

Attendance

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

In Logic School, attendance will be recorded in each class period. In order to partner with parents in prioritizing consistent attendance and on-time arrival to class, VCA has outlined the following attendance protocols, applied per class period and students must be present for half of the class in order to be counted present:

Excused Absence

Excused absences include illness, doctor's appointment, or death of a family member. Students must make up work immediately upon their return to school. Excused absences more than eight (8) require a doctor's note or the approval of the school nurse. Excused absences over eight 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 Logic School students, 8 missed hours requires one 4-hour make up session.

General Attendance Policies

- If a student has an unexpected absence, parents are responsible to notify the teacher and/or the front office by 9:00 a.m. on the day of the absence.
- Students enrolled in Veritas Christian Academy are expected to attend all prescribed classes, i.e., parents and/or students may not choose which or how many classes to attend. This includes electives and study hall.
- A record of attendance for each student will be kept and the total number of days present and absent will be recorded on student report cards.

- Field trip days are considered school days. Students absent from field trips will be considered absent from school.
- Students arriving after 8:00 or returning to school after being removed for a portion of the day must be signed in at the Main Office.
- Students arriving after or checking out before 12:00 p.m. will be considered absent.
- The Principal may determine or change an absence from excused to unexcused, or from unexcused to excused.

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 to class. However, not only do tardy students miss valuable instructional minutes, but their late arrival is also a disruption to the teacher and the other students in the class who arrived on time. Also, missed instructional time adds up quickly. In an effort to preserve valuable instructional time, VCA outlines the following protocols regarding tardiness:

Excused Tardies

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

Unexcused Tardies

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

Excessive Tardiness

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

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. 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

- For every fourth unexcused early dismissal, the student's attendance will be recorded as an unexcused absence. Dismissal-related absences factor into the unexcused absence policy outlined in the attendance section above and, therefore, may result in needed Summer Make Up Sessions.
- Excessive dismissal may necessitate a Parent-Principal conference to determine the cause and develop a plan of action for sustained attendance.

Logic School Arrival and Departure

Arrival

- Students should not arrive at school prior to 7:30 am.
- Students should only be dropped off in the carline
- Students who arrive between 7:30 am - 7:45 am should go directly to the Cafeteria. At 7:45 am these students will go to their homeroom to put away their backpacks and to their lockers to prepare for the day.
- Students who arrive between 7:45 am - 8:00 am will go to their homeroom to put away their backpacks and to their lockers to prepare for the day.
- Students who are not seated at their desks, ready to begin the school day, at 8:00 a.m. will be marked tardy

Departure

- Pick-up begins at 3:30 and ends at 3:45 pm. Logic School students not involved in any after school programs or receiving help from a teacher must be off campus by 3:45 pm or be enrolled in Aftercare. Parents arriving after 3:45 pm should pick up their student from Aftercare.
- For the protection of our students, anyone picking up students in carline must clearly display the VCA issued carline placard hanging from the rearview mirror of their vehicle. The placard must remain on display until exiting the school campus. Anyone without a placard displayed must present identification at the front office to pick up students.
- Students riding with student drivers must be picked up from the Forum, but do not have to go through the carline.

Logic School students must be in one of the following places between 3:30-3:45:

- Carline (in the Forum)
- Athletics practice/game (with their coach)
- Aftercare
- With a teacher/faculty tutor

Students may not remain unsupervised on campus, even if they are waiting for a game to begin, practice to end, or a sibling to finish an activity.

On early dismissal days, parents picking up only Logic School students should not arrive prior to 11:25 am. Loading will begin at 11:30 am. and end at 11:45. There is no aftercare on early dismissal days.

Communication

Veritas Christian Academy recognizes the importance of strong communication in our partnership with families. Therefore, the Logic 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.
- Conferences as needed
- Weekly School-Wide Newsletter - The VCA newsletter goes out 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.

Logic 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.

I. CODE OF CONDUCT: Honor Code

Veritas students will strive to live by the Fruit of the Spirit and treat others as they desire to be treated. Veritas students will have before them the greatest commandments as we regularly remind them of how Jesus called us to live with respect for others and honest/ethical behavior in all circumstances to encourage honorable character development.

II. CODE OF CONDUCT:

Decorum

Decorum is ultimately about establishing an atmosphere and order to promote learning and teaching. Decorum is clearly defined as fitting behavior and appropriate appearance keeping to the desired learning atmosphere of Veritas by encouraging self-control 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 missing recess, detention, cleaning, day of reflection, in/out of school suspension, etc. Some actions may warrant immediate consequences without warning.

Day of Reflection:

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

While a Day of Reflection is a serious matter that results in a student's public separation and removal from that day's activities, it is not a suspension. This Day of Reflection is not added to a student's permanent file.

Suspension:

Suspensions are generally given as a result of infractions that occur during the academic year and entail the temporary removal of a student from the classroom for 1-3 days (in-school suspension) or from campus for 1-5 days (out-of-school suspension)..

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

Expulsion:

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

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

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

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

- Use, possession, distribution, and/or transactions involving alcohol, 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.

- Logic School students must keep their phones and smart watches turned off and in their backpacks during school hours. School hours are considered 7:30 am until 3:45 pm. A cell phone in the possession of a Logic School student during school hours will be collected and must be picked up by a parent or guardian. Exceptions for medical devices should be approved by the principal and school nurse.

Student Use of Electronics

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

VCA Computer Usage by Students

- Logic School students will not have access to personal or school-issued laptops during the school day. Instruction at this level prioritizes habits of attention, reasoned discourse, and direct engagement with texts, teachers, and peers. Consistent with classical education, learning in the Logic School is rooted in close reading, handwritten work, oral discussion, and disciplined thinking rather than reliance on digital tools.
- Assignments requiring research are valuable and required. Research may be done at home when resources are not available in the classroom. Printed articles from the internet or notes from such may be brought to class for use or provided by the teacher as needed.
- Age-appropriate computer skills, including Google Workspace proficiency, are intentionally deferred and are taught explicitly in a required freshman-year course to ensure students are developmentally prepared to use technology wisely, efficiently, and responsibly after Logic School.
- As we work to foster independence and ownership of one's own success, students will have a Veritas email address for communication with teachers about missed assignments. It is to be used to communicate with teachers only and is not to be used for social interactions. Parents should be copied on all communications between students and teachers.

Student Internet/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 must be purchased through French Toast, our uniform vendor, via the [VCA store on the French Toast website](#).

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

Primary Items Which Must Be Purchased from French Toast	
Pants/Shorts (Boys and Girls)	Khaki
Bermuda Shorts (Boys and Girls)	Khaki
Girls' Skirts (K - 12)	Pleated Plaid - White/Navy
Girls' Jumpers (K - 5)	Pleated Plaid - White/Navy
Polo Shirts Long or Short Sleeve (Boys and Girls)	Navy **Logo Required**
Long or Short Sleeve Oxford (Boys and Girls 9-12 only)	White
Warmth Layer (Required for all K - 12)	Navy **Logo Required** Front Zip Cardigan Quarter Zip Fleece Sweatshirt Performance Quarter Zip Pullover
Additional Uniform Items - Vendor Optional	
Girls' Kick Shorts	Navy (Required under all skirts and jumpers)
Socks (Boys and Girls) Girls' Tights/Leggings (solid)	Navy White Black

Shoes (Boys and Girls, 6th - 8th)	Neutral-colored* closed toe/heel casual shoes Examples: Athletic Shoes, Mary Janes, flats, loafers, Sperrys, etc. (No boots, flip-flops, crocs, slippers, high heels, etc.) *Neutral-colored shoes are predominantly black, white, brown, gray, or navy, including the soles.
Belts (Boys and Girls)	Navy Brown Black
Girls' Hair Accessories (non-decorative)	Navy White Black

PE - Which Must Be Purchased from French Toast*	
Shorts	Navy
Shirt	PE Shirt Warrior tshirt
Past PE Uniforms are	

PE Uniform Optional (Boys and Girls) - French Toast	
Sweat Pants	Solid Navy

Chapel Uniform Optional - 8th grade only	
Blazer	Solid Navy
Oxford	Solid White - tucked in
Tie/Bow tie	Gentlemen only, must be worn properly
Skirt/Pants	To comply with uniform standards outlined above

Other Uniform Guidelines

- Clothing should be sized to fit appropriately, unaltered, worn as designed, and free of holes and tears.
- Hair should be naturally colored.

- 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. Non-uniform sweaters, sweatshirts, and hoodies are not considered outerwear and may not be worn on campus during the school day.
- Teachers will clarify expectations and remind students. Reminders will be logged into FACTS. Students out of compliance for a 4th time will be subject to discipline such as missed recess, copywork, lunch detention, being sent home to change, etc. Final decision on appropriate consequences lies with the Logic School Principal.

Grading Guidelines Logic School

Logic School students will have four core academic classes:

- Humanities: Studies of literature, writing, and history
- Natural Philosophy: Studies of mathematics and sciences (indicated separately on report cards)
- Bible
- Latin 1, 2 or 3

Alongside core academic studies, electives cultivate creativity, discipline, practical wisdom, physical strength, and an appreciation for beauty, all in service of glorifying God and stewarding the gifts He has given each student.

Students are required to take a new elective or art course each trimester whenever possible. This rotation allows students to explore a variety of disciplines and develop perseverance, humility, and joy in meaningful work. Each course will meet four days a week, reserving Wednesdays for Chapel.

Electives fall under three umbrellas: Fine Arts, Common Arts, and Physical Arts. Over the course of logic school, students will participate in electives from each area.

Certain courses are required by grade level:

- 6th Grade – Foundations: A course focused on growth in virtue, leadership, and executive functioning skills needed for success in logic school, offered first trimester only.
- 7th Grade – Music Theory: A required course that trains the mind through order, harmony, and beauty.
- 8th Grade – Visual Arts: A required course emphasizing careful observation, craftsmanship, and the creation of beauty.

Logic Grading Scale Grading Scale

Numeric Grade	Alpha code
90-100	A
80-89	B
70-79	C
65-69	D
0-64	F

Other evaluation assignments:

E - Exceeding expectations

M - Meeting Expectations

R - requires improvement and/or intervention

Alpha coded grades will be used in all core academic classes on midterm reports and report cards. E, M, R will be used for elective courses and skills within each subject.

All assignments will be classified as either formative or summative. Formative assessments will be weighted 40% and include but is not limited to homework, quizzes, and in class assignments. Summative assessments will be weighted 60% and include but are not limited to projects and end of unit assessments.

Grading Guidelines Logic School

- 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.
- We frequently use in class projects as an assessment for student learning and will be recorded as a summative assessment.
- Extra credit work will not be given unless it is given to the entire class as an option. No more than one extra credit opportunity will be given per quarter.
- Any missed work resulting in an Incomplete on a report card must be completed within 2 weeks of the quarter's end in order for the student to receive credit for the quarter in that class. The appropriate Principal will ensure this policy is upheld.

Homework Guidelines Logic School

Homework and continued study at home can reinforce learning, cultivate responsibility, and encourage the formation of good habits. At the same time, we recognize the importance of family life, rest, and the pursuit of interests beyond the classroom. In keeping with a classical approach to education, most academic work is completed during the school day. Minimal homework allows students the time and freedom to read well, participate in household responsibilities, develop physical and artistic pursuits, and grow in virtue, and therefore will not be assigned over the weekend or school breaks.

Since reading is foundational for student success, at-home reading is a key element of the home-school partnership. It is important that students be exposed to a variety of reading exercises in order to strengthen reading skills. These may include reading aloud with a parent, listening to an audiobook while following along with the text, or reading and verbally narrating or writing a narration. Students should be reading a book from our school library shelves at home every weeknight and novels studied in class are to be read in class.

Homework Expectations:

- 6th grade: reading (15-20 minutes) and math, to total no more than 45 minutes, including preparing for assessments
- 7th grade: reading (20-25 minutes), math, Latin, to total no more than 45 minutes, including preparing for assessments
- 8th: Homework may be assigned in any subject, but to total no more than one hour, including preparing for assessments. 8th grade students should be reading in addition to homework for 20-25 minutes.

Students will be expected to make up late/missing homework during lunch detention the following day for reduced credit.

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

Requirements for Grade Replacement

Students who fail a single course in Logic School will not automatically be retained. In most cases, the school will require targeted remediation with an approved tutor or repetition of the failed course rather than repetition of the full grade.

When a student's academic difficulty is determined to stem primarily from a lack of consistent parental partnership (including attendance at conferences, communication with teachers, and support of academic expectations at home), promotion to the next grade may be granted conditionally. Conditional promotion requires a written Parent Partnership Agreement outlining specific expectations for family involvement and academic support.

Failure to meet the terms of the Parent Partnership Agreement may result in additional academic requirements, course repetition, grade retention, or non-renewal of enrollment.

Academic Probation

Every now and then the situation calls for a student to be placed on an academic and/or behavioral probationary period. A student falls into this category with an average of 64 or below on midterm reports and/or report cards and is deemed ineligible for participation in school sanctioned extra curricular activities. It is at the discretion of the athletic director or supervisor of the activity to reinstate the student upon meeting the academic standard of an average above 64.

Rising 9th Grade Trip

One of the privileges of completing Logic School at Veritas and continuing into our Rhetoric School program is an end of year trip. Details of this trip will be shared each fall and is primarily covered by student fees, which are non-refundable. Eligibility for attendance will be determined by the Logic School Principal after taking into consideration: academic probation, student conduct, and eligibility for future enrollment at Veritas Christian Academy.

Recognition for Exemplary Students

We value affirming student achievement in both academics and in character. Exemplary Logic school students will be celebrated in the following categories:

The St. Benedict Award

Named for St. Benedict, whose rule emphasizes steady labor, perseverance, diligence and faithfulness in daily work, this award is given to students who demonstrate significant and consistent academic growth through sustained effort and discipline.

The Aristotle Award

Named for Aristotle, who championed the pursuit of excellence through habit, reason, and love of learning. This award is given to students who consistently exhibits scholastic excellence through genuine engagement and a love of learning.

The St. Augustine Award

Named for St. Augustine, whose life and writings reflect a heart ordered toward God, this award is given to students who consistently demonstrate a love for Christ, charity toward others, and a sincere desire to glorify God in word and deed.

The St. Jerome Award

Named for St. Jerome, translator of the Latin Vulgate, this award honors students who demonstrate excellence in Latin through diligence, accuracy, and a growing command of language.

The Plato Award

In *The Republic*, Plato presents education as a balance of “music” (formation of the soul) and “gymnastics” (training of the body). He teaches that both are necessary for cultivating virtue. The Plato Award is presented to a student who exemplifies the harmonious development of body and character. Inspired by Plato’s vision of education, this student demonstrates discipline, perseverance, and excellence in physical training. He or she also embodies courage, self-control, and respect for others. This award honors the integration of strength and the virtues of sportsmanship.

The Leonardo DaVinci Award

Named for Leonardo DaVinci who embodies one who used art and invention to solve problems and advance our thinking, this award recognizes students who have faithfully cultivated the common arts, showing patience, resourcefulness, and perseverance. Through hands-on craftsmanship, whether in the kitchen, workshop, or outdoors, this student brings order, beauty, and usefulness into the everyday.

The Johannes Vermeer Award

The Johannes Vermeer Award is given to students who excel in the fine arts, whether on the stage, at the pottery wheel, or while composing a piece. Like Vermeer, these artists show skill, creativity, and careful attention to detail, bringing beauty, depth, and inspiration to their work.