

# Attendance

Veritas Christian Academy recognizes the significant impact of attendance on student learning and seeks to partner with parents in prioritizing consistent and on-time attendance so that students thrive within the classroom. Students who consistently arrive at school on time are set up for learning success. In order to adhere to North Carolina state truancy guidelines and to partner with parents in prioritizing consistent attendance and on-time arrival to school, VCA has outlined the following attendance protocols:

## Excused Absence

Excused absences include illness, doctor's appointment, death of a family member, or up to three days for college visits. Students must make up work immediately upon their return to school. Excused absences more than eight (8) require a doctor's note or the approval of the school nurse. Excused absences over ten (10) must be made up unless excused by the principal or school nurse.

## Unexcused Absence

Any absence in which the student is out of school that is not related to illness, medical appointments, or bereavement is considered unexcused. Unexcused absences exceeding eight (8) days must be made up per the make up day protocols outlined below.

## Make Up Protocols

- Summer Make Up Sessions will be scheduled during the week immediately following the last week of school.
- Summer Make Up Sessions will be billed at \$125 per session (4 hour sessions) and are scheduled by the school. For Rhetoric School students, one excessive missed day requires one 4-hour make up session.

## General Attendance Policies

- If a student has an unexpected absence, parents are responsible to notify the principal and/or the attendance office ([attendance@veritasnc.org](mailto:attendance@veritasnc.org)) by 9:00 a.m. on the day of the absence.
- Students who are absent from school may not participate in evening school activities without the approval of the Rhetoric School Principal.
- A record of attendance for each student will be kept and the total number of days present and absent will be recorded on student report cards.
- Field trip days are considered school days. Students absent from field trips will be considered absent from school.
- Students arriving after 8:00 a.m. or returning to school after being removed for a portion of the day must be signed in at the Main Office.
- Students arriving after or checking out before 11:30 a.m. will be considered absent.
- Final approval of excused absences and tardies rests with the principal.

## Tardies

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

### Excused Tardies

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

### Unexcused Tardies

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

### Excessive Tardiness

- Excessive tardiness may necessitate a parent-principal conference to discuss context, seek understanding, and develop a plan of action for on-time attendance.
- After five unexcused tardies, student drivers may temporarily lose their driving privileges.

## Early Dismissals

Early dismissals significantly impact student learning and the cultural flow of the classroom as well as place a significant burden on staff. Therefore, we ask that parents refrain from picking students up ahead of the assigned carline time.

Early dismissals follow the same guidelines as tardies.

### Excused Early Dismissals

Excused early dismissal include, but are not limited to, the following: doctor's appointments (with doctor's note), speech or occupational therapy, or bereavement-related activities. Early dismissal of a sick student will also excuse early dismissal of siblings. The principal makes the final determination as to whether an early dismissal is excused or unexcused.

### Unexcused Early Dismissals

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

### Excessive Early Dismissals

- Excessive early dismissals may necessitate a parent-principal conference to discuss context, seek understanding, and develop a plan of action for full-day attendance.

## Arrival and Dismissal Procedures

The following procedures have been carefully designed to ensure the safety of our students and to respect the time of our parents and staff. Parents and students are expected to follow the procedures outlined below.

Rhetoric School car riders must be dropped off and picked up through the car line in the cafeteria parking lot.

Parents are not permitted to drop off or pick up students at any other location on the campus of Veritas Christian Academy and will be redirected to the drop off and pick up car line in the cafeteria parking lot by school personnel assigned to ensure this policy is properly implemented.

Student drivers should park in their designated parking area.

### **Arrival**

- Students may not arrive at school prior to 7:30 am.
- Rhetoric School students who arrive between 7:30 am - 7:45 am should report to the cafeteria upon arrival (unless they have received permission to meet with a teacher). These students will be dismissed to Bede Hall at 7:40 am.
- Rhetoric School students who arrive between 7:45 am - 8:00 am should go directly to Bede Hall or their classroom.
- Students should be seated at their desks, ready to begin the school day, at 8:00 a.m.

### **Dismissal (Afternoon and *Early*)**

- Families of car riders will be issued colored car tags corresponding to an assigned pickup time. Car tags must be displayed in the front window of the car. Anyone coming to pick up a student without a car tag must first stop at the front office for a temporary tag before getting back into the carline.
- No student will be dismissed from the office between 2:45 and 3:15 (10:45 and 11:15 on early release days).
- Pick-up for Rhetoric School car riders ends promptly at 3:45 pm. Parents arriving after this time must park at the front of the school and report to the Main Office to pick up their child.
- There is no aftercare on early release days.

## Dismissal During School Day

- Parents desiring to pick up students before regular dismissal should report to the Main Office to pick up car rider child(ren). Student drivers may be dismissed from the Main Office with written or verbal communication from a parent.
- Parents attending events in the classroom who desire to take students home with them must sign students out in the Main Office. Parents may not pick up students directly from classrooms.
- All early dismissals will be recorded in the Main Office per the Early Dismissal Policy above.

## Student Drivers

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

- A signed Student Driver Parental Permission Form must be on file in the Main Office.
- A signed Student Driver Agreement must be on file in the Main Office.
- The Office Manager must assign the student a designated parking space. At least one week is required in order to assign a parking place prior to a student driving to school.
- Excessive unexcused tardies will result in disciplinary and/ or driving penalties.

## Communication

Veritas Christian Academy recognizes the importance of strong communication in our partnership with families. Therefore, the Rhetoric School provides the following communication avenues:

- Email - Email provides the most efficient avenue for reaching teachers or administrators with quick questions or to request a meeting. Please note that teachers may not have an opportunity to respond to email during the school day when their focus is on instruction and student care. Teachers will make every effort to respond to email within 24 hours of receipt.
- Conferences as needed
- Weekly School-Wide Newsletter - The VCA newsletter goes out via email each Monday and has important school-wide information.

The VCA Student Information System, FACTS, provides a family directory. Parents wishing to communicate with other families should utilize this directory for contact information. Neither the office staff nor teachers are authorized to release contact information outside what is found in the electronic directory. Parents are asked to communicate directly with other parents regarding invitations and other social events.

# Rhetoric School Code of Conduct: A Redemptive Toolbox

Veritas Christian Academy is seeking to establish a winsome and edifying learning atmosphere. We will do so by offering clear boundaries, clear consequences, and consistent enforcement of expectations. Typical discipline issues involving students are best addressed within each class period or when the issue occurs.

## **CODE OF CONDUCT: Honor Code and Decorum**

Veritas students will strive to live by the Fruit of the Spirit and treat others as they desire to be treated. Veritas

students will have before them the greatest commandments as we regularly remind them of how Jesus called us to live with respect for others and honest/ethical behavior in all circumstances to encourage honorable character development.

Decorum is ultimately about establishing an atmosphere and order to promote learning and teaching. Decorum is clearly defined as fitting behavior and appropriate appearance keeping to the desired learning atmosphere of Veritas by encouraging self-control at all times.

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

Students who fail to meet the expectations of the Veritas Christian Academy Code of Conduct will be encouraged toward appropriate behavior. In the spirit of discipleship, further admonition and correction will come from teachers and the principal. Consequences are given after unsuccessful attempts to redirect a student's behavior and may include demerits, missing recess, detention, cleaning, day of reflection, in/out of school suspension, etc. Some actions may warrant immediate consequences without warning.

## **Day of Reflection/ In-School Suspension:**

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

## **Out-of-School Suspension:**

Suspensions are generally given as a result of infractions that occur during the academic year and entail the temporary removal of a student from campus for 1-5 days.

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

### **Expulsion:**

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

Two general types of behavior exist which will lead to a student's expulsion:

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

Behaviors warranting immediate expulsion include but are not limited to the following behaviors (on or off-campus):

- Use, possession, distribution, and/or transactions involving alcohol, tobacco, vapes, or illegal substances/drugs
- Misuse, illegal possession, and/or distribution of prescription or mood-altering drugs
- Illegal use or possession of a weapon of any kind
- Physically destructive behavior, including but not limited to vandalism and assault
- Threats of harm to any student, parent, faculty, or staff member
- Sexual harassment, including improper comments, contact and/or groping

- Sexually immoral behavior: any inappropriate contact with oneself or another
- Sexual promiscuity
- Getting pregnant and/or contributing to a pregnancy
- Having an abortion or aiding in an abortion
- Possessing, viewing, sharing pornographic or sexually-oriented material
- Sexually immoral words/actions/images via email, cell phones, etc.
- Any online impersonation of student, faculty or staff member
- Hacking into school database or website
- Repeated or egregious incidents of cheating and/or plagiarism
- Any action deemed a violation of the law

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

Students expelled from the school will not be considered for readmission until after a waiting period of two full school semesters from the day of the expulsion. After that, the student and family will need to reapply for admission and go through the normal application process, providing evidence that the behavior that led to the expulsion has been corrected. Application for readmission does not guarantee acceptance. A student's prior disciplinary record may be grounds for denying that student's readmission. Moreover, expulsions are added to a student's record.

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

## Student Cell Phone Usage

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

Rhetoric School students must keep their phones and smart watches turned off and in their break teacher's classroom between 8:00 and 3:25. Students may check their phones during breaks and between classes but are still expected to be in class on time. A cell phone in the possession of a Rhetoric School student outside of the break room without permission will result in demerits, lunch detention, or in the case of repeated offenses, the parent having to pick up the phone at the school. *Exceptions for medical devices should be approved by the principal and school nurse.*

## Student Use of Computers and Other Electronics

- Rhetoric School students may bring their personal laptops to school in lieu of using school laptops.
- Students should use electronic devices for school-related work only.
- The school cannot be held responsible for devices brought to campus.
- All freshmen will be required to take a one-semester computer proficiency course, centering on using Google Workspace
- Each student is issued a Veritas email address for communication with teachers about assignments. It is not to be used for social interactions.

## Internet Usage Policy

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

Students may use the internet for the following activities only:

- To research a topic related to a school assignment
- To complete a school assignment (including House activities)

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

## Student Social Networking/Blogging

Veritas Christian Academy urges students and families to consider the spiritual, mental, and social ramifications of social media. Social media (e.g., Instagram, Facebook, Twitter, Snapchat, Tik Tok, etc.) have been proven to adversely affect embodied communities. If a student chooses to identify himself/herself as a student in our school on such venues, some readers may view the student as a representative of the school. In light of this possibility, our school requests that students be respectful of the school, its employees, and fellow students in all online communication. Additionally, students should not attempt to establish online relationships with any employee of Veritas Christian Academy or place pictures of any Veritas employee on their sites

# Uniform Code

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

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

<b>Primary Items Which Must Be Purchased from French Toast</b>	
<b>Pants/Shorts (Boys and Girls)</b>	<b>Khaki</b>
<b>Bermuda Shorts (Boys and Girls)</b>	<b>Khaki</b>
<b>Girls' Skirts (K - 12)</b>	<b>Pleated Plaid - White/Navy</b>
<b>Polo Shirts Long or Short Sleeve (Boys and Girls)</b>	<b>Navy **Logo Required**</b>
<b>Long or Short Sleeve Oxford (Boys and Girls 9-12 only)</b>	<b>White or Blue</b>
<b>Warmth Layer (Required for all K - 12)</b>	<b>Navy **Logo Required** Front Zip Cardigan Quarter Zip Fleece Sweatshirt Performance Quarter Zip Pullover</b>
<b>Additional Uniform Items - Vendor Optional</b>	
<b>Socks (Boys and Girls) Girls' Tights/Leggings</b>	<b>Tights and leggings should be a solid, neutral color like black, brown, or white.</b>
<b>Hoodies</b>	<b>House Hoodies</b>
<b>Shoes (Boys and Girls, 9th - 12th)</b>	<b>Shoes must be closed-toe. Croc-type shoes, sandals, flip-flops, and high heels are not allowed.</b>

<b>PE Uniform Requirements (Boys and Girls)</b>	
<b>Shorts</b>	<b>Navy</b>
<b>Shirt</b>	<b>PE Shirt Veritas t-shirt</b>

<b>PE Uniform Optional (Boys and Girls) - French Toast</b>	
<b>Sweat Pants</b>	<b>Solid Navy</b>

<b>Chapel Uniform</b>	
<b>Suit coat/ Blazer/ Sport Jacket</b>	<b>Seniors must wear senior navy blazer with VCA logo on chapel days. Freshmen, sophomores, and juniors may wear jackets with ties on chapel days.</b>
<b>Oxford</b>	<b>Solid White - tucked in</b>

<b>Tie/Bow tie</b>	<b>Gentlemen only, must be worn properly</b>
<b>Skirt/Pants</b>	<b>To comply with uniform standards outlined above</b>

## Rhetoric School Special Events Dress Code

Students are required to wear Chapel Attire designated in the Dress Code for all Veritas Christian Academy Special Events. Events include but are not limited to: Community Open Houses, Lessons and Carols, Athletic Awards Programs, Declamation Finals, Grandparents' Day, Rhetoric School Awards Program

### Other Uniform Guidelines

- Clothing should be sized to fit appropriately, unaltered, worn as designed, and free of holes and tears.
- Clothing and hair should be clean and not disruptive to the classroom environment.
- Jeans may be worn on Warrior T-Shirt Days and certain field trips. Jeans should be free of rips, holes, or tears.
- Athletic jerseys may be worn with a school uniform bottom on days where student athletes are participating in home games. Jerseys that do not have sleeves must be worn over a white or navy t-shirt.
- The school uniform requires all students to have a “warmth layer” (French Toast sweater or quarter-zip pullover) with a logo. Additional outerwear items (i.e. winter coats) may be worn outside when weather necessitates.
- Hats should not be worn inside any building.
- Dress code violations will result in demerits. Repeated dress code violations will result in a conference with the principal, student, and/ or parents.

## Graduation Requirements Policy

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

12th	British Literature or AP Literature	1
	<i>Total Credits Required</i>	4

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

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

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

<b>Grade Offered</b>	<b>Science</b>	<b>Credits toward Graduation</b>
9 <sup>th</sup>	Physical Science II	1
10th	Chemistry or Honors Chemistry	1
11th	AP or CP Biology (offered in alternating years) is required.  Honors Physics and AP Chemistry (offered in alternating years) are optional.	1
12th	AP or CP Biology (offered in alternating years) is required.  Honors Physics and AP Chemistry (offered in alternating years) are optional.	1
	<i>Total Credits Required</i>	3

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

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

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

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

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

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

\*Students who are enrolled at VCA are required to take Theology courses corresponding with their grade. Students who transfer into the Rhetoric School will not be required to meet the Theology credit mandate for courses not taken before transfer.

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

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

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

\*Students who transfer into the Rhetoric School after ninth grade are not required to meet this credit mandate.

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

<b>Music Theory and Performance*</b>	<b>Credits toward Graduation</b>
Tenth Grade Music Theory and Performance	.5
<i>Total Credits Required</i>	.5

Students who transfer into Rhetoric School after tenth grade are not required to meet the Music credit requirement.

<b>Physical Education*</b>	<b>Credits toward Graduation</b>
Ninth Grade Physical Education	1
Sports Participation	.50 credit for one season
Advanced Physical Education	.5
Strength Training and Conditioning	.5
<i>Total Credits Required</i>	1

<b>Graduation Requirements</b>	<b>Credits to Graduate</b>
English	4
Mathematics	4
Science	3
Foreign Language	3
History	4
Theology	1.5
Advanced Studies	2.5
Fine Arts	1
Physical Education	1
Electives	(Additional academic courses may be used in this category.)
Total for Students attending VCA from 9-12 grades	24
*Minimum Requirement for Transfer Students	22

# Rhetoric Grading Scale Grading Scale

Numeric Grade	Unweighted	Honors	AP	Letter Grade
90-100	4.00	4.5	5.0	A
80-89	3.00	3.5	4.0	B
70-79	2.00	2.5	3.0	C
60-69	1.00	1.5	2.0	D
<59	0	0	0	F

Grades for electives are assigned as Pass/ Fail.

## Rhetoric School Grading Guidelines

- Grades for each course will be based upon student performance on examinations, essays, papers, performances, projects, and/or other criteria appropriate to the subject matter, but may also include consideration of other criteria appropriate to the subject area. Class work, homework, and class participation are specific examples of such criteria.
- Extra credit work will not be given unless it is given to the entire class as an option. No more than one extra credit opportunity per class will be given per quarter.
- Any missed work resulting in an Incomplete on a report card must be completed within 2 weeks of the quarter's end in order for the student to receive credit for the quarter in that class. The appropriate Principal will ensure this policy is upheld.
- For unexcused late work (such as due to illness), 10 points will be deducted from the assignment for the first day late, an additional 10 points are deducted for the second, third, and fourth day late, and if an assignment is five or more days late, a grade of zero will be given. (Saturday and Sunday are excluded.)

## Honors/Advanced Placement Eligibility

### Honors

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

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

## Advanced Placement

Rising juniors and seniors

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

## Drop/Add Guidelines

If during the school year a student desires to drop or add any other course, the following procedures must be followed:

- The principal and registrar must obtain written parental permission for the course change.
- Adding honors or AP classes should take place within the first three weeks of the school year in order to ensure a successful transition. Dropping honors or AP classes should take place by the end of the first quarter.
- Special cases will be reviewed by the Rhetoric School Principal.

## Exam Attendance and Exemption

- Semester exams will be given in December and May. The exam must cover the material presented during the semester, the material to be tested must be clearly delineated, and a study outline should be distributed to the students at least two weeks prior to the exam.
- Rhetoric School students are expected to take all semester exams at the scheduled time unless the student is ill. Exams must be made up at the scheduled time unless the student is ill. Therefore, students may not take an exam early.
- If a Rhetoric School student has an 8:30 am exam only, he or she may leave at 11:00 am with parental permission. A study hall will be provided for those students who wish to remain until 3:30 pm.
- If a Rhetoric School student has a 12:30 pm exam only, he or she may arrive for the exam at 12:00 pm with parental permission. A study hall will be provided for those students who wish to arrive at school at 8:00 am.
- Students may not leave campus between two exams which take place on the same day.
- Juniors and seniors may exempt spring exams with an average of 93 or above. Depending upon the nature of the course, the score must reflect either a 93 average by semester OR a cumulative average of 93 or above for the year. The instructor will determine which will apply. Teachers are required to inform eligible students two weeks prior to the semester exam. If a student is on the borderline, a decision must be made and the student informed at least one week prior to the semester exam.

- If a student is enrolled in classes that meet before or after an Advanced Placement exam, attendance can be required. Students who do not have scheduled classes following an Advanced Placement exam may leave for the day with written parental permission.
- The Advanced Placement exam replaces the second semester exam in all Advanced Placement courses. If the student does not take the Advanced Placement exam, the student is required to take a final exam in the course. Assignments will still be given between the administration of the AP exam and the end of the school year.

## Off-Campus Learning Policy

- Rhetoric School juniors and seniors may leave campus after their academic classes in order to attend college classes, work, or volunteer with approval from the principal.
- Interested students should complete the [Off-Campus Learning Form](#) and submit it to the principal.
- Students may not leave early for class, work, or volunteering on Wednesdays as we emphasize the importance of chapel, small groups, and House activities.
- Students may not take electives that conflict with off-campus learning as regular attendance in electives is expected.

## Academic Probation

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

- Rhetoric School students are required to maintain at least a 2.0 grade point average.
- If a Rhetoric student's GPA is below 2.0 in any given quarter, the student will be placed on an Academic Watch List. A parent/teacher conference will be arranged in order to design a plan for future success.
- Participation in extracurricular activities is dependent upon maintaining a passing grade in both academic classes and electives (70 or better in Logic School, 60 or better in Rhetoric School). Principals will check students' grades for eligibility at the midquarter points and the end of first, second, and third quarters.

## Requirements for Grade Replacement

If a student receives a grade below 60 in Rhetoric School, this requires summer school course(s) in order to be promoted to the next grade. The student may retake the course at Veritas Christian

Academy or take the course through an accepted institution. The student may retake the course during the regular school year if the course fits in his/her schedule. If not, the student may retake the course over the summer in partnership with the principal.

## Honors/Awards

Veritas Christian Academy maintains a system of formal honors and awards for several reasons. The recognition of good work is endorsed in the Scriptures, from the writings of Solomon, to those of Paul. Therefore, we seek to publicly recognize those students accomplishing the necessary prerequisites to receive the applicable award/honor. Also, we hope to encourage good work among all the students by demonstrating to them that such work is not overlooked or taken for granted, but rather it is noticed and commended. Lastly, we want to recognize the habits of work and character that our students are developing for the glory of God.

### Honor Roll

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

Principal's List	All grades must be 95 or above for the quarter
A Honor Roll	All A's for the quarter
AB Honor Roll	All A's and B's for the quarter

### End of the Year Honors and Awards

#### Teachers' Award

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

#### Outstanding Student

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

#### Departmental and Other Awards

The Tacitus Award in History

The Vance Award in Civics

The Petrarch Award in Greek

The Virgil Award in Latin

The Cervantes Award in Spanish

The Fitzgerald Award in Literature  
The Donne Award in Writing  
The Augustine Award in Theology  
The Euclid Award in Mathematics  
The Galileo Award in Physical Science  
The Galen Award in Natural Science  
Senior Thesis Award  
The Michelangelo Award in Art  
The Charles Wesley Award in Music  
The Thespis Award in Drama  
The Hebrews 12 Award  
Servant Leadership Award  
Classical Student Award  
Christian Character Award