk	1	Demerit

Behavior

● Eating or drinking in class	1	Demerit
(except for water in approved container)		
● Horseplay	2	Demerits
● Possession of cell phone without permission	5	Demerits
● Disturbing class or chapel	2	Demerits
● Dress code violation	1	Demerit
● 2nd dress code violation for same infraction	3	Demerits
● 3rd dress code violation for same infraction	6	Demerits
● Skipping class	10	Demerits

- Direct disobedience towards a teacher 10 Demerits
- (Boys) failure to get hair cut after notification 5 Demerits
- Skipping detention 10 Demerits

Integrity

- Cheating/plagiarism 10 Demerits
- Cursing, Inappropriate behavior, language, or material 5-10 Demerits
- Lying 10 Demerits
- Disrespecting authority 5-10 Demerits
- Inappropriate physical contact with opposite Gender 10+ Demerits

Out of School Suspension or Expulsion

If a student commits any of the following infractions (see below) they will automatically receive an out-of-school suspension. In addition to the out-of-school suspension, the student will receive a minimum of 30 demerits up to expulsion from VCA. The consequence will depend on the severity of infraction and assessed to the student at the discretion of the administration. Disciplinary action will be taken on the infractions listed below whether they occur on or off church property. If a student commits any of the following infractions they will be removed from class and sent home for the day. The following day they will serve an out-of-school suspension for the infraction. If the administration deems the infraction to be severe, the student may be placed on a 3–5-day school suspension or be expelled.

- Abuse of school property
- Alcohol possession or use
- Defiant disobedience
- Drug use, possession, distribution or paraphernalia
- Gambling
- Involvement in crimes other than traffic tickets
- Immorality (language, lifestyle, etc.)
- Gang membership
- Obscene gestures or comments
- Pornography
- Possession of or distribution of birth control devices
- Possession of or distribution of explosives, firearms, knives, or other fighting instruments
- Possession of or use of tobacco
- Profanity, or racial comments
- Stealing

- Striking a teacher
- Blasphemy

Please note: If a student is given an out-of-school suspension for any of the above reasons, he or she will be removed from the classroom setting immediately. Parents will be responsible for pick-up. Any missed academic work on the day of the out-of-school suspension will be recorded as a 0%.

The Day of Out-of-School Suspension:

If a student is placed on out-of-school suspension because of an accumulation of demerits listed in the behavior, integrity, or character section the student will only receive partial credit for their work, up to 70%, on the day of out-of-school suspension. Students will be expected to turn in their completed work from the day of out-of-school suspension.

Expulsion

In the event of expulsion, any remaining academic work for the year will be forfeit. Transcripts will be forwarded reflecting the grades earned up to the point of expulsion.

DETENTION

Any student in 4th - 12th grades may receive detention. If a student receives a detention, the VCA office will send a text to the parent informing them of the day and time their student will be required to serve detention.

Detention will be held on designated detention days immediately following school for forty-five-minutes.
A student will serve a forty-five-minute detention for every ten demerits accumulated. For example, if a student has 8 demerits one week and the next week accumulates an additional 12 demerits, this would place the student at 20 demerits and the student would need to serve (2) forty-five-minute detentions. Multiple detentions may be divided among multiple detention days.

DEMERITS

a. 10 demerits – Student serves a 45-minute detention.

b. 15 demerits - The school office will notify the parents of their student's demerit status and communicate that if their student accumulates 20 demerits, they will be placed on a 1-day out-of-school suspension and a meeting will be scheduled with the student, the parents, and the principal.

c. 20 demerits – Student will serve 1-day out-of-school suspension in lieu of detention. A meeting between student, parent, and principal will be scheduled.

d. 35 demerits - The school office will notify the parents of their student's demerit status and communicate that if their student accumulates 40 demerits, they will be placed on a 3-day out-of-school suspension. A meeting will also be scheduled with the student, parents, and the principal.

e. 40 demerits – Student will serve 3-day out-of-school suspension in lieu of detention. A meeting between student, parent, and principal will be scheduled.

f. 60 demerits – Student will be expelled.

For the fall and spring semester all students begin with their demerit record at 0.

Record Of Demerits

Each parent will be notified through MySchoolWorx when their student receives a demerit. You may also access your student's discipline record on MySchoolWorx.

Couples

Veritas Christian Academy is committed to a biblical standard in boy-girl relationships. There is to be no physical contact between students at any time. Each student is to be always above reproach in their behavior toward both students and guests.

DRESS AND APPEARANCE POLICIES

The purpose of the guidelines set up by the administration for the appearance of each student is to encourage Christian young people to be concerned with biblical principles of modesty, which is neglected by many Christians today.

UNIFORMS FOR YOUNG LADIES

Monday-Thursday girls are required to wear one of the following:

1. Red, navy, or white polo crest shirt with navy or khaki uniform pants, shorts, or skirts that MUST come to the knee.
2. A red, navy, or white polo shirt (with or without the crest) under a khaki or navy jumper with the crest that comes to the knee.

On Fridays, girls can wear the following:

1. The above school uniforms or
2. The heather blue T-shirt with blue jeans, blue jean shorts, uniform shorts, or uniform pants. Blue jean shorts or pants cannot have rips or tears.

Outerwear – The VCA zip-up jacket will be the only outerwear allowed to be worn on campus, inside or outside. Long sleeve red, white or navy shirts may be worn under crest shirts.

Appearance for Young Ladies

- Only plain white or navy <u>leggings can be worn under skirts or jumpers.</u> Leggings cannot be worn by themselves. Skirts and jumpers must come to the knee even if leggings are worn. Also, if you would like to wear knee socks, they too must be plain white or navy.
- Hair must be clean and styled neatly. Faddish, unisex, or punk hairstyles (including unnatural coloring) are not permitted.
- Sandals with backstraps and tennis shoes are permissible. No flip flops or crocs may be worn.

- If a student's pants or shorts are excessively tight, they may be asked to wear looser fitting apparel. Cargo pants or cargo shorts are not permitted.
- Body piercing jewelry, nose, tongue, lip, etc., is prohibited. Earrings are permitted.
- No tattoos, neither permanent nor temporary.
- No pants, (uniform or blue jean), can be tight fitting.
- Hats, caps, or bandanas are not allowed to be worn on school property.

UNIFORMS FOR YOUNG MEN

Monday-Thursday boys are required to wear

1. A red, navy, or white polo crest shirt with navy or khaki uniform shorts or pants. (Shorts must come to the knee)

On Fridays, boys can wear

2. The above uniform or
3. The heather blue T-shirt with blue jeans, blue jean shorts, uniform shorts, or uniform pants. Blue jean shorts or pants cannot have rips or tears.

Outerwear - The VCA zip-up jacket hoodie will be the only outerwear allowed to be worn on campus inside or outside.

Appearance for Young Men

- Hair must be clean and cut. Hair must be styled neatly. Spiked hair, perms, punk rock, mullets, or other faddish hairstyles are not allowed. No dyeing of hair is allowed. Hair should be off the ears and collar and not exceed 2 inches length on top.
- Secondary students must be clean shaven each day.
- No flip flops, crocs, or open-toed shoes may be worn.
- Pants should be nice casual slacks. Cargo pants or cargo shorts are not permitted. Skinny jeans are not allowed.
- Belts should be worn with all pants that have belt loops, except Kinder and 1st grade. No faddish, wide belts or buckles may be worn.
- No tattoos, neither permanent nor temporary are allowed.
- Necklaces, bracelets, earrings, or body piercing jewelry are not to be worn.
- Hats, caps, or bandanas are not permitted to be worn on campus.

Note: If a student does not abide by the school's dress standards, he or she will be sent home to change into proper attire. Alternatively, a parent may promptly bring the proper attire to the school for the student. Once the student has changed into proper attire, he or she will be allowed to resume regular school activities.

Uniforms

VCA shirts, zip-up jacket, P.E. shorts, and T-shirts must be purchased through ZTrendz. Students violating the dress code will be sent to the office and may not be admitted to class until a parent has provided proper attire and a Dress Code Violation will be issued.

ZTrendz
773 S. Orange Ave., Yuma
(928)783-3370
blancaztrendz@cs.com

PHYSICAL EDUCATION

Students in P.E. must wear the P.E. uniform: Veritas Athletic shorts to knee (purchase at Ztrendz or BGD), heather blue Veritas T-shirt (purchase at Ztrendz), and athletic shoes. Students not wearing a P.E. uniform will be asked to change into P.E. attire. Note: P.E. is held twice per week. Students not in P.E. uniform will receive a dress cut for the class. Three dress cuts in a semester will result in a ten-point reduction in the student's grade.

EMERGENCIES, SAFETY, & ILLNESS

FIRE DRILL

As required by state law, unannounced fire drills will be held each semester during the school year. Students are to exit the building quickly and quietly, lining up in single file and moving to designated areas. Students must stay there until they are signaled to return.

HEALTH & WELLNESS POLICY

While unnecessary absences from school may have a bad effect on a student's attitude, work habits and progress, **sick children belong at home and well children belong in school.** As a protection to other children, we will be strictly enforcing our sick policy. Any child with a temporary infection should be kept home using the following guidelines:

Colds: mild, but otherwise feeling well may go to school. Heavy coughing with a deep or hacking cough belongs at home, even without a fever.

Sore throat: without other symptoms–may go to school. White spots at the back of the throat or a fever with the sore throat-see your doctor and please keep home.

Diarrhea: keep home

Stomachache: if persistent or severe enough to limit activities–see your doctor.

Nausea/Vomiting: keep home until your child can keep food down.

Headache: with no other symptoms can come to school.

Toothache–see the dentist.

Earache–see the doctor if severe or draining

Muscle or body aches–usually an indication that either the child is sick or that sickness is imminent. Please stay home.

Fever or chills: This is a warning sign that all is not right with the body. Be sure to check the temperature with a thermometer. A child with a temperature of **100.4** degrees or higher is to be kept home for a full 24 hours after the fever goes away without the benefit of fever-reducing medicines.

Rash: A rash may be the first sign of one of many childhood diseases, such as: measles or chickenpox. A rash or "spots" may cover the entire body or may appear in only one area. **Do not send** a child to school with a rash unless a doctor has said that it was okay.

Students or Staff Who Become Sick at School

- Students or staff who show signs of illness or have a temperature of **100.4** or higher will be sent home from school. A member of the administration will phone a parent to arrange immediate pickup of a sick child.
- Students will be sent to an isolated area away from healthy students and staff while waiting to be picked up.

Lice: In the case of head lice, a child will be sent home upon detection and is permitted back into school after the administration has determined that the hair and scalp are free from lice.

MEDICATIONS

Medications are rarely given at school. We strongly urge you and your physician to develop a medication schedule that falls outside of school hours. However, we understand that some students may need to take medication during school hours. Students that require prescribed medication during school hours must bring medication in the original container, clearly labeled with the student's name, medication name, dosage, and directions. School staff will only administer over-the-counter medicines (Tylenol, Ibuprofen, and Tums) indicated on the student's medical form. Students who need an inhaler may keep it with them but may not share it with other students. Antidote kits for allergic reactions should be sent to your child's teacher the first day of school and will be administered on an emergency basis only. It is the parent's responsibility to provide the school with these supplies.

GENERAL POLICIES & INFO

CHURCH ATTENDANCE

The importance of faithful church attendance cannot be overemphasized. We expect parents and their children to attend their church's services when they are available. We are requiring all 6^{th}-12^{th} grade students to go to church at least twice a month.

Failure to attend at least 2 church services every 4 weeks will result in an out-of-school suspension. Following the out-of-school suspension, the student must attend Sunday service that coming weekend. Failure to attend will result in a double out-of-school suspension the following week of school. If a student misses a third weekend in a row, after their initial out-of-school suspension this will be grounds for dismissal from VCA. A meeting will be held with parents and administration, if necessary, to discuss the students continued enrollment at VCA.

a. During out-of-school suspension students will only receive 70% recovery of any assignments such as homework, test, quizzes due or given on the day of their suspension.

b. Absences from church, after the initial out-of-school suspension, may be excused on the same grounds as absences from school due to sickness. However, once healthy, students are required to attend church at the next available service.

c. If a student absents themselves from church for 2 weeks and on the 3rd week they are ill and unable to attend church, their absence from church will be considered unexcused since they had 2 weeks prior to attend.

FIELD TRIPS

Occasional field trips may be scheduled and arranged by the administration throughout the year. Parents will be notified in advance of such a trip. Only students in good standing may go on field trips. 'Good standing' means a student must have a D or higher grade in each subject and have less than one (1 or less) in-school suspension.

Class Parties

Class parties may be held throughout the school year. These will be planned as a class and each student may be assigned to bring something. Students may bring simple treats to share with the entire class for their birthday. Please make arrangements with the teacher and discuss the best time to provide the treats

YEARBOOK

A yearbook will be created for the 2024-2025 school year and must be ordered before the end of the school year. Yearbooks will not be available until mid-summer.

OUR COMMITMENT

We trust you have prayerfully considered the decision to partner with Veritas Christian Academy in providing a high-quality education for your child.

We will honor our end of the commitment to provide a Christ-honoring education where students are able to compete in an academically challenging world. We will have instructors in each class that care and love for your child and consider each one to be a unique individual and creation of God. We will stress character development including courtesy, good manners, and dependability essential to any educational endeavor. If character is not developed, academics are useless. We also ask that parents honor their end of the commitment. Although we can do a lot for our students and their families, we cannot do everything. To help us better educate the whole child, we must let parents know our limitations.

- We cannot be a substitute for a good home where abide love, values, discipline and a challenge to grow.
- We cannot be a substitute for a good church where there is consistent teaching of Biblical doctrine, loving fellowship and mutual support and encouragement of one another. Regular attendance and membership in a Bible-believing, doctrinally-consistent church is essential for both parents and students.
- We cannot be a substitute for a good youth group and Sunday school class where youth leaders are involved in educating the child about scriptural principles, Bible truths and where students have the opportunity to develop good friendships that lead to positive peers.

- We cannot offset a materialistic, immoral, or humanistic philosophy that pervades a child's out-of-school time, environment, and entertainment. Families must monitor and limit this influence.

We cannot guarantee success unless the child chooses to learn, obey, and follow what is taught. Mankind has a free will, and ultimately every person will decide for himself. We give the students choices in the best possible context, but they must choose the right road.