



**VERITAS CHRISTIAN
ACADEMY**

Middle School Student Handbook
6th-8th Grade

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I. GENERAL INFORMATION

Welcome

The Administration and Staff of Veritas Christian Academy extend a warm welcome to all our students and parents. We look forward to serving the educational and spiritual needs of your family this year. It is our desire to bring Christ to the center of all our lives as we seek His special purpose for us in all we do. If you have any questions after reviewing this handbook, or at any other time during the year, you may contact Administration at 707-261-1227

The transition to middle school can be overwhelming for parents and students as expectations increase and certain privileges are given, which is one reason we have created this Middle School Student Handbook. It provides students and parents with clear expectations regarding Veritas Christian Academy's policies and procedures that are directly related to middle school students. It is expected that this handbook will accompany the Parent Handbook. Both handbooks should be read and understood in their entirety. Policy duplication between the two handbooks is intentional in an effort to provide consistency throughout our entire program, Preschool through 8th grade.

VCA History

Veritas Christian Academy opened in 1998 as First Christian School, a ministry of First Christian Church of Napa. When the school began in 1998 it started with preschool ages 18 months through 5 years old and added a grade each year until reaching 8th grade in 2008. In July 2018, the church blessed the school into becoming a multi-campus, independent Christian school supported by a network of local Christian churches. The preschool through 5th grade remained on the First Christian Church campus, (referred to as the South Campus) and the middle school, 6th-8th grades, moved to the Grace Church campus, (referred to as the North Campus.) A 501(c)(3) corporation was created to manage all business operations related to the school. This corporation is named Napa Valley Christian Education Group.

VCA is non-denominational in scope, but Biblical in authority. We rely on the Word of God as our source for truth and inspiration. All curricular and co-curricular programs are Biblically integrated to provide the students with a solid foundation of truth through the Word of God.

Meaning Behind the Name

The name Veritas Christian Academy was chosen because it provides the school with a strong name that allows for a community school feel and the ability to network with multiple local Christian churches. Veritas is Latin for truth. Teaching truth, God's truth, is the core of our school mission.

Vision Statement & School Motto

VCA exists to provide a Christian-based education, "*Where Biblical Values and Academic Excellence Come Together*".

Mission Statement

To provide a challenging, comprehensive education, which equips our students to succeed with confidence, serve with compassion and live a meaningful life following Jesus Christ.

Philosophy of Education

The Christian educational philosophy of Veritas Christian Academy is based on the command of **Proverbs 22:6** which says, "*Train a child in the way he should go, and when he is old he will not turn from it*". We believe each child is created in the image of God and here for a divine purpose. Every child has strengths and weaknesses and no two

are the same. We recognize our role in helping them grow into their unique calling and thereby living a life that ultimately brings glory to God, our Creator.

We recognize the God given authority He has placed on parents and has directed them to follow in “*These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates*”. **Deuteronomy 6:6-9**

We view the school as an extension of the home and strive to partner with parents to provide a high-quality academic education based on Biblical truths and principles in an environment that prepares children to excel spiritually, academically, emotionally, socially, and physically.

We affirm a Biblical worldview, and each student is encouraged to develop a personal relationship with Jesus Christ as Savior and Lord. Instilling Christian values and providing academic excellence is our mission, and our goal is to evangelize and disciple students in their Christian walk so that they are fully equipped to be used by God to accomplish the plans He has for their lives.

Discipline is part of the discipleship process, and we believe a student’s changed behavior is the evidence of a heart change that is brought about by the conviction of the Holy Spirit and impacts their personal relationship with God and each other. Positive behavior is a demonstration of faith in a loving God and is based on the redeeming and restorative grace of Jesus.

We recognize that without the complete integration of the Living Word of God into all subject matter and without the revelation of truth, knowledge gained is simply empty facts. It is our goal for students to see scripture as the inspired Word of God and relevant to everyday life, therefore making it an integral part of who they are in Christ Jesus. Every teacher is equipped to meet the spiritual, social, emotional and academic needs of students by first modeling Christian character and a godly lifestyle. We believe that Christian values and academic excellence are one.

We accept our calling as believers to carry out the Great Commission to “*go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, and teaching them to obey everything I have commanded you*”. **Matthew 28:19-20** Therefore, we seek to serve our community by reaching out to Christian families as well as non-Christian families.

Statement of Faith

Veritas Christian Academy was founded upon, and operates according to, the fundamental principles of the Bible. It espouses the Biblical Worldview of life as presented in the Bible. We hold the following statements of faith and practice to be true:

- The Bible is the inherent word of God and the source of all truth. Therefore, we keep the Bible at the heart of our curriculum.
- There is one God who has personally revealed Himself to man through His Son, Jesus Christ. All truth is found in Jesus Christ, so true education must be based upon Him.
- Parents are responsible, before God, for the proper education of their children. Therefore, parents and teachers work together to reinforce Christian values.
- Integration of the Word of God into all subject matter is the key to having a Christian school.
- As students develop a perspective of life based on Biblical principles, they are encouraged to make a personal commitment to follow Jesus Christ as their Lord and Savior and to be baptized as an outward profession of their faith.

Our Essentials

Veritas Christian Academy has adopted the following to be true:

“In Essentials, Unity; In Non-Essentials, Liberty; and In All Things, Love.”

In the things that are the “core” of Christianity, we are to be united. Things that are not “essential” are considered opinions and there is to be liberty (flexibility) concerning these topics. Above all, love is to be practiced in everything.

“If I hold in my mind not only all human knowledge, but also the very secrets of God, and have the faith that can move mountains, but have no love, I amount to nothing at all.” (1 Corinthians 13:2)

The Essentials are:

1. The Bible

- The Bible is the inspired Word of God and the final authority for Christian faith and practice. (2 Timothy 3:16; 2 Peter 1:20, 21; Psalm 119:105)

2. The Person of God

- God is the eternal and true God who exists in three persons: The Father, the Son and the Holy Spirit. He has revealed Himself as the Creator, as Righteous in all things, and Perfect in all things. (Genesis 1:1; Psalm 90:2; Matthew 28:19; 2 Corinthians 13:14; 1 Peter 1:2)

3. Jesus Christ

- Jesus is God, the Son. He was born of a virgin, lived a sinless life, and was crucified as a sacrifice for our sins. He was bodily resurrected from the dead (which was witnessed by more than 500 people) and returned (ascended) to heaven to prepare a place for those who accept Him as Savior and Lord. He will come again to receive His Church (all believers) unto Himself. (Matthew 1:22, 23; Isaiah 9:6; Hebrews 4:14, 15; 1 Corinthians 15:3, 4; Romans 1:3, 4; Titus 2:13; Acts 1:9-11; John 1:1-5, 14:10-30)

4. The Holy Spirit

- The Holy Spirit is the Spirit of God; He convicts us of sin and guides us toward righteousness and good judgment. Upon conversion, He resides in the believer, and is our teacher. He is the power to live the Christ-like life and is our guarantee of salvation. (Acts 1:8; Ephesians 5:18; 1 Corinthians 2:12, 3:16; John 16:7-13, 14:16, 17; Galatians 5:22-25)

5. People

- Men and women were created in God’s image. We are all sinners by choice and thus condemned by our own sin against God. At the same time, we are the most valuable thing in all of God’s Creation. We have never met a human being that God did not desperately love and care about. By acceptance of God’s plan, we can be saved, our sins forgiven, and we can become His children. (Genesis 1:27; Romans 3:23, 5:8, 6:23, 10:9, 10; Acts 2:36-39)

6. The Church

- The church is the Body of Christ on earth. Christ is the head of His Church. The Church, as a Body, is made up of many parts (people) who have become Christians through faith, repentance, confession and baptism into Him. We not only belong to God, we belong to each other. (Romans 12; 1 Corinthians 12; Ephesians 4)

7. Eternal Life

- Someday Jesus will return to take His Church (Bride) home. He, at that time, will raise the dead and judge the world. Every person who is a Christian (washed in His Blood) will live with Him forever. (John 14:1-3; 1 Thessalonians 4:13-18; Matthew 24:36-51)

Accreditation

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

Expected Student Outcomes

Veritas Christian Academy sets high expectations for all students to master essential 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 graduate 8th grade with a Christian worldview, and who are:

1. Followers of Jesus Christ
2. Empowered by the Holy Spirit
3. Effective communicators
4. Self-motivated learners
5. Discerning problem solvers
6. Able to advocate for themselves
7. Servant leaders
8. Confident in carrying out the Great Commission
9. Good stewards of their time, talents, and treasures

Core Values

1. Spiritual

We value a cooperative relationship with parents, who are their child's primary teacher. We rely on the Bible as authoritative in all areas. All truth is God's truth. Each child's personal relationship with Christ is of great importance. This biblical foundation includes:

- Loving God and worshipping Him with our words, actions, and heart (Mark 12:30, Romans 12:1, Hebrews 11:6)
- Recognizing the Bible is the inspired Word of God (2 Timothy 3:16)
- Confessing a personal commitment to Jesus Christ as Lord (Romans 10:9)
- Being active participants in achieving the Great Commission of "making disciples" (Matthew 28:19-20)
- Serving others to attain the full measure of Christ (Ephesians 4:11-13)
- Developing and articulating a Biblical worldview (2 Peter 1:3)

2. Academic

We value strong academics and provide curricula in a sequence that is developmentally appropriate to enable students to become independent, life-long learners. Students will acquire the knowledge and skills needed for meaningful participation in society as an adult, enabling them:

- To be an informed decision maker (1 John 5:20)
- To realize their academic potential (1 John 3:1-3)
- To be effective in written and oral communication (Jeremiah 1:6-8)

- To have the knowledge and skills to be a life-long learner (Proverbs 15:14)
- To be discerning and able to problem solve (Psalm 119:125)
- To pursue areas of personal interest and to develop their God-given talents and creative skills (2 Timothy 2:15)
- To have an understanding of, and confidence in, the reality of God’s call on their life (Ephesians 2:10)

3. Social/Emotional

We value the development of students’ social skills and emotional resilience, which are required for effective interaction in today’s society. We teach students:

- To accept him/herself as a unique product of God’s gracious creation (Psalm 139:13-16)
- To love and respect others (Romans 13:8; Philippians 2:3)
- To be effective contributing members of society and to show godly relational behavior toward others (1 John 1:7)
- To exercise God-pleasing moral behavior in all walks of life (Hebrews 13:4)
- To use time wisely and maintain a godly attitude toward work (Matthew 12:26; Ephesians 5:15-16)

4. Physical

We value activities and habits that promote a healthy lifestyle. We teach our students:

- To maintain physical fitness and good eating habits, and to avoid unhealthy activities (1 Corinthians 6:19-20)
- To participate in competitive sports and/or activities (1 Corinthians 9:24-27; Proverbs 24:17)
- To express cooperation and contribute to teamwork in sports and activities (Ecclesiastes 4:9-10)
- To participate in recreational activities to enhance life-long physical and mental health (Psalm 139)

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 the communication between home and school. At the beginning of the year, parents will be given a list of faculty emails, office hours, and the best way to communicate with each of them.

School Colors

The colors for VCA are navy blue, white, black, gray, and light blue. The Middle School Dress Code is based on these colors and may be found in its entirety under *Dress Code* on page 11 and 17.

School Mascot

The mascot for VCA is the lion. The lion was chosen for its strength, loyalty, and determination in carrying out God’s given purpose on its life.

School Verse

The Bible verse for VCA is 1 John 4:7, “*Dear friends, let us love one another, for love comes from God. Everyone who loves has been born of God and knows God.*”

Athletics Verse

The Bible verse used for VCA's athletic department is Proverbs 30:30, "A lion, mighty among beasts, who retreats before nothing."

II. ACADEMIC LIFE

Student Expectations

Students attending Veritas Christian Academy are expected to practice and grow in Christian character. This includes all areas of life, especially respect for and obedience to those in authority, physical and moral cleanliness, and abstinence from things harmful to the body and society. Students are expected to conduct themselves in a manner that is not offensive to others, including but not limited to language and behavior. We want our students' lives to show they are choosing to put Christ first.

The above criteria are used to assess students for admission to VCA. These criteria are also used throughout the year as part of the ongoing evaluation of student progress.

Homeroom

If you have any questions or concerns throughout the school year, your homeroom teacher will be your first point of contact. Questions that cannot be answered directly will be forwarded to the correct person. Students will meet each day with their homeroom teacher to help facilitate clear communication between home and school. VCA Middle School will send a weekly Middle School Newsletter that will highlight activities and announcements.

Curriculum

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 - Language Arts, Math, Science, History, and Bible - using high quality curricula from ACSI, TCI, *Total Language Plus*, and *ABeka*. In addition to the core subjects, students receive PE and elective classes. All classes feature the following:

- Biblical truths and values integrated into the curriculum through challenging academic work
- A system of directed teaching methods that allow for individual differences within a structured program
- A project-based learning model that provides students with 21st century skills that are needed for success in high school and beyond
- A curriculum which meets or exceeds California State Standards
- Teachers will supplement the program using materials approved and supervised by the administration

Course of Study

Core subjects taught at Veritas Christian Academy are Language Arts, Math, Science, History, and Bible.

- Language Arts – *Total Language Plus* curriculum is used, which is a literature-based Language Arts program.
 - Course Overview
 - Students focus on one literature book per trimester, and work through assignments that support learning in regard to Biblical application, reading comprehension, critical thinking, grammar, writing, spelling, and vocabulary. Assignments not completed in class are assigned for homework.
 - Spelling and vocabulary are assigned, and quizzes given weekly.

- As time permits, the literature book is read aloud by the teacher in class, and students are expected to follow along and take notes that directly pertain to the project assigned for each book. Otherwise, students will be reading on their own.
- For each book taught, a project is assigned for the purpose of students showing they are able to apply what they have learned, by providing evidence of understanding and growth in the areas of reading comprehension, critical thinking, grammar, spelling, vocabulary, and writing skills. Every project is accompanied by a complete project rubric to clearly specify the expectations for the project, grading outcome, and due date.

○ Literature Books Read

6 th Grade	7 th Grade	8 th Grade
<i>A Wrinkle in Time</i>	<i>The Hobbit</i>	<i>Around the World in 80 Days</i>
<i>My Side of the Mountain</i>	<i>The Incredible Journey</i>	<i>Animal Farm</i>
<i>The Witch of Blackbird Pond</i>	<i>The Call of the Wild</i>	<i>The Hiding Place</i>
<i>Much Ado About Nothing</i>	<i>Merchant of Venice</i>	Shakespeare excerpts

- Math – ABeka curriculum is used.
 - Course Overview
 - The teacher will introduce new concepts to the class as a whole and work through the breakdown of steps for understanding.
 - Daily assignments will be given in class and assigned as homework if not completed during class time.
 - Quizzes and tests are given throughout each chapter to check for understanding.
 - Students will not get credit on assignments if work is not shown.
 - Advanced students may work ahead at the discretion of the teacher and parent.

- Science – Purposeful Design, ACSI curriculum is used.
 - Course Overview
 - The teacher introduces new topics with engaging activities.
 - Students will participate in hands-on, in-class projects.
 - Students will participate in lab experiments.
 - Students will be assessed to check for understanding.
 - Students will put together science portfolios in the form of interactive science notebooks.

- History – TCI curriculum is used; 6th grade, Ancient Civilizations; 7th grade, Medieval Times; and 8th grade, United States History: The Colonial Period through the Reconstruction.
 - Course Overview
 - The teacher introduces each topic with a driving question that pulls the students in to what will be discussed.
 - The teacher facilitates class activities for the purpose of bringing history to life and making it applicable to today.
 - Quizzes and tests may be given over the course of the year to check for understanding.
 - Projects are assigned throughout the year for the purpose of students showing they can apply what they have learned by providing evidence of understanding and growth in the areas covered. Every project is accompanied by a complete project rubric to clearly explain expectations for the project, grading outcome, and due date.

- Bible – Each subject matter studied throughout the week incorporates Bible. Students will focus on a grade specific topic: 6th and 7th grade, *Route 66: Travel through the Bible*, a study of all 66 books of the Bible; 8th grade, *To the Ends of the Earth*, an in-depth study of the book of Acts.
 - Course Overview
 - Life applicable Bible memory verse(s) are assigned weekly.
 - Students are assessed on their understanding through discussions, classwork, activities, quizzes, tests, homework, and projects.

- PE
 - Course Overview
 - Students bring PE clothes, according to dress code, to change prior to class.
 - PE Dress Code is as follows:
 - **Mandatory**
 - School colored basketball shorts or sweats (banded at the ankle)
 - School colored T-shirt: navy blue, black, or grey (no white)
 - Running-style PE shoes – no Vans, Keds, or Converse-style shoes with a flat sole
 - Girls must have their hair pulled back out of their face. This is for their safety.
 - Filled water bottle
 - **Optional**
 - Pullover sweatshirt in school colors (no zippers)
 - Spirit Wear t-shirts and sweatshirts are permitted
 - Leggings may be worn under shorts
 - Base layer shirts in school colors may be worn under t-shirt or sweatshirt.
 - Our physical education program is designed to teach our students:
 - To maintain physical fitness and to avoid unhealthy activities (1 Corinthians 6:19-20)
 - To express cooperation and contribute to teamwork in sports and activities (Ecclesiastes 4:9-10)
 - To build physical strength and endurance (1 Corinthians 9:24)

In addition to core classes, students are provided with enrichment classes in areas such as, but not limited to, Music, Drama, and Leadership.

Homework

Homework reinforces classroom teaching, provides an opportunity for the teacher to check for understanding, provides an opportunity for extra challenges, and allows parents to be involved in overseeing the progress of their child’s development. At the direction of the Administration, homework will be given for core subjects only. See Course of Study section above for course overview per subject area.

It is expected that students will turn in assignments that reflect their own knowledge gained, not the knowledge of their parents.

Students who do not use their class time wisely may have homework on any given night.

Homework is not assigned over holidays, breaks, or testing week. Projects are not due within the first week of the return to school after a holiday or testing week. However, we strongly suggest this time be used to work ahead, providing family plans permit.

Make-up Work

While VCA encourages regular school attendance, it is common for students to miss school due to illness, family needs, vacations, and appointments. Parents must email teachers and the front office at least *five* days prior to a pre-scheduled absence, such as a vacation. Student will need to pick up a “While You Were Out” homework sheet from their homeroom teacher or the front office and meet with teachers to prepare make-up work to be done while the student is gone. **It is the responsibility of the student to make sure that they communicate with their teachers to get what they need to do for each class.** All work will be due the day students return to school. Students must check in with the teachers upon returning to see if any additional assignments need to be completed.

In the case of illness, family emergency, or same day appointments, notification to the homeroom teacher and school office should be given by **7:30 AM** to pick up homework. The student’s work will be available at the school office by **3:30 PM** the same day. Students will be given the same number of days absent to make-up the work missed. Any work turned in after its designated due date is considered late. **Students who have been absent due to illness will be responsible for checking in with their teachers when they return to school.** Students can pick-up the “While You Were Out” homework sheet from their homeroom class or front the front office.

Late Work

Homework assignments are due at the beginning of the class period. Any work turned in after work is collected is considered late and the student must turn in a late slip. At the beginning of each trimester, all students will be given late slips to use in their classes, which differs by grade level (refer to the table below). The late slip simply notifies the teacher that the assignment was not done on time. Each day the assignment is late, the grade is reduced by 10%; after five days, the assignment will not be accepted. Once the student has used their allotted passes for the trimester, they will not be able to turn in late assignments and they will receive a 0 for the assignment and the teacher will notify the parent(s) by email. If it is decided that a parent conference is needed to discuss the core issue, an appointment will be set up.

Grade	Trimester One	Trimester Two	Trimester Three
6 th Grade	6 slips/class	5 slips/class	4 slips/class
7 th Grade	4 slips/class	4 slips/class	3 slips/class
8 th Grade	3 slips/class	3 slips/class	2 slips/class

Headings

It is expected that students properly head their assignment with name, student number, date, and subject in the upper right-hand corner and the assignment title across the top of the page.

Accommodations

Grading, work load, and due date accommodations are given to students with designated IEP or 504 Plans.

Grading Scale

99-100	A+
94-98	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+

64-66	D
60-63	D-
59-below	F

The Do's of Homework Help

To help parents support their children we have listed some “Do's” of homework/projects:

- Do listen to your student verbalize his/her need for help. Sometimes they just need to talk it through before they can refocus on the task at hand.
- Do support **your** student with positive feedback, and believe they are capable of doing more than they think they can.
- Do offer your help in proofreading an assignment. Spellcheck is a handy tool, but a second set of eyes will help catch more grammatical errors. Point out the areas that need to be reworked or use a highlighter to bring attention to it.
- Do help your student make suggested corrections by asking thought provoking questions to lead them down the appropriate path, without rewriting it for them in your words. Students will become stronger writers by making their own corrections, using their own words.
- Do offer your help in review for quizzes and tests.
- Do offer a calm space for students to work, and suggestions on how to get started or to refocus. Ask questions that will get your child thinking in the direction they need to go.
- Do help your child find the answers for themselves without looking it up for them.
- Do offer reminders to get started on projects sooner versus later to reduce last minute stress.
- Do allow your child to feel the natural consequence of procrastination by not completing the assignment or project. Missing a deadline due to procrastination or forgetfulness will reinforce the need for time management. Their grade will be reduced, but it can be turned in up to 5 days late.
- Do encourage your child to ask their teacher for help if they are not sure how to complete an assignment. We want students to learn to be their own advocate.
- Do allow your child to learn from their mistakes. Making corrections to their own work reinforces what is being taught.

Time Management

Our goal is to help students learn how to balance their schoolwork with outside school activities by giving them advance notice of deadlines and reminders in the classroom of upcoming projects, along with project dates posted in the classroom. We understand the importance of extracurricular activities, but maintain the mindset that schoolwork is a priority. Grades will be affected by late or unfinished work due to attending late meetings, practices, or classes.

Cell Phones

Students are allowed to have their cell phones at school as long as they remain turned off and in their backpack while on campus, unless preapproved by the school. This includes break and lunch. If a student needs to contact a

parent, they may request to call using the school office phone. Use of a cell phone during school hours without teacher approval will result in the phone being removed from the student and held by the teacher until the parent picks it up after school at the end of the day. **Students will only be allowed to use their cell phones or other personal devices if the Bring Your Own Device Policy form is signed by both the parent and the student and submitted to the office.**

Parents may reach out to their students through the teacher or school office. Please do not text or call your child during the school day.

iPad

Students receive an iPad at the beginning of enrollment at VCA for school use only. Parents are billed for the iPad and ownership is granted at graduation and if payment in full has been made. The iPad is for school academic support. Personal apps are not allowed to be downloaded while enrolled at VCA. Students are responsible for the care of their iPad and may be charged if warranty doesn't cover damage incurred. VCA is not responsible for lost, stolen, or broken items. VCA has placed safeguards and firewalls on its networks; however, personal devices and smart phones can access restricted websites unless restrictions have been applied to individual devices. VCA reserves the right to confiscate student iPads for misuse, which may result in the student losing their iPad privileges for a minimum of 24 hours.

Gum

Students have the privilege of chewing gum during class as long as it stays in their mouth. We have found that chewing gum is another way in which some students can stay focused. Students can lose their gum chewing privilege if they repeatedly chew with their mouth open, blow bubbles, snap, pop, or play with their gum. Gum found on the bottom of a chair and/or desk, or ground into the carpet, can result in the lost privilege for the entire middle school. Gum may only be used in the classroom and must be spit out prior to leaving.

Student Planner and Organizers

A student planner will be provided to each student to keep track of homework assignments and project due dates. Parents are encouraged to check the student planner each evening in order to help students stay on track. The teachers will check planners at the end of each class and sign or stamp the planner verifying the information was recorded from the homework board correctly.

Textbooks

Textbooks will be assigned to students at the beginning of the school year and will be collected during the last week of school. Textbooks are to be covered with either a sock-type cover that can be purchased at most discount stores or office supply stores, or the old-fashioned technique of using a brown paper bag and tape.

Required Grade Point Average (GPA)

A parent conference will be required for any VCA student who falls below a 2.0 GPA. The student will be put on academic probation until the next grading period and not allowed to participate in any VCA sports program until the GPA is above 2.0. In the event grades do not improve, another parent conference will be required along with an evaluation and implementation of an academic plan. Failure of parent or student participation in these guidelines could result in the student's enrollment being withdrawn by Administration.

All 8th grade students are required to maintain a 2.0 or higher GPA to participate in graduation ceremonies. Accommodations are made for any student on an Individual Academic Plan. If GPA is not maintained, a student may be required to complete summer school in order to advance to high school.

Honor Roll

Any student who maintains a 3.5 or higher GPA will be on the Honor Roll. Students who maintain a 3.75 or higher will be on the Dean's List. These students will receive achievement certificates and will be honored in the school newsletter. Parents will receive a letter of recognition.

Evaluations and Conferences

Student-led Parent-Teacher conferences are scheduled two times per year with your student's teachers and held one month prior to the end of the 1st and 2nd trimester. At any time during the school year, a parent may request a conference with any teacher by emailing them directly. Report cards are mailed within 15 days of the end of each trimester. Report cards and standardized test scores are not issued until all tuition and fees have been paid in full (unless other arrangements have been made beforehand).

Student-led Parent-Teacher Conferences are not mandatory for all middle school students. They are 30 minutes in length and each student will review their classes and grades with their parent and teachers. Time may be initiated by parent or teacher for conversation that excludes the student.

Student Accommodations

Veritas Christian Academy provides accommodations for students with academic, physical, behavioral, and emotional challenges. When these challenges interfere with the progress of the student and the needs of the class as a whole, the following procedures will be followed:

1. Parent-Teacher Conference - The teacher may recommend educational and/or psychological testing be done by a professional who specializes in diagnostic assessment and evaluation. Parental cooperation in these matters is essential and must be timely and thorough. If the student's symptoms persist and the parents have not followed through with the above stated recommendations, a conference with the teacher and the Administration be called.
2. IEP and 504 Plan - Parents, along with the teacher and Administration will determine a course of action based on results of requested assessments and evaluations. Parental involvement is vital for the success of an IEP/504 Plan
3. Follow up and continual re-evaluation of the IEP/504 as needed.

If, at any point during the above stated procedures, it is determined that VCA cannot adequately serve the needs of the student, or VCA and the parents are not in agreement over the recommended course of action, VCA maintains the right to discontinue the educational relationship.

III. STUDENT LIFE

Daily Schedule – 6th-8th Grade

7:45-8:10	Open Gym
8:10-8:15	School Flag Salute & Prayer
8:20-9:05	1 st Period
9:10-10:05	2 nd Period
10:05-10:35	Break
10:40-11:35	3 rd Period
11:40-12:35	4 th Period
12:35-1:20	Lunch
1:25-2:20	5 th Period
2:25-3:20	6 th Period
3:45	Campus Closes

Dress Code

Veritas Christian Academy has adopted a strict dress code policy for all middle school students. We believe there is a direct relationship between a student’s appearance and their attitude and conduct. In addition, one of the key words at VCA regarding dress is modesty, which the dictionary defines as:

“Not thinking too highly of one’s self; humble. Held back by a sense of what is fit and proper; not bold nor forward. Not calling attention to nor exposing too much of one’s body, decent. Not conspicuous nor gaudy, humble in appearance.”

Staff, students, and parents must make it a priority to uphold the “appearance” standard that has been approved by the administration. Dress Code infractions will be issued after October 1st for all students who are out of compliance. Please refer to current dress code policy available on the website at www.veritasnapa.org.

Parents will be notified via a dress code infraction slip when a student is out of compliance. In some cases, the parent will be contacted to bring the proper dress code items to the school before morning break at 10:00 AM. Three dress code infractions, per trimester, will result in the loss of free dress Friday for the duration of the trimester. In the event of a fourth dress code infraction, a one-day suspension will be enforced. Missed class time due to dress code violations will result in an unexcused tardy or absence for that class period. It is our desire that students learn how to choose dress consistent with the standards. Specific changes in a student’s dress or grooming may be required at the written request of the administration if it is felt to be inappropriate.

Free Dress Days (Friday)

Friday is free dress day. Students should be modest and well-groomed. No gang-style clothing is allowed. Pants must be fitted at the waist. All clothes may not be too tight or too loose. No negative, sarcastic, or death-glorifying clothing. Shirts with inspirational writing, brand names, or sports teams are permitted. Spaghetti strap shirts and flip-flop style shoes are not permitted at any time during the school year. Free dress is a privilege and not a right. This privilege will be revoked if dress code infringements occur.

VCA Spirit Wear

Spirit Wear can be purchased for students and adults at The Coliseum. Items available for students must be in school colors with school logo. Adults may choose any item and have our logo either ironed on or embroidered.

Snack and Lunch

In middle school, food is not monitored to the same degree as in elementary school. Breakfast, snack, and lunch are times for students to reenergize their bodies and minds. We strongly recommend students bring healthy foods, such as foods high in protein, whole grains, fresh fruit, and vegetables. High sugar foods, such as soda and candy are not allowed to be consumed as the primary food. Refrigeration is not available to students.

Students should bring food from home each day. A special surprise occasionally brought in for lunch is acceptable on birthdays and other specific special family days. However, daily, and weekly lunches brought in at lunch time are not permitted.

Students may bring money to purchase food out of the vending machine that is available to students daily. All proceeds will go toward the fundraising efforts of the 7th grade for their Washington, DC trip the following year.

Open Gym Program

Veritas Christian Academy offers an open gym program available for Middle School students from 7:45-8:10. Morning flag salute and prayer, begin at 8:10 AM. First period class begins at 8:20 AM, at which time students are considered tardy.

Visitors during School Hours – Due to Covid, this is not permissible at this time.

Parents and families are welcome on campus during break, lunch, and special class parties. Visitors must sign-in and receive a visitor's pass from the school office and, if requested, present proper identification before entering the school. We reserve the right to ask any visitor to leave if their presence proves to be too distracting for students. Visitors will be expected to follow all basic rules and regulations that are required of our students.

Student Supplies

The Student Supply List is available at www.teacherlists.com under Veritas Christian Academy of Napa. The school supply box should be stocked and ready for each class period. The supply box should be carried from class to class and refilled from home as needed. The student binder should contain lined paper and pocket dividers for each class. The supplies that are class specific will be stored in the classroom to be used by the entire class. Please provide the above supplies on the first day of school and store the remaining supplies as refill items at home.

Attendance and Tardiness

The school recognizes the need for regular attendance, so the student can get the most from his/her education. For prolonged absences, see page 12 for make-up work policy.

We must follow the state standards of attendance in order to maintain our standing with the California Office of Education. 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 Administration of the school district.” The school day begins promptly at 8:20 A.M. and ends at 3:20 P.M. Students who arrive after 8:20 A.M. will be issued a drop-off tardy slip. Upon the fourth drop-off tardy, and every tardy thereafter, per trimester, a \$10 late fee, per child, will be added to the tuition account. If a student is late to class, a class tardy slip will be issued. The fifth tardy in one class and every tardy thereafter per trimester will result in a 15-minute lunch time detention.

Students who arrive late or leave early due to an appointment must be dropped off and/or picked up from the school office. Students are not permitted to enter or leave campus directly from their classroom for safety purposes. All students must be signed in/out with the school office.

Respect for Personal and School Property

Students are expected to show respect at all times to personal and school property. Students who engage in defacing property will be required to make amends by cleaning, repairing, or replacing the item(s). Examples include: writing in or on textbooks, desks, lockers, or the backs of lap-sized white boards; carving or etching into any of the above-mentioned furniture; damaging another student’s property.

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. 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, with the exception of 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

It is expected all students will:

- Be Safe
- Be Respectful
- Be Responsible

Student’s may not:

- Hurt or endanger themselves
- Hurt or endanger others
- Damage property

If a student chooses not to follow the above expectation of our school, the following disciplinary actions will be taken:

1. REDIRECTION: Reminding the students of the rules and expectations. If they choose to abide by the rules, 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.
2. 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, garbage patrol, or other age-appropriate consequences.
3. 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 the Administration. When appropriate, an "Own It" will be sent home.
4. PARENT CONFERENCE: If the behavior continues, a parent conference will be required, a behavior plan will be implemented, and outside assessment may be required.
5. RESTITUTION: In the event of property damage the student will be expected to replace or restore the damaged property at the cost of the family.
6. DISMISSAL: If the behavior continues after the parent conference, dismissal will take place with no advanced notice and will be at the Administration's discretion.

Students who deface or destroy school property (including improper use of gum), misuse school computers, use inappropriate language, or exhibit blatant disrespect toward a teacher or student will immediately be sent to the Administration and will call their parent to explain their actions and be sent home for remainder of the day.

Students who are disrespectful to teachers and other adults will receive one (1) verbal warning to redirect. If the student chooses not to redirect, they will be sent to the Administration, at which time will be determined whether the incident requires a parent phone call from the student in the presence of the Administration. Upon the second phone call home, the student will receive a one-day suspension.

Conflict Resolution – Matthew 18 Principle

In the event a problem or concern arises, it is expected that each party refrain from gossip and go directly to the source. Veritas Christian Academy 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 Administration. If the parties involved can work out the issue together, consider it finished.
4. If the issue remains unresolved, all parties are to go the Board of Trustees. The Trustee President 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. If at any point a person at Veritas Christian Academy is engaged in the act of gossip and/or slander, including use of social media or other online based forum, they will be immediately confronted. If the act does not stop, dismissal from VCA may occur.

Bullying

Middle school is a time when the bullying of peer's peaks. It is important 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 working together to make this happen. There are several warning signs that 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/or 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 Administrative 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

Avoid Cyber Bullying

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

- Avoid saying anything in electronic messages that you wouldn't say to someone's face
- Don't forward gossip or hurtful or threatening messages
- Remember: You can't get the message back once you've 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

Public Displays of Affection (PDA)

It is completely natural, and God designed for students to begin recognizing an attraction for one another. However, we believe students of middle school age or below are not emotionally ready for an exclusive boyfriend-girlfriend relationship. Therefore, it is the policy of Veritas Christian Academy that students who become attracted to one another are not permitted to show a public display of affection (PDA). We believe it is the parent's decision to set the expectation for their own child in regard to dating, outside of 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. This means that students who "like" one another may not hold hands, hug, kiss, or go off together to be alone while on campus or while attending any school related function.

Closed Campus

For the safety of our students, VCA is a "closed campus". 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 supervised at all times. Prior to 8:15 AM students are not allowed on campus without an adult unless participating in the Open Gym Program. The middle school campus is closed at 3:45 PM to all students who are not enrolled in the After-School Athletics Program. Students are to leave the campus with an authorized adult unless prior arrangements have been made.

Emergency Drills and Information

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

IV. STUDENT ACTIVITIES

Chapel

Chapel is part of the monthly schedule. The Middle School, 6th through 8th grades, meet together to cover age-appropriate topics that pertain directly to what middle school students are faced with during this phase of their lives. Weekly Bible classes cover age-appropriate topics in order to give students tools to lead Christ honoring life.

Student Leadership

Veritas Christian Academy's Student Leadership is open to all middle school students. Student Leadership meets twice a week during enrichment. Students plan chapel events and speakers, along with other assembly speakers and spirit activities. Student Leadership may be responsible for the morning devotional and prayer time before school among other leadership activities that may arise during the school year.

Sports

Afterschool sports practice is held throughout the year for those students wanting to participate in the Veritas Christian Academy's Volleyball, Basketball, or Track Teams. A participation fee is charged for each sport. Scholarships are available if needed.

Students are responsible for any missed work due to early release for games or practices. In addition, students must be present for the full day of school to be eligible to play in games and practices the same day.