



**VERITAS CHRISTIAN
ACADEMY**

2025/2026 Parent Handbook
Preschool through 8th Grade
Revised January 2025



Veritas Christian Academy
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**VERITAS CHRISTIAN
ACADEMY**

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I. BASIC INFORMATION

Accreditation

Veritas Christian Academy is accredited by the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). Accreditation provides VCA with oversight for curriculum, campus, teaching standards, and best practices.

Administrative Team

The Administrative Team consists of the Principal, the Preschool Director, and a supporting admin team in cooperation and partnership with the School Board. The team meets regularly to review daily operations, the budget, policy recommendations, and long-term plans.

Veritas Christian Academy Board

The Veritas Christian Academy Board works closely with the administrative staff to oversee the daily operation of Veritas Christian Academy.

The primary responsibility of the Board is to provide:

- Direction and planning to further the school's vision and mission
- Development of general school governance policies
- Financial stability for the school through increased enrollment, fundraising, and outside funding
- Financial decisions and overseeing the school budget

Expected Student Learning Outcomes

Veritas Christian Academy sets high expectations for all students to master essential Biblical and academic skills. Students are expected to pursue the highest level of personal achievement of which they are capable, considering the gifts and abilities with which God has blessed them. Our goal is for all our students to reflect our LIONS principles:

- L**ove for God and others
- I**nspired thinkers and communicators
- O**utstanding academic achievement
- N**urturing social and spiritual growth
- S**ervant leadership

Parent Faculty Committee (PFC)

The Napa PFC (Parent Faculty Committee) is a separate 501(c)(3) company that meets every other month. They sponsor many functions and fundraisers throughout the year and the proceeds from these events help fund Veritas Christian Academy. All parents and faculty of Veritas Christian Academy are welcome and encouraged to attend these meetings. Although participation is not mandatory, it is an opportunity to build a partnership with the school, teachers, and other parents.

School Faculty and Staff

VCA faculty and staff are here to partner with parents in the education of their children. All faculty are Christian educators and want to help your child succeed to the best of their ability. A key component to success is communication between home and school. At the start of each school year, parents are informed of the best way to communicate with administration and teaching staff.

II. STANDARDS OF EXCELLENCE IN EDUCATION: PRESCHOOL

Classroom Environments

Children are placed in classrooms according to their birth date, when they will be eligible to begin Kindergarten, and developmental readiness. Children who are eligible to advance to the next age level are moved at the beginning of the Preschool Summer Session or at the beginning of the school year.

VCA provides activities and experiences geared especially to each child's needs and abilities. Your child will feel safe and secure in their own classroom, which is a clean, comfortable, and inviting learning environment. Our child-sized furniture, equipment, toilets, and sinks allow your child to develop self-reliance in taking care of his or her own personal needs. An abundance of equipment is available to enrich your child's time at VCA.

Children work and play together in small groups at the learning centers around their classroom. Carpeted areas in each room provide comfort and noise control. Tiled areas provide easy clean up after meals or sessions with paint, water, and other messy media. The learning centers offer space for teaching the following skills: math, science/sensory, language, listening, creative art, cooking, coordination, and other motor activities.

Every classroom has two exits for safety and privacy. Our playground structures have been specially selected for the physical development of children. Your child will spend delightful hours engaged in climbing, balancing, sliding, swinging, and riding activities. Students will explore, imagine, and develop their social skills under the careful observation of the teachers to ensure child safety.

Classroom Expectations

Veritas Christian Academy's Preschool Program is an academic preschool, not a childcare center. At VCA, we have expectations for both our staff and students to work together to provide a safe, healthy, and respectful environment in each class. Throughout the year, the children are introduced to age-appropriate activities that will stretch their skills to the next level, all moving toward kindergarten readiness. The skills emphasized in each individual classroom are:

Classroom 105 – 2 years old

Potty train, develop an attention span of 10 minutes through circle time and mealtime, use words instead of their bodies to express themselves, learn beginning social skills, learn to share, begin recognition of names, colors, and shapes, and counting.

Classrooms 106 & 107 –3 & 4 years old

Develop an attention span of 15 to 20 minutes through circle time and mealtime, be fully out of diapers or pull-ups, follow a dual command, identify colors and shapes, learn name recognition, begin letter recognition, begin number recognition, begin counting, use scissors, take turns, stand in line, and speak clearly.

Classroom 109 – Kindergarten Readiness

We support students as they develop an attention span of 30 minutes through circle time and meal time, begin to follow multi-step directions, write and identify the letters of their name, learn to recognize and write letters, numbers, sequence, rhyme, count with one-to-one correspondence, identify sounds, draw a person, cut in a straight line, and grow in their development of fine and gross motor skills. Students will also develop their ability to use the bathroom independently, control their emotions without tantrums, and problem solve with peers.

Preschool Staff and Parent Communications

The teachers will communicate with each family using Class Dojo to tell parents what is being studied and/or the progress being made.

Preschool Parent Entrance Assessment

Once enrollment paperwork and the registration fee have been finalized, VCA will send out an Ages and Stages Questionnaire (ASQ-3) for each enrolled child. The questionnaire is to help provide teachers and administration information on how to best fit each child's early educational placement and curriculum planning.

Process vs. Product

At VCA, all projects have specific educational purposes. However, that purpose may not be obvious to the parents or the children. The experiential learning that occurs as the children work on their projects has the biggest impact on their growth and development. The process of creating is much more than just the product. For example, in Art when the children are mixing primary colors to make secondary colors, they use rhythm, muscle coordination, and focus on eye-hand coordination to move the paint. Therefore, not only are they getting an education in Art, but they are also strengthening their cognitive and physical abilities. This approach allows the children to fully experience the creative process and produce individualized projects based on the inner creativity of each child.

III. PRESCHOOL PROGRAM DETAILS

The Preschool is open from 7:30 AM to 5:30 PM, Monday through Friday. Children must arrive no later than 8:30 AM. Part time students must be picked up by 12:30 PM. $\frac{3}{4}$ day students must be picked up by 3:10 PM. **Parents with full-time students must plan to pick up their children and exit the school by 5:30 PM. There is a \$3.00 per minute (10-day limit) per child, late pick-up fee that applies to all schedules for children.** Families that exceed the (10-day limit) will be charged \$5 per minute for the remainder of the school year.

Arriving at School

Arrival time is no later than 8:30 AM for Rooms 105-107. Since we are an academic program, it is important for your child to be settled into class on time, so they do not miss any organized activity time. Parents, if saying good-bye is a difficult process for your child, please give her/him a quick kiss and hug goodbye in the front office and allow the teacher to help transition her/him into the classroom.

Kindergarten Readiness students must arrive by 8:00 AM to receive full benefits of the Kindergarten Readiness curriculum.

Preschool children must be accompanied by an adult to their class and parents/guardians must sign-in and sign-out their child each day on the iPad kiosk. Failure to sign your child in or out will incur a \$10 fee per incident.

Behavior Issue: Biting

Biting is not permitted at any age level. However, up to the age of 2 years old, this act is usually due to a lack of verbal skills and is very normal. If biting does occur, a note will go home to parents of both the child who bit and the child who was bitten. If biting continues, the child may be removed from our program. After a child is 3 years old, biting is not tolerated for any reason. After 3 years of age, if a child bites, they will be sent home immediately, and recurring biting will result in dismissal from our program.

Car Seats

If you need to leave your child's car seat at school, it may be stored along the west wall outside your child's classroom in the Preschool hallway. It is imperative that your child's name be on the car seat. Please follow California State law regarding car seat regulations.

Dress Code (Preschool)

Dress your child for play. Since we are an active school with many messy activities for your child's sensory development, we encourage clothing that is not elaborate, but rather comfortable and easy for him/her to manage. Tennis shoes and socks or soft-sole shoes are the safest and easiest for your child to maintain.

Coats and sweaters are necessary for cool days, and raincoats and boots for rainy days. We play outside every day and for staffing reasons, we cannot make any exceptions. Please provide appropriate outer garments. **If your child is not well enough to play outside, please do not send them to school.**

Clothing with skulls or crossbones is not allowed. Girls must wear shorts under dresses or skirts to ensure modesty. You will be called to bring a pair of shorts to school if necessary. Hair should be washed, neatly groomed, and out of the eyes.

Family Chapel

Chapel is a part of the weekly schedule. Preschool- 8th grade chapel is held on Wednesday mornings at 8:10 AM in the Worship Center. Parents are always welcome to join any chapel service.

Please note that the office is closed every Wednesday from 8:10-8:40 for Family Chapel. When arriving during this time, your child will need to be signed in at the door and you must walk them into chapel to where their class is sitting.

Lunch and Snack

Lunch and snack times are special times when children can enjoy their own favorite foods from home in the company of their friends and teachers. The classrooms are unable to refrigerate children's lunches or snacks. Please send your child's food packed in a cooler-type lunch box (Please no violent characters or death-glorifying symbols).

When finished with their meal, the children are encouraged to help clean up. You will be called if your child does not have lunch or snack, and it will be expected that you will bring one promptly. Please, no gum, candy, soda, Kool-Aid, chocolate, or other high-sugar foods. If these items are packed, they will be returned unopened.

All students must bring a filled water bottle to school each day.

Daily Schedule of Snacks & Meals

10:00am	Snack
12:00pm	Lunch
2:30pm	Snack

Nap Time

In their respective classrooms, students nap on cots from 12:30 PM to 2:30 PM. All children enrolled during naptime hours are expected to bring their own blankets (a crib-size pillow is optional). To ensure a restful naptime for our students, children who do not nap and have difficulty remaining quiet may need to be picked up by 12:30.

Potty Training

It is Veritas Christian Academy's Preschool Program's policy to assist parents with potty training. All children must be out of diapers and/or pull-ups prior to entering the 3 & 4 year-old classrooms. Children who are in diapers or pull-ups (2 year-old classroom) should bring their own supplies.

We have found that the best way to potty train is to commit to the process. Please send your child to school in training underwear and even plastic pants if necessary. Do not go back and forth between underwear and diapers or pull-ups. This will only prolong the process and confuse the child. Send several changes of clothes and extra shoes with your child each day. Expect the extra clothes to be soiled at the end of the day and be excited when they are not. This process will take some time, but with consistency between home and school, your child will be successful.

Sharing and Bringing Toys from Home

VCA asks that you leave toys at home unless invited specifically by a teacher for special events.

Student Pictures

All students are photographed in the fall for the yearbook and are available for purchase. Enrollment in Veritas Christian Academy includes permission for us to photograph or videotape your child for children's display panels, advertising, or for training purposes. If you would like to opt out of having your student's picture used, please contact the administrator.

IV. Standards of Excellence in Education: K-8th

Curriculum K – 4th Grade

We provide a comprehensive education at Veritas Christian Academy. Our school is directed and staffed by qualified and dedicated Christian teachers. Students are taught in traditional classrooms, using high-quality curricula.

- Biblical truths and values integrated into the curriculum
- Thorough and challenging academic work
- Phonics-based reading, Kindergarten – 2nd grade
- A literature-based language arts program, 3rd – 4th grade
- A system of directed teaching methods that allow for individual differences within a structured program
- Curriculum which meets or exceeds the California State Standards
- All teachers can and do supplement the program using materials approved and supervised by the Administrator to provide further enrichment of subjects.

Curriculum 5th – 8th Grade

We provide a comprehensive education at Veritas Christian Academy. Our school is directed and staffed by qualified and dedicated Christian teachers. Students are taught the core subjects – Bible, Language Arts, Math, Science, History, and Physical Education alongside a variety of enriching electives. Our students are taught Biblical truths and values integrated into the curriculum through challenging academic work. A system of teaching methods that allows for individual differences within a structured program. All curriculum meets or exceeds California State Standards. Teachers will supplement the program using materials approved and supervised by the administration.

Evaluations and Conferences

Parent-Teacher conferences are scheduled during the first trimester. During subsequent trimesters, a Parent-Teacher conference will be required for any student whose GPA is below 2.5. At any time during the school year, a parent may request a conference with any teacher by emailing them directly. Report cards are dispersed within 15 days of the end of each trimester via email and are available on FACTS. Report cards and/or standardized test scores are not issued until all tuition and fees have been paid in full (unless other arrangements have been made beforehand).

Grade Point Average (GPA) Requirements

VCA students whose GPA falls below 2.0 will be put on academic probation. A conference will be required, and an evaluation and implementation of an academic plan will be set into place. Student progress or lack of progress towards goals will be evaluated by the administration with the possible outcomes of continued academic probation or dismissal from Veritas Christian Academy.

Assignment Correction Protocol for Upper Grades (5th-8th):

- Any student who scores below a 70% on an assignment or test will be required to obtain a parent signature on the item.
- Students will have the opportunity to correct their errors and return the assignment within 48 hours to improve their score, with the maximum improvement being up to a 70% for the assignment.
- It is the student's responsibility to ensure the corrected work is turned in on time to receive additional points.
- Parents will receive a brief email notification informing them that an assignment requiring a signature is coming home.

All students must maintain a 2.0 or higher GPA to participate in graduation ceremonies and participate in any extra-curricular activities or field trips.

Homework K-8th

Homework assignments are an important extension of classroom learning. With the support of the Administrator, each teacher is responsible for assigning homework to reinforce classroom teaching, provide opportunities for an extra challenge, and to allow parents to be involved in overseeing the progress of their child. The amount and frequency of homework varies according to classroom activity and teacher discretion.

Honor Roll

Any student 3rd through 8th-grade who maintains a 3.5 or higher GPA throughout all three trimesters will receive an Honor Roll Certificate at the end of year Awards Chapel.

Kindergarten Readiness Assessment

All incoming VCA Kindergarten students must be assessed for kindergarten readiness prior to enrollment. The ACTS Developmental Readiness Scale and/or other developmentally appropriate assessments are used to assess students' fine motor skills, visual motor skills, gross motor skills, concepts, body image, language, personal-social awareness, and number/letter recognition. These skills, along with emotional readiness and age, are assessed to determine Kindergarten readiness at VCA. Students entering Kindergarten must be 5 years old by September 1st.

Student Expectations

Students attending Veritas Christian Academy are expected to practice and grow in Christian character. This includes all areas of life, especially with respect and obedience to those in authority, physical and moral

cleanliness, and abstinence from things harmful to the body and society. Students are expected to adhere to the ROAR Veritas Christian Academy Behavior Expectation Matrix. We want our students' lives to show they are choosing to put Christ first.

V. KINDERGARTEN – EIGHTH GRADE (K-8) PROGRAM DETAILS

After School/Extended Care Program

Veritas Christian Academy's After School/Extended Care Program offers extended day services for VCA students. Students must be officially enrolled in this program, with all paperwork completed, to attend. The After-School Program is not designed to be a drop-in program. However, we understand that unexpected circumstances arise. If drop-in care is needed, you may call the school office before 2:00 P.M. to check on availability for that day. Please see the current tuition schedule for applicable fees.

Aftercare fees will be invoiced on your monthly tuition statement. All enrolled After School students must be picked up before 5:30 PM to avoid late pick up fees. Please see Tuition Rates and Fees for pricing. If your student is removed from aftercare due to behavior incidents, that month's fees will be forfeited and not refunded.

Drop Off/Pick Up

In order to maintain safety in our parking lots, we ask all parents to use extreme caution when dropping off or picking up their children. Parents may drop off and pick up their child by walking through the office to the playground or using the carline. Student drop off is 7:50-8:10am. Students may not be dropped off before 7:50am without prior approval. Carline gates close at 8:10am and students and parents will need to walk to the office to complete a tardy slip. For pick up, gates open at 2:45 and Kindergarten through 8th grade students start loading at 2:55. All students must be picked up by 3:10. Students still on campus past 3:10pm will be taken to Extended Care/Aftercare unless prior arrangements have been made. Please see current year tuition schedule for current Extended Care rates. If you allow your 5th through 8th grader to walk or ride a bike home, a parental permission slip must be on file with the school office and students must sign themselves out at the end of the day.

Cell Phones & Electronic Devices

All personal technology, including cell phones, is prohibited on campus unless pre-approved by the Administration. To request permission, please contact your administrator via e-mail for applicable forms. Please note all cell phones will be checked into the front office at the start of the school day and available at the end of school. Smart watches are only allowed to be used for checking the time during school hours. Parents may reach out to their students by contacting the school office. Please do not text or call your child or teacher during the school day.

Family Chapel

Chapel is a part of the weekly schedule. Preschool- 8th grade chapel is held on Wednesday mornings at 8:10 AM in the Worship Center. Parents are always welcome to join any chapel service.

Please note that the office is closed every Wednesday from 8:10-8:40 for Family Chapel. Students arriving late must be walked into the sanctuary by a parent.

Field Trips

Before going on any field trip that requires leaving campus, every student will be required to bring a signed permission slip. Parent participation is appreciated; however, siblings of any age are not permitted to attend. All adults attending any field trip must first be cleared through the school's fingerprinting and background checks, and the chaperone contract must be signed. The fingerprinting and background check process takes about two weeks for the school to receive clearance from the Department of Justice. All drivers are required to furnish proof of adequate insurance coverage and a current driver's license.

Sharing and Items from Home

VCA asks that you leave toys and personal items at home unless teacher permission has been given in special circumstances and for learning purposes.

Snack and Lunch

Breakfast, snacks, and lunch are times for students to reenergize their bodies and minds. It is imperative that they are given healthy foods. Please provide foods high in protein, along with whole grains, fresh fruit, and vegetables. Do not send soda, candy or high sugar foods or drinks. They will be confiscated until the end of the school day. Due to student allergies, food sharing is not permitted.

Students should bring food from home and a filled water bottle each day. We do not permit lunch deliveries via delivery services such as DoorDash.

Student Pictures

All students are photographed in the fall for the yearbook and are available for purchase. Enrollment in Veritas Christian Academy includes permission for us to photograph or videotape your child for children's display panels, advertising, or for training purposes. If you would like to opt out of having your student's picture used, please contact the administrator.

Student Supplies

The Student Supply list is available at www.TeacherLists.com. We ask that you furnish these supplies on or before the first day of school. Most of the requested items will be used by your own child. However, to help defray costs, some items will serve as classroom supplies.

Technology

Each class will have access to laptops/tablets throughout the day which will remain at school to complete work while on campus. Upper Grade students (5th-8th) will need access to a computer at home to complete assignments. Personal computers and devices are not allowed on campus.

Uniforms K-8

Veritas Christian Academy has adopted a strict uniform policy for all students in K-8th grade. We believe there is a direct relationship between a student's appearance and their attitude and conduct. Failure to comply with dress code policy will result in parents being called to provide appropriate uniform and after three occurrences result in loss of free dress privileges. Please refer to current Dress Code Policy on pg.23.

VCA Spirit Wear

Spirit wear can be purchased for students and adults at The Coliseum and the school office. Items available for students must be in school colors with the school logo.

Visitors During School Hours

All visitors must check into the school office immediately upon arriving at school. All visitors will be expected to sign in and out at the office and wear a visitor's badge. Parents/visitors will not be allowed into any classroom without prior approval by the administrator.

VI. KINDERGARTEN – EIGHT GRADE (K-8) ATTENDANCE POLICY

Attendance and Tardiness

Attendance at Veritas Christian Academy is a privilege, not a right. This privilege should be highly regarded and recognized by all students and parents. Enrollment at VCA includes a commitment to regular, punctual, and daily attendance. VCA holds students to a higher standard realizing that student attendance in school is linked to academic achievement and is an indicator of self-discipline and integrity in work ethic.

As of 2023-2024 school year, the following attendance policy was put into force:

Absence: an absence is entered in the student record if they miss more than three hours of the school day. After a student has been absent for 12 days, parents will receive a courtesy notice to inform them that their child is in jeopardy of violation of the absent/tardy policy. A student may not be invited to return to VCA if the student is absent more than 10% (i.e. 18/180) of the instructional days in a year.

- **Excused Absence:** granted for illness, doctor or dental appointments, or family bereavement (death in immediate family).
- **Unexcused Absence:** if the student is absent for any reason other than the above-mentioned including vacations and planned trips.
- **Truancy:** a student's absence without the knowledge or consent of parents or school officials is considered an unexcused absence or truancy.

Absence Student/Parent/School Procedure

- Parent/Guardian must call or email appropriate grade level faculty and staff alerting to student absence, prior to 9:00 am on the day of absence.
- If no phone call/email is received, a written excuse from the parent may be submitted including Student name, dates of absence, reason for absence, parent signature.
- The student will be marked unexcused without one of the three above parent communications being received.

For prolonged absences due to illness or special circumstances, we suggest you arrange with the teacher for makeup work. Students will be given the same number of days absent to complete their missing assignments.

The California Department of Education defines chronic absence as missing 10% of the school year for any reason including excused and unexcused absences (including suspensions). VCA must follow the state standards of attendance in order to maintain our standing with the CDOE. California Education Code 48260 states: *“Any pupil subject to full-time education or to compulsory education who is absent from school without valid excuse for more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance Supervisor or the Administrator of the school district.”* Therefore, three unexcused tardies per trimester will result in one absence and four unexcused absences per trimester will be reported to the California Office of Education. Upon the fourth tardy and every tardy thereafter, per trimester, a \$10 late fee, per child, will be added to the tuition account.

VII. ADMISSIONS PROCEDURES & POLICIES

General Information

Admission Policy

Veritas Christian Academy enrolls students from 2 years old through the 8th grade. We do not discriminate based on disability, race, color, sex, or national, or ethnic origin, however, should it occur that VCA is unable to meet the academic or emotional needs of a student, VCA reserves the right to revoke admission at any time.

The administration does reserve the right to dismiss or refuse admission to anyone who is unwilling to comply with the school's philosophy and/or regulations. Before enrollment, each family must meet with a member of the School Administration and complete necessary pre-enrollment assessments. During the two weeks of in-class learning, VCA reserves the right to further evaluate and/or assess each child to determine proper classroom placement and within this time frame, VCA has the right to withdraw enrollment and prorated tuition will be returned. If the parent chooses to withdraw enrollment during the first two weeks of in-class or distance learning, the month's tuition will be forfeited.

Parents must submit a copy of their child's immunization records along with a completed Physician's Report (Preschool only, LIC. 701, part of the admissions packet). The Physician's Report must be dated within one year prior to the student's first day. Please refer to the enrollment packet for a list of required immunizations.

Enrollment Requirements

Step One: Receipt of completed online application form and \$30 application fee

Step Two: Campus tour and an informal interview with a member of our Administration

Step Three: Completed assessment and shadow day for Elementary and Middle School students

Step Four: Receipt of completed online enrollment forms, including:

- Parental agreement of Veritas Christian Academy's:
 - ✓ Statement of Faith
 - ✓ Admissions Policy
 - ✓ Parent Handbook
 - ✓ Parent Pledge of Support
 - ✓ Student Expectation
 - ✓ Receipt of \$250.00 registration fee for new students and \$175.00 for returning students (if submitted during the Re-enrollment Period. Fee is \$250 if submitted after period has closed)
- Receipt of Preschool licensing forms:
 - ✓ Preschool Admissions Agreement
 - ✓ Personal Rights
 - ✓ Consent for Emergency Treatment
 - ✓ Physician's Report
 - ✓ Child's Health History
 - ✓ Parent's Rights

Step Five: A copy of previous school records/transcripts and immunization records

Kinder – 8th

All students seeking admission to Veritas Christian Academy will be evaluated on the basis of their transcripts and an interview and assessment with a School Administrator or faculty member. It is expected that all students at VCA come equipped to perform satisfactorily, both academically and socially. We reserve the right to select students on the basis of academic performance, religious commitment, and personal qualifications, including a willingness to cooperate with the VCA staff and administration. Potential students should display a sincere desire to attend Veritas Christian Academy and be willing to submit to all rules and expectations, including the ROAR Behavior Expectation Matrix. Students will not be admitted following suspension or expulsion from another school. VCA strives to meet all children's educational needs. However, as a private school, we do not possess or provide support services. It is the intention of VCA to work with each student on an individual basis to meet their educational needs to the most of our ability considering available resources on a student-by-student basis. A complete partnership between home and school is required for every student's success, and should it occur that VCA is unable to meet the academic or emotional needs of a student, VCA reserves the right to revoke admission at any time.

Classroom placement is based on the incoming student's age as of September 1st of that school year and assessment data if needed. VCA reserves the right to make a final placement decision.

Parents must submit all necessary paperwork included in the admissions packet and initial tuition payment and registration fee before the first day of enrollment.

Preschool

All families interested in placement in our preschool program must contact the Preschool Administrator to verify the availability of space, as some classrooms may have a waiting list. To be placed on this waiting list, you will be given a tour, asked to complete the online application, and pay a non-refundable \$30 application fee. Once a spot is confirmed, parents will receive communication from the Preschool Administrator to make sure proper forms are completed. Classroom placement may require further assessment, and VCA reserves the right to make a final placement decision.

Parents must submit all necessary paperwork included in the online enrollment packet before the first day of enrollment. Initial tuition and registration fee are also due before the first day of enrollment.

VCA Preschool is a 12-month program, and families are committing to a 12-month tuition schedule. At any time, a child may take a leave of absence from our program for a minimum of one month and a maximum of three months and the school will hold the child's enrollment spot, providing a holding fee is paid prior to departure. The holding fee is \$300 and is nonrefundable. All leave of absence or schedule changes must be requested in writing 30 days prior to departure. Any other absence or vacation does not relieve a family of their monthly commitment, and regular tuition payments will be required. Tuition takes into account school closures and holidays.

Withdrawal and Schedule Change Procedure

If you intend to make a schedule change or withdraw your child from VCA Preschool, Elementary, Middle School, or After School Care, **you must request in writing 30 days prior to change or withdrawal.** Without this notification, you will be charged your regular tuition rate for the following month. Switching days within your preschool scheduled week is not permitted. However, with prior permission from your student's teacher and administration, drop in is available for a fee.

K-8th Grade students who withdraw enrollment during the summer for the following school year must do so by or before June 1st. Withdrawals after June 1st will be charged for the first month's tuition for the following school year.

VIII. REGISTRATION, TUITION & FINANCIAL AID

Tuition and Registration Fees

Veritas Christian Academy uses FACTS Tuition Management Company to process tuition payments. There are several auto-payment options available through FACTS as well as the option to pay with a credit card.

Tuition is due on the 1st business day of every month. All other miscellaneous fees are due with the tuition the following month. A late fee of \$50 is charged if tuition is received after the close of the business day on the 5th of the month or the first business day following if the 5th lands on a weekend, holiday, or teacher in-service day. Returned checks will incur a \$30 service charge. No credit will be given for school absences. Tuition takes into account school closures and holidays.

PRESCHOOL: Preschool tuition is broken into monthly payments and is based on a 12-month school year, September through August. Pre-registration for the following year takes place in late January, and payment of the registration fee is required in order to hold your child's placement for the next school year. If a family pulls their student's enrollment for the summer months of June, July and/or August, they must pay a \$300 Summer Hold Fee. This fee is non-refundable.

KINDERGARTEN: The total annual tuition is based on a 9-month school year and is broken into **10 installments** with the first payment due August 1st and the last payment due May 1st. For new families, the registration and Instructional fees are due by June 1st of the previous school year to hold your child's placement. Returning family registration fees are due with pre-registration paperwork and the Instructional fee is due by June 1st of the previous school. These fees are non-refundable. Transfer-in student's account will be charged a prorated first installment along with the current month's tuition. Please see current tuition schedule for additional details.

ELEMENTARY & MIDDLE SCHOOL: The total annual tuition is based on a 9-month school year, and is broken into **10 installments**, August through May, with the first billing cycle posted in July, due August 1st. The 10-monthly installment plan was put into place to help families with their household budgets. Transfer-in student's accounts will be charged a prorated first installment along with the current month's tuition.

Re-enrollment for the following school year takes place at the end of January and requires a registration fee to hold your child's placement. Please note that VCA provides re-enrolling families 1 week to re-enroll prior to opening enrollment to new families, so early enrollment is imperative to ensure your child's spot at VCA. If the re-enrollment fee is not paid by February 28th, the registration fee will increase to \$250. Instructional fees are due by June 1st. Please see current tuition schedule for additional details.

All registration fees are non-refundable. Within the first two weeks of enrollment, both the parents and the VCA administration have the right to withdraw enrollment for any reason. If VCA chooses to withdraw enrollment, registration fees will be refunded, less a \$100 administrative fee, and prorated tuition will be returned. If the parent chooses to withdraw enrollment within the first two weeks, only the prorated tuition will be refunded.

Tuition and Extended Care Fees are due by the 1st of the month. Miscellaneous fees are due by the 20th of the month. Payments received after the close of the business day on the 5th of the month (or the business day after if the 5th is on a holiday, weekend, or school closure day) will incur a **\$50** late fee. At the time of billing, any account that has a balance from the previous month is considered in arrears. Please contact the Finance Department if financial difficulties arise. While we make every effort to accommodate the needs of our families, we reserve the right to request that you withdraw your child from school until your account is paid in full. Your

child's place cannot be guaranteed. Report cards, standardized test scores, and student records will not be released until all accounts are paid in full.

Transfer-in students will be charged on the basis of the number of months left in the school year. Students who enroll after the 15th of the month are charged ½ month's tuition. **Transfer-out students must complete in advance an enrollment withdrawal form at the school office 30 days prior to the withdrawal date.** If the enrollment change form is not completed, signed, and submitted 30 days prior, the family will be charged the following month's full tuition. Until accounts are paid in full, report cards, standardized test scores, and permanent records cannot be released.

Joint Custody and Non-Custodial Parents and Guardians

Newsletters, report cards, billing information and information from the teachers will only be released to the non-custodial parent if the enrollment forms indicate this request. Conference times will be scheduled at the request of the non-custodial parent only with the permission of the custodial parent. Release of information to non-custodial parents will only be granted with the custodial parent's permission or if there is a court order.

Tuition invoices will be accessible to the custodial parent through our billing program. If the parent who did not enroll the child wishes to pay on the account, we will accommodate him/her unless it is stated in the court order that only one parent is to pay the bill. Joint custody is determined by a court order, which is placed in the child's file. If one parent/guardian falls behind in tuition payments it is the responsibility of the other parent/guardian to make sure the bill is kept current.

Scrip Program

Gift cards may be purchased on the school campus or via the Shop with Scrip website. www.shopwithscrip.org

Financial Aid

Veritas Christian Academy has financial aid available. Please contact the front desk or Administration for details.

Basic Fund

The BASIC Fund (Bay Area Scholarships for Inner-City Children) is a privately-funded program whose mission is to broaden the educational opportunities for inner-city children by helping low-income families afford the cost of tuition at private schools in the Bay Area.

The program is available to students entering Kindergarten Readiness through eighth grade to attend private schools in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma Counties. The program provides scholarships to help families send their children to the private school of their choice. The BASIC Fund scholarships are awarded based on financial need and the child must be entering private school for the first time.

These scholarships are not guaranteed, and Veritas Christian Academy does not participate in the decision process. To access BASIC Fund's application, see their website at www.basicfund.org. The application process begins in December of every year. However, if you are interested, we encourage families to contact BASIC Fund as early as possible.

Military Discount

As a school, we are very appreciative of the sacrifice our military families give for our freedom. Therefore, all military families, with at least one custodial parent/guardian who is actively serving in the military will receive up to a \$175 refund on registration or re-registration fees to be credited on their first month's tuition payment. For more information, please contact the VCA Finance Department.

Other Financial Assistance

Community Resources for Children is a state program that, among other things, helps families subsidize their childcare needs. For more information about CRC, please call 707-253-0376. If your child's tuition is subsidized by CRC, you are responsible to complete your child's sign-in forms by the end of each month. If your child's sign-in sheet is not complete, your child may not return to school until all forms are complete and you may be held responsible for that month's tuition. Parents are responsible for covering any fees, expenses or portions thereof not paid by CRC.

Pastor Discount

At VCA, we value our partnerships with churches across the Napa Valley and the surrounding area and are excited to support those who serve our community. To show our appreciation, we offer a 20% tuition discount for students with a parent serving as a full-time, paid pastor on staff at a church. Please note that this discount cannot be combined with financial aid or other tuition discounts.

IX. SCHOOL POLICIES & CAMPUS INFORMATION

Children Left in Cars Unattended

It is against the law to leave a child under the age of 7 unattended in a vehicle unless they are supervised by a person at least 12 years old. We urge all parents to make their best judgment regarding the safety of their children in our parking lot. VCA staff members are considered mandatory reporters and will be required to report any unattended children under the age of 7 to law enforcement. If you need assistance dropping off or picking up your student, please call the school office.

Closed Campus

For the safety of our students, all VCA campuses are closed. This means all students are to remain on school property during school hours unless accompanied by an authorized adult. The students are made aware of their boundaries and are always supervised. Students are not allowed on campus without an adult before or after the campus opens and closes. Students are to leave the campus with an authorized adult unless prior arrangements have been made. The Preschool and After School Care Programs close at 5:30 PM.

Discipline and Conduct Policy

We expect our students to conduct themselves in a Christ-like manner and our discipline style is one of love and understanding for each individual situation. All students are expected to adhere to the VCA ROAR Behavior Expectation Matrix. Students and/or families who do not submit to the rules and regulations of VCA and/or who do not show respect to VCA, its staff, or other families, will be dismissed from Veritas Christian Academy. Any student who intentionally endangers the safety or well-being of a fellow student or staff member is subject to immediate dismissal from our program. Parents will most often be asked to become directly involved in handling the problem, except for extreme cases.

Children are learning to make responsible choices and oversee themselves. We believe in providing consistent, understandable limits and our teachers respond to inappropriate behavior with insight, sensitivity, and skill.

He answered: "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and "Love your neighbor as yourself" Luke 10:27

If a student chooses not to follow the VCA ROAR Behavior Matrix, the following are possible disciplinary actions:

- **REDIRECTION:** Reminding the students of the rules and expectations. If they choose to abide by them, they are expected to resume the activity in an appropriate manner or get connected in a different activity or social situation, away from conflict and possible harm.
- **REFOCUS:** If the student chooses not to abide by the rules, they will either shadow the teacher or take time by themselves away from the other students and activity in question until they show they are ready to re-enter the activity in an appropriate manner. This may include loss of break time, laps during recess, or other age-appropriate consequences.
- **REMOVED FROM ACTIVITY:** If the redirection and time taken by the student does not help them gain control of themselves, they will be removed from the classroom or activity to talk with an Administrator. When appropriate, an incident report will be sent home.
- **PARENT CONFERENCE:** If the behavior continues, a parent conference will be required, a behavior plan will be implemented, and outside assessment may be required.
- **RESTITUTION:** In the event of property damage, the student will be expected to replace or restore the damaged property at the family's cost.
- **DISMISSAL:** Unsafe behavior is not tolerated at any time. If continual undesired or unsafe behavior occurs, dismissal will take place at the Administrator's discretion.

Holidays and Other Closures

Veritas Christian Academy's Preschool, Elementary and Middle School Programs are on the same holiday schedule. A school calendar will be available by August 1st to verify the exact days the school is closed. Phone and email messages sent to staff during closures will be answered upon return to campus. A complete list of school closures is available on the school calendar. The following are typical examples of dates VCA closes:

- | | |
|---------------------------------------|--|
| - Two weeks for Christmas & New Years | - Independence Day |
| - Martin Luther King Jr. Day | - Labor Day |
| - Lincoln and Washington Birthdays | - Veteran's Day |
| - Good Friday & Monday after Easter | - Thanksgiving (Monday through Friday) |
| - One week for Spring Break | - Teacher Training/Work Days |

Preschool - Summer

- Independence Holiday (2-3 days)
- Last week of August – Teacher Training Work Week

Office Hours of Operation

The VCA Office is open between 7:30 AM and 5:30 PM Monday through Friday. You are encouraged to leave a phone message any time you do not reach a live person. Messages are checked regularly at 707-253-7226. (ext. 100). The Finance Department (ext. 104) if your call needs immediate attention, please indicate that in your message.

Please note that the office is closed every Wednesday from 8:10-8:40 for Family Chapel. Students arriving late must be walked into the sanctuary by a parent.

Suspension Policy

It is the policy of Veritas Christian Academy to suspend students for behavior including but not limited to vandalism, violence, bullying, and cyber bullying. The suspension length is determined by the Administrative Team and reviewed case-by-case. Tuition or program fees from missed days due to suspension or removal from programs will not be reimbursed.

Missed classwork: The student will be given a zero for all missed classwork for the first two days of suspension. The student may receive credit for missed classwork for additional days missed due to suspension providing all work is completed for the entire time of suspension, excluding the first two days, and turned in the day the

student returns to school. Classwork will be available for pick-up by 10am the morning of the third day at the school office.

Permanent Records: Documentation of suspension will be placed in a student's permanent record.

Police Report: The police will be notified in the event of vandalism or bodily harm is threatened and/or carried out between students. All parties will be reported.

Readmission: Counseling intervention may be required for the student to return and applicable fees will be billed to the parent. The choice of professional counselor will be selected by Veritas Christian Academy. Reconciliation, forgiveness, and restitution are expected by all parties. Should one or more participants not exhibit an attitude of restoration or forgiveness they will be subject to expulsion.

X. HEALTH AND SAFETY POLICY

Illness – If your child becomes ill while at school:

1. The parent or authorized person will be notified to pick up the child **within one hour** from the initial call.
2. Your child must be fever-free (under 99.8 degrees), vomiting-free and diarrhea-free for at least 24 hours without medication before returning to school.
3. In the event an antibiotic is needed, your child may not return to school for at least 24 hours after the first dose.
4. If your child contracts a rash, a doctor's note will be required to return to school.
5. If your child contracts pink eye, 4 doses of medication must be administered before returning to school.
6. If your child contracts lice he/she must be nit-free before returning to school.
7. If your child cannot participate in a regularly scheduled activity, a doctor's note is required.

If your child becomes ill while at home:

1. Keep him/her home
2. All the above guidelines also apply

When a child returns to school after an illness, the teacher must clear the child before the parent leaves. If the 24-hour period is over after 9:00 AM, a preschool child must wait until the next day before returning to school. If the child returns to school after being given medicine to reduce a fever and must be sent home later that day, it will be expected that the child will remain at home and the 24-hour period starts over. VCA reserves the right to make a final decision on re-admittance based on our best judgment of physical symptoms and the child's ability to participate appropriately.

Injury – If your child is injured while at school:

1. The school shall give appropriate first aid to a child for minor cuts and bruises. A notice may be sent home.
2. A parent or guardian will be contacted if any injury to the head occurs.
3. A parent or guardian will be contacted if immediate attention is necessary.
4. In the event of an emergency, 9-1-1 will be called, and then the parent or guardian will be contacted.
5. If a child must be taken to the hospital, an administrative staff member or teacher will stay with the child until a parent arrives.

Medication – If your child needs medication given at school:

1. A medication permission form must be filled out and signed by the parent. Forms are in the school office.
2. All medication must be in its original container. No plastic bags or cups please. **At no time** should medication be added to a drink cup or stored in the backpack or lunch box.

3. Sunscreen, lotion, and lip balm must be treated as medication; a medication permission form is required.
4. If your child needs a nebulizer treatment administered during the day, a special consent form must be completed first. Nebulizer forms are in the school office.
5. If your child has been prescribed an epi-pen or other allergy related medications, a permission form must be completed.
6. Cough drops must be kept at the front desk and will be given as needed.
7. Medication and permission forms for Preschool must be given to the Teacher and for Elementary and Middle School they must be given to the school office.

Emergency Drills and Information

Fire, earthquake, and other emergency drills are scheduled monthly to acquaint your child with the evacuation procedures. The buildings are equipped with a fire alarm system and fire extinguishers. We regularly train all our staff in emergency procedures.

Registered Sex Offender Notification

Pursuant to Section 290.4 – 290.46 of the California Penal Code, information pertaining to registered sex offenders within the County of Napa is available through local law enforcement agencies. In addition, registered sex offender information can be accessed at www.meganslaw.ca.gov.

It is important to understand that designated law enforcement personnel are the only persons qualified to assess the level of risk and potential danger each individual sex offender poses to our community. Registry information distributed unlawfully or used to harass or intimidate others could be subject to civil liability.

XI. PARENT OBLIGATIONS & OPPORTUNITIES

Communication

Weekly newsletters are sent via email, tuition statements will be emailed to the parents' preferred email address, and any hard copy correspondence will be handed out throughout the month. In addition to these communication forms VCA uses the website www.veritasnapa.org, and the Parents of VCA Lions private Facebook Page to relay information. Please make sure the school office has your current email address and cell phone number on file, so we can communicate with your family. If you move, please update your mailing address with the school. Periodically a text will be sent out.

If at any time you need to communicate with the Administrative Team, you may contact the school office. Call 707-253-7226 or email admin@vcanapa.org

You may communicate with your child's teacher via email or by leaving a message with an Administrative Assistant. Please allow your child's teacher one business day to respond unless the message is marked urgent. Your child's teacher will make every effort to respond as soon as possible.

Conflict Resolution – Matthew 18 Principle

In the event a problem or concern arises, it is expected that each party will refrain from gossip and go directly to the source. Veritas Christian School uses the guidelines in Matthew 18:15-17 for dealing with conflict.

“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.
Matthew 18:15-17

It is expected that all parties will follow the process stated below:

1. Go privately to the source. If the parties involved can work out the issue together, consider it finished.
2. If the issue remains unresolved, all parties are to go to the student's teacher. If the parties involved can work out the issue together, consider it finished.
3. If the issue remains unresolved, all parties are to go to the Program Administrator. If the parties involved can work out the issue together, consider it finished.
4. If the issue remains unresolved, all parties are to go to the Administrator.
5. If the issue remains unresolved, all parties are to go to the Board. The Board representative will act as a mediator to come to a final conclusion. All parties are bound to the final conclusion.

Gossip and slander are never tolerated, including use of social media or other online based forums. If at any point a person at Veritas Christian Academy is engaged in the act of gossip and/or slander they will be immediately confronted. If the act does not stop, dismissal from VCA may occur.

Financial Responsibility

You will receive an email invoice monthly displaying the balance on your account due on the first of the month. If you have a balance inquiry at any other time during the month, please reach out to the Administration. While others may pay on your student's account, it is the ultimate responsibility of the parents/legal guardians to keep their student's account current. If extenuating circumstances should arise, families are asked to communicate promptly with the Administration regarding their financial situation. The VCA Administration makes every attempt to work with families. However, report cards, standardized test scores and student files will not be released until all accounts are paid in full. The Administration team may be reached at 707-253-7226 ext. 104.

Current Contact Information

It is the responsibility of the parents to communicate all changes in contact information to the school office or by updating the FACTS Parent Portal to maintain an accurate database.

Church Attendance

We recognize the importance of home, school, and church working and praying together in the training of young people. Therefore, we encourage all our families to attend a like-minded church of their choice for fellowship, spiritual growth, and reinforcement of Christian truths.

Parent Helpers

Teachers welcome classroom helpers for special activities and classroom events. Please reach out to your child's teacher to inquire about participating. Parent Helpers must sign in and get a visitor pass from the school office before entering other areas of the campus. For regularly recurring parent volunteers, the completion of fingerprinting and a background check will be required.

Public Displays of Affection, Relationships & "Crushes"

It is completely natural, and God designed for students to begin recognizing an attraction for one another. However, we believe VCA students need to be more emotionally ready for an exclusive boyfriend-girlfriend relationship. Therefore, Veritas Christian Academy's policy is that students who become attracted to one another are not permitted to show a public display of affection (PDA). We believe the parent decides to set the expectation for their child regarding dating outside school. However, while at school, students who "like" one another may hang out in groups and be friendly to one another as they would any other student. However, at VCA, exclusivity is not allowed. Students who "like" one another may not hold hands, hug, kiss, or go off together to be alone on campus or while attending any school-related function.

Mediation

VCA believes the Bible instructs us to make every effort to live at peace, and to resolve disputes with each other in private, or within the Christian community, in conformance with biblical principles. Therefore, the parties agree that any claim or dispute arising out of their child's attendance at Veritas Christian Academy, a dba of Napa Valley Christian Education Group, or related to any provisions of the Parent Handbook, shall be settled by biblically based mediation or arbitration. It is the primary goal to resolve conflicts biblically, not just to avoid litigation.

Accordingly, the undersigned parties hereby agree that, if any dispute or controversy arises between them and is not resolved in private meetings between the parties, then the dispute or controversy will be settled by biblically based mediation and, if necessary, legally binding arbitration, in accordance with the Rules of Procedure for Christian Conciliation (HisPeace.org) The undersigned parties agree these methods shall be the sole remedy for any dispute or controversy between them and, to the full extent permitted by applicable law, expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration, or to enforce this dispute resolution agreement. Any mediated settlement agreement, or arbitrated decision hereunder shall be final and binding and fully enforceable according to its terms in any court of competent jurisdiction.

XII. FAMILY AND STUDENT AGREEMENTS

PARENT PLEDGE OF SUPPORT

Parents are required to abide by the Parent Pledge of Support as included in the enrollment forms. The parent's signature is required on all forms and serves as an indication of agreement to support the principles, goals, and policies of the school. A copy of all signed agreements will be placed in your child's file. Below is a copy of the Parent Pledge of Support as received in your enrollment forms.

- **ACADEMICS:** We agree to encourage, support, and help our child with homework, memorization, projects, and study habits.
- **ENROLLMENT:** We agree and understand that enrollment in Veritas Christian Academy is a privilege, not a right. We further understand that continued enrollment and re-enrollment of our child is dependent on our support of the school, its staff, and its policies.
- **CONDUCT:** We agree and understand that, due to the standards of Veritas Christian Academy, our community will not tolerate profanity or obscenity by word or action, or disrespect to students, parents, and personnel of the school.
- **DAMAGES:** We agree to replace or pay for any damages caused by our child.
- **DISCIPLINE:** The school shall have authority to discipline our child (in accordance with applicable California State laws), and we will require our child to comply with all school regulations. We further agree that we will cooperate and discipline our child in the home as needed. We understand if our child persists in unacceptable conduct, he/she will not be permitted to remain in school.
- **FINANCES:** We have read the financial policy and agree to meet all financial obligations promptly.
- **GRIEVANCES:** We will endeavor to communicate our grievances honestly and directly to those involved and when resolved to forget them quickly. We agree not to pursue outside reparation against other Christians, the school nor the church. Matthew 18:15-17 gives a formula for settling disputes: First privately, then with a teacher or an Administrator, and then with the School Board. The same holds true in principle for the school staff.
- **GOSSIP:** We agree to refrain from listening to and spreading gossip whether done verbally or in social media and online forums. Furthermore, we agree to confront those who do engage in gossip. We understand that continued participation in gossip could ultimately lead to the dismissal of our child from Veritas Christian Academy.
- **LIABILITY:** We release the school from any and all liability, while our child is under school care and responsibility.
- **PHOTOS:** We hereby authorize agents of Veritas Christian Academy to photograph our child while under its care and agree they may use the negatives or prints thereby acquired for such purposes and in such manner as may be deemed desirable for the support and promotion of Veritas Christian Academy.
- **PLACEMENT:** The school has full discretion in the placement and promotion of students.

Dress Code Policy

Monday-Wednesday and Field Trips:

- **Headwear:** Baseball caps, sun hats, and snow beanies with appropriate logos are allowed outdoors only. Hats may not be worn indoors.
- **Hair:** Hair must be neat, clean, well-groomed, kept out of the face, and in natural colors. Boys' hair should not extend past the collar.
- **Earrings/Jewelry:** Should be tasteful, modest, and safe. Facial piercings and ear gauges are not permitted.
- **Jackets/Sweatshirts:**
 - Sweatshirts, sweaters, and lightweight jackets must be in solid school colors (baby blue, navy blue, black, grey, or white) and free of graphic designs.
 - VCA Spirit Wear sweatshirts and hoodies are permitted any day.
 - Heavy jackets can be any color.
- **Tops:** Polo shirts with the VCA logo in baby blue, navy blue, black, grey, or white.
- **Pants/Shorts/Capris:**
 - Chino-style pants/shorts in navy blue, black, grey, or khaki.
 - Athletic shorts/pants or yoga pants are not permitted. Leggings are only allowed when worn under skirts.
- **Dresses/Skirts:** Must be no more than two inches above the knee and must be paired with shorts or leggings.
- **Shoes:** Closed-toe shoes, preferably athletic in style. Light-up shoes are acceptable. Flip-flops, slippers, and slides are not allowed.
- **Makeup:** Middle school girls may wear natural-looking makeup.
- **PE Uniforms:** No longer required.

Thursdays (Regular Uniform or Spirit Wear):

- **Pants:**
 - Jeans (no rips or sagging).
 - VCA Spirit Wear sweatpants with the logo.
- **Tops:**
 - VCA Spirit Wear tops, including Color Run shirts, Spirit Wear, track shirts, or VCA athletic shirts.

Casual Dress Friday:

Students may wear:

- **Headwear:** Any sports team or VCA logo cap, sun hat, or snow beanie (outdoors only).
- **Leggings:** Allowed when paired with a long shirt or sweatshirt.
- **Pants:** Jeans (no rips or sagging)
- **Tops:** Casual shirts or T-shirts with tasteful logos or solid colors. Tank tops or dresses for girls must have straps that are at least three finger-widths wide.

Anti-Bullying

It is essential for students to recognize bullying, whether it is to the student or someone else. Bullying **is** intentional and repetitive negative behavior toward another person. Bullying **is not** bad manners, thoughtlessness, or accidental actions.

At Veritas Christian Academy, we strive for a safe learning environment. It takes each of us to work together to make this happen.

Several warning signs could indicate a student is experiencing bullying at school:

- Few or no friends to spend time with
- Fear of going to school
- An unexpected drop in grades and interest
- Unusual moodiness, depression, anxiety, or crying
- Frequent headaches or stomachaches
- Loss of appetite
- Trouble sleeping
- Damaged or missing clothing, books, or other belongings
- Unexpected bruises, cuts, or scratches

If bullying is experienced, contact the Administration Office immediately for help. Please visit www.cfchildren.org/issues/resources-links to find online resources that can help guide parents and students in talking about bullying.

Bystander Power

- Don't take part in the bullying
 - Don't laugh or stay to watch
 - Don't encourage
 - Don't spread rumors
- Offer support
 - Be an ally to someone being bullied
 - Label the bullying, "Hey, that's bullying"
 - Talk to the person, offer help, keep them company
- Take action against the bullying
 - Distract the person doing the bullying
 - Walk away with the person being bullied
 - Tell the person doing the bullying to stop
 - Talk to a trusted adult about the bullying

Tips for Dealing with Bullying

- Tell yourself it is not your fault
- Stay in control. Don't retaliate by fighting or bullying back (this usually makes it worse)
- Tell the person or people who are bullying to stop, if you feel safe and confident
- Avoid places or situations where bullying happens. If you can't, keep someone you know or an adult nearby.
- Get support from a trusted adult.

Cyberbullying

Cyberbullying will **NOT** be tolerated.

With the number of young teens owning cell phones, on Facebook, and using other forms of social media, cyberbullying is on the rise. Pause and think twice before you send messages.

- Avoid saying anything in an electronic message that you wouldn't say to someone's face.
- Don't forward gossip or hurtful or threatening messages
- Remember: You cannot get the message back once you have sent it
- Ask yourself these questions:
 - Could the message make you vulnerable to bullying because it is very personal, embarrassing, or revealing?
 - Could the message get you in trouble if an adult saw it?
 - How might other people feel when they read the message?
- Realize that anything you send out electronically could potentially be sent to everyone you know and many more people you don't know.

Adapted from Committee for Children, Second Step, 2012

VERITAS CHRISTIAN ACADEMY BEHAVIOR EXPECTATION MATRIX



R

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A

R

RESPECTFUL

OBSERVANT

ACCOUNTABLE

READY

CLASSROOM	<ul style="list-style-type: none"> -Follow Directions -Be an active participant -Stay in your personal space -Hats off 	<ul style="list-style-type: none"> -Listen when others are speaking -Be aware of what the class is doing and what you are doing 	<ul style="list-style-type: none"> -Use materials safely and appropriately -Keep hands, feet, and objects to yourself -Ask for help when you need it 	<ul style="list-style-type: none"> -Be on time -Be ready to learn with appropriate materials & water -Complete and turn in all homework & assignments
OFFICE & HALLWAYS	<ul style="list-style-type: none"> -Walk safely and quietly to your destination -Use appropriate language and volume -Hats off 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Be aware of your surroundings 	<ul style="list-style-type: none"> -Do your job -Follow the rules -Go directly to your destination and return -Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> -Know your purpose -Kindly announce yourself and your need
OUTSIDE & PLAYGROUND	<ul style="list-style-type: none"> -Share space and equipment -Include others -Follow directions from teachers & yard duty 	<ul style="list-style-type: none"> -Be aware of your surroundings -Help others if they need it 	<ul style="list-style-type: none"> -Put equipment away - -Follow the rules -Use playground equipment appropriately -No violent game play 	<ul style="list-style-type: none"> -Stop when the whistle blows -Have fun!
RESTROOMS	<ul style="list-style-type: none"> -Flush toilet -Wash hands -Throw away trash -Respect privacy 	<ul style="list-style-type: none"> -Wait your turn -Keep restroom clean -Tell an adult if there is a problem 	<ul style="list-style-type: none"> -Use only when necessary -Take care of business and leave 	<ul style="list-style-type: none"> -Use quickly & quietly
CHAPEL & ASSEMBLIES	<ul style="list-style-type: none"> -Sit quietly -Pay attention to the speaker -Sit/stand with the group 	<ul style="list-style-type: none"> -Participate & applaud appropriately -Listen with whole body 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself -Use appropriate language and volume 	<ul style="list-style-type: none"> -Enter & exit in a quiet and orderly manner -Be reverent
TECHNOLOGY	<ul style="list-style-type: none"> -Touch only your device -Use headphones 	<ul style="list-style-type: none"> -Follow directions 	<ul style="list-style-type: none"> -Use only your device -Only go to sites your teacher instructs you to 	<ul style="list-style-type: none"> -Know your log in and password -Keep device charged and ready -All phones checked into front desk
SNACK & LUNCH TABLES	<ul style="list-style-type: none"> -Use good manners -Keep hands, feet, and objects to yourself -Positive conversations 	<ul style="list-style-type: none"> -Keep area clean -Stay seated until dismissed -Include others 	<ul style="list-style-type: none"> -Pick up & throw away your trash -Eat only your food -Raise your hand if you need something 	<ul style="list-style-type: none"> -Bring your lunch box and water -Sit in your designated area -Have your water bottle filled
FRIENDSHIPS & CLASSMATES	<ul style="list-style-type: none"> -Use words and actions that honor God -Listen when someone is speaking to you -Speak kind and calming words -Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> -Look for those who need a friend -Stop and help a hurting friend -Encourage one another 	<ul style="list-style-type: none"> -Address the issue whether accidental or intentional -Make it right -Be honest -Keep no record of wrongs 	<ul style="list-style-type: none"> -Be a good listener -Treat others the way you want to be treated -Take turns

VERITAS CHRISTIAN ACADEMY ACCEPTABLE USE POLICY

Veritas Christian Academy (VCA) has adopted the following Acceptable Use Policy. Devices are another tool used to support learning and to heighten instruction. Networks allow people to interact with devices within the school and with other devices around the world. With the popularity of the Internet growing each day, it is imperative that parents, staff, and students understand that an Acceptable Use Policy is necessary to ensure that our devices and the network are used in a responsible, ethical, and legal manner.

Acceptable use includes:

- Using devices or network equipment for classroom activities or projects, this includes connecting to other systems and devices through the Internet
- Sending and receiving e-mail related to school activities

Failure to adhere to Veritas Christian Academy's (VCA) Acceptable Use Policy will result in the user's access being revoked by the school administration.

Unacceptable use includes:

- Using profanity, obscenity, or language which may be considered offensive or abusive to another user
- May not slander, intimidate, or harass another user in any manner
- Violating copyright laws which include copying commercial software and copying/printing material that is considered restricted or proprietary
- Giving out individual passwords or using another individual's password
- Reading, copying, or modifying other users e-mail or restricted files without prior consent
- Knowingly sabotaging devices or network equipment, this includes disabling certain operating system functions or network configurations
- Using the devices or network for any type of illegal activity
- Students may not use devices or the network without teacher permission

Parents and users (including staff and students) should understand that steps are taken (by the VCA network) to mitigate the connection to or downloading offensive material. However, due to the dynamic nature of the Internet, there is no fail-safe way to ensure that students or staff are completely isolated from controversial, offensive, or questionable content, i.e., Veritas Christian Academy is not responsible for the information on remote systems. Furthermore, it is understood that users will change passwords periodically and are responsible for logging off local and remote systems when they are not present. It is understood that system administration personnel will have access to all VCA network files and e-mail, at all times.

Internet Privacy Protections and Considerations for Students

Veritas Christian Academy has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcome communications.

The purposes of these guidelines are:

1. To inform school staff of the possible dangers of allowing students to publish identifying information on the Internet;
2. To recognize that there are potential advantages of allowing students to publish identifying information on the Internet; and
3. To provide our school a recommended set of Guidelines governing how students identifying information should be allowed in publishing on the Internet.

There are significant risks and advantages involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the web for students whose parents have returned the form asking that such information not be released.

Guidelines:

- Only first names be used in published student work
- Pictures that are a part of student publishing should not include identifying information
- Under no circumstances should a student's home address or phone number be included
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed.
- In special circumstances with parent-signed release, identifying information can be added.

By signing this Consent and Waiver form, parents, and users (including staff and students) agree to abide by these guidelines and those of the VCA network. The student and his/her parent(s) or guardian(s) should discuss these rights and responsibilities together.

These general guidelines are applied to the VCA wired or wireless networks.

These general guidelines also pertain to students using cellular data devices, smart phone, on VCA campus even though connected via a cellular telephone carriers' wireless system.

Date: _____

Student Name (please print) _____

Student Signature: _____

Parent Name (please print) _____

Parent Signature: _____

By signing below, I understand the above policies outlined in the 2025/2025 Veritas Christian Academy Parent Handbook and fully agree to support and abide by them.

I understand if I refuse to abide by these policies or any policy stated in the Parent Handbook my child's enrollment will be dismissed.

Date: _____

Student Name (please print) _____

Student Signature: _____

Parent Name (please print) _____

Parent Signature: _____