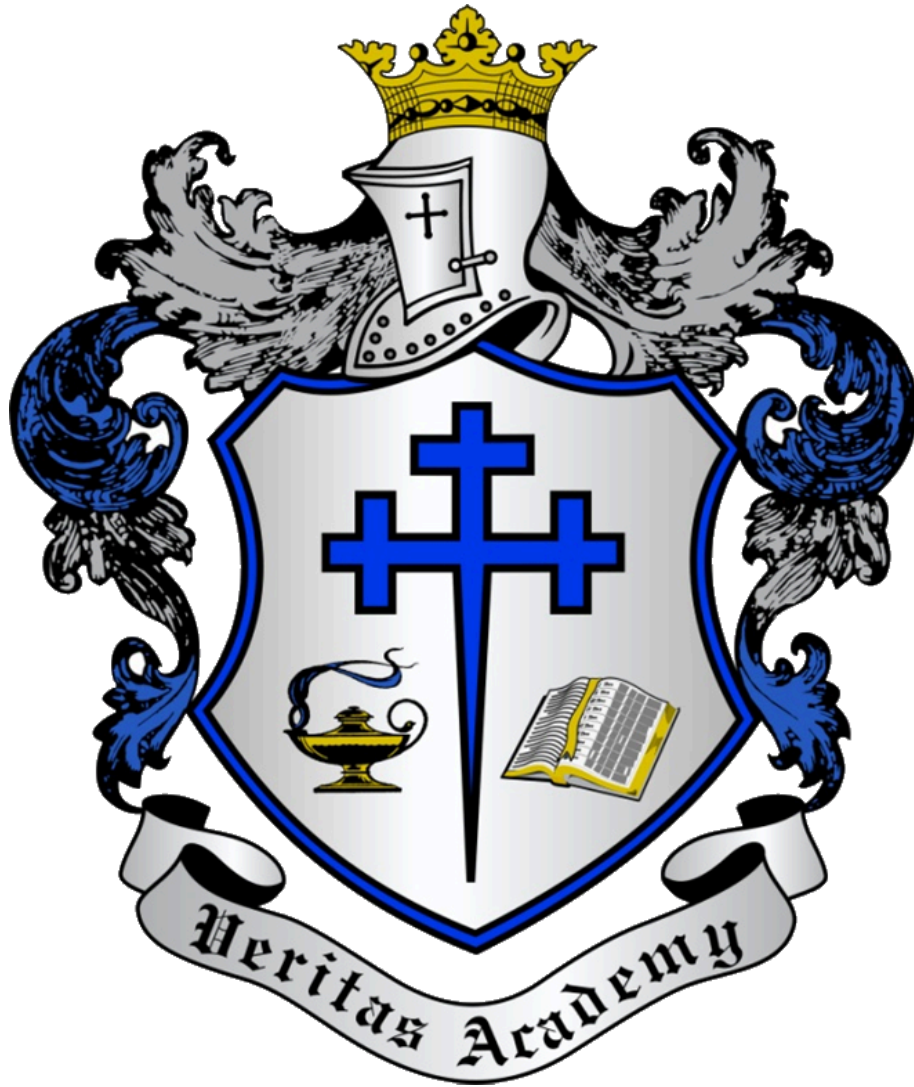


VERITAS ACADEMY  
STUDENT & PARENT HANDBOOK



As we begin each new school year, this handbook is an important part of helping all students and parents be successful in understanding and following the expectations and procedures at Veritas Academy. As such, all parents—along with students in the Schools of Logic & Rhetoric—are responsible for reading, consulting, and following the annual Student & Parent Handbook. Should any updates be needed throughout the school year, they will be communicated in the weekly School Memo and/or in a direct email to the students/families of the affected schools.

## Table of Contents **(UPDATES/ADDITIONS FOR '24-'25 INDICATED BY HIGHLIGHT)**

<b>MISSION AND IDENTITY</b>	<b>2</b>	<b>TARDIES</b>	<b>30</b>
<b>MISSION AND COMMUNITY</b>	<b>2</b>	<b>ATTENDANCE REQUIREMENTS</b>	<b>31</b>
<b>BASIC ASSUMPTIONS AND PRINCIPLES</b>	<b>3</b>	Notification of Absences	31
<b>STATEMENTS ON FAITH, LIFE, AND CONDUCT</b>	<b>3</b>	Types of Absences	31
<b>CHARACTER &amp; CONDUCT</b>	<b>6</b>	Absence Threshold	32
<b>STUDENT AND FAMILY MINISTRIES</b>	<b>6</b>	Skipping Class	33
<b>CHARACTER DEVELOPMENT</b>	<b>6</b>	Vacations and Trips	33
<b>STUDENT CODE OF CONDUCT</b>	<b>7</b>	<b>STUDENT LEARNING DIFFERENCES</b>	<b>33</b>
GS Veritas Rocks	7	Eligibility for Learning Support Services (LSS)	33
SL/R Norms and Habits	8	<b>ACADEMIC INTEGRITY</b>	<b>34</b>
<b>School Uniform</b>	<b>8</b>	Enforcement	34
Further Details Regarding Campus Conduct/Decorum	11	<b>ADDITIONAL POLICIES &amp; PROCEDURES</b>	<b>35</b>
<b>TECHNOLOGY POLICY</b>	<b>12</b>	<b>ENROLLMENT &amp; FINANCIAL POLICIES</b>	<b>35</b>
School@Home — Suggested Electronics Policies	13	<b>EMERGENCY PROCEDURES</b>	<b>35</b>
Grammar School — On-Campus Electronics Policies	13	Safety	35
School of Logic — On-Campus Electronics Policies	13	Medical	35
<b>School of Rhetoric — On-Campus Electronics Policies</b>	<b>14</b>	Drills	35
Acceptable Use Policies	14	Weather Delays / School Closures	36
Consequences	15	<b>FACULTY/STAFF GIFTING</b>	<b>36</b>
<b>STUDENT DISCIPLINE PROCEDURES</b>	<b>15</b>	<b>FIELD TRIPS AND SCHOOL-SPONSORED EVENTS</b>	<b>37</b>
Principles of Love and Logic	16	Grammar School Field Trips and School-Sponsored Events	37
Enforcement of Discipline	16	<b>School of Logic and Rhetoric Class Trips and School-Sponsored Events</b>	<b>38</b>
Disciplinary Action Disclosure Statement	18	Guidelines for Students with Known Allergies, Asthma, or Other	39
<b>PARENT/SCHOOL COMMUNICATION</b>	<b>18</b>	Medical Conditions	39
Ongoing Communication	18	Leadership Standards	39
Communication Folder - Grades PreS-4	18	Legal Boundaries and Liability	39
Email	18	Safety	40
FACTS Family Portal	19	Decorum/Department	40
School Memo	19	<b>MEDICATION</b>	<b>41</b>
Website	19	Procedures for On-Campus Medical Devices	41
Parent Alert	19	<b>PRIVACY POLICY</b>	<b>41</b>
GroupMe and Social Media	19	General	41
Problem-Solving Within Our School Community	19	Collection of Personal Information	42
<b>ANTI-BULLYING POLICY</b>	<b>20</b>	Use of Personal Information	42
Raising Awareness and Prevention	20	Right to Your Personal Information	43
Definitions	20	Privacy-Related Inquiries and Complaints	43
Determining Type of Behavior	21	<b>SCHOOL DAY</b>	<b>43</b>
What to Do	21	Drop-Off and Parking	43
Scope	21	Parking	43
Reporting and Documentation	22	Student Arrivals	43
Responsibilities	22	Pick-up	44
Discipline	22	Campus Considerations	45
<b>STANDARDS OF CONDUCT IN TEACHER/STUDENT RELATIONSHIPS</b>	<b>22</b>	GS Lunch/Recess	45
Statement of Philosophy	22	<b>SL Lunch/Recess</b>	<b>45</b>
Guidelines for Teacher/Coach-Student Conduct	23	SR Lunch	46
Guidelines for Teacher/Coach to Student Communication	23	Food Deliveries	46
Guidelines for Student to Teacher/Coach Communication	24	Lockers and Backpacks	46
Suggestions for Parents	24	Study Hall	47
Reporting Offenses	25	Group Study Rooms	47
<b>ACADEMIC STANDARDS</b>	<b>25</b>	Campus-wide Clean-up	47
<b>OVERVIEW OF GRAMMAR SCHOOL ACADEMICS</b>	<b>25</b>	Campus Boundaries for Students	47
<b>OVERVIEW OF SCHOOLS OF LOGIC &amp; RHETORIC ACADEMICS</b>	<b>26</b>	Special Activities	47
Paper Formatting	26	Birthday Celebrations	48
Grading, Evaluation, and Feedback	26	<b>VISITOR POLICY</b>	<b>48</b>
Extra Credit	27	<b>VOLUNTEER POLICY</b>	<b>48</b>
<b>GRADING STANDARDS</b>	<b>27</b>	<b>MISCELLANEOUS POLICIES</b>	<b>49</b>
Grade Scale for K-2nd Grade	27	Alcohol on Campus	49
Grade Scale for 3rd-12th Grade	27	Elevator Passes	49
<b>ACADEMIC PERFORMANCE STANDARDS</b>	<b>28</b>	Pets on Campus	49
<b>Final Exam Exemptions</b>	<b>28</b>	After-School Activities	49
Academic Results	28	<b>HANDBOOK ACKNOWLEDGEMENT FORM</b>	<b>50</b>
<b>LATE WORK POLICY</b>	<b>29</b>	<b>VERITAS PARENTS</b>	<b>50</b>
Practical Application of the Late Work Policy	29	<b>SL/R STUDENTS</b>	<b>50</b>
<b>Late Work Passes</b>	<b>29</b>		
Exceptions for Late Work	30		

# MISSION AND IDENTITY

## MISSION AND COMMUNITY

Veritas Academy is a distinctly Christian community dedicated to fulfilling its mission of:

*Our mission is to partner with Christian parents to provide their children with a classical Christian education for the lifelong pursuit of wisdom and virtue in the service of Jesus Christ for the glory of God. Our collaborative approach integrates professional instruction with parent-mentored study and discipleship to cultivate genuine faith in Christ, godly virtue, and excellence in academics and workmanship.*

Veritas is distinguished by its commitment to teaching and practicing those things that the Bible proclaims as good, true, and beautiful, and in doing so, fostering ideals that lead to human flourishing and are consistent with a Biblical worldview. This commitment informs our moral, ethical, and behavioral standards, which when observed, have a profound impact on our lives—from the meditations of our hearts, to the work of our hands, and the words we speak. It shapes our culture, informing the things we pursue, nurture, and celebrate as well as the things we renounce, avoid, and pray to be delivered from. It becomes the “how” and “what” of our shared lives as a community seeking to equip families to learn and live out the glorious, historic, and orthodox truths of the Christian faith.

Our desire to be a God-honoring community requires that we develop and affirm mutual understandings. We seek to promote Christian freedom without becoming libertine and to promote responsibility without encouraging the bondage of legalism. This is a daunting task, but neither the challenge in the undertaking nor the imperfections in the result should deter us from establishing necessary and reasonable expectations. It is our long-held aim to cultivate the ethos echoed by the Lutheran theologian Meldenius, “In essentials unity, in nonessentials diversity, and in all things charity.” It is with this heart and mind that we share the following Statements to outline the beliefs, understandings, and expectations for members of the Veritas community.

## BASIC ASSUMPTIONS AND PRINCIPLES

Veritas Academy is firmly rooted in its identity as a distinctly Christian community. Therefore, we desire that all members of our community will:

1. Identify as a Christian by virtue of the grace of God and faith in Jesus Christ as Lord and Savior.
2. Desire to grow in both knowledge and wisdom, as well as in habits and loves, because of a commitment to live out the work of the triune God in their life.
3. Participate in the ministry of a local church and in personal disciplines of the faith.
4. Recognize that parents are primarily responsible before God for their children’s education and that it is Veritas’s mission to assist them in this task.
5. Embrace that work at Veritas is a personal calling and that each person—whether staff, teacher, co-teacher, student, or parent—would see themselves as engaged in the work and ministry of the Gospel of Jesus Christ.
6. Understand they are part of a non-denominational, orthodox Christian community, in which unity is sought while diversity within orthodoxy is respected and valued.
7. Accept the biblical obligation to submit to governing authorities, whether national, local, or institutional, except when it otherwise contradicts God’s word.
8. Know that all have sinned and fall short of God’s glorious design, and that redemption for sin is found only in the person and work of Jesus Christ.

## STATEMENTS ON FAITH, LIFE, AND CONDUCT

We believe that to fulfill our mission and ministry, it is essential that the members of our community share in both the hope of the Gospel of Jesus Christ and certain truths and principles taught by the Scriptures. As a community of faith, therefore, we proclaim and believe:

1. There is one sovereign God in three persons: Father, Son, and Holy Spirit.
2. There is one way of salvation: faith in Jesus Christ, the son of God, who lived as a man, died for the sins of all men, and was resurrected so that all who believe in their hearts and confess Jesus as Lord will be saved.
3. There is one book of truth: the Bible, God's written revelation to man, authoritative, reliable, infallible, and without need of another document to complete its message.
4. There is one body: the church, whom God calls its many parts to act together in unison.

As a community seeking to submit to one another out of a love for Christ, we also believe:

1. Life within the Christian community must be lived for the glory of God, daily conforming ourselves to the image of Christ, and recognizing the lordship of Christ in all aspects of our shared work. (1)
2. A steadfast love for and accountability to Jesus and His people should motivate our actions in this community of believers. (2)
3. As saints and fellow ministers of Christ, we each bear responsibility for serving and loving one another. (3)
4. The words and actions of the faculty, staff, students, and parents in our community are often not a private matter. We are called to pray for each other and for each other's welfare, go to each other in love when conflict or concerns arise, and hold each other accountable for the consequences of our attitudes and conduct. (4)
5. Each member of our community is responsible for their own behavior as it reflects upon the Lord, the school community, and themselves, particularly in the area of personal freedom where discretion, moderation, and restraint should be practiced. (5)
6. Attaining common goals and order in community life often calls us to subordinate our individual prerogatives. Christian freedom also includes the choosing not to do some things in order to contribute to the common spiritual and emotional good of the impressionable students and families we serve as well as to promote the betterment of the Christian community of which we are a part. (6)
7. We should endeavor and encourage one another to bear the fruit of the Spirit—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (7)
8. Every person—regardless of tribe, language, or nation—should be afforded compassion, love, kindness, respect, and dignity. (8) Hateful and harassing behavior or attitudes toward any person are not in accord with the Bible and should not be tolerated.
9. We should strive and encourage one another to overcome pride, covetousness, envy, lust, and immodesty, as all are destructive to the unity of the Body of Christ. (9)
10. We should seek to edify each other and our community by sharing the allsurpassing peace of Christ, avoiding slander, gossip, and discord and refusing to act out of selfish ambition, arrogance, anger, or a complaining spirit. (10)
11. All human life is sacred, begins at conception, and is created by God in His image. (11) Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.
12. God wonderfully and immutably creates each person as either male or female that together reflect the image and nature of God. (12)
13. God instituted the glorious gift of marriage, a covenant relationship between one man and one woman only, with the husband born male and the wife born female. (13)
14. God designed sexual intimacy to occur only between one man and one woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (14)

15. All forms of profanity, dishonesty, theft, drunkenness, and sexual immorality (including adultery, homosexual behavior, and use of pornography) are destructive to our souls, sinful, and offensive to God. (15)
16. God offers redemption and restoration to all who confess their sin, repent, and seek His mercy and forgiveness through Jesus Christ. (16)

We believe that to preserve the integrity and mission of Veritas Academy as a Christian discipleship school and ministry, and to provide a biblical example to those within and outside our community, all Veritas employees, volunteers, co-teachers, and parents agree to and abide by these Statements of Faith, Life, and Conduct. (17)

These Statements do not, however, define the boundaries of our fellowship, care, or attention. Nor are they an excuse for indifference or a reason to refuse extending mercy, kindness, compassion, and love—in word and deed—to all who suffer from the brokenness of a fallen world. As fellow sinners, the gospel calls us to walk in humility, clinging to the cross of Christ for salvation and not to claims of moral superiority or self-righteousness. These Statements, therefore, are far from rigid standards that demand absolute perfection. Rather, they are intended as a shared set of beliefs, expectations, and ideals to agree upon, proclaim, and pursue. If any member of our community finds themselves out of accord with these beliefs or pursuing practices contrary to these Statements, they should speak with an appropriate member of the faculty or administration to determine whether their beliefs and practices can be reconciled with those of Veritas Academy.

These Statements do not exhaust the extent of our beliefs and standards. (18) The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. However, for purposes of Veritas Academy’s faith, doctrine, practice, policy, and discipline, the Veritas School Board and Board of Trustees is the final interpretative authority on the Bible’s meaning and application.

#### ***Footnoted Scripture References***

1. “‘Teacher, which is the great commandment in the Law?’ And he said to him, ‘You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment.’” Matt. 22:36-38. “So, whether you eat or drink, or whatever you do, do all to the glory of God.” 1 Cor. 10:31 cf. Col. 3:9, 10, 17.
2. “This is my commandment, that you love one another as I have loved you.” John 15:12. “Beloved, if God so loved us, we also ought to love one another. No one has ever seen God; if we love one another, God abides in us and his love is perfected in us.” 1 John 4:11-12.
3. “So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets.” Matt. 7:12 cf. 25:31-46. “For the whole law is fulfilled in one word: ‘You shall love your neighbor as yourself.’” Gal. 5:14. “So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith.” Gal. 6:10.
4. “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence 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, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven.” Matt. 18:15-17.
5. “[F]or at one time you were darkness, but now you are light in the Lord. Walk as children of light (for the fruit of light is found in all that is good and right and true), and try to discern what is pleasing to the Lord.” Eph. 5:8-10. cf 1 Cor. 8:9-13, 9:19-23, 10:23-33.
6. “But take care that this right of yours does not somehow become a stumbling block to the weak. For if anyone sees you who have knowledge eating in an idol’s temple, will he not be encouraged, if his conscience is weak, to eat food offered to idols? And so by your knowledge this weak person is destroyed, the brother for whom Christ died. Thus, sinning against your brothers and wounding their conscience when it is weak, you sin against Christ. Therefore, if food makes my brother stumble, I will never eat meat, lest I make my brother stumble.” 1 Cor. 8:9-13 cf. 9:19-23, 10:23-33.
7. “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.” Gal. 5:22-23.
8. “And one of the scribes came up and heard them disputing with one another, and seeing that he answered them well, asked him, ‘Which commandment is the most important of all?’” Jesus answered, “The most important is, ‘Hear, O Israel: The Lord our God, the Lord is one. And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with

- all your strength.’ The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.” Mark 12:28-31 cf. Rev. 5:9, Rom. 1:15. “And as you wish that others would do to you, do so to them.” Luke 6:31.
9. “For from within, out of the heart of man, come evil thoughts, sexual immorality, theft, murder, adultery, coveting, wickedness, deceit, sensuality, envy, slander, pride, foolishness.” Mark 7:21- 22.
  10. “For I am afraid that when I come I may not find you as I want you to be, and you may not find me as you want me to be. I fear that there may be discord, jealousy, fits of rage, selfish ambition, slander, gossip, arrogance and disorder.” 2 Cor. 12:20. “Do all things without grumbling or disputing.” Phil 2:14. Updated September 2017 5 “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Eph. 4:29. “A perverse person stirs up conflict, and a gossip separates close friends.” Prov. 16:28.
  11. “For you created my inmost being; you knit me together in my mother’s womb.” Ps. 139:13. Gen 1:26-27 (see below).
  12. “Then God said, ‘Let us make man in our image, after our likeness. And let them have dominion over the fish of the sea and over the birds of the heavens and over the livestock and over all the earth and over every creeping thing that creeps on the earth.’” Gen 1:26-27. Matt. 19:4-5 (see below).
  13. “‘Haven’t you read,’ [Jesus] replied, ‘that at the beginning the Creator ‘made them male and female,’ and said, ‘For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.’” Matt. 19:4-5.
  14. “Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body.” 1 Cor 6:18. “But because of the temptation to sexual immorality, each man should have his own wife and each woman her own husband.” 1 Cor 7:2. “Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous.” Heb. 13:4.
  15. “But what comes out of the mouth proceeds from the heart, and this defiles a person. For out of the heart come evil thoughts, murder, adultery, sexual immorality, theft, false witness, slander.” Matt. 15:18-19. “Or do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality, nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God.” 1 Cor 6:9-10. “Now we know that the law is good, if one uses it lawfully, understanding this, that the law is not laid down for the just but for the lawless and disobedient, for the ungodly and sinners, for the unholy and profane, for those who strike their fathers and mothers, for murderers, the sexually immoral, men who practice homosexuality, enslavers, liars, perjurers, and whatever else is contrary to sound doctrine...” 1 Tim. 1:8-10 cf. Col. 3:5-9, 1 Cor 6:9-10.
  16. “Repent therefore, and turn back, that your sins may be blotted out, that times of refreshing may come from the presence of the Lord, and that he may send the Christ appointed for you, Jesus...” Acts 3:19-20. “Because, if you confess with your mouth that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved. For with the heart one believes and is justified, and with the mouth one confesses and is saved.” Rom 10:9-10
  17. “In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.” Matt. 5:16. “Do all things without grumbling or disputing, that you may be blameless and innocent, children of God without blemish in the midst of a crooked and twisted generation, among whom you shine as lights in the world, holding fast to the word of life, so that in the day of Christ I may be proud that I did not run in vain or labor in vain.” Phil. 2:14-16. “Abstain from every form of evil.” 1 Thess. 5:22.
  18. Just as the Statements do not exhaust our beliefs and standards, the Scripture references above do not encompass all the biblical support for our statements and beliefs. Rather, they serve as an initial source for further reference and study.

## CHARACTER & CONDUCT

*“Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.” 1 Timothy 4:12*

Veritas Academy places great importance on the issue of character education and the support that the school provides to students and families. As such, we view character development as an integral part of the school’s Student and Family Ministries program.

### STUDENT AND FAMILY MINISTRIES

The purpose of Veritas Academy’s Student and Family Ministry is to establish and administer a process that

- Promotes the academy’s doctrine, philosophy, and guiding principles;
- Keeps parents confident, competent, encouraged, and involved with their children;
- Enforces the academy’s behavior and discipline policies from a character development point-of-view; and
- Enlightens students to the character traits God calls us to live by when we walk a disciple’s life.

Veritas Academy makes no attempt to replace or otherwise displace parents as the primary disciplers for their sons and daughters. The faculty and staff do, however, make every effort to reinforce and enhance what the parents are teaching in the home, beginning with matters of Christian faith and practice. Classroom time is too short, and the scope of supervision too large, for teachers to be effective in character development if parents do not take on the primary role.

### CHARACTER DEVELOPMENT

All students and parents are encouraged in their pursuit of Christ-like character and behavior. In all classes and activities, God will be presented as the central source of character training, and students will be encouraged to respond to Him in worship and admiration.

Activities and presentations of character development are integrated into all subjects. Students are expected to memorize scripture that emphasizes and encourages the development of strong character and thoughtful choices.

While students are at school, Veritas Academy understands that parents have entrusted the school to maintain these policies and procedures—matters such as order and respect in the classroom, safety and proper supervision, Christ-like courtesy and consideration for others, minimum distractions to the learning environment, proper dress, and academic honesty.

### STUDENT CODE OF CONDUCT

*“It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.” Proverbs 20:11*

The purpose of Veritas Academy’s Student Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. We want to ensure a safe, orderly environment that supports learning, achievement, and appropriate, enjoyable social interaction among students and staff. We fully expect the students of Veritas Academy to follow these guidelines both on and off campus, striving to represent a positive image at school, at home, at church, and in the community. Therefore, we have established the following standards.

#### GS Veritas Rocks

Based on the biblical concept of building our homes on rock and not on sand, the Veritas ROCKS summarize the standard of behavior that will be promoted at Veritas Academy:

##### ***R – Respect authority and property***

*“Children, obey your parents in the Lord, for this is right. ‘Honor your father and mother’—which is the first commandment with a promise—that all may be well with you and you may live long on the earth.” Eph. 6:1-3*

Address adults at school as “Mr.,” “Miss,” and “Mrs.,” and respond respectfully with “Yes, Sir” and “Yes, Ma’am,” quickly obeying commands and requests. Treat our campus and the property of others with respect. Leave each place better than you found it.

***O – Others are important***

*“You shall love your neighbor as yourself.” Mark 12:31*

Always use kind words such as “Please” and “Thank you” and exhibit good manners, being kind and deferential to one another.

***C – Correction: accept it and learn from it***

*“Whoever loves instruction loves knowledge, but he who hates correction is stupid.” Proverbs 12:1*

Listen to advice and correction, learn from it, and apply it.

***K – Keep yourself prepared***

*“So prepare your minds for action and exercise self control...” 1 Peter 1:13*

Be organized, bringing necessary items to school, completing homework on time and to school standards. Develop habits of being on time and prepared for each school day. Adhere to standards of dress code by thinking ahead and purposing to comply.

***S – Seek excellence***

*“And whatever you do, do it heartily, as to the Lord and not to men...” Colossians 3:23-24*

Be the best that you can be at all times and in all places. Practice daily faithfulness to what God has called you to do.

**SL/R Norms and Habits**

The very heart of the culture of Veritas is based upon the timeless truth of the cardinal and theological virtues. Through daily activities in and outside the classroom, we strive to establish the following norms that reflect these seven virtues.

***Prudence – Choose to do the right thing at the right time***

*"the prudent man looks where he is going" Prov 14:15 "Keep sane and sober for your prayers" 1 Pet 4:7*

Prudence is the virtue that disposes practical reason to discern our true good in every circumstance and to choose the right means of achieving it; "the prudent man looks where he is going"

***Justice – Consider others above yourself***

*"You shall not be partial to the poor or defer to the great, but in righteousness shall you judge your neighbor" Lev 19:15*

Justice is the moral virtue that consists in the constant and firm will to give their due to God and neighbor.

***Fortitude – Endure challenges with courage***

*"The Lord is my strength and my song" Ps 118:14*

*"In the world you have tribulation; but be of good cheer, I have overcome the world" Jn 16:33*

Fortitude is the moral virtue that ensures firmness in difficulties and constancy in the pursuit of the good.

***Temperance – Demonstrate self-control***

*"to live sober, upright, and godly lives in this world" Titus 2:12*

Temperance is the moral virtue that moderates the attraction of pleasures and provides balance in the use of created goods.



***Faith – Understand and believe the Gospel, trusting Jesus Christ as Lord and Savior***

*"The righteous shall live by faith." Rom 1:17 Living faith "work[s] through charity" Gal 5:6*

Faith is the theological virtue by which we believe in God and believe all that He has said and revealed to us because He is truth itself.

***Hope – Desire the kingdom of heaven and place trust in Christ's promises and not your own strength***

*"Let us hold fast the confession of our hope without wavering, for he who promised is faithful" Heb 10:23*

*"The Holy Spirit . . . he poured out upon us richly through Jesus Christ our Savior, so that we might be justified by his grace and become heirs in hope of eternal life" Titus 3:6-7*

Hope is the theological virtue by which we desire the kingdom of heaven and eternal life as our happiness, placing our trust in Christ's promises and relying not on our own strength, but on the help of the grace of the Holy Spirit.

***Charity – Love God above all things and love our neighbor as ourselves***

*"binds everything together in perfect harmony" Col 3:14*

Charity is the theological virtue by which we love God above all things for His own sake, and our neighbor as ourselves for the love of God.

**School Uniform**

Veritas Academy's school uniform is intended to reflect the school's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety and to de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (Matt. 6:28-34; 1 Cor. 9:19-23; 1 Peter 3:2-4; 1 Tim. 2:9,10; James 2:1-5). The Head of School, or one designated to act in their stead, retains the authority to determine the appropriateness of a given student's attire or appearance and may remove the student from campus or otherwise discipline any student deemed to be inappropriately dressed. The administration also reserves the right to grant a limited variance to these regulations for special purposes, such as sports programs and physical education classes, special dress days or other instructional exercises, provided that high standards of modesty are always upheld. While dress code enforcement will be limited to school days, provisions and standards related to modesty and decency should be respected by the students and are enforceable by the staff anywhere on the campus as well as off campus at school-sponsored events..

***Uniform Vendor/Purchases***

- Uniform pieces for the 2024-2025 school year need to 1) be from either Dennis Uniform or Flynn O'Hara and 2) match the descriptions in the [2024-2025 Uniform Guidelines](#). Any vendor exceptions will be noted in the guidelines on the actual uniform piece.
  - Dennis Uniform can be shopped online with the school code V00VTA and in-store in Austin at 5207 Brodie Lane, Suite 135
  - Flynn O'Hara can be shopped online with the school code TX121 and in-store in San Antonio at 2108A NW Military Hwy

***General Uniform Policies***

- All shirts must be tucked in, and black belts are required when shorts or pants are worn for both boys and girls (n/a for PreSchool & PreK).
- Skirts and jumpers should not be more than 2" above the top of the knee cap (patella). Shorts for males must fall past the mid-thigh length. Most SR and Upper SL boys will need at least a 9" inseam, while a 7" inseam may be more appropriate for younger SL boys, and GS boys should use their discretion
- Boys' traditional ties should be worn long enough to touch their belts.
- No part of any undergarment should be visible.
- Black tights, leggings, or modesty shorts must be worn under skirts, jumpers, and polo dresses. Leggings are not an appropriate "pant" option.

- Shoes must be classroom-appropriate, closed-toe (with a back), and mostly black (white sole & brand markings allowed). Solid black ankle or mid-calf boots are allowed. Sandals, slides, Crocs, houseshoes, etc. are not allowed.
- No hats, beanies, or head coverings, including hoodies, of any kind may be worn in the buildings.
- Inside the building/classroom on Mon-Thu, students may only wear approved uniform outerwear.
- Winter coats, to be worn outside only, must be solid black.
- Rain jackets and rain boots may only be worn outside if it is raining that day.
- Backpacks should be a solid color or simple pattern (no cartoons, etc.), and for students in grades 5-12, should also be able to fit in a locker.
- No athletic and fine arts department uniforms (practice and/or competition) may be worn as spirit wear.
- Girls only may wear modest earrings in their ears. No other pierced jewelry is allowed. Any other jewelry (e.g., rings, watches, bracelets, necklaces) must also be modest. No bright-colored or attention-grabbing jewelry will be allowed. Absolutely no jewelry may be worn during PE classes or athletic practices and contests. Boys may not wear earrings.
- Tattoos are strongly discouraged; however, in the event that a student has a tattoo, it must be covered at all times while on campus or when participating in/attending a Veritas extra-curricular event, including athletics and fine arts.
- Modestly applied makeup may be worn at school by female students in grades 7 and above only. (Exceptions are allowed for theatrical performances.)
- Student hair should be styled in a manner that fits a professional setting. No unnatural hair coloring or extreme hairstyles. Boys' hair may not have any accessories or rubber bands and should be above the bottom of the collar when standing up. Students may not have any facial hair; sideburns should not go below the middle of the ear.
- As a Senior privilege that can be revoked in any given year, seniors may have neatly trimmed, clean, and well-groomed facial hair.
- Young men should dress as males and young women should dress as females.
- Accessories should be in the general spirit of our uniform policy and not distracting.

### ***Dress by Day***

The dress code for specific days are as follows and can be found with pictures in our annual [Uniform Guideline Booklet](#).

- *Grammar School*
  - First Monday/Tuesday of the Month: Formal uniform; ties may be removed after lunch (n/a for PreSchool & PreK)
  - Additional Monday-Thursday: Formal or daily uniform
  - Friday: Scholé or daily uniform
    - Any Veritas spirit or school shirt/outerwear may be worn with blue jeans (non-frayed or torn) or approved uniform bottoms.
    - Shoes may be a color other than black but must still comply with all other shoe policies (no sandals, slides, crocs, houseshoes, etc.).
  -
- *School of Logic*
  - Monday: Formal uniform; after lunch, sleeves may be rolled up and ties removed.
  - Tuesday-Thursday: Formal or daily uniform
  - Friday: Veritas Spirit Wear or Formal/Daily Uniform
    - Any Veritas spirit or school shirt/outerwear may be worn with blue jeans (non-frayed or torn) or approved uniform bottoms.

- Shoes may be a color other than black but must still comply with all other shoe policies (no sandals, slides, crocs, houseshoes, etc.).
  - All athletic and fine arts department uniforms (practice and/or competition) are not to be worn as spirit wear. Additionally, SL students may not wear any SR House or SR event/club shirts. (Athletic team spirit shirts or any GS/SL Veritas event shirts are permissible.)
- *School of Rhetoric*
  - Monday: Formal uniform; after lunch, sleeves may be rolled up neatly to the elbow and ties must remain on.
  - Tuesday-Thursday: Formal or daily uniform
  - Friday: Veritas Spirit Wear or Formal/Daily Uniform
    - Any Veritas spirit or school shirt/outerwear may be worn with blue jeans (non-frayed or torn) or approved uniform bottoms.
    - Shoes may be a color other than black but must still comply with all other shoe policies (no sandals, slides, crocs, houseshoes, etc.).
    - All athletic and fine arts department uniforms (practice and/or competition) are not to be worn as spirit wear.

### *Items of Note*

- Formal uniforms are the only required uniform items that can be worn any day of the week, although they must be worn on the following: GS Chapel, every Monday in SL/R, school picture days, and special presentations. Daily uniforms and spirit wear are optional purchases.
- The Veritas Vault is our school spirit store. Not all items sold there are in accordance with the uniform policies. It is the student's responsibility to ensure they are in uniform based on the guidelines found in this document.
- Uniforms are to be worn properly whenever a student is on campus from the time they are dropped off until they have departed campus after school.
- Students may dress down for intramural competitions and physical education-related classes but must change into their uniform prior to returning to class.
- Students may dress down no sooner than 15 minutes prior to an after-school activity (athletics, fine arts, clubs, etc.).
- On special dress-up (including dances and banquets) or dress-down days in SLR, clothing must follow published guidelines set by Student Life.

### **Further Details Regarding Campus Conduct/Decorum**

The Veritas Academy classroom will be a place of learning where the teacher is able to teach and the students are able to learn. Conduct that disrupts teaching or learning will not be tolerated. Students should ALWAYS:

- Come to class on time in uniform and be prepared with all required materials;
- Conduct themselves in an orderly, respectful manner;
- Make an effort to learn by actively participating in class activities and following teacher instructions;
- Strive to stay on task the entire class period and not engage in activities such as social conversations, grooming, sleeping, or personal note-writing;
- Obey all school rules and regulations (e.g., late work policy, academic dishonesty, dress code, etc.); and
- Comply with the requests of teachers regarding classroom control and discipline when in violation of these guidelines.

**Courtesy** – Students have the responsibility to respect the rights and property of fellow students, teachers, administrators and visitors. At all times, adults should be addressed with a title (Mr., Miss, Mrs., Coach, etc.) followed by the surname rather than the first name. In the same manner, when a student is questioned by an adult, he should respond with either “Yes, Sir” or “No, Sir” or “Yes, Ma’am” or “No, Ma’am.” Students should treat each other with

respect, kindness, and compassion. Harassment or rude behavior by a student will not be tolerated. Veritas Academy desires to encourage students to learn to edify one another.

**Public Displays of Affection** – Public displays of affection (PDA) among students are not allowed during school or at school events. In recognizing that romantic relationships are an important part of God’s design, Veritas Academy is committed to guarding their dignity by not making them a public spectacle. Additionally, the comfort of all members of the community should be a consideration when expressing affection—romantic, or otherwise. Romantic displays like holding hands, kissing, cuddling, or any other behavior that might make another student, staff, or faculty member uncomfortable are not permitted. Non-romantic physical displays of affection—even between friends—must also remain polite and appropriate. Behavior such as sitting or laying on another student’s lap, back rubs, etc. likewise are not permitted.

**Fighting** – Students are not allowed to fight physically or verbally before, during, or after school. There should be no horseplay, running, or rough play during or between classes.

**Bullying** – Veritas Academy is committed to training not only the minds, but also the hearts, of our children, and our goal is to train our students in love, respect, and honor for others. Please read our [Anti-Bullying Policy](#) in its entirety on page 20 to fully understand how we maintain a positive school climate.

**Immoral or Illegal Behavior** – Students should refrain from any distribution or display of materials which are obscene, libelous, or which advocate the commission of unlawful actions. Students should not be involved in or create an impression of involvement in immoral activities. Items such as tobacco products, non-prescription drugs, alcohol, vape pens, weapons, etc. are not allowed on campus or at any Veritas Academy-sponsored event.

**Language** – Improper or disrespectful speech (e.g., profanity, lying, back-talking, inappropriate topics of conversation, etc.) in the presence of classmates or staff will not be tolerated on campus during or between classes or while involved in a sport or other school-related activity. As Veritas Academy representatives, students should strive to speak in a godly manner on and off campus.

**Stealing** – Stealing from another student, staff, or the school will not be tolerated. Committing or attempting to commit a theft is considered a serious offense.

**Gum Chewing** – Due to some studies indicating the positive effect of gum chewing on the ability for some students to pay attention, Veritas has decided not to ban the chewing of gum. Individual teachers may elect to have a policy against this for their classrooms. If students are not able to chew gum respectfully, Veritas will make a school-wide ban. Examples of disrespectful gum chewing include any action that involves removing the gum from the mouth, touching the gum with your fingers, making noise with the gum, or not properly disposing of the gum.

**Use of Property and Buildings** – Students have the responsibility to be good stewards of the physical resources God provides for our use. Students should actively protect and take care of the school’s property and assist the school staff in operating a school that is safe for everyone. Students should demonstrate consideration of others and school property by keeping the facility and grounds clean at all times and by refraining from any action that may cause property damage (e.g., throwing trash on the grounds, leaving trash in the classrooms or lunch area, writing on tables, walls, or other property, sitting or standing on tables, standing on chairs, leaving personal property in the hallways, etc.).

**Extra Curricular Organization Rules and Sportsmanlike Conduct** – Veritas Academy is a member of TAPPS, Texas Association of Private and Parochial Schools. All parents, observers, fans, players, and students are expected to comply with the TAPPS rules. Violators will be asked to vacate the premises and may lose the privilege of attending a TAPPS practice, competition, game, or other event. Appropriate and respectful clapping and cheering are encouraged.

Spectators and participants are guests and should conduct themselves accordingly. Any behavior unbecoming to Veritas or to other competitors or audience members may result in the perpetrator and/or family being asked to leave the premises.

**Money at School** – Grammar School students should not bring money to school. Parents may consult the teacher regarding any unusual situation where a student may need to have money at school.

School of Logic/Rhetoric students may bring money for school-related purposes such as field trips, sporting events, etc. Students should refrain from bringing large amounts of money to school.

**Toys at School** – Students should refrain from bringing toys to school without the permission of the teacher or Administration.

**Party Invitation Distribution** – Please be sensitive to other children in the classroom and refrain from distributing party invitations at school to personal birthday parties unless all the students in the class are being invited.

## TECHNOLOGY POLICY

*“I will set before my eyes no vile thing. The deeds of faithless men I hate; they will not cling to me.” Psalm 101:3 (NIV)*

As a classical school, we honor the time-proven methods of the past to educate the minds of the future. However, we are also an innovative school whose faculty considers ways to improve instruction by any means available. These two aspects combine to create a culture that values technology for its potential to enhance learning while refusing to exalt digital technology to the all-encompassing status that it holds in much of our society. As a tool created by mankind to assist in all kinds of worthy endeavors, we view technology as a blessing to be stewarded wisely. It is with this mindset that we appropriately frame the question about our use of technology. Considering technology in a way that is neither Luddite nor utopian, we ask how best we can utilize digital and technological tools to cultivate the minds and hearts of our students, forming them in the discipline and instruction of the Lord.

The more we learn about the impact of certain technologies, the less inclined we become to making frequent use of them. The advantage gained from limited use is far outweighed by the detrimental effects of frequent distraction that robs focus. During school hours, which include school@home hours, we desire to release students from such interruptions to enable depth of thought and community engagement. We also encourage students and parents to be mindful of the impact of overuse in evening hours and on weekends. The attention, curiosity, imagination, and critical thinking required by our form of education decline with poor technology habits. Additionally, social media and bingeing streaming entertainment media also has the potential to erode values in the individual and in our community.

In light of this, we have instituted the following policies.

### School@Home – Suggested Electronics Policies

As a partner in the education of your student, we ask that you link arms with us in extending this training of proper electronic use into the satellite classroom in your home. The suggestions listed below will help your student to 1) maintain focus while completing assignments, 2) better manage time and the use of electronic tools, and 3) avoid the temptation to inappropriately share answers on assignments. We strongly encourage you as the parent to:

- Designate a specific place in your home for the docking of all electronic devices separate from the student’s study location.
- Set limited times during the day (such as lunch time or end of the day) for using electronic devices. If a computer is needed for an assignment, set a specific and limited time and monitor the usage.
- Monitor closely your student’s use of devices for communicating with other students during the school@home day. Quick questions of other students are appropriate, but online work sessions in which answers could easily slip into dishonesty should be closely monitored.

- Limit the need for devices by requiring your student to begin each day with a printed version of FACTS assignments.
- Train your Upper SL student (7th and 8th grade) in the use of email, texting, and group chats and continue to regularly monitor their activity.

### **Grammar School – On-Campus Electronics Policies**

- Our students do not bring phones, smartwatches, or fitness trackers to school.
- Should a student need to contact his/her parents during the school day, the phone in the GS Office may be used.
- Should a specific need arise that necessitates a student have a phone or smart watch at school, then permission must be obtained by the Grammar School Head.

### **School of Logic – On-Campus Electronics Policies**

- Our students do not bring smartwatches or fitness trackers to school.
- Lower School of Logic Students (5th/6th grade) do not bring phones to school, and we highly recommend that Upper SL students (7th/8th) refrain from bringing phones; however, if Upper SL students bring cell phones to school, the phones must be kept stored in the student lockers and may not be used on campus. Should students need to contact their parents during the school day, or vice versa, they may do so through the school's main office.
- Computers may be used only: 1) in classrooms by students with approved accommodations for technology and only in accordance with the specifications of their accommodations; 2) in keyboarding/tech classes by 7th and 8th graders; and/or 3) in the 8th grade Homework Lab following those specific procedures. SL students are not allowed to use computers/tablets in Defender Hall.
- Students should not bring electronic devices to school for the purpose of entertainment. Devices may be used only in accordance with the above guidelines and for approved educational purposes only.
- Veritas Academy is not responsible for loss or damage of any electronics brought to school.

### **School of Rhetoric – On-Campus Electronics Policies**

- Our students do not bring smartwatches or fitness trackers to school.
- Our students keep their phones locked in their lockers until the end of the Veritas school day. Should students need to use their phone, they may do so at their locker and then immediately return the phone into their locker. Such cell phone use should be brief as students are not permitted to loiter in the hallways.
  - Teachers will assist accommodated students, as requested by the student, in obtaining a photo of notes on the board. This means that no student, including accommodated students, may keep a phone with them during the school day.
- Computers/tablets may be used only: 1) in classrooms by students with approved accommodations for technology and only in accordance with the specifications of their accommodations; 2) in Defender Hall or at designated tech tables in Student Commons and only for school-related purposes, with the screen clearly visible to the study hall monitor; and/or 3) during class with permission of the instructor for the purpose of a specific classroom activity.
  - Given the limited access to technology, all students should print their FACTS homework plans so that they have access to a printed copy during the week. Additionally, faculty will limit the number of assignments that require the use of a device.
- For the purpose of accountability, the device screen must be oriented such that an adult can see what the student is working on.
- Students may use headphones, this includes airpods, to listen to music on their computer/tablet in Defender Hall only. If a student uses headphones outside the designated space during school hours, the headphones will be brought to the 4th floor receptionist. In order to get them back at the end of the school day (~3:55pm), the

student can pay \$10 or their parent can come retrieve them at no charge. For the sake of community, our students do not use headphones anywhere else on campus.

- While on campus, our students are focused on the important task of education and do not bring electronic devices to school for the purpose of entertainment. Devices may only be used in accordance with the above guidelines and for approved educational purposes only.
- Veritas Academy is not responsible for loss or damage of any electronics brought to school.

## Acceptable Use Policies

Students are encouraged to strive to work alongside the school in the pursuit of our worthy mission, not to rail against it. Students should seek to build up our community and to build personal habits that will support their education. In all use of technology, whether on or off campus, whether it is during school hours or not, whether school is in session or on break, Veritas students recognize that poor decisions with technology have the potential to impact our community, to change the culture, and to make accomplishing our mission more difficult.

Students should abide by these acceptable use policies.

1. Respect and protect the privacy of others.
2. Respect and protect the integrity, availability, and security of all electronic resources.
3. Respect and protect the intellectual property of others.
4. Respect and practice the principles of community.
5. During school events where devices are allowed, employ proper etiquette by keeping phones out of sight for the majority of the time and using them only for contacting parents or taking photos.
6. Ensure that their actions reflect positively upon themselves, their family, this school, and the broader Christian community.
7. Avoid using technology to promote anything contrary to the Statements on Faith, Life, and Conduct.
8. Minimize the amount of leisure time spent in pursuit of digital entertainment.

## Consequences

**Computers, Cell Phones, Other “Smart” Devices, and Headphones** – Faculty and staff will take up computers, cell phones, smart devices (e.g. watches and Fit Bits), and headphones seen on campus unless the device is being used in an approved location and for an approved purpose as indicated in the policies above. The teacher will turn devices in to the 4th floor receptionist. In order to get them back at the end of the school day (~3:55pm), the student can pay \$10 or their parent can come retrieve them at no charge.

**Online Presence & Behavior** – Acknowledging that social media and other forms of modern technology have created virtual versions of the public square, and that a student’s online content and conduct reflect upon, can influence impressionable students within, can harm members of, and can stir dissension or otherwise diminish the culture of our community, parents who have chosen to partner with Veritas should hold their children and themselves accountable for maintaining a positive public presence, including online.

- When inappropriate content/conduct is being consumed, produced, or promoted by a student or member of the community, we encourage others in the community with a relationship with that person to address the conduct with them directly without involving school administration. In the event that a member of our community has been personally wronged by such behaviors, parents and students should pursue repentance, reconciliation, and restoration without (or before) involving the school.
- In the event that a student’s online content/conduct directly involves the school in some way (even if by inference), then the student will be held accountable and should expect to receive measured consequences from the school. Parents should seek to embrace these consequences and incorporate them into the discipleship of their student.

- In the event that a student’s inappropriate online content/conduct does not directly involve Veritas but is public or otherwise impacts the school, then the school will seek to come alongside the parents in their discipleship. This may include Veritas: (1) ensuring that the parents are informed of and the student acknowledges the inappropriate conduct; (2) dialoguing with the parents to understand how they are disciplining the student to turn from the behavior and right it with any who may have been wronged; and/or (3) creating school consequences to aid the parents’ discipleship.
- The school may not be able to continue to partner in discipleship and might need to separate from the family if: (1) in the wake of inappropriate conduct or content, there does not appear to be a genuine agreement with the school’s Statements on Faith, Life, and Conduct; or (2) a student’s inappropriate online content or conduct is especially egregious and/or repeated, whether or not that activity directly involves Veritas.

New technological developments may prompt amendments to these policies during the school year.

## STUDENT DISCIPLINE PROCEDURES

In order to promote good discipline, Veritas Academy will strive to enable students to feel loved and accepted, to know and accept the boundaries for behavior, and to understand how to avoid repeating wrong decisions or actions. The key to Veritas Academy’s discipline will be to give students support and direction while working in harmony with the parents. Veritas Academy staff will practice preventive discipline through the use of positive teaching techniques. If the need arises, the school may employ mild forms of reproof, rebuke, and correction. Veritas Academy will not practice spanking or other forms of corporal punishment. The school will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students. We believe that the school staff is primarily responsible to utilize mild forms of discipline for the purpose of sound classroom management, and the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature.

Discipline is a word that means “to train”: guiding, molding, encouraging, teaching, reproving, and correcting, all with a goal of bringing about desired behavior. The end result needs to be self-discipline.

As much as possible, the characteristics of our discipline are modeled after God’s.

1. God corrects us out of unconditional love. He does not love us any more when we do good, nor does He love us any less when we do evil (Proverbs 3:12, Hebrews 12:6).
2. God corrects us because He delights in us (Proverbs 3:12). As Christ did with his disciples, we visualize what a student could become (Romans 8:29, Hebrews 12:10).
3. God expects us to produce fruit in our lives:
  - The fruit of repentance (II Corinthians 7:9-11)
  - The peaceable fruit of righteousness (Hebrews 12:12, Galatians 5:22-23)
4. God forgives and forgets (Hebrews 8:12, Titus 2:14).

Attendance at Veritas Academy is a privilege. Each student is accepted as an individual with individual needs. Students are expected to conduct themselves according to the stated policies and programs of the school while on or off campus. The school endeavors to work and to communicate closely with parents in all matters of discipline. When the student’s conduct, attitude, or academics do not correspond with the school’s standards, disciplinary actions are undertaken in order to assist the student. Furthermore, conduct unbecoming to a Christian is not tolerated whether it occurs in connection with Veritas or with the world at large. Veritas students are expected to uphold biblical standards in all aspects of their lives.

Veritas Academy’s discipline is based on the Jim Fey “Love and Logic” program. Students will be treated as individuals. When the need for discipline is required, it is viewed as an opportunity for the student to learn from his or



her mistake. The student will be actively involved in determining the best course to make amends: by asking forgiveness and by deciding how to repair the damaged relationships or objects.

Students must learn that, as in life, when one makes a bad choice, he has to fix it. We are not here to bail them out, but to guide them in making better choices.

The consequences should be appropriate to the behavior and may be as simple as saying, “I’m sorry,” or as severe as being given a detention, suspension, or expulsion.

It is our goal to work with parents or guardians in the area of discipline. In order for any discipline to be successful in training children, it is essential for the school staff and parent or guardian to be in agreement. A parent or guardian who is not supportive of the school’s discipline program will undermine the structure of the school. For this reason, parents and guardians that are against the policies of the school and school board may be asked to leave the school if no understanding can be reached.

### **Principles of Love and Logic**

Parents are highly encouraged to read a book about Love and Logic principles in order to understand and support the school’s philosophy of discipline. We recommend the following:

- *Free to Parent*, Ellen Schuknecht and Erin MacPherson
- *Parenting with Love and Logic*, Jim Fay and Foster Kline
- *Loving your Kids on Purpose*, Danny Silk
- *Boundaries with Kids*, Cloud and Townsend
- *Give Them Grace: Dazzling Your Kids With the Love of Jesus*, Elyse M. Fitzpatrick

### **Enforcement of Discipline**

#### ***Grammar School***

Each teacher has the responsibility to enforce classroom and school rules. The Grammar School Head will be available to assist as needed. Students will be treated fairly and equitably. Disciplinary procedures will always take into account the student’s age, attitude, and the seriousness of the offense. The following are the disciplinary steps Veritas Academy will generally adhere to:

- Verbal Reprimand and Warning
  - Mild offenses only
  - Teacher and student resolve in class
- Official Call Home
  - Repeated mild or moderate offense
  - Teacher contacts parents, preferably by phone
  - Teacher and student resolve in class
- Referral
  - Multiple mild, repeated moderate, or severe offense
  - Teacher sends student to the school office
  - Grammar School Head contacts parents and may require them to come to the school to take student home for the day. Grammar School Head may require a re-entry plan meeting prior to student returning to school.

Any discipline matter deemed to be of an urgent or potentially dangerous nature would be brought immediately to the attention of the Grammar School Head, and the parents will be notified. Repeated or serious offenses may, at the discretion of the Grammar School Head, result in temporary suspension or expulsion.

***Schools of Logic & Rhetoric***

Each teacher has the responsibility to enforce classroom and school rules. The School Heads, or his/her designee, will be available to assist as needed. Students will be treated fairly and equitably. Disciplinary procedures will always take into account the student's age, attitude, and the seriousness of the offense. All correction is intended to shape the student's heart. As such, we employ a Coordinator of Discipline and Discipleship who will meet with students to address patterns of misbehavior.

Veritas Academy will generally adhere to the following disciplinary actions:

- Students who are out of uniform will be sent to the 4th floor to correct the uniform violation and will receive a lunch detention to be served that day.
- If late or unprepared for class, the student is marked tardy. Repeated violations of this will be addressed by our Coordinator of Discipline and Discipleship or by a School Head.
- Misbehavior in class or in common areas will be addressed one time with a simple verbal reminder of the appropriate behavior expected. If a second reminder is needed, the student will be sent to the hall or to study hall for a designated time to complete a reflection form. This reflection form allows the student to consider his/her behavior. The reflection form serves as a ticket back into the classroom and is the basis upon which a conversation takes place at the end of class. All reflection forms are collected, and any pattern that emerges is addressed by the Coordinator for Discipline and Discipleship or by a School Head.
- Misuse of electronic devices (including phones, computers, watches, fitbits, etc.) will result in the device being taken away for the day. Students may retrieve the device at the end of the school day (3:45 for SL and 3:55 for SR) by paying \$10, or the parent may retrieve the device at the end of the day for free.

***Referrals***

If a student receives a referral form submitted to the administration for repeated smaller infractions or for a major infraction, consequences will be given. The following list is not exhaustive but includes some options that may be issued as a consequence for a referral.

- Parent conference
- Loss of privileges – examples of this include, but are not limited to, the student losing the right to park on campus, participate in athletic/fine art programs, use off periods as they choose, etc.
- Saturday school – the student will come on Saturday for specified hours to work on projects around campus.
- Service hours – the student will serve the school for a specified number of hours.
- In-School Suspension – the student will not be allowed to attend classes, but may turn in work missed in class if that work can be completed at school that day but done outside of the classroom.
- Suspension – the student will not be permitted at school for a designated number of days and may not turn in any work missed due to his/her absence.
- Expulsion – the student will not be allowed to return to Veritas.

**Disciplinary Action Disclosure Statement**

Veritas Academy is a member institution of the National Association for College and Admissions Counseling and as such, subscribes to the ethical standards delineated in its "Guide to Ethical Practice in College Admission." Accordingly, the Veritas Advising Office will provide colleges to which a student has applied whatever information believed to be appropriate by the advisors and/or requested concerning that student. Upon direct request from colleges concerning a student's discipline record, college advisors will honestly and fully disclose if a student has been subject to a disciplinary response since entering ninth grade, including, but not limited to, dramatic change to grades, out-of-school suspension, dismissal, or withdrawal from the school. In addition, the advisors will relate any information known about a conviction or guilty adjudication for any misdemeanor, felony or other crime. The student should work

closely with their advisor to make sure both are answering honestly and thoughtfully if such information needs to be disclosed. If a student's disciplinary status changes after that student has completed any college applications, or after an enrollment deposit has been submitted, the student has the opportunity and obligation to notify the admissions office at each school of their change in status. The Veritas Academy advising office will notify colleges two weeks after the change in status and will explain the reason for the change. We do not report disciplinary action taken at previous schools attended.

## **PARENT/SCHOOL COMMUNICATION**

### **Ongoing Communication**

A student's successful experience at Veritas depends upon successful partnership, which means open communication between the parents and the school. This requires persistent effort on both sides combined with mutual trust and respect. The teachers will communicate with the parents on a regular basis through written means—class letters, individual letters or emails—and through personal contacts. The faculty and staff at Veritas Academy are available to assist parents in areas of instruction and character development. The parents are welcome—and, in fact, are encouraged—to contact the teacher via school email for assistance or with questions.

- Teachers will check their email periodically on school@home days in order to provide a timely response to questions posed about home assignments.
- For all other email inquiries, teachers should respond within one business day.

### **Communication Folder - Grades PreS-4**

In PreSchool through 4th grade, each student is responsible for having a Communication Folder that will be brought to and from school each day. Assignment sheets and graded work will be sent home in this folder. Students will keep their completed assignments in the folder to bring it back to school. This communication folder will be given to the student at the beginning of the school year.

### **Email**

Parents are encouraged to email teachers with questions regarding class or student concerns, questions, or encouragements. Teachers will respond to parent emails in a timely manner. Teachers will make every effort to respond within 24 hours during the week, but please be patient if teachers are not able to do this every time and note that teachers are not expected to reply to any emails on Saturday and Sunday. Teachers are instructed not to engage in conflict over email. If they receive an email that they sense is inflammatory or potentially adversarial, they will call to talk or set up a meeting. If parents have a sensitive issue to discuss with a teacher, they should set up a meeting or phone conference rather than email.

### **FACTS Family Portal**

The primary form of communication from the teachers to the parents is via FACTS Family Portal, the online school management software system currently used by Veritas Academy. Teachers will post daily lesson plans and home assignments on FACTS Family Portal in a timely fashion for parents to access from home. Teachers should also post graded work to FACTS within one week after collecting the assignment. On occasion, a teacher may take longer than a week, but only if they have communicated the need to do so with students/parents.

### **School Memo**

The School Memo is an email sent from the school bi-weekly (typically on Friday afternoon) to provide reminders of the week's activities and events. The email directs recipients to login to the school's website to access more detailed information and requires an active FACTS Family Portal account. Students in grades 7 and up will also receive the School Memo and are expected to read it for updates and reminders.

## Website

The school's website is an important resource bank for students and parents (VeritasAcademy.net). Many questions are quickly and completely answered through this medium. In addition to the school office postings of announcements, the school website contains schedules, calendars, articles, and other helpful information.

## Parent Alert

The Veritas Parent Alert System is primarily an emergency communication system delivered via your cell phone's SMS messaging system. Time-sensitive communications are pushed to registered phones when the system is implemented. On occasion, the system may also be used to communicate immediate deadlines.

## GroupMe and Social Media

GroupMe and social media accounts are not official sources of school communication but may be used for parents to connect, receive support, prayer requests, and reminders. This is not the appropriate place for conveying frustrations or grievances. If anyone is in need of help in regards to curriculum or policies, they should contact the appropriate teacher, department head, or administrator.

## Problem-Solving Within Our School Community

Specific guidelines will be followed in resolving problems as they occur. Parents and teachers agree to the following procedure:

- Parents should always talk to the teacher first. Parents who attempt to talk to someone else in the office or to another teacher should always be referred back to the teacher first.
- If the parent and teacher are unable to resolve a situation, the parent should be referred to the School Head. The teacher should contact the School Head to provide background.
- If the issue is both significant and unresolved after involving the School Head, the matter should then be taken to the Head of School.

Under all circumstances, Christian communication principles should be exercised and confidentiality of the problem should be maintained.

## ANTI-BULLYING POLICY

### Raising Awareness and Prevention

*"For at one time you were darkness, but now you are light in the Lord. Walk as children of light (for the fruit of light is found in all that is good and right and true), and try to discern what is pleasing to the Lord. Take no part in the unfruitful works of darkness, but instead expose them..." Ephesians 5:8-12*

Veritas Academy is committed to training not only the minds but also the hearts of our children. Our goal is to train our students in love, respect, and honor for others. The Student Care Assessment Team (SCAT)—comprised of School Heads and representatives from Family Ministries, Student Life, and Student Ministries—is tasked with developing, fostering, and maintaining a positive school climate in which everyone in the school takes notice of bullying and knows what to do when it occurs. This team leads training for students, faculty, and parents and is responsible for working with students and parents when bullying incidents arise. Training includes instruction on how to recognize and prevent bullying as well as instruction on the process for filing reports of bullying and the process that will result from that report.

### Definitions

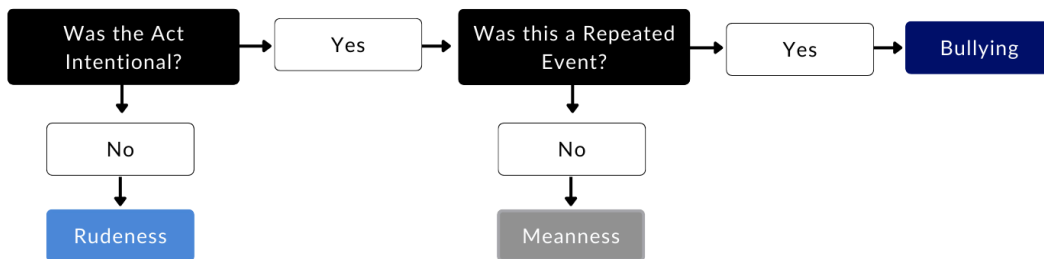
It is important to determine whether an incident is an act of rudeness, meanness, or bullying of some form. Both rude and mean actions can wound deeply. Such actions certainly should not be minimized; however, due to the imbalance

of power and repetitive nature inherent in bullying, an act of bullying brings larger implications and should be addressed in a more serious manner. Properly categorizing an incident as bullying allows parents and the school to take the actions needed to protect the recipient, to discipline the perpetrator, and to uphold a positive school culture for all students.

- **Rudeness** is inadvertently saying or doing something that hurts someone else. It is usually spontaneous, unplanned, inconsiderate, and based on thoughtlessness, poor manners, or narcissism. It is typically not meant to actually hurt someone. Examples could include burping in someone's face, jumping ahead in line, or bragging about achieving the highest grade (Whitson, 2012).
- **Meanness** is purposefully saying or doing something to hurt someone occasionally (like once or twice). The main distinction between "rude" and "mean" behavior has to do with intention. While rudeness is often unintentional, mean behavior aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, or some other personal trait (Whitson, 2012). The use of sarcasm and/or "just kidding" phrases when used with the intent to hurt and used outside of a proper relational context is considered an act of meanness.
- **Bullying** is defined as intentionally abusing one's power – usually in social situations – to harm, manipulate, humiliate, or gain an advantage over another, or to threaten to do so, and is repeated over time (Whitson, 2012). This abuse of power may occur through: (1) the power of words (Prov. 12:18; 16:28), (2) physical power (2 Tim. 3:3), 3) the power of belonging or acceptance (Matt. 7:1-5) or 4) the power of social media and communication devices.
  - **Verbal aggression** can take the form of written or verbal communication.
  - **Physical aggression** includes hitting, punching, kicking, spitting, tripping, hair pulling, etc. (Whitson, 2012).
  - **Relational aggression** takes place when kids use their friendship—or the threat of removing it—to hurt someone. Forms of this type of bullying include social exclusion, shunning, and rumor spreading (Whitson, 2012).
  - **Cyber-bullying** is a particular form of bullying that takes place using electronic devices such as cell phones, computers, or tablets. This often occurs on social media or through text messages, chats, or other communication platforms.

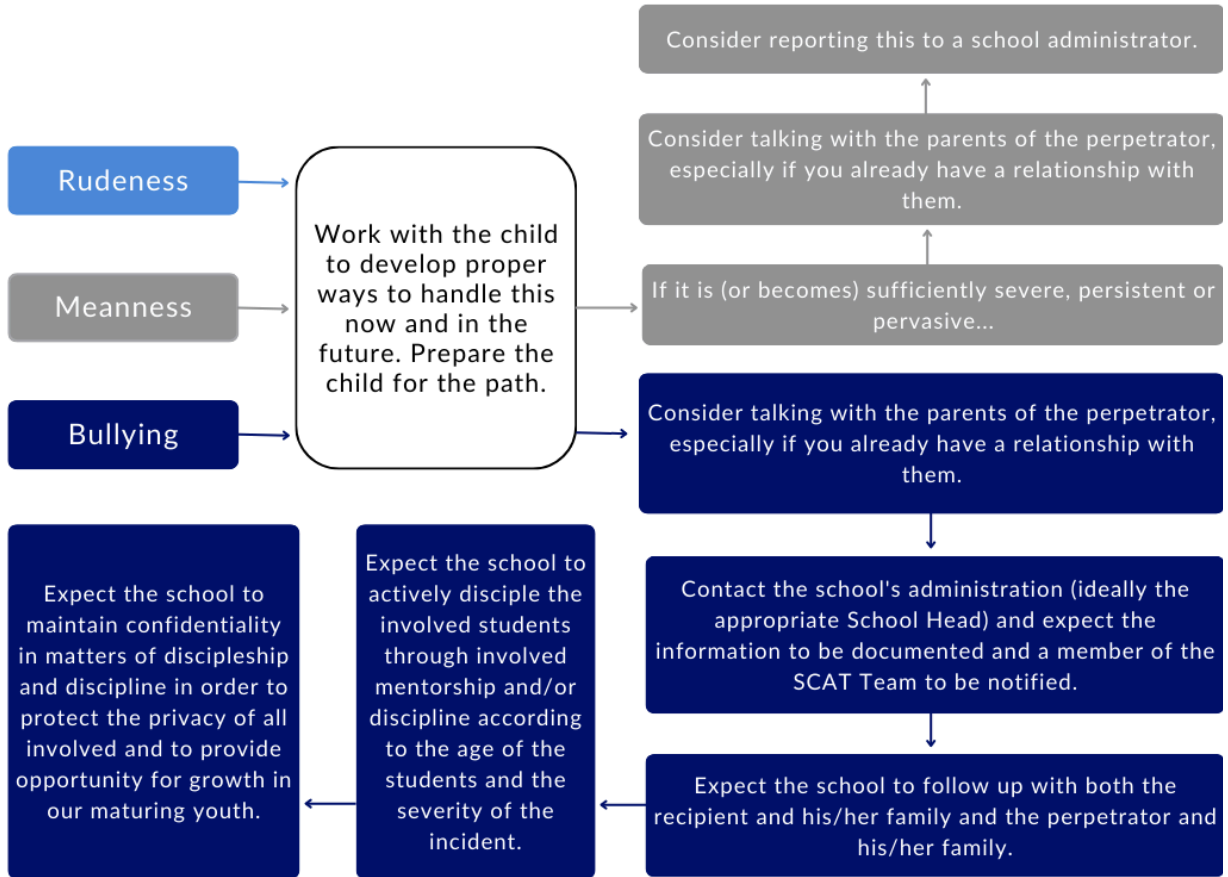
### Determining Type of Behavior

Once the type of behavior is determined, then more specific direction can be given on how to best address it. The flowchart below is a guide in making the determination.



### What to Do

Recommended action steps depend upon the type of incident. Faculty/staff will determine as closely as possible whether the incident should be considered rudeness, meanness, or bullying. The chart below recommends action steps based on the type of incident.



### Scope

This policy pertains to the whole of the community, including all faculty, staff, coaches, teachers, students, parents, and volunteers. It applies to conduct occurring at the school, on its property, at or during school-related functions and activities, and in school vehicles. It also involves the use of school electronic communication and technology.

### Reporting and Documentation

All assertions of bullying shall be reported to a school employee responsible for reporting the information to a member of SCAT via the internal Referral Form. Before any parent or guardian is notified about any incident of bullying or cyber-bullying, school authorities will consider the health, well-being, and safety of any students involved in the occurrence. The SCAT member and/or School Head will investigate the assertion in a timely manner, make appropriate documentation of the incident, and determine the appropriate next steps.

### Responsibilities

Any member of the Veritas community, whether student, parent, faculty, or staff, should take reasonable measures to prevent bullying and is obligated to report any such acts to an appropriate school authority.

## Discipline

Given that one aspect of bullying is an intentional abuse/misuse of power (verbal, physical, or social), consequences may include a temporary removal of the bully from the environment or a removal, for a season, of the privileges that give him/her power. This is aimed at correcting the perpetrator so that the next time he/she is given power, he/she handles it wisely. The perpetrator is taught to use his/her strength to love and protect others rather than to tear down and destroy. Specific consequences issued by school authorities will aim to be consistent, reasonable, fair, age-appropriate, and match the severity of the incident as approved by the appropriate School Head. Counseling may be recommended for the recipient and/or the perpetrator. Retaliation or threats of retaliation meant to intimidate the recipient of bullying, witnesses, or those investigating the incident will also result in disciplinary action.

## STANDARDS OF CONDUCT IN TEACHER/STUDENT RELATIONSHIPS

### Statement of Philosophy

Veritas Academy is committed to fostering an environment that promotes academic success and spiritual growth. In order to achieve this, we are dedicated to maintaining an atmosphere of mutual respect, fairness and trust and a community that is free of behaviors which can undermine the very mission of our school. Although students bear a significant responsibility in creating and maintaining this atmosphere, the teacher and the coach bear an even greater responsibility because of the nature of their position as both instructor and role model.

Veritas Academy is committed to wise use of internet and communication technology, enabling students and teachers to avail themselves of the numerous benefits that come by way of these advancements. At the same time, Veritas Academy remains equally committed to setting limits and promoting self-controlled use of these tools, allowing time for the development of skills and habits that can only be gained in a technology-free environment.

Taking into account the ease by which misconduct can occur in using the internet and a cell phone, Veritas Academy considers any communication between a teacher and student an activity for which the school is responsible to set standards, to train faculty and students, and to enforce the standards. Both employees and students are expected to abide by these standards in all their communications, verbal and written, in person or via technology. Employees and enrolled students represent Veritas Academy to the public at large, and misconduct in any sphere, including online communications, is to be taken seriously and can be grounds for dismissal or expulsion.

Veritas Academy expects teachers, coaches and students alike to conduct themselves in a manner that is worthy of the gospel of Jesus Christ (Philippians 1:27). Teachers/coaches are responsible to demonstrate the highest standards of ethical, moral and professional behavior and to exercise sound judgment while interacting sensibly and courteously with students, parents, staff and the public. In addition, teachers/coaches and students are expected to abide by respectful and wise standards in all forms of communication, reminding one another that “nothing in all creation is hidden from God’s sight and everything is uncovered and laid bare before the eyes of Him to whom we must give account” (Hebrews 4:13).

### Guidelines for Teacher/Coach-Student Conduct

1. A teacher/coach must not engage in an inappropriate relationship with a student under any circumstances. Inappropriate conduct includes the following: any sexual contact; conversations of a sexual or romantic nature; obscene language; suggestive remarks or actions; jokes of a sexual nature; obscene gestures; unwarranted or inappropriate touching; sexual exhibitionism; and deliberate exposure of students to sexual behavior of others, except in the case of prescribed curriculum in which sexual themes are contextual.
2. A teacher/coach is to physically contact a student only in ways that make the student feel comfortable such as shaking hands, a congratulatory pat on the back, or gently guiding young children or holding their hand for reassurance or encouragement. When students, especially very young children, are hurt or seek comfort, it is appropriate to provide assurance by putting an arm around them. Praying with students is highly encouraged. A teacher/coach should refrain from: putting his/her arms around students when instructing them; repeatedly and

- unnecessarily touching students; allowing a student to sit on his/her lap; giving back rubs and massages which is reserved for the parent OR a trainer.
3. When serving as a student's mentor, the teacher/coach is to develop the mentoring relationship with clear professional boundaries that cannot be interpreted as a personal interest in the student. The teacher/coach is to praise and recognize all students when appropriate and to give attention fairly to all students. Teachers are to be discerning when mentoring individual students and not display favoritism so that other students do not feel excluded or uncared for.
  4. A teacher/coach is not to meet alone with a student behind closed doors or be alone with a student at home or in any location where they are out of view from others. When meeting privately with a student, a teacher/coach chooses a room that has a door with a window, leaves the door open, or meets in an open area.
  5. The teacher/coach may not conduct a series of one-to-one meetings with a student without the knowledge of one of the Heads of School and without permission from the parents.
  6. The teacher/coach is not to single out a particular student or group of students for personal attention and friendship beyond the bounds of an appropriate educator/mentor-student relationship.
  7. The teacher/coach is not to invite students for social contact off school grounds without the knowledge of one of the Heads of School and without permission from the parents.
  8. The teacher/coach is not to initiate discussion about their private lives or the intimate detail of the private lives of others. The teacher/coach, and not the student, is in the role of the equipper and supporter.
  9. When faced with an injury, the teacher/coach needs to be sensitive in how they manage the situation, especially in dealing with a student of the opposite sex. Whenever possible a parent or teacher should be asked to assist.
  10. When waiting for that last student to be picked up after a school activity (such as a sporting event), the teacher/coach should ask another faculty member or parent to remain in order to avoid one teacher/coach from having to remain alone with the last student to be picked up.
  11. Teachers and coaches are only to offer rides to students with the expressed consent of the parent and only when two or more students are involved. (For employees who are friends with the family of a student(s) for whom the employee frequently provides transportation, this particular policy may be waived with the express, written consent of the family.)
  12. Teachers and coaches are not to knowingly engage in online gaming or "chat rooms" with students.

### **Guidelines for Teacher/Coach to Student Communication**

1. Digital technology and social networking provide multiple means for educators and other school employees to communicate with students. To that end, electronic and online communication between employees and individual students is to be transparent, accessible to supervisors and parents, and professional in content and tone.
2. As with in-person communications, teachers/coaches should avoid the appearance of impropriety and refrain from any inappropriate electronic communication with students. Factors that may be considered in determining whether an electronic communication is inappropriate include, but are not limited to, the following:
  - a. The subject, content, purpose, authorization, timing, and frequency of the communication;
  - b. Whether there was an attempt to conceal the communication from supervisors and/or parents;
  - c. Whether the solicitation could be reasonably interpreted as soliciting sexual contact or a romantic relationship; and
  - d. Whether the communication was sexually explicit.
3. All email communications to the student must be from the teacher's or coach's school email and to the student's school email. If a student emails the teacher from a personal email account, the teacher is not to respond to the email.
4. Teachers/coaches should not follow students on social media, but it is never appropriate to comment or like on a student's profile.



5. Teachers are required to report to the administration content that raises concern for the student's welfare. School email is the preferred form of communication.
6. No text messaging or direct messaging across any platform of social media. If communication is necessary, GroupMe or a similar application can be used for group communication only. If there is a situation that deems necessary for the teacher (who may also be a parent) to text message the student, the student's parent must be on the text message thread.
7. Phone calls should be made only when absolutely necessary and reserved for addressing major issues or emergencies. This is to protect the privacy and time of both student and teacher. Keep calls brief and to the point.
8. Refrain from communicating, in any fashion, with students after 9 PM except when involved in a late school related activity, such as a sporting or theater event.
9. Refrain from communicating on weekends if at all possible.
10. Teachers are encouraged to set "office hours" each week when students know they will be available to read an email or to take a phone call if it becomes necessary.

### **Guidelines for Student to Teacher/Coach Communication**

1. Students are to email teachers from their school email account and to the teacher's school account. Email from another account will not receive a reply.
2. For academic-related questions, first ask other classmates for guidance.
3. When emailing (or calling) a teacher, take note that the teacher has 24 hours during the weekdays, or until Monday on the weekend, to respond.
4. Do not text a teacher or coach unless it is vital for details regarding a school activity, such as change of a practice location. Any text sent to a teacher or coach needs to include the student's parents on the text message thread.
5. Students are responsible to understand the internet and cell phone usage policies as set forth by Veritas Academy.

### **Suggestions for Parents**

1. Regard the child's safety as a higher priority than their privacy!!
2. Remove laptops and phones from bedrooms at bedtime. Set a time that they must be turned in each night and hold to it.
3. Install a computer application which allows you to control and monitor the websites your child is visiting. You will be able to see where they go, when, how often, and what they are seeing.
4. "Own" your child's phone and maintain rights to monitor their phone activity. Let them know that you are granting them the privilege to use it under the conditions that they stay within the established boundaries and that you will be checking their activity regularly. Then follow through. Be the safe boundaries for your kids. Let them know that your goal is for them to establish self-governance and that the guidelines are in place to help them gain wise, discerning, self-controlled use.
5. Consider installing a monitoring application to their phone such as TextGuard, Covenant Eyes, My Mobile Watchdog, or PoliceSheriff which allow you to monitor and control activity and even block certain functions at certain times of the day (like texting during school hours). Programs like these offer protection but are not to be considered fool-proof.
6. Model controlled use of phones. Model the use you wish them to learn.
7. Make sure to gain access to your child's school email account. Instruct students in proper use of a school account and how to properly email adults. Check your child's email from time to time.
8. Although we do not recommend students have social media accounts, if your child has accounts, plan to monitor them frequently.

## Reporting Offenses

Understand that students abused by teachers or coaches tend to delay disclosure by reason of deference to an authority figure, embarrassment, guilt, and fear. The abused student fears retaliation by the offender; they fear that no one will believe them and that they will be blamed; they fear some sort of punishment. A child's desire to comply with the requests of an adult that the child trusts and by whom he or she wishes to be accepted is another inhibitor of disclosure. The genuine affection a child may have for the teacher, especially one who promotes the "special relationship" and who has spent a great deal of time in the grooming phase, should not be underestimated.

Therefore it is imperative that suspicion of abuse be reported to an administrator immediately:

1. Students are encouraged to disclose abuse to a trusted teacher or administrator and to their parents. Parents are encouraged to report suspected abuse to an administrator.
2. Teachers, coaches, and staff are to report suspected abuse confidentially to their direct administrators.
  - Teachers and staff will report directly to their School Heads—GS, SL, or SR.
  - In the event the administrator is not on campus, teachers and staff will go directly to the Head of School or to the Director of Family Ministries.
3. The administration is to take action immediately by investigating the report thoroughly, then taking action steps in accordance with the school's policies and the local and state law.

## ACADEMIC STANDARDS

*"The fear of the LORD is the beginning of knowledge; fools despise wisdom and instruction." Proverbs 1:7*

At Veritas Academy, we aim to offer the highest degree of academic excellence by employing classical, Christian curricula and instruction within a unique college-like course offering and schedule that preserves and strengthens the family relationship through increased time together. Both the educational approach and the model endorse the pursuit of virtue and wisdom in order to develop life-long learners, Christ followers, and responsible citizens.

### OVERVIEW OF GRAMMAR SCHOOL ACADEMICS

Students should be learning the "ebb and flow" of academic life and should use what they learn to help them with time management. Days in the satellite classroom are very full days and generally little is assigned nightly or on the weekends in Grammar School.

- Mondays and Wednesdays are school days for all students, and lessons will be instructed in their satellite classrooms at home on Tuesdays, and Thursdays. Fridays are considered "flex" days when the parent may determine how this day is to be used by the student.
- Teachers will grade and return assignments in an efficient manner.
- Due dates for long-term assignments will be listed in the class syllabus, and reminders will be posted in the weekly FACTS lesson plans.
- Students should be notified of tests – not pop quizzes or reading quizzes – at least one week in advance of the test date.
- No student should have more than two major assignments or tests on any given school day (excluding pop quizzes). Students who find themselves with more than two major assignments due on any given school day may make prior arrangements to take the test or turn in the assignment early.

### OVERVIEW OF SCHOOLS OF LOGIC & RHETORIC ACADEMICS

Success in the Schools of Logic and Rhetoric requires attention to detail, effective time management, and productive study strategies. Education at these levels demands that students do more than merely memorize information. As students progress from 5th to 12th grade, they are expected to grow in their ability to find patterns and relationships in

the information, to demonstrate a holistic understanding of the content, and to be able to artfully express themselves in both written and spoken form.

As a challenging, classical/liberal arts school, all School of Rhetoric courses at Veritas are administered at an honors level, as evidenced, in part, by our students' high performance on the SAT and ACT. Per the ACT Research Report Series, the average SAT and ACT scores at Veritas correlate with a high school GPA well above 3.9; this compares to an average Veritas GPA typically around 3.5. Colleges recognize the high standard and appreciate that Veritas does not inflate grades.

The faculty at Veritas Academy lovingly calls students to a high standard of excellence and supports their growth toward reaching this standard. Faculty will adhere to the policies detailed in this handbook unless the teacher decides to grant a student-initiated appeal.

- Teachers will grade and return assignments in an efficient manner.
- Due dates for long-term assignments will be listed in the class syllabus, and reminders will be posted in the weekly FACTS lesson plans.
- Students should be notified of tests – not pop quizzes or reading quizzes – at least one week in advance of the test date.
- No student should have more than two major assignments or tests on any given school day (excluding pop quizzes). Students who find themselves with more than two major assignments due on any given school day should make teachers aware of the situation, so they may make appropriate adjustments.

### **Paper Formatting**

All schoolwork should be completed neatly and in accordance with MLA format. This includes typed process papers and handwritten assignments on notebook paper. It is strongly encouraged for a student to create a template in accordance with MLA guidelines to make the formatting of papers less cumbersome.

### **Grading, Evaluation, and Feedback**

At Veritas Academy, we view and present grades not as a commentary. . . not as a commentary on the relative worth and value of the individual but rather as an accurate reflection of the quality of his work in a given subject at a given time. At Veritas Academy, grades serve four basic purposes:

1. To help us teach, correct, and train;
2. To help us in the ongoing placement of students at a level and in subjects responsive to their needs, background, and abilities;
3. To provide us with a just and legitimate means of holding students accountable for the quality of their work; and
4. To provide us with an ongoing and widely understood means of communicating a student's progress and achievement to his parents and other parties, such as college entrance boards or other schools to which the student may transfer.

We have established just and objective grading standards based on legitimate expectations. This means that students will be graded by comparing their level of accomplishment against reasonable expectations of what they should be able to accomplish. The grading standards themselves will be oriented toward the work of the student rather than the student himself. The grading standards will reflect multiple levels of legitimate achievement, so that less is expected of elementary students than of secondary students. The grading standards will be as objective as possible and evenly applied within a given class. The standards will also allow for individual differences by defining minimum passing standards in terms that allow for a range (as it currently stands, 70-100% proficiency) of acceptable achievement. The ultimate purposes of these measures will be to define the standard, to provide valid and meaningful feedback, to encourage disciplined academic study, and to encourage student progress in both learning and achievement.

- Teachers will grade and return assignments in an efficient manner. If a graded assignment is needed to prepare for an upcoming test, it should be returned to the student so that (s)he has adequate time to ask questions about the material.
- Due dates will be listed on FACTS .
- In the Grammar School, teachers will contact parents about changes in assignments or deadlines.
- In the 5th and 6th grades, teachers will write the dates on the whiteboard and ask students to copy the dates into their planners. Changes in assignments for 5th and 6th graders will be communicated via email to the parents and discussed with students in class (if possible).
- Changes in assignments for 7th and 8th graders will be announced in class. In an effort to grow student responsibility, an email to parents describing the change is not required.
- Changes in assignments for SR students will be announced in class. Students are responsible for noting the changes and for emailing teachers with questions.
- Students in the School of Rhetoric are responsible for managing their free time in an efficient and scholarly manner. Students should plan their time so that they do not find themselves rushing to complete a composition or project late at night or on the Sabbath.

Parents of students in grades 3-12 may access the student's grades at any time through Veritas Academy's online school management system, FACTS. These grades are "real-time" and cumulative for the grading period-to-date.

Each teacher will define specific criteria for assessing grades. All such criteria must honor any standards, requirements, or limitations imposed by decisions made by the academic team and other relevant policies for the establishment of grading criteria within a given course. The specific criteria will be defined in the syllabus for each course.

### Extra Credit

Teachers may give extra credit opportunities periodically, but these should always be initiated by the teacher, offered to all students in the class, and should not be of great enough value to significantly contribute to grade inflation. Extra credit should never be requested by a student, parent, or coach, especially in an instance when a student happens to be ineligible for extracurricular participation. The purpose of extra credit is to motivate students to engage in an activity that will further their understanding or experience in the course subject. Extra credit should never be given with the sole purpose of boosting a student's grade.

## GRADING STANDARDS

### Grade Scale for K-2nd Grade

- E - Exceeds grade level standards and expectations established by Veritas
- G - At grade level according to standards and expectations established by Veritas
- N - Not meeting the grade level standards and expectations established by Veritas

### Grade Scale for 3rd-12th Grade

A	4.0 - for a grade of 93-100	C	2.0 - for a grade of 73-76
A-	3.7 - for a grade of 90-92	C-	1.7 - for a grade of 70-72
B	3.0 - for a grade of 83-86	D+	1.3 - for a grade of 67-69
B+	3.3 - for a grade of 87-89	D	1.0 - for a grade of 63-66
B-	2.7 - for a grade of 80-82	D-	0.7 - for a grade of 60-62
C+	2.3 - for a grade of 77-79	F	0.0 - for a grade below 60

A student's Grade Point Average (GPA) will begin to accumulate in 9th grade.

Other possible grades are Incomplete (I) and Withdrawal (WP or WF). A student will receive an “I” if unable to complete the course requirements due to circumstances beyond the control of the student, and special permission is granted by the teacher, department head and Head of Upper School to complete the requirements after the grading period has ended. A student will receive a “WP” if he or she withdraws from the course while passing or a “WF” if the student is failing at the time of withdrawal. Seniors must complete all work prior to the last day of senior finals, or they may not graduate with their class.

## **ACADEMIC PERFORMANCE STANDARDS**

In Grade 5 and above, students must achieve an average of 70% or above each grading period in all classes in order to remain in good academic standing. A student whose average falls below 70% in the core academic classes during any given semester may be blocked from future registration at Veritas Academy. Students are expected to pass all enrolled courses.

At the discretion of the Head of SL or Head of SR, a student may be given the opportunity to regain good academic standing by being placed on academic probation for the following grading period. This decision will be based on the student’s attitude, participation, past performance, and effort. If the student does not maintain the minimum average, he or she may be dropped from the course or courses where academic performance does not meet Veritas Academy’s academic standards. If a student is dropped from a class due to poor academic standing, the course will count as one failing grade for the remainder of the school year in determining their eligibility to participate in extracurricular activities. Students who are failing two or more courses may not participate in extracurricular activities.

### **Final Exam Exemptions**

Seniors who successfully complete a passing final Thesis draft and deliver an Honors (memorized) Senior Thesis are exempted from all final exams, except for dual credit courses.

Students earning an average grade of 80% or higher in an AP course and who take the AP exam will be exempt from taking the final exam in that course.

Students who earn less than 80% in an AP course will be required to take the final exam whether they sit for the AP exam or not, unless they are exempted by some other means.

ALL students taking a dual credit course, whether exempt from finals or not, will need to take the final course exam per dual credit policy. Dual credit courses require a final exam as part of the college credit.

### **Academic Results**

Veritas Academy does not guarantee any general or specific academic results for any current or formerly enrolled students with respect to how their actual results influence various life pursuits.

This includes but is not limited to: acceptance into or readiness for any particular college or university or other school that offers enrollment in any combination of grades K-12, performance at any particular college or university, successfully obtaining gainful employment, future employment performance, various relationships with individuals, organizations, or employers, or other pursuits with which they may correlate past academic instruction, success, and preparation to the results of life pursuits.

### **LATE WORK POLICY**

Veritas Academy, desiring to promote both Godly character qualities (such as self-discipline, diligence and self-control) and high academic standards, has adopted the following general principles concerning student assignments turned in late.

An academic (i.e., grade) penalty will be assessed for any work turned in late. This principle provides a means of encouraging our students to adopt and cultivate executive functioning skills that will serve them well in life.

### Practical Application of the Late Work Policy

- Homework is due at the start of class on the date that it is due.
- Arrangements should be made with the teacher for make-up work prior to any planned absence. Beyond Grammar School, it is incumbent upon the student to initiate this process.
- Work that is late due to an unexpected and unavoidable absence, such as an illness or family emergency, should be turned in within one week of the absence. (See the following section for guidance pertaining to specific types of absences.)
- Work that is late due to any unexcused reason (e.g., left at home, failed to complete, lost homework, printer or computer problems, etc.) may be treated as follows:
  - In grades K-2: late work policies will be teacher- or grade level-specific.
  - In grade 3: late work may be turned in the next class day, but ten points will be deducted; two class days after the assignment was due, it may be turned in for a 50; work turned in after that will not receive a grade (recorded as a zero).
  - In grade 4: late work may be turned in the next class day, but ten points will be deducted; work turned in after that will not receive a grade (recorded as a zero).
  - In grades 5-12: Work that is late due to any unexcused reason will receive a zero.

### Late Work Passes

In grades 5-12, only work that is turned in on time will be graded. This policy is important for the character growth of our students. However, occasionally a student will have a legitimate excuse for not having work completed and may need a little grace extended. To accommodate these special circumstances, Veritas offers students late work passes. Late work passes are permitted to be used on any assignment, large or small, with the exception of tests, quizzes, presentations, recitations, and group assignments where the individual part is necessary for the progress of the entire group. Passes may not be “stacked” to allow a student to turn in their work 2-3 weeks after the original due date. Instead, students may only use one late work pass for a given assignment.

In the School of Logic, late work passes allow students to turn in work within one week after the grades are posted to FACTS without penalty.

In the School of Rhetoric, late work passes allow students to turn in work within one week after the assignment is due as communicated in FACTS lesson plans and homework.

- If a class meets four hours each week, teachers will provide each student with four late work passes.
- If a class meets three hours each week, teachers will provide each student with three late work passes for the year.
- If a class meets two hours each week, teachers will provide each student with two late work passes for the year.
- If a class meets one hour each week, teachers will provide each student with one late work pass for the year.

As fifth grade students take on the new responsibilities in the transition from Grammar School to the School of Logic, they will be granted one extra late work pass in each course.

To keep late work passes secure, these will not be actual physical passes, but merely something that is tracked in teacher gradebooks. If students have unused late work passes at the end of the year in core classes, they may submit each pass for one point of extra credit on their final exam, final project, or final paper.

## Exceptions for Late Work

Work that is late due to an excused absence should be turned in on the day the student returns to school unless otherwise indicated below or unless alternate arrangements are made in advance with the instructor. The following section provides guidance pertaining to specific types of absences.

### *Absent Due to Illness*

The student will have one (1) week from the date of absence to turn in work missed while absent without incurring a penalty, unless otherwise arranged with the teacher. This is in addition to the “new” work being assigned. Work that was due on the day of the absence (the student knew about it prior to the absence) should be turned in on the first class day the student returns to school. If this is not possible because of the nature of the illness, the parent (in SL) or student (in SR) should notify the teacher in order to obtain permission to turn in the assignment at a later date. If the severity of the illness or injury requires an extended period of absence, the academic dean will consult with teachers to determine the appropriate plan for make-up work. Please see the absence threshold guidelines below which apply to excused absences for illness.

### *Unprepared Due to Illness*

If the student is ill on a “home” class day and is unable to complete assignments or prepare for a test, but is able to attend the following “school” class day, parents should contact the teacher by telephone or email before the student returns to class to discuss the child’s inability to do home assignments while ill. In SR, the student should reach out to the teacher to let them know of the situation. The student will be allowed to come to the next class period but not be responsible for the assignments due or a test. Parents should be aware that this might keep the child from participating in all learning activities because of the work not completed. All assignments and testing must be completed and turned in to the teacher within one (1) week of the absence without incurring a penalty, unless other arrangements are made with the teacher.

### *Inability to Complete Assignments*

If an assignment is not clear, the student has difficulty with the concepts, or the student cannot finish the assignment in a “reasonable” time, the parent or student should contact the teacher prior to the day it is due. At the discretion of the teacher, an extended due date may be granted.

### *Absent Due to Co-Curricular Activities*

When students expect to miss a class due to participation in co-curricular activities of the school, previously assigned work should be turned in early or the student should make prior arrangements with the teacher if it will be difficult to meet the assigned due date.

## TARDIES

Being in class and ready to learn is important in all classroom situations. Habitually late people can be viewed as self-centered and rude. The habit of punctuality is a critical lifelong skill.

A “tardy” is defined as not being prepared at the scheduled start time of the class. In order to be “prepared,” a student must have necessary learning materials on her desk and be seated with attention on the teacher. Failure to comply with these expectations will result in a tardy. Classroom teachers will mark this in FACTS. If the student is not present when attendance is taken, she is considered absent, not tardy.

### *Grammar School*

- Should a Grammar School student arrive to campus after 8:10 (after GS class has begun), parents must escort the student to the GS office to sign your student in and walk the student to his/her classroom.

- The first tardy of each grading period will be an “excused” tardy. The fourth tardy will result in parents being contacted to schedule a conference. Teachers may, at their discretion, refuse to allow the student to “make up” work missed because of a tardy. Only those tardies due to circumstances beyond the control of the student or parent will not be counted against the student and may require written verification from the parent.

### *Schools of Logic & Rhetoric*

- At the discretion of Veritas faculty/staff, only tardies due to unusual circumstances clearly beyond the control of the student or parent will not be counted against the student. For example, a wreck that significantly impacts the morning commute for several students would warrant a tardy, whereas “heavy traffic” is a circumstance that occurs with increasing frequency in Austin and wouldn’t warrant a tardy. Families should attempt to arrive at school 10-15 minutes before the start of class each day.
- For the School of Rhetoric, consistent and excessive tardies will result in marked absences. Three tardies in a given class will translate to one absence for the year. Each additional three tardies will translate to another absence. It is the student’s responsibility to appeal a tardy with the teacher within a week of the tardy notification. Students and parents will receive an automated email if the student is tardy for a class.
- If a student is more than 10 minutes late to class, he will be counted absent.

## ATTENDANCE REQUIREMENTS

### Notification of Absences

Prior to any absence, the parent should submit an [Absence Notification Form](#) and contact their teacher(s) explaining the reason for the absence. In SL, parents should check Family Portal for class work and communicate with the teacher, in accordance with the late work policies, a plan for making up what was missed. In SR, the students will check for class work and communicate with the teacher when they are absent. The form should be submitted no later than 48 hours after the first day of the absence.

Parents in the Schools of Logic and Rhetoric will be notified via automatic email each evening if their student was absent or tardy in any class that day.

In the case a student has an extended period of absence due to illness, the family should contact the SR LSS coordinator for specific guidance. Additional documentation may be requested.

### Types of Absences

#### *School-related absence (A-SR)*

An absence necessitated by an approved school activity is excused. This includes field trips, class trips, official Veritas Academy sports and fine arts, approved club events, and up to two absences per year in the student’s 11th and 12th grade years for college visits.

- All work related to these absences can be made up without penalty in accordance with the late work policies.
- School-related absences do not count toward the absence threshold.

#### *Excused absence (A-EX)*

An absence due to an illness or emergency is generally unplanned and is excused as long as a parent completes an Absence Notification Form on behalf of their student and the student (in 8th grade and above) contacts their



teachers directly to determine due dates for missed assignments; this needs to be done within 24 hours of the absence.

An absence due to a medical appointment or approved vacation is generally planned and is excused as long as a parent completes an Absence Notification Form on behalf of their student and the student (in 8th grade and above) contacts their teachers directly to determine due dates for missed assignments; this needs to be done as far in advance as possible and no later than 48 hours prior to the absence.

- All work related to excused absences should be completed in advance—or by the date determined by each teacher—or the student will receive a zero for missed assignments in accordance with the late work policies.
- Excused absences count toward the absence threshold.

### ***Unexcused absence (A)***

An absence due to any other reason is considered unexcused. The parent must still complete an Absence Notification Form on behalf of their student to communicate the reason for the student's absence, and all students in 8th grade and above must also contact their teacher directly to notify him/her of their absence.

- All work related to unexcused absences is forfeited and will result in a zero on missed assignments.
- Unexcused absences count toward the absence threshold.

## **Absence Threshold**

For high school credit-bearing courses, students may be absent 12 classes per year in a 4-day per week course, 8 classes per year in a 3-day per week course, 6 classes per year in a 2-day per week course, and 4 classes per year in a 1-day per week course. Any additional absences will be viewed as excessive, and the student's final grade will be reduced. See definitions above for types of absences to determine which absences will count toward this threshold and which will not. [This chart](#) shows which courses are in each category. Additionally, excessive tardies will translate to absences within a class and will count toward the absence threshold, resulting in grade deductions (see Tardy policy above).

The first absence beyond the threshold will result in the student's final grade being reduced by 3 points. In a 3-day or 4-day per week course, each additional 4 days of absences will result in a further reduction of 3 points to the final grade. In 2-day per week courses and 1-day per week courses, the further reduction occurs at an additional 3 days and 2 days respectively.

Because Veritas provides an in-person curriculum, in the case a student's absences exceed 22 days in a 4-day per week course, 16 days in a 3-day per week course, 12 days in a 2-day per week course, or 8 days in a 1-day per week course, the student will be dropped from the course and receive an incomplete on his transcript.

For seniors who have an exceptional medical reason, permission to participate in the graduation ceremony may be granted if the student is on a well-defined plan for completion of the Texas requirements for graduation. Participation in commencement under these circumstances will be ceremonial, and the awarding of a Veritas diploma will not be guaranteed.

## **Skipping Class**

If it is determined that a student has skipped class, the work missed for the class may not be made up, and the student will be assigned service hours equal to 2x the class time missed. Skipping class includes decisions to miss class in order to work on another class and any unexcused absence on the day of a scheduled test or presentation.

## Vacations and Trips

Vacations should be planned during school breaks. All vacations not approved in advance by the school head will result in unexcused absences. For approved vacations, required assignments need to be turned in prior to leaving on the trip, or with special permission from the teacher, no later than the next school day after returning from the trip. Any missed tests need to be made up, and the student is responsible for making the arrangements for when and how the make-up will take place. Projects and compositions due during a scheduled trip need to be turned in prior to the trip. If a student misses a group presentation due to vacation, they forfeit any portion of the project grade that is based upon the presentation. Students and parents should keep in mind that making up work for a missed class is very difficult for students and increases the workload for teachers. Also, in a classical school, many classroom discussions, labs, and activities cannot be replicated at home, and the richness of the child's education suffers.

### Exceptions

- An exception may be granted by the Head of SL or Head of SR if a student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended or repeated illness) and provided the student has, in the judgment of the instructor, achieved minimum mastery of the course content.
- In the event of an unexpected event, such as a death or accident in the family, all efforts will be made to assist the student and family in meeting requirements. Adjustments may be made with regard to required assignments; however, mastery of course content is still necessary to satisfactorily complete the course.
- For college visits, two absences during the student's junior year and two absences during the student's senior year will be considered excused if the student notifies the registrar and his/her classroom teachers in advance of the absence.

## STUDENT LEARNING DIFFERENCES

### Eligibility for Learning Support Services (LSS)

So long as a student doesn't have a condition requiring a separate classroom or staff member, Veritas will admit them and consider them for any school program. Veritas requires students with diagnosed learning disabilities to meet the same academic standards as other students in their grade; parents are encouraged to seek outside resources if needed. Veritas does not admit students with severe learning disabilities because we lack the adequate staff, funding, and facilities to properly serve them. **Overview** – The curriculum will not be modified, changed or altered and only limited accommodations will be made. The student will be graded on the same standards with other students in the classes. Veritas Academy does not promise or agree to make accommodations. Usual and ordinary accommodations that may be allowed include sitting at the front of the class and/or extended time on tests. Limited accommodations will be provided only if the school has a current (within the last 3 years) diagnostic report from a professional certified to make such reports by the State of Texas.

A nominal fee is assessed for students requiring accommodations. This fee supports our Learning Support Services staff in collaborating with parents and teachers to set appropriate accommodations through an annual Academic Plan for each student. Additionally, our LSS staff provides training and support for faculty and parents in one-on-one, small group, and large group formats. Teachers will receive an Academic Plan for each student who qualifies for accommodations and is enrolled in LSS. The Academic Plan will explain the diagnosis as well as the accommodations for which the student qualifies. Most accommodated students will receive extra time, either time plus ½ time or double time, on all of their tests and quizzes. All accommodations are based upon a professional assessment that is current within the past three years and provided to the school.

## ACADEMIC INTEGRITY

*“The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity.” Proverbs 11:3*

We exhort our students to adhere to high standards of personal integrity, both in school and in the home. I Chronicles 29:17a reminds us that God “tests the heart” and is “pleased with integrity” (*New International Version*). We want to encourage and equip our students to become disciples of Christ committed to serving and pleasing God in all he or she may do. A violation of academic integrity is broadly defined as any attempt on the part of a student, whether realized or not, to falsely represent the student’s level of achievement or mastery in a given course or with regard to any element of the course. This includes, but is not limited to:

- Lying or giving false information about completed assignments;
- Copying the work of others at any time without direct authorization from the instructor. Collaboration on work is appropriate in some instances when cleared with the teacher in advance, but this collaboration should never result in the submission of nearly identical papers;
- Using any resource, such as solution manuals and teacher edition textbooks, test books, answer keys, or online translators, to complete assignments without the direct authorization from the instructor for that specific use;
- Obtaining or sharing any quizzes, tests, or academic materials created by or belonging to the school without direct authorization from the instructor;
- Engaging in plagiarism by presenting the ideas or works of another as one’s own or failing to properly cite the author and source using approved academic format such as Modern Language Association
- Altering a graded paper or project, or any portion thereof, for the purpose of disputing the accuracy of the grade;
- Talking with another student during any quiz, test, or academic assignment without direct authorization from the instructor. Giving or receiving information during an examination or on assignments is not permitted. Sharing the content of any quiz or test with a student who has not taken the test is prohibited.
- Using another person’s paper, essay, homework, project or lab results and representing it as your work is a violation of the Veritas Academic Dishonesty policy. This includes using AI (such as ChatGPT) or the work of a former student in that grade or class at any point of an assignment (from brainstorming to the final product).
- The unauthorized use of any electronic device during an assessment.

### Enforcement

Generally, the instructor will follow these steps if a violation in academic integrity has taken place:

- First offense:
  - Conference with the student to discuss the violation and allow the student to explain any relevant details. The instructor will explain the next steps and provide 24 hours for the student to inform his or her parents before the instructor contacts the parents via email.
  - Referral and a grade of zero (0) for the affected assignment
  - Copy sent to the parents, the School Head or his/her designee, and the student’s file
  - Conference called for the School Head or his/her designee, student and parents to resolve or correct the offense
- Second offense:
  - The School Head or his/her designee will take disciplinary action appropriate to the offense and will give consideration to the student’s prior history of academic integrity when determining consequences. In the School of Rhetoric this would likely include removal of the student from the class for the remainder of the year with a WF (withdrawn with a failing grade) applied to his/her transcript.

- Third offense:
  - The School Head will take disciplinary action appropriate to the offense and will give consideration to the student's prior history of academic integrity when determining consequences, which would likely include suspension or expulsion.

## ADDITIONAL POLICIES & PROCEDURES

*Whatever you do, work heartily, as for the Lord and not for men. Colossians 3:32*

### ENROLLMENT & FINANCIAL POLICIES

Families should refer to the current [Enrollment Resources Packet](#), generally published each January following the State of the School Address and prior to (Re-)Enrollment, for all:

- Enrollment & Financial Policies
- Medical Record Requirements
- Student Activity Participation Consents & Release of Liability
- Parent Expectations & Continuing Education Requirements
- Statement of Parent Responsibility & Conciliation Agreement

### EMERGENCY PROCEDURES

#### Safety

The safety of students at Veritas is of utmost importance. A detailed emergency plan is updated each year by our safety team. All faculty and staff read the emergency plan on an annual basis and receive training in the various components of this plan at least twice each year. Additionally, all faculty and staff are CPR certified with many also receiving life-saving training in areas such as first aid, stop-the-bleed, etc.

We also maintain a security staff that have been trained to serve as School Guardians, a program governed by Texas DPS. This training equips select school personnel to provide an armed defense approach in response to an active shooter situation on campus until law enforcement arrives.

#### Medical

In an emergency situation, 911 will be called and the parent notified immediately.

#### Drills

Periodic drills will take place so that students, teachers, and staff can practice for an emergency situation such as a fire, tornado, or lock down. Teachers will quickly and calmly escort students to designated safe areas and check their class rosters there. Common areas (e.g., restrooms, gym, stairwells, etc.) will be checked by the administration.

#### Weather Delays / School Closures

There will be days when Veritas will operate on a delayed/abbreviated schedule or cancel school altogether. There are some scheduled delayed starts for faculty meetings/training. Additionally, we may delay or cancel school for bad weather, state-level competitions that draw a large audience, etc.

The following are guidelines that we will generally adhere to for these days:

- We follow the lead of AISD for weather-related delays and cancellations.

- Families should never travel to school if they do not feel safe doing so. Absences will be considered excused if a family elects to stay home for this reason. Please email the Registrar if you elect to stay home for this reason.
- Each year, we have built into the school calendar two extra days for cancellations that seem to crop up annually. The first two school closures for any reason, including closure for state championship contests, will be true school cancellations and not need to be made up.
- After the first two days of school closure, each subsequent day will need to be made up. This will occur in one of two ways:
  - Remotely on the same day — teachers will assign work to be completed at home, hold class remotely via online tools, or some combination of the two not to exceed 60 minutes per course in the SR, 30 minutes per course in the SL, or 3 hours total in the GS.
  - An additional day of class to be added at a future date on the school calendar.

## **FACULTY/STAFF GIFTING**

### **Everyday Giving**

Expressing appreciation to Veritas Academy teachers and staff is appropriate and kind. A personal note of thanks is always appreciated. The Homeroom Helpers or the school office can provide copies of the “Teacher Appreciation Surveys” in which teachers and staff members indicated favorites and preferences (e.g., coffees, sweets, etc.). These can be used to give you ideas for gifting them in an everyday situation to let them know you appreciate them. Individual gifts should be given in a way so as to not make other students or parents feel pressured or uncomfortable.

Another way you can share with the school is through the classroom and school “wish lists.” Often parents want to give something that will benefit their child’s classroom or the school. The school office keeps a notebook of “wish list” items desired but not budgeted for. We certainly do not expect every family to participate in this, and we do not expect to receive everything listed. It simply provides another opportunity for sharing and blessing others.

### **Birthdays**

Homeroom Helpers from each class will help organize teacher birthdays. Students and parents are asked to make homemade birthday cards to encourage their teachers. If they so desire, families may also bring one item from the “Teacher Appreciation Survey” to add to a birthday goodie basket to celebrate the occasion.

### **Appreciation Luncheons**

Appreciation luncheons will be provided for the Grammar School and School of Logic/Rhetoric faculties occasionally throughout the year. Sign-up sheets will be available to help provide food and other items for these luncheons.

### **Bless Our Teachers & Christmas**

Bless Our Teachers is a special Veritas Tradition that simplifies Christmas gift-giving and shopping for families, while also maximizing our blessing to those who pour into our children each day. Contributions made to Bless Our Teachers are combined, then given to our dedicated faculty & staff as a special Christmas bonus, along with personalized notes from students & families. It’s exciting each year to see how God uses these gifts and your words of encouragement to bless our teachers.

While the Bless Our Teacher fund is the preferred way to give a Christmas gift, families who desire to give an individual gift are asked to consider items that are handmade by you and your child/children, such as baked goods and cards. Remember, it is not how much a gift costs that matters, but it is the love with which it is given that is cherished and appreciated.

## End-of-Year

Because this is such a busy time of the year, please do not feel obligated to gift the teachers, but if you do, homemade goodies or cards are highly encouraged. We would like our big gifting for the teachers and staff to be around Thanksgiving (see “Thanks-Giving” above). The Homeroom Helper or a parent from each class may organize a simple scrapbook to be put together by the class to present to the teacher for an end-of-year gift.

## FIELD TRIPS AND SCHOOL-SPONSORED EVENTS

### Grammar School Field Trips and School-Sponsored Events

The Veritas Academy experience extends beyond the classroom through two types of field trips each year. All field trips must have a direct connection to the curriculum and be worthy of the time required.

Two types of field trips occur in the Grammar School:

- Optional family trips – occur on non-classroom days; organized and run strictly by parents; optional for all families; siblings are usually welcome.
- Required school day trips – occur on a classroom day; planned for and led by classroom teacher(s) with the support of selected parents as chaperones; required for students enrolled in the class; siblings are not included.

All field trips must have a direct connection to the curriculum and be worthy of the time involved.

#### *Optional Family School@Home Day Trips*

- May occur on non-classroom days, are optional for all students, and are organized and run strictly by parents
- Must be verified against the school calendar to ensure they do not detract from other Veritas events
- Teachers are welcome to join the students but are not required or expected to attend.
- Home assignments will not be adjusted to accommodate these trips.
- Veritas assumes no leadership or liability for parent-sponsored, optional trips; therefore, no school forms are required. However, for the safety of the students and as members of the school community, parent sponsors are asked to consider the potential medical needs of the students attending and prepare accordingly.
- Siblings may attend.

#### *Required Classroom Day Trips*

- Occur on a Veritas classroom day under the planning and leadership of the Veritas classroom teacher(s)
- Are approved by the Head of Grammar School prior to the start of the school year
- Are required for students enrolled in the class
- Parent must register and release their child for participation through the online registration/permission form provided for the trip.
- Siblings may not participate.
- The classroom teacher takes the lead in:
  - Determining the location
  - Selecting a limited number of chaperones
  - Overseeing all children with the help of chaperones
  - Planning educational activities during the trip

***Chaperone Guidelines***

Once selected by the teacher(s), chaperones are expected to:

- Follow the lead of the teacher in oversight of the students
- Read and adhere to chaperone guidelines provided on the school website
- Submit the required paperwork to the teachers (Volunteer Driver Affidavit [found on ParentsWeb under School Information>Resource Documents], copy of driver’s license, and copy of liability insurance) in case additional drivers are needed. These documents will be held in the Grammar School office and will be shredded upon the safe return of all students to campus.
- Maintain a copy of the Student Medical Form for each student in attendance at all times. These will be provided the day of the trip and must be returned to the teacher for shredding upon return to campus.
- Avoid bringing siblings so full attention is given to the students on the trip
- Take responsibility for their assigned group of students and adhere to guidelines given below for students with known allergies, asthma, or other medical conditions.
- Maintain strict confidentiality of students’ medical or personal needs shared with them.
- Return any Action Plans and accompanying medical devices (Epi-pen, Inhaler) to the teacher at the close of the trip. Teachers will return these items to the GS office medical storage cabinet.

***General Guidelines***

- Appropriate attire is required at all times for students, teachers, and parents. Generally, students are to wear a Veritas uniform—either the daily uniform, the dress uniform, or the P.E. uniform. The teacher will determine the appropriate uniform. Uniform shoes should also be worn as usual unless the P.E. uniform is worn, in which case tennis shoes are appropriate. Teachers may wear the blue Veritas collared shirt with slacks or skirt if appropriate for the event.
- Volunteer adult/parent drivers and their vehicles will be used unless the school has arranged special group transportation. Veritas students may not drive on school-sponsored trips or activities.
- Veritas does not reimburse parent chaperones for the cost of admission or gas.
- Veritas covers all expenses for admission and gas (if needed) for the teachers leading the field trip.
- Teachers may approve for a non-chaperone parent to meet the group at the destination. However, siblings are not allowed to attend.
- A chaperone or student who engages in behavior that leads to the destruction of another’s property may be required to pay for the damage.

**School of Logic and Rhetoric Class Trips and School-Sponsored Events**

Beginning in 5th grade, students may opt to participate in the following class trips:

5th grade - San Antonio day trip

6th grade - T-Bar-M retreat

7th grade - Mission trip

8th grade - Washington, D.C.

9th grade - Colorado adventure (All participants must be enrolled for the subsequent school year)

10th grade - College visits

11th grade - Europe 17-day tour (All participants must be enrolled for the subsequent school year)

Details for these class trips will be provided at Grade Level Launches and specific class trip meetings. The cost for these class trips is not included in Veritas tuition, but we highly encourage parents to consider making these experiences possible as we believe that much learning takes place outside of the walls of a classroom.

Participation in class trips, however, is a privilege. It will remain up to the discretion of DASH (Deans of Academics & School Heads) whether students with significant repeat infractions or serious grievances will be welcome to attend Veritas class trips and Student Life events. Participation in these functions is not an entitlement derived from the mere payment of tuition and/or fees (including to any third party). All participants in summer class trips must be enrolled for the subsequent school year. Please note all deposits are non-refundable should the student need to cancel. Students whose conduct threatens the purpose, safety, and benefits of the event and/or its enjoyment by others will not be allowed to participate. The needs of the group will come first.

### **Guidelines for Students with Known Allergies, Asthma, or Other Medical Conditions**

- Students with known medical conditions may require special attention on the trip and therefore are required to have a parent-reviewed and verified Medical or Allergy Action Plan attached to their signed Student Medical Form. Copies of Action Plan forms can be obtained from the GS Receptionist.
- Parents of these students are required to review the Action Plan requirements with the teacher and chaperone(s) in person to ensure proper understanding of the plan in case medical attention is required. After this review, the parent must confirm communication and verify the instructions on the bottom of the Action Plan by writing, “I have thoroughly explained the conditions of this plan to the chaperones and permit them to care for my child in the event of an emergency,” and sign and date. Until this formal review has occurred and the parent has signed off on the Action Plan, the child may not attend the trip.

### **Leadership Standards**

Veritas faculty and staff are the official leaders of trips, and they will make the final decisions as to itinerary, agenda, logistics, and attire. Logistical matters may be delegated to parents. Parents are not to alter the plans in any way for any students unless they arrange this with the faculty/staff leaders before the trip. As they are ultimately responsible for the trip or event, including the conduct of all students and chaperones, Veritas faculty/staff have the final word on all matters. All attendees (including students, siblings and adults) are expected to respect the authority of the faculty/staff leaders.

The role of the parent chaperone is critical to the success of any field trip or activity. Parent chaperones have the responsibility for the students assigned to them by the faculty/staff leaders, including their safety and conduct. Normally, parent chaperones are responsible for those students in their cars or hotel rooms (on class trips). Parents should assist the faculty/staff to ensure that students are supervised at all times during trips or activities. Chaperones should immediately report to the faculty/staff leaders any behavior or activity that poses a threat to any student or is otherwise believed to be unacceptable.

### **Legal Boundaries and Liability**

All drivers must be pre-approved by the school and must have a good driving record. A copy of the driver’s current proof of auto insurance (copy of insurance card) and current driver’s license must be on file. As these items are renewed, the parent is responsible for updating the office with the current information.

- All chaperones and drivers of automobiles must be at least 21 years of age and be approved by the Veritas administration.
- Veritas students may not drive on school-sponsored trips or activities.
- A person with a driving record with excessive or severe violations may not drive or operate any vehicle at Veritas events.
- The drivers and/or owners of all vehicles used in Veritas events and field trips must depend upon their own insurance coverage for the purpose of covering their liability and damages to their vehicles. Each vehicle must have a current inspection sticker.



- Both the owners and the drivers of vehicles assume full legal and financial responsibilities for both the operation of their vehicles and the safety of their passengers. Any liability arising out of the use of a vehicle is the sole responsibility of the owner (first) and the operator (second).

### **Safety**

- When traveling, drivers will require that all their passengers wear seat belts and that posted speed limits be respected. Drivers are never allowed to pick up hitchhikers or stop to assist another motorist while transporting students. Drivers should try to stay within the pre-planned driving route.
- If there is a mechanical problem or accident, the driver must ensure the safety and medical care for the students as a first priority. Students may never be left alone in or near a vehicle.
- Drivers will neither allow nor participate in horseplay or other distracting or potentially dangerous activities in a vehicle.
- Chaperones (including faculty, staff and parents) may not drink alcoholic beverages or use tobacco products at any time during school-sponsored trips. Doing so will result in the loss of opportunity to act as a chaperone on future trips.
- For the safety of everyone in the vehicle, chaperones may not talk or text on cell phones while driving students during field trips.
- Chaperones should not make any unnecessary stops along the way and, as much as possible, should aim to travel in a group. Should an unplanned stop need to occur, chaperones should make others aware.
- Chaperones should keep in mind the Vision of the Veritas Defender and avoid exposing students to media/music that is not truthful, wise, or eloquent.

### **Decorum/Deportment**

Personal music and/or video devices, as well as electronic games, may not be brought to any school-sponsored trip or event. If staying in hotels, the television may not be used without direct adult supervision. Television programming and movies, except for those with a “G” rating, may not be viewed during any school activity without parental consent. There is no reason to show movies in vehicles for in-town trips. For school-sponsored parties, such as a dance, Veritas faculty/staff must approve the music.

All adults are required to set a proper example for students. Parents are encouraged to enjoy the experience with the students, but they must take the lead in modeling acceptable standards of etiquette and behavior. For example, adults should freely enter into planned activities and events with students; however, they should not encourage or permit spontaneous activities (e.g. raids to others’ rooms, practical jokes, etc.) without the permission of staff. Every event is etiquette training for our students; therefore, every adult must also model appropriate decorum including courtesy, tact, graciousness, and self-control in all settings. Adults who choose not to abide by these guidelines will not be allowed to serve as a chaperone.

Chaperones will see that students assume the same responsibilities as they do on an event during the regular school day. For example, on a field trip, students will give their full attention to the events on the trip itinerary and will be held responsible for the educational content of the trip. They will be held to a high standard of behavior as well. Students are expected to listen attentively to presentations, speak and act respectfully to each other and to adults, and obey instructions of the teacher, parent chaperones and tour leaders promptly and cheerfully. Chaperones are expected to assist the teacher in holding students to this standard of behavior. Student misbehavior will result in such discipline as deemed appropriate by staff, as well as such discipline as may be necessary upon the student’s return to school following the trip or activity.

While on a field trip or during school-sponsored activity, teachers and chaperones are asked to refrain from talking on cell phones. They are responsible for the students, and this is often difficult to do while focused on a telephone conversation.

**The Right Place** – Unless otherwise instructed by the teacher, students are to remain together at all times during the field trip. If attending a school-sponsored activity, such as a school party, students will not be allowed to leave the event and return again later. Neither may they leave the room or area of the activity without permission of the teacher or chaperone in charge.

If students go out for a meal as part of a school-sponsored activity, the teachers and chaperones will require them to sit at the table using proper manners until the teacher dismisses them. They may not be permitted to play or disrupt others in the restaurant or other social setting.

When staying at a hotel or other lodging facility, teachers and chaperones will restrict students of the opposite gender from entering each other's rooms. The only exceptions to this are devotional times and meal times with adult supervision. Students are expected to respect each other's property and to regard the luggage of others as private. Sleeping arrangements will be made so that there is appropriate adult supervision. All students must stay in the designated accommodations. In case of questions regarding sleeping arrangements, the faculty/staff leaders will make the final decision. Chaperones will assist the teacher in enforcing a curfew for all students.

Teachers will ensure that students are encouraged to be inclusive of other students during any school-sponsored activity or trip.

In summary, while on field trips or school-sponsored activities, students, parents, and teachers are expected to conduct themselves as if in the presence of God, doing all for His glory, in harmony with the standards and policies of Veritas Academy.

## MEDICATION

Please share special instructions with our staff if your child has any special health issues. If it is necessary for your child to take medication during the school day, please leave the medicine in its original container along with specific instructions in the school office. Medications will not be allowed in the classrooms.

### Procedures for On-Campus Medical Devices

1. Any student with an Epi-pen or inhaler must also have an Action Plan on file with the school.
2. These are available through the School Office and during the annual (re-)enrollment process.
3. Parents must submit Action Plans to the School Nurse, who will determine if an in-person meeting is needed to review the instructions. The Action Plan will guide where medical devices are stored, and the School Nurse will train appropriate teachers and staff on each plan and when/where/how to administer aid.
4. Prior to field trips, parents should offer a review of Action Plans to GS teachers and the child's chaperone, and the SAP Form for the specific trip should be signed and dated by all parties to indicate that all parties have been informed of and understand the Action Plan details.
5. For any student with a severe allergy, the school will work with parents and teachers to provide a specific, customized plan.

## PRIVACY POLICY

### General

All personal information (defined as any information that identifies or can be used to identify, contact, or locate the person to whom such information pertains) that we collect and maintain will be subject to the version of the Privacy Policy in effect at the time of such collection. Veritas Academy reserves the right to change the Privacy Policy from time to time at its sole discretion, and will provide notice of material changes through various forms of communication.

## Collection of Personal Information

Personal information is collected by Veritas Academy in many ways: through forms or other written documentation, through electronic means such as email or the Veritas Academy website, through telecommunications, or through other verbal means. Currently, all information collected by any means is considered to be a voluntary form of information collection. Veritas Academy does not currently collect any personal information via the website with the exception of information volunteered via the site. Personal information will also be collected using our online third-party school management system. To our knowledge, the school system is secure and information is only used by the school or as authorized by the school for the purpose of maintaining the system. Due to the nature of the system, personal information may be stored off site where extra security measures can be taken to protect your personal information.

## Use of Personal Information

Veritas Academy has established relationships with various service providers whose services are available to you from the Veritas Academy website or from websites that are linked to the Veritas Academy website. Typically, these providers offer services that Veritas Academy families might find useful or informative. In order to use those services, you may be required to provide personal information to the providers. Unless expressly provided to the contrary, personal information that you provide while you are visiting a provider's website will be subject to the privacy policy posted on such site, and personal information that you provide while on the Veritas Academy website in conjunction with a provider's service will be subject to this Privacy Policy.

Veritas Academy collects and uses your information in order to record and support your participation or employment in the school and related activities. Veritas Academy recognizes and appreciates the importance of responsible use of information collected. Except in the particular circumstances described in this Privacy Policy, Veritas Academy will not provide your name and contact information to other companies or organizations without your consent.

From time to time, Veritas Academy may make available certain personal information in a variety of publications such as class rosters, yearbooks, and directories of faculty, students and families that will be distributed to the faculty and other families of the school. For publications with an intended audience beyond the Veritas community (e.g., marketing and promotional materials, including advertisements, brochures, web pages, videos, etc.), it is the policy of Veritas Academy to obtain an explicit consent from parents prior to the publication of any identifying personal information of students. Contact information for students shall not be disclosed in such publications, nor shall the last names of students be used unless explicitly authorized by their parents. Veritas Academy will immediately comply with any request by a parent or legal guardian to remove specific photographs featuring their child or references to their child's name.

There are other instances in which Veritas Academy may divulge your personal information. Veritas Academy may provide your personal information, if necessary in Veritas Academy's good faith judgment, to comply with laws or regulations of a governmental or regulatory body or in response to a valid subpoena, warrant, or order or to protect the rights of Veritas Academy or others.

If you DO NOT give permission to divulge certain or any personal information of your child and/or family, please immediately inform the office in writing by completing a Refusal to Permit Publication of Personal Information form which can be obtained in the school office. Permission is assumed unless written notice to the contrary is given.

## Right to Your Personal Information

You have the right to access and correct your personal information and privacy preferences at any time by contacting the Veritas Academy administration, or in the case of information you have submitted to third parties, the appropriate entity retaining control over your personal information.

## Privacy-Related Inquiries and Complaints

Veritas Academy takes its users' privacy concerns seriously. If you believe that Veritas Academy has not complied with this Privacy Policy with respect to your personal information or you have other related inquiries or concerns, please contact the Veritas Academy administration directly.

In your communication, please describe in as much detail as possible the nature of your inquiry or the ways in which you believe that the Veritas Academy Privacy Policy has not been complied with. We will promptly investigate your inquiry or complaint.

## SCHOOL DAY

Veritas Academy has implemented the following policies which will best serve the school and its families.

### Drop-Off and Parking

#### *Drop-Off Time*

Student drop-off should take place no earlier than 7:55am for all students.

#### *Carpool Canopy*

Parents may drop off students via the drop-off loop. Veritas staff members will be positioned at the Carpool Canopy to direct traffic and receive students. Parking lots are not a drop-off or pick-up point.

### Parking

- Parents may park and walk students to the Grammar School Villages or the Academic Building or they may use the carpool lane to let their students out.
- Parents and Teachers - please park in any open space other than those marked for a specific purpose (i.e. visitor, college counselor, officer, etc.).
- Students - if you have an all-wheel drive vehicle, consider parking on approved, non-paved surfaces to keep paved spaces available for those with smaller cars. Additionally, we encourage students to show deference to parents and teachers by choosing to park in the spaces furthest from the academic building.
- Visitors - parking spaces designated for visitors can be found on the West-end of the Academic Building, but please feel free to park in any unoccupied space.
- When walking students to campus from the parking lot, GS students should go directly to the designated drop off spot in the Lower Village or to their Upper Village classroom, with parents dropping off their older children first. SL students should use the east Cafe doors to enter the Academic Building.

### Student Arrivals

#### *Grammar School*

- Students may enter their classroom no earlier than 8:00am where a teacher will be present to welcome them. Veritas staff will also be present to direct and supervise students as they arrive to campus and walk to their classroom.
- All GS students should walk directly to their classrooms where teachers will receive them.

- Grammar School parents wishing to walk up with their student should park in the assigned lot and follow the sidewalk/boardwalk through the Upper Village, across the crosswalk, and into the Lower Village. Parents should drop off their older children first.

### ***Schools of Logic & Rhetoric***

- Students may enter the Academic Building beginning at 8:00am each day. Once students enter the building, they should behave in a manner suited for academic learning.
- Lower SL students (5th and 6th graders) may choose to sit in the cafe until release to class at 8:20, or they may play in the courtyard. While in the cafe, students may have a quiet conversation with those seated near them. Students may not switch back and forth between indoors and outdoors or enter the classroom hallway until 8:20.
- Upper SL students (7th and 8th graders) will wait on the grand staircase or in the courtyard until 8:20 when they are allowed in the building via the 2nd floor entrance. In inclement weather, students will congregate in the Lyceum. Students are not allowed in the classroom hallways until 8:20.
- SR students should respect the need for faculty to prepare for the school day and the need for quiet during SL classes by congregating only in the SR Commons or Defender Hall until 10 minutes prior to their first class.

## **Pick-up**

### ***Grammar School***

GS students may have the option to be picked up either by the carpool lane or walk-up line. All parents should have a sign with their student's last name printed on it for quick dismissal. Carpool parents should display this sign on their windshield while walk-up parents should hold the sign to be read by the Veritas faculty member assisting with dismissal.

- Carpool Canopy
  - The carpool lane will function as it does during morning drop-off.
  - Carpool parents should display their pick up sign (student's last name) on their windshield so it can be read by Veritas faculty assisting with dismissal.
- Walk-Up Line
  - Those parents (including Preschool, PreK, and Kindergarten parents) wishing to pick students up via the walk-up line should form a line on the sidewalk leading from the Upper Village alongside the Community Courtyard.
  - Walk-up parents should hold their pick-up sign (student's last name) and make sure it is visible to the Veritas faculty assisting with dismissal.

### ***School of Logic***

- SL students will take their backpacks to their last period classes and will be walked by their teachers at the end of the day to the grand staircase where students will wait for carpool or parent pick-up. (This includes 8th graders on Tuesday and Thursday.) Teachers will remain with students until designated staff members are in position. Students' names will be called and students should immediately move to the Carpool Canopy for pick up.
- All parents should have a sign with their student's last name printed on it for quick dismissal. Carpool parents should display this sign on their windshield.
- Parents will be asked to circle and take their place at the back of the carpool line if their student is not ready to be picked up. Parents who wish to walk up should go to the "cave" – the area between the academic building and grand staircase – and wait for the student's name to be called.
- If an SL student is to be picked up by an older sibling, that sibling must follow the same pick-up procedures as parents. They may not just grab the SL student or arrange to meet him/her elsewhere on campus.

- Students must remain on the grand staircase or designated area. For the safety of our students, please do not ask your student to meet you in any location other than what is designated here.

### ***GS and SL***

- Students who are not picked up within 15 minutes of dismissal will be walked to the 2nd floor foyer where they must be picked up by parents, in person.

### ***School of Rhetoric***

- SR students who are being picked up via the carpool lane should remain near the Carpool Canopy until picked up so that they do not hold up the carpool line. Parents will be asked to circle and take their place at the back of the carpool line if their student is not ready to be picked up.

## **Campus Considerations**

We ask that students and families use quiet voices in the building and be respectful of students and staff who are working. If siblings are with you as you pick up your student, they must stay with you at all times. We ask that families not enter the academic buildings except as needed to visit the classes conducted or events scheduled in that building. The Community Courtyard and Cafe, however, is open for families to use. If an organized event is taking place or begins to take place by another party in these areas, families should respectfully leave the area for their exclusive use. This includes Veritas Academy class/school functions, unless permission is granted to stay.

## **GS Lunch/Recess**

- Primer students will eat lunch in their classrooms with their teachers. Classroom teachers/aides will supervise recess.
- Kindergarten-4th grade lunches and recesses will be staffed by a Lunch and Recess Monitor. Parent volunteers will support the lunch/recess monitor in his/her duties. Kindergarten aides will supervise Kindergarten recess.
- Kindergarten-4th grade lunches will take place in the GS Lunch Tent (located in the UV).
- Primer and Kindergarten classes will recess in the Lower Village Courtyard.
- 1st-4th grades will recess in the Community Courtyard.
- Parents are welcome to join their student for lunch in Kindergarten-4th grade. To minimize separation anxiety in PreS and PreK and because lunches are held in the classroom, parents should only attend lunch when invited by the teacher.

K-4th Lunch/Recess will follow this schedule:

- 10:40-11:00 1st Lunch / 2nd Recess
- 11:05 - 11:25 2nd Lunch / 1st Recess
- 11:30 - 11:55 Kindergarten Lunch / PreK Lunch / PreS Recess
- 12:00-12:25 Kindergarten Recess
- 12:30 - 12:55 PreSchool Lunch
- 1:00-1:30 PreK Recess
- 12:00 - 12:20 3rd Lunch / 4th Recess
- 12:25-12:45 4th Lunch / 3rd Recess

The Grammar School campus is a nut-free environment. Please refrain from packing any nuts for snacks and/or lunches.

## SL Lunch/Recess

The Lunch Monitor will supervise all SL lunches.

Lunch/recess will follow this schedule:

- 11:05-11:30 5th/6th Lunch, 7th/8th Recess
- 11:35-12:00 7th/8th Lunch, 5th/6th Recess

**Lunch** – Students will sit in areas designated by the Lunch Monitor. Lunch will be held inside the Cafe with the exception of some days during which the Lunch Monitor may allow students to dine on the back porch. Students must remain seated for the entire lunch time. Students may visit the restrooms as needed by requesting a restroom pass from the Lunch Monitor. Only 2 students at a time may use the restroom.

**Microwave Usage** – Students who desire to use the microwaves will:

- Enter the warming kitchen using the east door;
- Stay in the warming kitchen while food is heating;
- Clean the microwave after use as needed;
- Exit the warming kitchen using the west door;
- Limit the number of students in the warming kitchen to six since there are only six microwaves;
- Lose privileges if the microwave is not cleaned, food is left unattended, or behavior in the kitchen is inappropriate;
- Refrain from cooking food that releases a foul odor.

**Cafe Clean-up** – Students will be assigned duties and expected to spend the last 5 minutes of lunch helping to clean the Cafe.

**Recess** – The Recess Monitor will supervise all SL recesses. Recess will be held in the courtyard. Students must stay within the established boundaries.

## SR Lunch

SR students may use the microwaves in the warming kitchen following the expectations outlined above for SL students.

Students may eat lunch in the Cafe, on the back porch, in the student courtyard, or on the 2nd floor Lyceum Balcony, provided that no meetings are taking place in the Lyceum.

Food may be consumed only on hard floor surfaces. If properly supervised by the teacher, if all food is promptly cleaned up, and if the garbage is taken out, students may eat lunch or snacks in the assigned classroom during a meeting or activity.

## Food Deliveries

In order to maintain a secure campus, students may not have food delivered to campus by food delivery services.

## Lockers and Backpacks

Each SL and SR student will be assigned a locker. Students may not change lockers and must adhere to the policies outlined and agreed upon in the Locker Agreement. All backpacks must be stored in lockers and never taken to class with the exception of the last period for the School of Logic.

Lockers for 5th, 6th, and some 7th graders will generally be on the first floor. Lockers for 7th, 8th, and some 9th graders will generally be on the second floor. Lockers for some 9th and all 10th, 11th, and 12th graders will be on the third floor.

Any decor added to the inside of lockers must be adhered with blue painter's tape. Any sticker/tape remnants or damage to lockers will result in a fine equal to the cost of repair plus the labor. If students wish to decorate the outside of a locker, it must be approved by the SL or SR Student Life Dean, must have an agreed-upon removal date, and must be hung with blue painter's tape only.

- The Student Life Dean will stamp each item with the "Veritas Academy approved to post" stamp and write the removal date.
- Any items posted on lockers or anywhere on campus without this stamp, or that remain posted past the assigned removal date, will be promptly removed.
- Students may not loiter in the hallways during class time or during lunch. If a student needs to access their locker, they may do so quickly and quietly at any point in the day, but they should not hang out in the hallways.

### **Study Hall**

This will be staffed by a Study Hall Monitor. It is a silent study area available for use by all SR students and is the location of the Mandatory Study Hall (MSH) program. Textbooks will be available for checkout. SR students may use their computers for school-related purposes and to listen to music on earphones only if screens are visible by faculty or staff. SL students may not use computers in the study hall, unless the student has accommodations. SL students may not listen to music while in study hall.

### **Group Study Rooms**

SR students may use these rooms for one hour at a time for collaborative group work by checking in with the Study Hall Monitor and stating the reason they desire to use the room. Collaborative groups may also reserve a one-hour time slot ahead of time by signing up with the study hall monitor. If computers are used in the area, all screens must be outward facing for accountability purposes. Students using these rooms should be considerate of others by using it only for purposes that require collaborative work and by promptly exiting the room once their one-hour slot is completed if others are waiting to use the room.

### **Campus-wide Clean-up**

While a campus-wide clean-up is not designated on student schedules, all students, faculty, and staff are expected to do their part in keeping the campus clean. This includes picking up trash any time it is seen, wiping counters in restrooms after usage, and cleaning up after self in any area.

### **Campus Boundaries for Students**

Students are expected to respect the following campus boundaries:

- Inside the Community Courtyard – students may be in this area
- Ridge/Treeline – students should not go into wooded areas
- Parking lots – students may not loiter in parking lots
- Detention ponds – students may be in the detention ponds but must remain in areas that are visible by the monitor or from the Academic Building



## Special Activities

### *GS Chapel*

- The Grammar School will hold Chapel once a month. Chapel will focus on instructing students in ways of honoring God and others. Students will attend Chapel with their class, but parents are welcome to sit in the back and participate. Please see the School Memo for date and location details.
- PreSchool-PreK students will not attend these larger Chapels. Instead, they will participate in a daily Chapel in their classrooms..
- Veritas Academy will also have a few school-wide assemblies throughout the school year. The dates will be posted in the school calendar or otherwise announced. Families are invited to join their children for these assemblies.

### *SL/R Chapel and Assembly*

- SL Chapels are held on the first Monday of the month. The time of each Chapel can be found on the school schedule.
- SR students meet each Monday in the auditorium for assembly or Chapel. One assembly each month is designated as the Chapel assembly, which will feature a more liturgical service. This Chapel is typically held once a month.
- SL/R students are expected to be in formal attire for chapel and to remain in their chapel attire for the duration of the school day. SL young men may, however, remove their tie at lunchtime for the rest of the day.
- Veritas Academy will also have a few school-wide assemblies throughout the school year. The dates will be posted in the school calendar or otherwise announced. Families are invited to join their children for these assemblies.

## Birthday Celebrations

### *Grammar School*

- The last Wednesday of each month will be designated to celebrate the class birthdays of that month. Homeroom Helpers will assist parents in signing up (at the beginning of the year) to bring in an easy-to-eat treat (like fruit, popcorn, or cookies) for the class to enjoy at a designated break, as approved by the teacher in advance. Treats may not be shared at lunch and recess time.
- When selecting these treats, parents should check with the class/classroom teacher to be informed of any students' allergies.

## VISITOR POLICY

To enhance both student safety and operational efficiency, Veritas Academy will enforce the following guidelines governing the presence of visitors on campus during regular school hours except for parents who are dropping off or picking up students. Students and parents should make potential visitors aware of these guidelines:

- All visitors must check-in with the office upon arriving on campus to obtain permission to remain on campus.
- All visitors must be willing to comply with the rules and regulations governing student and staff conduct, including appropriate dress regulations.
- All visitors must wear a school-issued name tag.

In order to protect the very limited time of the classroom instruction, we do not allow for classroom visits and limit the amount of parent volunteering in the classroom. Exceptions to this policy are made by the School Heads.

## **VOLUNTEER POLICY**

From time to time Veritas Academy may request volunteers to assist with certain tasks or activities on and off campus for the general benefit of the school. Parents may volunteer at their own will and are encouraged to do so where they feel led. Some volunteer opportunities will involve requests for certain personal information, a copy of a current driver's license, authorization for a background check if necessary, signing a waiver, and certain other information. Veritas Academy will also require that the volunteer be a believing Christian for those volunteer opportunities in which the volunteer is the sole supervisor over students. As volunteers are not covered under the school's insurance policies, they will need to look to their own personal insurance coverage for protection.

## **MISCELLANEOUS POLICIES**

### **Alcohol on Campus**

Alcohol may not be served, or consumed, or carried on campus. Any exceptions must be authorized in advance and in writing by the Head of School.

### **Elevator Passes**

Laminated elevator passes (the "ticket to ride") may be obtained from the 4th floor office if a student has a signed note from a doctor or a note from the parent that provides a valid reason for needing to use the lift. Students who have a pass may take one or two friends with them whenever they ride the elevator.

### **Pets on Campus**

Pets are not allowed on campus.

### **After-School Activities**

Students may not attend after-school activities if they were absent for more than half of the school day.



**2024-2025**

## **HANDBOOK ACKNOWLEDGEMENT FORM**

### **VERITAS PARENTS**

We, the undersigned parents, acknowledge that we know the Student & Parent Handbook detailed above is available on the school's website, and that in our relationship with Veritas Academy, we welcome being held accountable for and operating under the standards, policies, and procedures contained within the handbook. Furthermore, if we have children in the Schools of Logic and/or Rhetoric (named below), we know that he/she is also responsible for adhering to the standards, policies, and procedures contained in the handbook.

Parent(s) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

### **SL/R STUDENTS**

I, the undersigned student, acknowledge that I know the Student & Parent Handbook detailed above is available on the school's website and that I am responsible for adhering to the standards, policies, and procedures contained within the handbook.

Print Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_