



## VERITAS COLLEGIATE ACADEMY



**2017-2018**

### FROM THE HEADMASTER

This Handbook serves as the Veritas Collegiate Academy Policy Manual. It is vitally important that every parent and student is familiar with all of the policies herein. The policies set the standard to which all are held at Veritas Collegiate Academy.

The **Introduction** contains the foundational commitments and the heritage of Veritas Collegiate Academy. Additionally, you will find Veritas' Statement of Faith, philosophy, a short history of Veritas and other items that pertain to the entire school.

The **Annual Supplement**, an addendum at the end, changes from year to year. It contains introductions to the Administration and the Faculty and Staff of Veritas Collegiate Academy. It also contains the annual school calendar, but this will not be available until September. The parent directory is available through the front office, and the monthly calendar is available through Google Calendar.

The remainder of the document has detailed information for parents and students. Specific areas to know well are the dress code, discipline, academics and communication sections. Communication and effective discipline are crucial to the school achieving its mission.

Mark Keating & Sean Elgut

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# INTRODUCTION

## 1. Statement of Faith

We believe that the sixty-six books of the Holy Bible are the only authoritative, inerrant Word of God. Further, we believe that these Scriptures are our final rule in all matters of faith and practice.

We believe that there is but one God, eternally existent in three Persons: the Father, the Son, and the Holy Spirit.

We believe that Adam, the first man, sinned in his disobedience toward God and that through his disobedience sin extended to all his posterity. Consequently, all are born sinners, spiritually dead and relationally separated from God.

We believe that Jesus Christ, Born of the Virgin Mary, perfect man and truly God, came to earth to fulfill the divine Law through perfect obedience. Having lived a sinless life in obedience to His Father, He was sacrificed on the Cross as the perfect, complete sacrifice for sin. On the third day, God raised Him from the dead, after He had provided a full redemption for His chosen people - those for whom He died. We believe that God will regenerate all through the invincible power of the Holy Spirit. We believe that we sinners appropriate this work, God's salvation, by His grace alone through faith alone, not as a result of any of our works.

We believe that a true church may be known by its engaging in the pure preaching of the Gospel, the right administration of the sacraments, and faithful exercising of church discipline. We believe that all Christians will seek to unite in fellowship with such a church.

We believe the local church is the primary place of fellowship and growth of believers.

We believe in the resurrection of the believer into everlasting life through faith in Jesus Christ.

## 2. Educational Philosophy

We believe our role as educators is to be *in loco parentis*, "in the place of the parent." We believe that parents are responsible to educate their children in the Lord. We believe that educators must be the delegates of the parents, assisting them in the education of their children, but never usurping their God-given parental prerogative and responsibility.

We believe that biblical discipline, the encouragement of an obedient child and the correction of a disobedient child, is a critical and necessary part of education. Under no circumstances will the misbehavior of one child be permitted to continuously hinder the education of other children.

We believe that fathers are the God-ordained heads of their households. Whenever possible, we desire that each father assume leadership in the education of his children.

We believe that conflict resolution should be accomplished as quickly and as simply as possible. Concerns and grievances should first be addressed directly to the party involved, in order that justice and charity be duly served.

We employ the time-proven method of the *Trivium* in the education of our students. This method includes three stages. In the Grammar Stage, students study fundamentals to create a framework of knowledge. Students will build on this framework with information in later grades and stages. Questions of *who*, *what*, *where*, and *when* are the focus. In the Dialectic (or Logic) Stage, students begin to form their knowledge into ordered relationships. The goal is to equip students with the thinking skills necessary to recognize sound arguments and to detect and correct fallacious ones. This stage addresses the questions of *how* and *why*. In the Rhetoric Stage, students will develop their use of language, both written and spoken, to express their thoughts eloquently and persuasively. Students learn to express themselves well in writing and in speech. By the end of the Rhetoric Stage, our goal for students is to be well-rounded and godly young men and women who can articulate their faith.

### **3. The Lost Tools of Learning**

Veritas Collegiate Academy is a classical school, which means it uses the educational method of the *Trivium*.

The *Trivium* has a long and storied history. It, coupled with the later Quadrivium, was the educational method used in Western Civilization to produce some of the greatest scholars that the world has ever known. It first developed in ancient Greece, and was used hundreds of years before the birth of Christ. As the church became more influential after Constantine, it adopted the *Trivium* as a basic method of education, and it was used widely until the early twentieth century here in America. Unfortunately, with the rise of educational "reforms" of the 19<sup>th</sup> century as promoted by people like John Dewey and Horace Mann, the *Trivium* was set aside.

With the general malaise that has invaded educational circles today, it was only a matter of time before someone turned back to the tested method of the *Trivium*. In the early 1980's, Doug Wilson, a pastor in Moscow, Idaho, was seeking to start a Christian School so that he could provide an education for his children. As he was studying through different approaches to education, he found an essay by Dorothy Sayers, a mystery writer and contemporary of C.S. Lewis, called "The Lost Tools of Learning." This article bemoaned the state of education in the 1940's and outlined the *Trivium* as a plan of educational reform. Sayers, however, was pessimistic that anyone would be courageous enough to seek to revive the *Trivium*. Wilson knew he had found the type of education that he wanted his children to receive. Wilson and a few others opened the Logos School in Idaho, and they began the modern classical Christian schooling movement.

The movement has expanded greatly from that small beginning at the Logos School. Today, the Association of the Classical and Christian Schools (ACCS) has more than one hundred member schools (Veritas Collegiate Academy being a member). Many other schools have adopted the classical method of the *Trivium* in an effort to restore the grand educational prowess of the Christian West.

All ACCS schools follow the *Trivium*, which is comprised of three stages: the Grammar stage, the

Dialectic stage, and the Rhetoric stage.

**a. The Grammar Stage:**

The Grammar stage lasts from Kindergarten to roughly sixth grade. In this stage, children learn the grammar, or basic facts about many different subjects, with a concentration after 2<sup>nd</sup> Grade on Latin Grammar. Much of the learning is done by memorization and classroom chants and singing which children enjoy greatly at this age.

**b. The Dialectic (or Logic) Stage:**

As children leave the Grammar Stage, they become less likely to enjoy rote learning and becomes more inquisitive. These are signs that a child is leaving the Grammar Stage and moving into the Dialectic Stage. God has made children of the 7<sup>th</sup> - 9<sup>th</sup> Grade years questioning, so at Veritas we teach them how to question things rightly and righteously. The overarching discipline of this stage is logic. Whereas in the Grammar stage students learned many facts without realizing the logical connection between the facts, in the Dialectic stage students work to see the logical connections between facts that they learned in the Grammar stage.

**c. The Rhetoric Stage:**

When children start to become image conscious in the later secondary years (10<sup>th</sup>-12<sup>th</sup> Grade), they are entering the Rhetoric stage. In this stage, students learn to express themselves well in writing and in speech. By the end of the Rhetoric stage, our goal for students is to be well-rounded and godly young men and women. They should have the basic facts about subjects well in hand. They should know the logic of the truth they believe and promote. They should also be able to speak and write articulately concerning the truth of God.

**In summary:**

- Grammar Stage: the students learn the facts.
- Logic Stage: the students learn the logical connections between the facts.
- Rhetoric Stage: the students learn to express the logical relations between things in an understandable, convincing, and winsome manner.

## **4. The History of Veritas Collegiate Academy**

Veritas Collegiate Academy is a classical Christian school committed to Christ and the classical *Trivium*. Its central purpose is to bring glory to Jesus Christ, by assisting Christian parents in the godly education of their children.

Veritas Collegiate Academy is a model classical Christian school, developed under the Classical philosophy of the Association of Classical Christian Schools (ACCS) and Veritas Academy, located in Lancaster, Pennsylvania.

The history of Veritas Academy began in Lancaster when a group of families that attended Westminster Presbyterian Church met to consider how they should raise their children in a godly manner. This group was committed to rearing their children in the Reformed Faith, and they were considering

different models of Christian education. One model that they considered was the classical Christian education. They read Douglas Wilson's *Recovering the Lost Tools of Learning*, which presented the time-tested method of the *Trivium* as a superior alternative. Many were excited about the model, but it seemed that starting a school like the one described in *Recovering the Lost Tools of Learning* was many years away.

At the same time in Orlando, Florida, something was happening that would help the dream of Veritas Academy become a reality more quickly than anyone had hoped. A few years before Veritas Academy opened its doors, another classical Christian school opened, the Geneva School. One of the fathers involved in the formation of The Geneva School was a native of Lancaster County. When Marlin and Laurie Detweiler moved back to Lancaster County, they brought with them a great desire to see their sons continue to receive the kind of education that they were getting at The Geneva School. They also brought with them a basic floor plan for what it took to start a classical Christian school.

Arriving in Lancaster, the Detweilers learned of a group considering a classical Christian education. Some families from this group, along with families from other churches in the area, joined together to establish Veritas Academy, which opened its doors in 1996 with twenty-eight students and three full-time teachers. Since then, the Academy has grown considerably.

In 2004, Alpha Christian Academy, an established Christian school in Chesapeake, Virginia, sought to reform the Christian education practice and bring a greater emphasis of Christ into the classroom and culture of the school. After reading Douglas Wilson's book, *A Case for Classical Christian Education*, the school was convinced that the *Trivium* was an ideal fit for the model they sought. Between 2004 and 2006, the school transitioned into the classical model. Through these years, parents and faculty made great sacrifices in order to ensure the future of the school.

Through the history of Veritas Collegiate Academy, the Lord has been faithful to uphold and establish this work. Great efforts by many people have aided in the founding and perseverance of Veritas, but ultimately all glory and honor must be given to Christ whose grace has upheld Veritas Collegiate Academy.

## **5. Curriculum Goals**

### **a. Why Latin?**

Considering the sheer number of years and amount of quality schools where the teaching of Latin was an integral part of any good academic training, the instruction in Latin at Veritas Collegiate Academy should need no explanation or defense. However, like many traditional particulars of good education lost in the name of “modern” or “progressive” education, the advantages of Latin have been neglected and forgotten by a couple of generations. Latin was regularly taught in American high schools as late as the 1940s. It was considered necessary to have a fundamental understanding of English, the history and writings of Western Civilization, and the understanding of Romance languages.

Therefore, Veritas Collegiate Academy teaches Latin for three major reasons. The first reason is that



Latin grammar is foundational to all future classical studies. It is the key that unlocks the reading of the great works of Western Civilization in the Secondary years. The inflected nature of Latin also serves as a foundation for understanding inflected languages (most languages are more highly inflected than English). Finally, the study of Latin grammar instills in the student a precision of mind that will be critical to all of their studies in Grammar and Secondary school. The second reason is that Latin is not a “dead language,” but rather a language that lives on in almost all major western languages, including English. Training in Latin gives the student a better understanding of the roots of English vocabulary, and it lays the foundation for learning other Latin-based languages. Latin is also still used in many fields of study (e.g. medicine, law, and theology). And lastly, learning the grammar of Latin reinforces the student's understanding of the reasons for, and the use of, the parts of speech taught in our traditional English class work (e.g., plurals, nouns, verbs, prepositions, direct objects, tenses, etc).

<b>Basic Objectives in the Latin Program</b>	
Kindergarten	Latin will not be a subject listed on the student report card, but may be brought into discussion by the teachers as they learn Latin root words.
1st and 2 <sup>nd</sup> Grade	Build up vocabulary; learn a few basic declensions
3 <sup>rd</sup> and 4th Grade	Basic vocabulary acquisition; declensions; chants of verb endings; translation of simple sentences.
5 <sup>th</sup> and 6th Grade	More vocabulary; begin grammar work; translate more complex sentences
Secondary	<p>Increase vocabulary; translate more complicated sentences and sections of classical and medieval writings; increase grammar work.</p> <p>Translations in The <i>Vulgate</i> (Jerome’s Latin translation of the Bible) and other sources including Caesar’s <i>Gallic Wars</i>; advanced grammar work.</p> <p>Having reached an advanced level of reading in Latin, students will study Latin through the Latin books on their reading list. Before continuing to the study of other languages, our students will gain a solid Latin foundation</p>

**b. Lower (Grammar) School**

**Bible:** The student will learn about the Bible, the basic plan of salvation, the Books of the Bible in order, the major events of biblical history and the theological importance of these events. We seek to: (1) encourage the students to understand the verses in context, along with other good interpretation

principles; (2) let the Scriptures speak for themselves with clarifications and illustrations by the teacher; (3) show the students the richness and requirements of the Bible; (4) teach the biblical pattern of salvation, including the Law before Grace; and (5) encourage students to come to the Father, through the Son, and grow in their knowledge of Him.

**English:** We seek to: (1) equip every student with the skills necessary for good writing (i.e., spelling, grammar, style, clarity, etc.); (2) put a major emphasis on good writing by requiring the students to write often and correctly in each subject area; (3) encourage clear thinking by the students through requiring clear writing; and (4) introduce the students to many styles of writing, using the Bible and other high-quality literature.

**History and Geography:** We seek to: (1) teach the students that God is in control of History, and He will determine its ultimate outcome; (2) enable the students to see God's hand in the history of the world and the United States; (3) broaden the students' understanding of history and geography as the students mature; (4) specifically, begin with local history and geography in first grade and sequentially expand the scope of studies to the world; (5) make history and geography "come alive" for the students through the use of many forms of information and research (e.g., biographies, illustrations, field trips, guest speakers, music, art, foods, and architecture, etc.); and (6) give the students a thorough understanding of Western Civilization; its distinctive, great leaders, great movements, and great thinkers; and also its particular involvement in the growth of Christianity.

**Mathematics:** We seek to: (1) ensure that the students have a thorough mastery of basic mathematical functions and tables; (2) put an emphasis on conceptual, as well as practical understanding of math through the frequent use of story problems; and (3) illustrate God's unchanging character through the timeless, logical mathematical systems He gave to man through His gift of reason.

**Reading:** We seek to: (1) use phonics as the primary building blocks for teaching students to read; (2) encourage the students to read correctly as soon as possible (normally in Kindergarten or first grade); (3) introduce the students to high quality children's literature as soon as possible, through our Literature program; (4) carefully monitor the student's reading abilities to ensure that he comprehends adequately, and is reading fluently, both orally and silently, including the proper use of word-attack skills; and (5) foster a life-long love of reading and high quality literature, after being taught to recognize the characteristics of such literature.

**Art:** We seek to: (1) teach all of our students the basic fundamentals of drawing to enable them to create adequate renderings; (2) encourage the students to appreciate and imitate the beauty of the creation in their own works; (3) introduce the students to the works of the master artists of Western culture; and (4) equip the students to knowledgeably use a variety of art media.

### **c. Upper (Logic and Rhetoric) School**

**Theology:** The student will know the basics of theology. Special concern will be given to the doctrine of Scripture. Students will be taught that every word of the Bible was inspired by Holy Spirit of God and is therefore the ultimate rule of all Christian belief and practice. Students will also learn sound principles

of biblical interpretation and gain an understanding of Latin and Biblical Greek (beginning in 2010), so that they will be able to read the original text of the New Testament. Finally, students will study a broad breadth of theology touching on all of the major areas of theology (God's being and creation, anthropology, Christ's person and work, the means of grace, the word and the sacraments and finally, eschatology). In this, all instruction will be consistent with the school's statement of faith and each student will always be challenged to apply the truth of God to his own life.

**Literature:** The student will learn to become familiar with the common cultural consensus of our western world: that body of thought, belief, and imagination that all educated people in the western world share in common, and with which we must be familiar in order to understand and influence our culture. A student will also be given a context for understanding other types of studies, since the great ideas in all areas of knowledge find their popular expression in literature. Finally, students will learn to appreciate the beauty of language and literature, which is a critical part of the complete Christian life: not only does Scripture frequently convey truth in poetry, image, and symbol, but God has made us to desire and need beauty. Consequently, we must learn to discern kinds and qualities of beauty in order to glorify Him in our aesthetic life, and exposure to great literature is one of the best means to do so.

**History:** Students will learn to discern the providential acts of God, and the students' covenantal identity with those who have gone before them: identify with individuals in their culture, of the nation, of their family, and most importantly, of the people of God. The student will also receive both encouragement and warning from the actions of his forebears, and from the consequences of their actions. From this study, our aim is that the student will gain wisdom: to avoid the sins of the past, to improve upon the thinking of his forefathers, and to instill godliness in future generations.

**Logic:** Students will be able to think rightly and righteously. They will know both formal logic, the study of syllogism and propositions, and informal logic, the study of the informal fallacies. He will also gain an understanding of how to apply the skill of logic to all of the information that they encounter in our culture. Finally, students will be taught to see the logical nature of God and to glorify and worship Him for this reason.

**Rhetoric:** Students will be able to persuade others in a God-glorifying manner. They will also be able to give a reason for their hope. They will master the basics of formal rhetoric and then perfect their skills by constant practice in all classes. This will culminate in the writing and defense of a thesis paper during the senior year.

**Classical Language (Latin):** The student will be able to read the New Testament, the writings of the Church Fathers and the great works of antiquity in the original. A student will also be enabled to master the English language. The study of classical language will also help the student to more deeply grasp English grammar and more quickly learn modern foreign languages.

**Modern Foreign Language (Spanish):** For students who study modern foreign language, Veritas Collegiate Academy has these objectives. Students will be able to communicate with people of other nationalities. They will accomplish this by gaining mastery of the language's grammar and syntax. They will also be enabled to interact with and enjoy literature written in that language and other cultures.

**Sciences:** Students will be able to distinguish God’s glory by gazing at his creation. They will become acquainted with the system of inductive thought (learning by using the scientific method— experimentation). They will gain an understanding of science in general, the science of life (biology, anatomy & physiology, and marine biology), chemistry and physics.

**Math:** Students will master the basic operations of mathematics with all types of numbers. They will also be able to solve complex equations for a variable and then for numerous variables. Students will be able to do the proofs of Geometry and will also be able to solve problems using trigonometric functions. In all of this a student will be taught to glorify the God of all order for the order that is in nature.

## **6. Tuition**

The administration is committed to keeping tuition as low as possible at Veritas Collegiate Academy, so as many Christian parents as possible can take advantage of the educational programs that Veritas offers. This desire, however, must be balanced with the school's commitment to financial stability, excellent teachers and excellent education.

Additionally, parents at Veritas Collegiate Academy should also know that their tuition only covers a portion of the expenses of the academy each year. Generous gifts are needed as well.

As a policy, tuition is due at the beginning of the school year. However, Veritas allows parents to pay in 10 or 12 monthly installments. This option is provided assuming payments are made on time. Parents who choose to take advantage of the extended payment allowance need to keep one thing in mind: when a student is officially registered at Veritas Collegiate Academy the parents are responsible to pay the entire year’s tuition for that student. If parents choose to withdraw their child during the school year, or if the student is expelled or asked to leave, for any reason, they will still be liable to pay the remainder of the tuition for that year, as per their contract.

## **7. Fundraising**

Veritas Collegiate Academy cannot survive on tuition alone. There will be occasional fundraiser and individual will have the opportunity to make charitable donations to help provide scholarships to more needy families.

Veritas Collegiate Academy wants to approach fund raising in a biblical manner. We know that the Bible requires Christians to be “cheerful givers,” and Veritas Collegiate Academy wants to strive to be a place that parents, grandparents, friends, and eventually alumni will want to support.

# STUDENTS AND PARENTS

## 1. Reverence

In keeping with its Statement of Faith, Veritas Collegiate Academy places a high value on the development of Christian character. One way in which this is developed is in the area of speech. We wish to ensure that God's name, character and truth are honored and respected at Veritas Collegiate Academy.

In all areas of instruction, especially Theology classes and related activities, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories and discussion that include references to the name and attributes of the Lord will be consistent with biblical principles.

In the third commandment, God tells his people not to use his name in vain. Usually in modern American culture, people think that they have kept this commandment if they do not use the Lord's name as part of a string of curse words. While it is certainly wrong to use the Lord's name in this manner, the original command is much broader. The biblical concept of "vanity" is akin to our concept of emptiness, silliness, or triteness. People break God's commandment any time they use the Lord's name in an empty, silly or meaningless way. Veritas Collegiate Academy is committed to having a student body that honors the Lord with their speech and actions. Students using the Lord's name in vain will be disciplined appropriately.

For the sake of the student's spiritual training and the work of Veritas Collegiate Academy, joyful encouragement and instruction in reverential knowledge of the Lord is necessary, honored and respected at the school at all times.

## 2. *In Loco Parentis*

*In loco parentis* is Latin for the phrase "in the place of the parents." At Veritas *in loco parentis* is one of our most important educational philosophies.

Many in our society look at education as the job of the government, the society or the church. At Veritas, however, we firmly believe the responsibility for educating children belongs not to the state, nor to the church, but to the family. Many scriptures could be cited to prove this point. Here are a few of the most pertinent:

*Hear, O Israel: the LORD our God, the LORD is one! You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words that I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.*

- Deuteronomy 6:4-7

*And you, fathers, do not provoke your children to wrath, but bring them up in the nurture and*

*admonition of the Lord.*

- Ephesians 6:4

At Veritas, we see our authority as a delegated authority. God has given children to parents. He has given parents the responsibility of raising children and the authority to do that task. Families that have children at Veritas have chosen to delegate part of the task of educating their children to the teachers and administrators at Veritas Collegiate Academy.

The principle of *in loco parentis* also sets the tone for parental involvement in the school. Veritas Collegiate Academy wants parents to be highly involved in the education of their children. Classrooms are always open and parents are welcome to sit in on their child's classes. There are also many opportunities for parents to participate at the school. In addition, teachers will be in close and regular communication with parents concerning the academic progress and behavior of their children.

As a support and extension of the family unit, Veritas Collegiate Academy considers the family to be of first importance to a child. Through His Word, God indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ. Therefore, at Veritas, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Here are just a few of the ways we do this:

1. Visit the school/class at any time.
2. Assist in the classroom, lunch program, regularly or infrequently. (Arrangements should be made with the teacher/staff member concerned.)
3. Act as a chaperone on field trips.
4. Serve as a story-reader, song-leader (in K-3), and guest artist; offer special talents.
5. Share experiences, trips, vacations, as they may relate to an area of study in a class.
6. Volunteer to help in the preparations for the many tasks related to our annual events.
7. Help host class parties, at home or in the classroom.
8. Attend meetings when scheduled.
9. Closely monitor and praise a child's progress by reading all teacher notes and student papers sent home.

### **3. Honor Code**

By enrolling in the Academy, each student agrees to support the Honor Code as stated below. An Honor Committee composed of faculty advisors and students appointed by the Dean of Students, will meet as necessary to settle honor code issues and violations.

#### **THE HONOR CODE OF VERITAS COLLEGIATE ACADEMY**

*I will not deceive, lie, cheat or steal, nor will I tolerate those who do.*

*I am honor bound to report any violation of this code.*

*I understand that failing to do so subjects me to **equal** discipline.*

## **4. Respect and Courtesy**

Respect is one of the most important ingredients in any relationship. Proverbs 27:17 states, "As iron sharpens iron, so one man sharpens another." Without mutual respect, there can be no lasting positive benefits in a relationship. Respect is needed between students and teachers as well as among the students themselves as each one is made in the image of God.

Disrespect serves to tear down the work of God in the life of the individual as well as the life and nature of the school. Disrespect should not occur and will not be tolerated whether in the form of talking back (or "sassing" a teacher), willful disobedience, willful damage to another's self-esteem, including unkind or derogatory remarks, or in the form of willful damage to property. Students will make other errors due to immaturity or forgetfulness, and these will be dealt with appropriately. However, disrespect will be considered intolerable.

Courtesy is the rule in all relationships. The Apostle Paul says that "love is not rude," that is, it is mannerly. We endeavor to make this true at school in the halls, in the classrooms, on the athletic field, and in the bus or van.

Students are to show courtesy to each other at all times. Adults are to be addressed as Mr., Mrs., or Ms. and their last name, never by first names. When responding to adults, students are to answer with Yes, Ma'am or No, Ma'am, and Yes, Sir or No, Sir.

Middle or high school students should remember that the buildings are being shared by the lower grades. Courtesy to elementary teachers and students and to each other is expected. Talking in the halls should be in a quiet conversational tone. Loud talking, yelling, and horseplay are not permitted and will result in disciplinary measures being taken.

Boy/girl relationships are not to include any physical contact. Couples should not be together unchaperoned at any place on the school grounds before, during, or after school.

## **5. Admissions**

When parents wish to enroll a child or children in Veritas Collegiate Academy, they must first complete an application for each child. Both parents must sign the application and return it to Veritas Collegiate Academy with the applicable application fee. When Veritas Academy receives these items a place will be held for that child, if there is a place open in the grade for which they are applying. This does not, however, mean that this student has been accepted or registered at Veritas Collegiate Academy.

If a place is not open in the grade applied for, he will be placed on a waiting list and will be eligible to be admitted only when a spot opens up for that grade.

For registration to be completed and accepted, three things must occur: The child must complete a placement test, the parents must have an interview with a member of the Board of Admissions, and a signed copy of the yearly enrollment agreement must be sent to the Headmaster for signature. Because Veritas Collegiate Academy has made budgetary decisions including things like teacher salary based upon the commitments that parents make to the school, after the contract has been signed, parents are committed to pay tuition for their child as per that contract.

The placement test evaluates a student's abilities in the different subjects taught at Veritas. After the

placement test is reviewed by the school director, he or she will make a call to the parents. The school director will tell the parents the strong and weak points of their child's performance and provide instructions to help their child to prepare for the school year. The school director will also communicate whether the child can be accepted into the grade level for which was applied. Parents will also be told if their child is accepted under special conditions (e.g., the student might be accepted on the conditions of the summer tutoring and successful completion of a retest at the end of the summer).

While their children are taking the placement test (or prior to it), parents meet with a member of the Veritas Academy Board of Admissions (including the Headmaster). This interview serves two purposes. First, it gives the Board Member a chance to explain some of the distinctive aspects of Veritas Collegiate Academy. It also gives the parents a chance to ask questions about the school in a private setting.

The final step in admission is for the Admissions Director of Veritas Collegiate Academy to sign a copy of the student's enrollment agreement, and call the parents for final confirmation that their child is officially enrolled. Until this call is made, enrollment is not complete.

Veritas Academy will admit students of any race to all rights, privileges, programs, and activities generally made available to all students. Veritas Academy does not unbiblically discriminate on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletics, and other school-directed programs.

#### **a. Secondary School Admission Procedures and Requirements**

Veritas Collegiate Academy recognizes that children mature; therefore, the terms under which they are educated at Veritas must change. Children must bear the added responsibility in their own education. When Secondary Students (grades 7-12) come to take their placement tests, they will also be interviewed orally and/or in written form in order to discern their attitude about coming to Veritas Collegiate Academy. Veritas is committed to creating an educational environment of enjoyment for its students of all ages. This environment can be destroyed when students have a negative attitude about learning in general, or about the school that they are entering. In order to protect the educational environment of our students, students admitted into the Secondary School must be ones that will foster the kind of environment that makes learning both possible and enjoyable.

#### **b. Mid-Year Admissions**

Generally, Veritas Collegiate Academy does not admit students to Grammar School after the end of the second quarter, nor students to Secondary School after the first semester. Veritas Academy does this in order to protect the academic pace of the class. Because so many things at Veritas Collegiate Academy build during the year, a child entering school after the middle of the year will be substantially behind in most cases. It would take a massive effort on the part of the teacher to catch the student up with the rest of the class. This effort inevitably ends up taking away from the time that



the teacher is able to spend with the other students. If parents would like the Board to specially allow the admission of their child after the middle of the school year, they must send in a completed registration form with the registration fee. They must also send a written explanation of a compelling reason why their child should be admitted contrary to policy.

### **c. Health Records**

Before entering school in the Fall, all students attending Veritas Collegiate Academy must provide the school office a current immunization record or an exemption statement according to Virginia code,. Standard immunization forms may be obtained from the family doctor and a copy given to the school office.

Veritas also requires parents to fill out an Emergency Contact form. This form provides the Veritas administration with necessary information in case of an accident at school.

Students may be denied attendance if these forms have not been completely provided.

## **6. Attendance**

At Veritas Collegiate Academy, a student is exposed to various types of instruction. Because each class period contributes to curriculum objectives, and because the instructional program is progressive and sequential, it is necessary to encourage student attendance. However, Veritas recognizes the authority of parents over their children, and recognizes there are many circumstances like a special family event or a family trip where parents would like their children to be with them rather than be at school. Please notify the school in advance.

The actual number of days school is in session will be determined by the yearly school calendar. Students are expected to attend and complete all requirements for every course offered. Attendance records for the Lower School students are kept by the individual classroom teachers and reported on the student's report card each quarter. A record for attendance will also be kept in the office, the total number of days absent and days present will be recorded on the student's quarterly report card.

### **a. Tardiness**

If a student does not report to his class at the beginning of the day with the rest of the class, he will be counted tardy. The administrators at Veritas Collegiate Academy know that there is a myriad of reasons why a student might be late to class (traffic jams, spilling something at breakfast and having to change clothes, etc.). Sometimes the student has nothing to do with being late. The fact remains; however, they are late, and the tardiness is diminishing their educational experience at Veritas. Many times, diminishing the experiences of others because of the distraction of students coming in late. When a student has been tardy three times during a school week, the teacher or office will issue the discipline notice, and the Dean of Students will call the parents to inform them of the situation. Parents will be expected to remedy the situation. If the situation continues, a conference with the parents will be arranged. In severe cases where tardiness is habitual, Veritas reserves the right, and

may suspend, expel, or refuse re-admittance to a habitually tardy student.

## **b. Absences**

If parents know that their child is going to be absent on a certain day, they should inform the teacher of the absence a week beforehand, if at all possible. This will enable the teacher to compile the work their student will need to complete on the day that they are absent. If the child is to be absent for an extended period (three days or more), it would be helpful to inform the teacher even more than a week in advance, if possible.

Due to the above, if a child in lower school is absent more than 24 days per year, he or she may need to repeat the grade level next school year. The headmaster will ultimately make the decision. In upper school, due to scheduling, if a student misses a specific class more than 12 days per semester, he or she will lose credit for the class.

If a student's absences accumulate to the point where the teacher or administrator has a concern that the student will not be able to adequately complete the work necessary to pass on to the next grade, a conference will be arranged with the parents.

## **c. Early Dismissal**

Student needing to be dismissed early from school must do the following:

- § Bring in a note from their parents or have them call the front office authorizing the dismissal.
- § Sign out at the front office and sign in upon return, if within the same day (9<sup>th</sup>-12<sup>th</sup> graders only); or must have parent check into front office to pickup student and return student (8<sup>th</sup> grade and younger).
- § Get student pass from the front office before returning to the classroom, if within the same day.

Below are examples of reasons for students to be granted early dismissal:

- § Medical Reasons
- § Dental Reasons
- § Volunteering
- § Internship
- § School sponsored or approved sports function

*Under no circumstances is a student permitted to leave school grounds during the school day other than for reasons listed above, especially those that can drive and/or have access to a vehicle.*

## **DISCIPLINE**

At Veritas Collegiate Academy, the discipline policy has a two-fold goal. First, Veritas is committed to the principle that one child will not be allowed to steal from the education of the other students by their bad behavior. Second, acting with delegated authority from the parents, Veritas Collegiate Academy seeks to guide students into the paths of righteousness through godly, righteous and evenhanded discipline.

Discipline will be administered in a biblical atmosphere and under biblical guidelines. The discipline

will be administered in the light of the student's problem and attitude. All discipline will be based on biblical principles, (e.g. swift punishment, public/private apologies, restitution, restoration of fellowship, forgiveness, etc.). Love and forgiveness will be an integral part of the discipline of a student. The vast majority of discipline problems are routinely dealt with at the classroom level.

Students will also be disciplined in a manner that fits their actions. They will have to give restitution, if they have taken something from another student or damaged another person's property. Students may also be punished by being given extra physical or academic work, or any other appropriate measure consistent with biblical guidelines.

The consequences for misbehavior will vary according to the infraction and the student's history of prior behavior. Ample opportunities are given to the student to respond with improved behavior or attitude. Once it has been determined that a student is not making a sufficient effort, the consequences of discipline will increase markedly. Parents will be asked to support the school and be a partner in any correction needed to insure the proper behavior and attitude of their student. Behavior issues and consequences are recorded and used to determine a student's eligibility to return in the fall of the next school year. Students who are discovered to be involved with the use of alcohol, drugs, or sexual behavior will be subject to immediate removal from Veritas.

Specific consequences for misbehavior may include, but are not limited to, some of the following:

- Demerits
- Detention
- Saturday School (Upper School)
- Probation for a period of up to nine weeks or a semester
- Out of school suspension (1-5 days)
- Expulsion from Veritas

## **1. Lower (Grammar) School**

In order to maintain consistency, teachers in Grammar School will discipline according to a three-strike-per-day policy. The first infraction will result in the child's name being written on the blackboard and the appropriate restitution will be required. Upon the second infraction in the same day, a check will be placed by the student's name, and the child will be sent to the office for an office visit. At that time, proper restitution will be required, and the parents will be notified of what we refer to as "stand-by status." Stand-by-status simply means that if the student gets another check by their name they will be sent home. Upon a third infraction, the student will be required to make another office visit. The decision will be made to suspend the student for the remainder of the day and/or the following day. If a child is suspended, he will remain in the school office, the parents will be notified and will be required to arrange for their child to be transported home.

Students will not be allowed to consistently make it to stand-by status without suffering consequences. Students that are sent to the Dean of Student's office and placed on stand-by status habitually will be subjected to tighter rules. The first two times that they are sent to the office, they will be warned that

this behavior will have more stern consequences if they continue in it. The third time a student is sent to the office in the year they will be suspended for the remainder of the day and/or the entire following day. Every third office visit will result in a suspension. If a student should be suspended six times in a year they will most likely be expelled.

Some actions are more heinous than others. In cases where heinous actions occur, the student will be sent directly to the Dean of Student's office and the normal three-strike-per-day policy will set aside. Examples of these actions are disrespect shown to any staff member or adult, and dishonesty, which includes any sort of deceiving, lying, cheating, or stealing. Children will also be sent directly to the Dean of Student's office for fighting, swearing (any talk that is obscene, vulgar, or profane) or outright disobedience/rebellion. These behaviors will not be tolerated.

## **2. Upper (Logic and Rhetoric) School**

The purpose of all discipline is the development of self-discipline. As a student grows and matures, they are encouraged to make the right decision and to avoid decisions which, if not corrected, result in unhealthy habit patterns. Therefore, the Veritas philosophy of discipline is aimed at guidance and not merely correction. It is our desire to change the direction of the heart instead of only correcting misbehavior. The foundation for such philosophy is unconditional love, respect and the application of biblical principles. The application of this philosophy results in policies and rules that govern the successful daily operation of the school. The willing acceptance of these rules reflects the heart of the student. Inversely, their continued violation reflects a heart in need of change.

Students are expected to arrive at school on time prepared for class with all assignments and materials when class convenes. During class, they are to conduct themselves in an orderly fashion and contribute to a learning environment under the direction of the teacher. When infractions occur, students are expected to respond to verbal correction and make every effort to avoid any continuing problem or inappropriate behavior. When a teacher begins to see trends in a student's conduct or performance that does not conform to this standard, the student will be referred to the Dean's office for counseling.

Food is only allowed in the lunch room, and students are not to have gum in their possession on campus at any time.

### **a. Demerit System**

In order to accurately document a student's compliance with school policies a demerit system will be applied to all students in grades 7 - 12. Students are encouraged to review this list and ensure they are not in violation of items listed. The actual number of demerits awarded as follows:

- Disobedient or rebellious behavior toward faculty/staff = 20 demerits
- Unauthorized possession of electronic devices, cell phones, etc. = 20 demerits
- Skipping class or school = 20 demerits
- Lying or deceiving = 10 demerits
- Public display of affection (PDA) = 10 demerits
- Class disturbance accompanied with a show of disrespect = 10 demerits
- Off-limit areas (e.g., parking lot, hallways) without permission = 10 demerits

- Uncooperative attitude or conduct = 5 demerits
- Class disturbance after being verbally corrected by the teacher = 5 demerits
- Use of foul language / un-Christian speech = 5 demerits
- Dress code violations:
  - o 1st offense = 3 demerits
  - o 2nd and subsequent offenses = 5 demerits
- Chewing gum or eating candy = 5 demerits
- Book not covered:
  - o 1st offense = 3 demerits
  - o 2nd offense = 5 demerits
- Possession of food / drink outside of approved location = 3 demerits
- Writing, passing or receiving notes in class = 3 demerits

The above list of infractions/behaviors is not intended to be all-inclusive. Behavior/infractions that are not listed above are awarded demerits/suspensions after a careful review of each individual occurrence. The assignment of demerits (quantity) and/or suspension/expulsion for these occurrences is at the discretion of the Headmaster or Dean of Students.

Please note that nothing in the Upper School Demerit System or the Veritas Student Handbook is to be construed to limit the Headmaster's authority to ensure a safe learning (academically, spiritually, and physically) environment for students.

The Headmaster or Dean of Students can set aside the demerit system if the student's conduct or attitude becomes uncooperative or rebellious. If this occurs, the parents will be required to meet with the Headmaster before the student can resume classes at Veritas.

Additionally, the Upper School Discipline Policy may be set aside by the Headmaster or Dean of Students, if the action of the student endangers the student, other students, and/or the environment of the school. This is not only limited to physical endangerment, but also spiritual as well.

#### **b. Accumulation of Demerits**

Demerits are tracked on a cumulative basis per quarter, per semester and per year. Accumulated demerits over a quarter require the following actions:

*Per quarter:*

- 10 Demerits = 1-hour detention on Friday, requires a 2-page paper addressing personal conduct
- 15 Demerits = Conference with the Dean and at least one parent/guardian
- 20 Demerits = Student will receive Saturday School
- 25 Demerits = 1-day suspension, parent-student/conference with Dean and 1-week suspension from sports activities

- 30 Demerits = 2-day suspension, parent-student conference with Dean and 2-week suspension from sports activities

\* For international students, all of the above require notification of the student liaison, the student's guardian(s) and the student's parents.

\* For students on a sports scholarship, suspension of sports activities for the remainder of the year also result in the termination of the sports scholarship.

Quarterly demerits are erased at the end of each quarter; however, accumulated totals over a semester or year require the following infractions:

*Per Semester:*

- 35 Demerits = 3-day suspension, a parent-student conference with Headmaster and suspension from sports activities for the remainder of the year.
- 40 Demerits = Student will be expelled

*Per Year:*

- 60 accumulated demerits at any time during the year will result in immediate expulsion from Veritas.

Any student who is demerit-free for one quarter will redeem 20 cumulative demerits.

### **c. Saturday School**

Saturday School is a detention program for Upper School students who have demonstrated an unwillingness to respond appropriately with correct behavior. As a general rule, Saturday School will be assigned after several attempts have been made to encourage the student to correct their behavior. Saturday School will normally be assigned during conferences with the Dean or the Headmaster. Saturday School may also be recommended by a teacher for any infraction less than suspension.

Saturday School will be a minimum of two hours and a maximum of two hours. While attending Saturday School, the students will be required to study or read directly related to their school work. They shall not sleep or engage in any activity that is not directly related to academic work. All students shall wear school uniforms for Saturday School.

There is a \$50.00 fee for each child attending Saturday detention or work detail. Payments will be made on the day of Saturday detention and be given to the teacher or faculty member in charge. Failure to attend Saturday School will result in further disciplinary action as deemed appropriate by the Dean. Payment is required for the missed day and will be added to the student's account.

Assignment to a Saturday School will be announced to the parents and the responsible faculty member by noon on Thursday. Students assigned to Saturday School must present themselves to the faculty member in charge no later than 8:30 a.m. Being tardy to Saturday School will result in additional time being added at the rate of 15 minutes for every 5 minutes late. A one-time postponement per quarter may be granted in an extreme circumstance if an unavoidable conflict occurs. The request for postponement must be made directly to the Dean by Friday, 12:00 p.m. before the Saturday for which they were assigned. After that time, the student will be required to attend and the above no-show policy will apply.

#### **d. Saturday Work Detail**

Saturday Work Detail is an alternate method to correct behavior. Saturday Work Detail will be assigned automatically for the following reasons:

- Accumulation of 20 or more demerits during a quarter.
- Unauthorized use of an electronic device.
- Skipping class, defined as being more than 15 minutes tardy without an excuse. Demerits will also be awarded for skipping class.
- Refusal to obey any teacher or staff member of Veritas. Appropriate demerits will also be awarded for disobedience.

### **SUSPENSION AND EXPULSION**

Attending Veritas Collegiate Academy is a privilege with certain responsibilities. One responsibility is to maintain a consistent standard of behavior, both at school and away from school, that is consistent with a Christian worldview and biblical principles. Therefore, any use of or involvement with tobacco, drugs, alcohol, unwholesome behavior, gambling, cheating, fighting, stealing, lying, disrespect, immorality, or possession of a weapon may result in the student's immediate suspension or expulsion from Veritas Collegiate Academy. Other types of behavior, including but not limited to stealing, defacing property, or leaving school without permission may also be grounds for suspension or expulsion.

Suspended students will serve out-of-school suspensions. Receiving a suspension is a serious occurrence and could jeopardize a student's future enrollment at Veritas Collegiate Academy. A school suspension also results in suspension from participation in sports and activities, including field trips, other school events. No student will be allowed to continue at Veritas if they have attended more than two Saturday School Work Details or received more than three days of suspension in a school year.

#### **1. Consequences of Suspension**

If a student is suspended, the following consequences will occur:

1. The student will be required to serve the suspension at home.
2. The student shall not attend any extra-curricular event for one week (or two weeks if a 2-day suspension).
3. The student may be required to do some in-school or out-of-school research and/or work related to the violation.
4. All academic work must be made up within the normal framework of time, as outlined in the policies for make-up work.
5. The student may be permitted or requested to go before the student body or a group of peers to ask forgiveness for the wrong committed. Public offense - Public apology/Private offense - Private apology

Upon suspension or expulsion of a student the Headmaster or Dean of Students may give the rest of the student body an appropriate statement regarding the basic nature of the offense and purpose of discipline. This action will be designed to:

1. Protect the reputation of student(s) involved from what conclusions others might draw if gossip were the only channel of information.
2. Solicit prayer for those involved.
3. Reinforce the clarity of the school's position regarding the type of behavior in question.

## **2. Cheating**

*Exodus 20:15 - You shall not steal.*

Cheating shall be defined as:

- 1) Copying someone's school work. Students may occasionally be given permission to "work together" either in school or outside the classroom. Even then, students should only help each other, not simply give/receive answers. If students have doubt about the appropriateness of working together, the teacher should be consulted in advance to determine the policy.
- 2) Having another student's homework, test, quiz, or workbook without permission from the teacher of that subject.
- 3) Altering or filling in answers during the grading process to make an item correct. This is cheating whether it is done on his own paper or by the grader.
- 4) Obtaining test or quiz questions and/or answers in advance through unauthorized means. The person who provides access to these is also guilty of cheating.
- 5) Giving answers during a quiz or test, either orally or by intentionally allowing another student to copy them.
- 6) Receiving answers during a quiz or test in any way, e.g., orally, copying from another student, or looking at any source containing answers. Looking on another student's paper or at any other source of information during a testing time is considered cheating whether the student changes answers or not.
- 7) Communicating in any language other than English during a test or quiz is considered cheating and the student will receive a zero.
- 8) Possession of a cell phone during a test or quiz.

Consequences of cheating:

1. Even if the student is not "caught," there is loss of fellowship with God and loss of respect for one's self (personal dignity).
2. If a student is caught cheating, there is a loss of trust and reputation. Parents will be contacted and asked to support the action of the school. Consequences include an automatic grade of zero and possibly suspension or expulsion.



### 3. Plagiarism

Plagiarism is defined as:

- 1) Presenting work that, based on a student's previous work, is clearly not the result of the student's labor, or
- 2) Copying from a source, without reference to that source, to imply that the material is the work of the student. Plagiarized content found in a student paper or project will result in a zero for the paper or the project. This includes plagiarism from written or electronic sources. At a minimum, additional consequences will be applied if the plagiarism was intentional. The Honor Committee composed of faculty advisors/administration will determine the exact penalty for plagiarism. Penalties could include demerits, suspensions and/or expulsion.

### 4. Skipping Class or School

Skipping is defined as a student's intentional avoidance of school or scheduled activities without proper permission. Permission to miss school or its activities must be granted in advance by school leadership. If a student has skipped school, they will be given a minimum of one-day suspension and will be removed from extra-curricular activities for up to five school days. Any missed exams must be taken and the grade will be lowered by 25 points. A student will not receive credit for any other homework or assignments missed.

### 5. Prohibited Items at School

The following items are not to be brought to school and are subject to immediate and permanent confiscation: alcohol, tobacco, drugs, weapons, or electronic devices (e.g., cell phones, I-pods, tablets, etc.) that prohibit or hinder the fulfillment of the mission of VCA. Cell phone are prohibited during school hours, but students may bring them and leave them at the office before school begins and retrieve them after school concludes. Additionally, tablets and personal computers are not allowed during school hours, except when the student are under direct supervision and using the device for academic purposes (i.e., research, writing and thesis). Items such as English translators are to be only capable of language translation and not have web access or social media functions. Electronic devices are to advance academic pursuits and any device that is counter to this purpose will be confiscated.

Additionally, students shall not bring any literature that contains content inappropriate for a Christian school.

### 6. Serious Infractions

If a student commits an act with such serious consequences, the applicable school director may immediately impose suspension or expulsion; however expulsion requires board consent. Examples of such serious misconduct include, but are not limited to, acts endangering the lives of others, violence, or vandalism. Students may be subject to school discipline for serious misconduct that occurs after school hours.

Should an expelled student desire to be readmitted to Veritas Collegiate Academy at a later date, the school board will approve the readmittance and the probationary stipulations as recommended by the headmaster.

## DRESS CODE

Veritas Collegiate Academy is a workplace for teachers and students. Students should dress in a manner that demonstrates their respect for the school. The default dress code for all field trips is the formal uniform, and any exceptions to this rule shall be approved in advance by the Dean of Students or headmaster. Any student not in the proper uniform for a field trip will not be able to participate in the field trip.

For male students, hair must be of a natural color and must be above the collar, eyebrow and ears, and older boys must be clean-shaven at all times. Earrings are not permitted. Proper underclothing must be worn (i.e., t-shirts under all polo or dress shirts; shirts tucked in, and dress socks that are at least calf-high).

For female students, hair must be of a natural color. Nails may not exceed 1/8" beyond the fingertip, and no nail polish may be worn except clear or normal shades of red. Proper underclothing must be worn, and blouses tucked in. Socks will be knee-high when a skirt is worn.

The headmaster or Dean of Students will determine adherence of dress-code policy. They may ban other hygiene practices or appearances that are generally not considered appropriate for attendance at a Christian school. If a student violates these standards, he/she may not be permitted to attend the school or its related functions. A student and his parents may appeal any determination to the board. The decision by the headmaster or the Dean of Students shall be obeyed until the appeal can be heard by the board.

Veritas divides the dress code into "Non-formal Days" (Mondays, Wednesdays, and Fridays) and "Formal Days" (Tuesdays and Thursdays). All uniforms (Formal Day and Non-formal Day) may be purchased through Flynn O'Hara in Virginia Beach.

If there are any questions regarding the uniform policy, please feel free to contact the Dean of Students.

### 1. Non-formal Days (M/W/F)

Students not in compliance with the dress code will receive demerits. Consistent infractions will result in additional measures.

#### a. Girls: Lower and Upper School

- Khaki or navy slacks, skirts or shorts. Skirts and shorts must be 2 inches above the knee or longer. Shorts may only be worn in the months of September, October, April, May, and June
- \* Lower school may wear a skort or jumper that is khaki or navy (longer than 2 inches above the knee)
- Polo shirts must be white, navy, pale pink, pale blue, or pale yellow (long or short sleeved)
- Oxford shirt must be white, pale pink, pale blue, or pale yellow (long sleeved only)
- Appropriate undergarments must be worn (all grades)
- White or Navy turtleneck may be worn under a polo or oxford shirt

- V-Neck Sweater Vest must be navy or white.
- Sweater must be navy (sweater with school logo may be purchased through Flynn O’Hara)
- Navy polar fleece with logo (must be purchased at Flynn O’Hara)
- Brown or Black belt only
- Knee-high socks must be worn with shorts and skirts (white, brown, navy, or tan).
  - \* Option: Tights may be worn with skirts (white, navy or hunter green)
- Shoes must be brown, black, navy.
  - \* Option: Clean, plain, and undecorated tennis shoes are allowed only with the non-formal uniform
- Sandals and boots are prohibited, as are heels higher than ½ inch

**b. Boys: Lower and Upper School**

- Pants or shorts must be khaki or navy. Shorts may only be worn in the months of September, October, April, May, and June (cargo shorts are prohibited)
- Polo shirt must be white, navy, pale pink, pale blue, or pale yellow (long or short sleeved)
- Oxford shirt white, pale pink, pale blue, or pale yellow
- White undershirts must be worn under all shirts and a white or navy turtleneck may be worn under a polo or Oxford shirt
- Sweater must be navy (sweater with logo may be purchased at Flynn O’Hara)
- Navy polar fleece with logo (must be purchased at Flynn O’Hara)
- Brown or Black Belt only
- Socks must be half-calf or higher (white, brown, navy, or tan)
- Shoes must be navy, brown, black or tan Oxfords, loafers, or leather deck shoes.
  - \* Clean, plain, and undecorated tennis shoes are only acceptable on non-formal uniform days.

**1. Formal Days: T/TH/Field Trips**

Students not in compliance with the dress code will receive demerits. Consistent infractions will result in additional measures.

**a. Girls: Lower and Upper School**

- **K-2:** Plaid Jumper with white blouse (long or short sleeve) with round collar and school logo
- **3-12:** Plaid Skirt with white blouse (long or short sleeve) with button collar and school logo
- **7-12:** Plaid tie
- Socks must be navy, cable-knit and knee-high, or tights navy, flat or cable knit
  - \* Optional (7-12): Socks or tights may be hunter green
- Navy sweater with logo
  - \* Optional (7-12): Navy Blazer with two buttons (blazer with logo may be purchased at Flynn O’Hara)
- Shoes must be brown, black, or navy. No heel greater than ½ inch
  - \* Sneakers, sandals, and boots are prohibited on formal uniform days
- Any hair accessory (plaid hair tie, scrunchie, or padded headband)

**b. Boys: Lower and Upper School**

- Khaki twill pants
- Oxford shirt must be white (long or short sleeve)
- Striped tie
- Undershirts must be white and worn at all times
- **7-12:** Navy Blazer with two buttons (blazer with logo may be purchased at Flynn O’Hara)
- \* Optional (7-12): Navy Cardigan sweater
- Brown or black belt only
- Socks must be half-calf or higher and brown, navy, or tan.
- Shoes must be navy, brown, black or tan Oxfords, loafers, leather deck shoes.
- \* Sneakers and white socks are prohibited on formal uniform days

**\*Absolutely no logos or emblems of any kind, except for Veritas Collegiate Academy logos.**

Note: During the school day and inside school buildings, the only outwear acceptable is the blazer or sweater. Other outerwear may only be worn outside school building; however, any outerwear with un-Christian or derogatory sayings, emblems, or insignias are prohibited. Once student is in the building, he or she must be in a complete school uniform with shirts tucked in and belts worn.

## ACADEMICS

### 1. Homework

Veritas Collegiate Academy recognizes that students need homework so they can practice their work and reach their full academic potential. The school also knows, however, that a diet of constant academics with no time for fun or family life is not glorifying to God, nor does it produce a student who loves learning. So, Veritas Collegiate Academy consciously attempts to limit the amount of homework its teachers assign. We do this so families can enjoy life together and struggling students can work with their parents.

At Veritas Collegiate Academy, homework is generally assigned for one of four reasons:

First, students often need some amount of extra practice in specific, new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.

Second, repeated, short periods of practice or study of new information is often a better way to learn than one long period study.

Third, homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use their time wisely. The homework, in this situation, serves a punitive, as well as practical purpose.

Finally, Veritas Collegiate Academy recognizes that parental involvement is critical to a child's education, and homework can be used as an opportunity for parents to actively assist their child in schoolwork. This will also keep the parents informed as to the current topics of study in the class.

The necessity for doing homework will vary from grade to grade and even from student to student. In the early grades (K-2) there is very little, if any, homework. In grades 3-6, homework should be a half hour to an hour per night. In the upper school, students should expect between two to three hours of homework per night.

In order to keep academic work from becoming a distraction during family time, Veritas also curtails homework on special occasions.

## 2. Colloquy Classes

Students in grades 7-12 will have a maximum of two colloquy classes per week. This time is for students to begin to complete homework, extra reading assignments prepare for class, or make up exams. A faculty member monitors this period to ensure a quiet and appropriate atmosphere. Colloquy may not be eliminated without approval of the Headmaster. Students with first period colloquy must report on time each day. Students with last period colloquy will not be allowed to leave early. We ask that parents not schedule appointments during these periods.

## 3. Testing Policy

The following will govern the administration of tests and exams given at Veritas:

- All students will receive an equal amount of time to take their test. Tests are scheduled to be completed during the test / exam period.
- Students are not allowed to leave the room prior to the completion of the test.
- All tests will be announced at least two days in advance. If students are absent on the day the test was announced, they are still responsible to take the test as scheduled or upon the first day they return to school.
- A teacher may cancel a test on or before the end of the school day preceding the scheduled date of the test.
- There is no talking during the testing period until allowed by the teacher. Students should raise their hand to receive permission prior to talking. Students will talk in English only, talking in another language will be treated as cheating. Students who are caught cheating will have their test paper confiscated and will immediately be sent to the Headmaster. They will receive a zero (0) on the test.
- Tests will have a value of 100 points.

### a. Make-Up Test Policy

Students are expected to make up a missed test at the earliest possible date. If a student misses a scheduled test due to arriving late, they will be required to take the test prior to attending the next scheduled class or activity.

– Students who are absent when a test is given must schedule a make-up exam at the earliest possible time. They will be required to take the test on the scheduled date or upon their return to school at the first available period. Exceptions will be made for lengthy absences.

The classroom teacher or colloquy supervisor will administer all make-up tests. Students are to report to the classroom teacher upon their return to school to determine when to make up any missed tests.

– Normally students should have no more than two tests per grade level per day. However, this does not include make-up tests due to illness, pre-planned absence, or athletic events. Consideration will be given to the student's length of absence and workload when make-up tests are scheduled.

#### **b. Semester Exams**

Students in grades 7-12 will take semester exams at the end of each semester. The exams will be 120 minutes and cover all material taught in class as explained by the teacher. These exams are given during the last week of the semester and are completed within the exam schedule. They will count as 20% of the semester grade. Only seniors will be exempt from second semester exams if they have a semester average of 93% or higher in that specific class.

### **4. Grading**

At Veritas Collegiate Academy all grading is done on a percentage basis. When teachers return graded work to the student, it will have at least one percentage grade on it. Veritas Collegiate Academy has one grading scale:

Numeric	Letter	4 Point Scale	HONORS	AP/DUAL CREDIT
100	A+	4	4.33	4.67
99	A+	4	4.33	4.67
98	A+	4	4.33	4.67
97	A	4	4.33	4.67
96	A	4	4.33	4.67
95	A	3.667	3.997	4.337
94	A-	3.667	3.997	4.337
93	A-	3.667	3.997	4.337
92	B+	3.333	3.663	4.003
91	B+	3.333	3.663	4.003
90	B+	3.333	3.663	4.003
89	B	3	3.33	3.67
88	B	3	3.33	3.67
87	B	3	3.33	3.67
86	B-	2.667	2.997	3.337
85	B-	2.667	2.997	3.337
84	C+	2.333	2.663	3.003
83	C+	2.333	2.663	3.003
82	C+	2.333	2.663	3.003
81	C	2	2.33	2.67
80	C	2	2.33	2.67
79	C	2	2.33	2.67
78	C	2	2.33	2.67
77	C-	1.667	1.997	2.337
76	C-	1.667	1.997	2.337
75	C-	1.667	1.997	2.337
74	D+	1.333	1.663	2.003
73	D+	1.333	1.663	2.003
72	D	1	1.33	1.67
71	D	1	1.33	1.67
70	D	1	1.33	1.67
69	F	0		

Some work will have more than one grade on it. For instance, a History test may have three percentage grades on it. One to describe how well the students knew the facts about History. The second percentage could be a spelling grade. This grade will be figured into the student's quarterly spelling average. The third percentage could be a grammar grade. This grade will be figured into the student's quarterly grammar grade. Spelling and grammar count and on all graded work submitted at Veritas Collegiate Academy.

## 5. Academic Probation

Academic probation is a procedure used at Veritas Collegiate Academy to motivate students. Students are required to maintain a Grade Point Average (GPA) of 2.5 or above over any two consecutive quarters. If a student's GPA falls below 2.5 over two consecutive quarters, or if a student's GPA falls below 1.5 at any time, the student will be placed on academic probation.

If a student is placed on academic probation, he will be ineligible for any extracurricular activities during the following quarter and a parent teacher conference will be scheduled.

If after the next quarter the student's cumulative GPA has not risen above 2.5, an academic board will determine whether or not to expel the student.

## **6. Extra Credit**

Veritas Collegiate Academy allows teachers to give extra credit assignments to students; however, a quarter or semester grade cannot exceed 100%.

## **7. Extra Curricular Activities**

Extracurricular activities at Veritas Collegiate Academy are organized, school-sanctioned activities providing student participation and enrichment beyond the normal academic program. These activities generally begin in the Seventh Grade. Participation in activities that occur outside of regularly scheduled class time is voluntary. Examples of extracurricular activities are student organizations and clubs, athletics, drama, special music groups, debate, etc. All extracurricular activities are intended to align with the established philosophy, purpose and standards of Veritas Collegiate Academy, and are to be approved by the Headmaster.

Extracurricular activities at Veritas Academy shall remain within these guidelines. They shall in no way hamper or detract from the academic and curricular activities of the students. Students must have parental permission before they can be involved in any extracurricular activity, and must maintain a GPA above 2.0. A Veritas staff member must be the coordinator of any extracurricular activity. If a qualified staff member cannot be found, a parent or adult may be a coach or coordinator. This person must be a Christian and an outstanding example of Christian character. If any funds are required to have an extracurricular activity, the families that are involved in the activity must pay for the participation of their children unless money is specifically budgeted for this activity.

## **8. Field Trips**

Field trips are an excellent opportunity for Veritas Collegiate Academy students and families to enjoy learning new things. Teachers issue field trip permission forms two weeks before the date of the field trip. If the trip is to be an overnight trip, teachers will submit the permission slips one month in advance so that parents can plan time off of work in order to accompany their child. Students will not be eligible to go unless the school has received the completed field trip permission form and any money that is required for the student to attend this field trip.

When students travel on field trips they must do so safely. Parents or qualified drivers will be used. Parents will only be allowed to transport the number of students according to the number of seat belts available in their vehicle.

Field trips are times when students represent Veritas Collegiate Academy. Students must always be in the formal uniform and must always behave in an appropriate manner. If students are disruptive on field trips, they may not be allowed to continue on the current field trip or might not be allowed to attend one



or more future trips.

As students grow older, their field trips will become more interesting and last longer. Some trips will be offered that require a student to stay overnight away from Chesapeake. On these trips, students will only be allowed to attend if they are with their parents, or if their parents have made arrangements for them to be chaperoned by another family or adult, especially when the student is participating in our International Field Trip. Families are always encouraged to go on all trips.

## **9. Book Covers**

All textbooks shall have book covers from the beginning of the second week of each semester. The reason for book covers is to prolong the life of the book and thus be good stewards of the materials that the school has loaned us. Contact paper is not to be used.

# Awards and Honors

## **1. Academic**

On the last day of each school year, Veritas Collegiate Academy has an awards ceremony. At this ceremony the parents, staff, faculty and student body take time to recognize and honor those students that have achieved the highest levels of academic excellence for that school year. The academic honors that the school presents are given at two levels.

***Summa cum laude*** (with highest honors): Students that receive this award have made an “A” in every academic subject in each quarter. This means that every grade on their report card is at 93% or above. In Upper School, this award will be given to students that have maintained a 4.0 Grade Point Average for the entire year.

***Magna cum laude*** (with high honors): In Lower School, students that receive this award have maintained an “A” average in every academic subject the entire year. This means that the average of their quarterly percentages is 93% or above. In Upper School, students will win this award by having a GPA of 3.75 or above.

## **2. The Christian Character Award**

Each year Veritas Collegiate Academy chooses four students, a boy and a girl in the Grammar School and a boy and girl in the Secondary School as recipients of the Christian Character Award. This award is given to honor the students chosen by the faculty as leaders and examples on the basis of Christian Character. On the last day of school, during the awards ceremony, the winners of the Christian Character Award are announced.

## **3. Volunteer of the Year**

Veritas Collegiate Academy could not exist without the faithful and sacrificial volunteer work of many people. At the end of the year awards ceremony, an award is presented to the parent that has been voted

the best volunteer at Veritas for that year. The award tries to take into account people who are consistent daily volunteers in small things and people who spend a lot of time on one large event.

## Promotion

Veritas Collegiate Academy is committed to maintaining high academic standards and challenging students. One of the ways in which we do this is through having challenging objective and subjective standards of promotion.

### 1. Grammar School

In grammar school, these are the standards for promotion:

- A student must average at least 70% in math, reading, linguistics, and English grammar.
- They must have no more than one quarterly grade of “F” in any of the other academic subjects.
- They must have no more than two report card (quarterly) grades of “F” in any subject.

In addition to the objectives above, students must demonstrate mastery of certain skills to move on to the next grade:

**To First Grade:** (1) demonstrate behavioral maturity (i.e., the ability to control themselves and not be a distraction to other students in an academic setting); and (2) reading readiness as determined by the school staff.

**To Second Grade:** (1) read silently and orally with adequate speed; (2) use correct phonetic skills to decode words; (3) comprehend books at their reading level; (4) write in complete sentences with neat handwriting; and (5) be able to add two digit numbers with at least 70% accuracy

**To Third Grade:** (1) read fluently and independently from this school's 2nd Grade level books; (2) write neatly; (3) identify the basic parts of speech; and (4) have the ability to add and subtract two digit numbers with at least 70% accuracy

**To Fourth Grade:** (1) maintain mastery of the previous requirements; and (2) reach a 70% mastery of the curriculum goals for Third Grade.

**To Fifth Grade:** (1) maintain mastery of the previous requirements; and (2) reach a 70% mastery of the curriculum goals for Fourth Grade.

**To Sixth Grade:** (1) maintain mastery of the previous requirements; and (2) reach a 70% mastery of the curriculum goals for Fifth Grade.

**To Upper School:** (1) maintain mastery of the previous requirements; and (2) reach a 70% mastery of the curriculum goals for the Lower School

## 2. Upper School

In order to gain promotion to the next grade level, students must: (1) maintain a 2.0 GPA; (2) maintain mastery of all grammar school objectives; (3) demonstrate a solid understanding of the foundational elements of both formal and informal logic (i.e., syllogisms, informal fallacies, etc.), which is a concern in the Seventh through Ninth Grade; and (4) demonstrate a growth in their understanding of rhetoric, both in practice and in conceptual understanding, which is a concern in the Tenth through Twelfth Grades.

## Schedules, Programs and Graduation Requirements

Veritas Collegiate Academy students are required to complete a prescribed course of study in accordance with the established guidelines of the Commonwealth of Virginia and in keeping with all associated accrediting agencies. Veritas students are required to pursue and complete the College Preparatory Diploma program, which meets or exceeds the state requirements.

### 1. Class Schedules: Logic School

#### 7<sup>th</sup> Grade

Omnibus I  
Math 8/7 or Pre-Algebra  
General Science  
Latin I  
Logic I  
Composition 7  
Art 7  
Colloquy

#### 8<sup>th</sup> Grade

Omnibus II  
Pre-Algebra, Algebra I or  
Geometry  
Physical Science  
Latin II  
Logic II  
Composition 8  
Music 8  
Colloquy

#### 9<sup>th</sup> Grade

Omnibus IIB  
Algebra I, Geometry, or  
Algebra II  
Biology  
Rhetoric  
Latin III  
Spanish I  
Elective  
Colloquy

### 2. Class Schedules Rhetoric School

#### 10<sup>th</sup> Grade

Omnibus IIIA  
Geometry, Algebra II, or Pre-  
Calculus  
Chemistry  
Latin IV  
Spanish II  
Elective  
Elective  
Colloquy

#### 11<sup>th</sup> Grade

Omnibus IIIB  
Algebra II, Pre-Calculus,  
Calculus  
Anatomy & Physiology or  
Physics  
Spanish III  
Junior Thesis  
Elective 1  
\*Elective 2  
Colloquy  
\*Second Elective may include  
an internship

#### 12<sup>th</sup> Grade

Omnibus IV  
Pre-calculus or Calculus  
Anatomy & Physiology or  
Physics  
Spanish IV  
Senior Thesis  
Elective 1  
\*Elective 2  
Colloquy  
\*Second Elective may  
include an internship

### 3. Omnibus Schedule

7th grade	I (ancient through the fall of Jerusalem in 70 AD)
8th grade	IIA (the medieval period)
9th grade	IIB (Renaissance, Reformation, Enlightenment)
10th grade	IIIA (18th & 19th centuries)
11th grade	IIIB (20th century - present)
12th grade	IV (back to ancients, worldview)

### 4. Veritas Collegiate Academy Diploma (9-12)

#### Subject Area Credits

Omnibus (History and Literature): 8 credits

Mathematics: 4 credits

(Series to include Algebra I or Geometry, Algebra II, Pre-Calculus, Calculus)

Laboratory Sciences: 4 credits

(Series to include Biology, Chemistry, Physics, and Anatomy & Physiology)

Foreign Language: 4 credits

Rhetoric: 1 credit

Thesis: 2 credits

(Series to include Junior Thesis and Senior Thesis)

Art: 1 credit

Music: 1 credit

Apologetics: 1 credit

Electives: 2 credits

#### **TOTAL: 28 credits**

\*Note: Some graduation requirements may be waived for students entering Veritas after ninth grade.

#### *Additional requirements:*

- All candidates for graduation must be in good standing with administration and faculty in relation to academics, conduct and character.
- Students must complete 80 hours of approved community service / Internship for each year of high school enrollment at Veritas Collegiate Academy.
- All prospective graduates must successfully complete the Scholastic Achievement Test (SAT) and have scores on file in the main office before receiving a diploma regardless of their plans for college.
- Beginning with the class of 2010, all students are required to graduate with a minimum GPA of 2.0 (C) on a 4.0 scale

# Communication

## 1. Grammar School (Grades K-6)

The Grammar School at Veritas Collegiate Academy uses the binder to aid the transport and collection of students' work and communication between teachers and parents. In addition to this, teachers stay in close communication with parents by having conferences with the parents.

### a. Phone Calls

In the Lower School, teachers will be calling all of the parents in their classes. In this conversation, they will communicate pertinent information to the parents about their child's academic progress and any disciplinary concerns that they might have. Parents are also able during these calls to ask questions. Parents are asked to consider the teacher and other parents and to normally keep these phone calls at no more than fifteen minutes. If parents have a concern that might take more time to discuss they should schedule a time for a phone conference, or set a time for a meeting with the teacher. When teachers call a family, they will ask for the head of the household. Teachers are instructed to do this in order to honor the responsibility that God's Word places particularly on fathers concerning the education of their offspring (See Ephesians 6:4 and Deuteronomy 6:4-7). Veritas asks that fathers make themselves available for these calls, and if necessary set times when the teacher can have a scheduled phone call.

## 2. Upper School (Grades 7-12)

In the Upper School, more privileges and responsibilities are given to the students. One of the responsibilities that they are given is the responsibility of taking their homework home to their parents in an orderly manner. At the beginning of seventh grades, students will no longer be on the binder system. They will be responsible to make sure that their parents see their work. At this point, managing and organizing their work will be the job of the student and parents. The school will try to help students who are struggling with organization and work together with parents to hold these students accountable.

### a. Phone Calls

In the Upper School, the practice of monthly phone calls will continue. Teachers will discuss with the heads of household how their children are progressing in class. They will also be monitoring the progress of his students with the other areas in the Upper School. If a student is struggling in any subject, it will be communicated during this monthly call.

## 3. Communication from the Office

### a. Parental Communiqué

Our primary forms of communication with parents will be through email, Remind text messages, the

Veritas website, take-home flyers and the weekly Spartan newsletter. We encourage parents to regularly check your email and visit the website. Take-home memo will be sent home with your children with necessary updates. Please remember to check your child's take-home papers regularly so that you do not miss out on important communication.

## **b. Disciplinary Calls**

If a student is sent to the Dean's or Headmaster's office, a call will be placed to the parents. The Dean or Headmaster will explain the offense that has been committed and the disciplinary action that he has taken. He will also explain any further ramifications (i.e., suspension or expulsion) of the misbehavior.

## **4. Publications and Notification of School Events**

It is important that school programs meet the same standards for quality and content established in the educational programs at Veritas. In addition, the same standards for student conduct established at the school are to be maintained at all school events.

While Veritas Collegiate Academy understands that its mission is to assist parents in the godly upbringing of their children, it also realizes that certain events and activities that do not fit into the category of an academic endeavor contribute to producing a well-rounded student. Because of this, Veritas Collegiate Academy sponsors official school events. These events will be in agreement with the general goals and aims of Veritas Collegiate Academy. They will be attended by or supervised by a Veritas Collegiate Academy staff member, and they will generally be open to the entire student body or some section of the student body along with their families. These events will generally be part of the school calendar and they will be publicized and promoted by the school.

While Veritas Collegiate Academy understands that there are many worthy community, church and social events, it will, however, only publicize and promote school events through its primary communication methods.

## **5. Weekly *Spartan* Newsletter and Other Forms of Communication**

The weekly *Spartan* newsletter will be the primary method of communicating the following week's activity to families. The *Spartan* will be sent via email, as will other important information. If you believe that an event is a school activity and would like it to be communicated, please send a typed note to the Director of Advancement explaining the activity, including the wording for the event that you would like to be advertised. Veritas Collegiate Academy recognizes that there are many worthwhile public events in local churches, social organizations, and community groups; however, we simply cannot publicize all of these events. Additionally, postings to the school website, Veritas Facebook page and VCA Community Group also need to be directly related to the function and purpose of the school.

## **a. Invitations**

Invitations to a student party may be distributed in class **ONLY** if the student is inviting the entire class. If they are not inviting all students in the class, we ask parents to mail the invitations.

## **b. Other Literature**

We know that many issues will come along about which many parents in our school may feel strongly. Students at Veritas are not, however, allowed to bring literature to school to pass out to other students unless that literature has been pre-approved by the Director of Advancement.

# MISCELLANEOUS

## **1. Visitor Policy.**

Parents are allowed to visit the school for specific events as described in the *In Loco Parentis* section. However, school doors will be locked during school hours, and visitors must ring the front office with the buzzer at the school entrance. Visitors will be met at the door and escorted to the office. All visitors, including parents, must adhere to the visitor policy as listed below.

- All visitors must register in the school office prior to visiting the classroom, playground, etc.
- All visitors must wear a visitor identification sticker in a visible place.
- All visitors must provide prior notice to the school to arrange the visit. Visitors may contact the school via the website: <http://www.veritasca.com/contact>.
- Visits with teachers must not be during class time.
- Upon completion of the visit, visitors must return to the office to return materials and enter departure time in the Visitor's Log.
- Administrators shall have the right to adapt or set aside the above procedures in event of special activities such as assembly programs, athletic events, or musical performances.

## **2. Dealing with Conflict**

In Matthew 18, the Lord gives instruction concerning the manner in which Christians should settle disagreements. The process has three steps. The first and crucial step is going to the offending party personally. The second step consists in going to the person and bringing another Christian along to serve as a witness. The final step consists in bringing the dispute before the Elders of the church for a final ruling.

This process has but one goal: restoration of the relationship between Christian brothers. As parents, administrators, teachers and students at Veritas Collegiate Academy, we must never lose sight of this goal. It is important to note that Christ provided a process that settled disputes quietly. In most cases, problems can be worked out in a one-on-one manner, and no one in the broader community needs to know.

One thing that the Devil uses to keep us from reaching the goal of restoration and unity is gossip. Talking about a dispute or problem behind someone's back only works against Christ's intention for the dispute to be handled quietly and graciously. Gossip is diametrically opposed to Christ's commands concerning dealing with others. It drags other people into a dispute that they are not part of and harms the reputation of another without giving him any chance to defend himself. For these reasons, we must refuse to resort to this type of destructive behavior and refuse to listen to others who would delve into this sin as well.

Although Christ's words occur in an ecclesiastical (or church) setting, they establish principles that apply to all of life. Veritas Collegiate Academy is committed to handling disputes and disagreements in this manner. In a sinful world, it's inevitable that there will be disagreements and disputes. As parents serve as instructors in and examples of godliness to their children, they must demand that their children handle disputes in this way and seek to constantly force themselves to behave in this manner.

Basically, the principle is simple: When someone has a problem with someone else whether it is a Board Member, administrator, teacher, parent or student, go directly to them and talk about it with them. This sort of action does take courage, but it is an action that the Lord requires of us. Generally, relationships are mended when things are handled in the one-to-one manner. Sometimes, however, the problem can not be solved at this level. For instance, imagine that a parent thinks that a teacher is assigning too much homework for their child. The first natural reaction might be to call the Headmaster and complain about the teacher. If the parent makes this call to the Headmaster at Veritas, they will receive one answer, "Have you talked to the teacher about it?" Instead of calling the Headmaster, the first person to call is the teacher.

When calling the teacher, a parent might learn that the last week was an irregular week, but that the pace will slow in the next week. They might also discover that their child has not been using their classroom times wisely and that this problem has caused them to have more homework. In any case, the problem might well be settled. If it is not, however, the parent needs to make an appointment for a meeting with the Headmaster. At this meeting both the parents and the teacher will be there to discuss the problem with the Headmaster. Hopefully, resolution and restoration will occur at this juncture. If not, however, then the disputing parties, along with the Headmaster, will come before the Board and a final ruling will be made.

### **3. Controversial Subjects**

Veritas Collegiate Academy recognizes the diversity of views on some subjects that will arise in the course of a student's education. Veritas defines a controversial subject as one "which Christian families and churches commonly consider divisive where the school has not taken an official position, whether or not the introduction of the topic was planned by the teacher or brought up by a student." Examples of such topics would include: environmentalism, the War Between the States, the old earth / young earth debate, partisan politics, etc.

Controversies also arise in the area of theology. Veritas Collegiate Academy has a Statement of Faith that is contained at the beginning of this handbook. Everything contained in the Statement of Faith is



considered “primary doctrine” and therefore will not be treated as controversial. This would include things such as the inspiration of the Scriptures, the deity of Christ, and the reality of sin. Veritas Collegiate Academy will teach these things unswervingly and without apology.

At Veritas, controversial subjects will be handled carefully. If in the course of teaching a class, a controversial subject arises, the teacher will handle it in one of two ways. If the discussion of this controversial subject will not help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all. If, however, a controversial subject or arises, and the teacher believes that the discussion of that topic will help achieve the goals set for that subject, the teacher may take a different course of action. He will, as necessary, instruct the class on the responsibility of Christians to be charitable in debate. He will instruct the class on their responsibility to honor the teaching they have received from their parents on this subject. The teacher will explain both sides of a controversial subject fairly and evenhandedly, presenting each side to the best of his abilities.

Teachers will also refrain from pursuing tangents or other unplanned subject matter that will lead to possible mishandling or poor teaching of the topic. If necessary, teachers will send a note home to the parents of each student involved in the discussion on the same day the discussion occurs, or if possible, before the discussion occurs to prepare parents for the controversial subject or secondary doctrine that the students are about to cover.

The teacher is to remember that according to Scripture and a highly-stated goal of Veritas Collegiate Academy, he is to be serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. He is to encourage a gracious and scholarly attitude on the part of the students.

Teachers may express their beliefs on controversial subject. They must also, when expressing their beliefs, provide balance by presenting opposing views as accurately and fairly as possible.

#### **4. Learning Disabilities**

Veritas Collegiate Academy often receives inquiries as to whether it will accept children with learning disabilities. As a school, Veritas distinguishes between two categories of learning disabilities.

The first category is that of “severe learning disabilities.” These are conditions that would require a separate classroom, program, and additional staff in order to provide the educational services desired by the parents and needed by the students. These conditions would include Down's syndrome, deafness, blindness, *etc.* At the present time, Veritas Collegiate Academy cannot admit students with “severe learning disabilities” because it does not have the resources to adequately provide for them.

The second category is simply “learning disability.” These are conditions that would not require a separate classroom, programs, or additional staff in order to provide the desired services. Included in this are hyperactivity, Attention Deficit Disorder, dyslexia, etc.

Children with the second category of disability will be admitted. They are required to meet the same academic standards as all other children in their grade level. They will also be held to the same disciplinary standards to which all of the other children in class will conform. They will be given the same amount of individual instruction and encouragement as their peers.

Because of the controversial nature of and treatment of this second category of “learning disability”, Veritas Collegiate Academy has laid down policy in this area. Many times, when a child is diagnosed with this second category of “learning disability,” drugs are prescribed for the child. These drugs are used to control the behavior of these children or to enhance the performance of these students in the classroom by enabling them to control their behavior. Parents are permitted to give these drugs to their children, if they desire. The faculty, staff, and administration of Veritas Collegiate Academy, however, will in no way aid in the administration of any drug that is deemed to be a drug that is administered for the purpose of modifying or regulating the behavior of a student.

## **5. Medication Policy**

Before a school staff member will issue medication to a student, written parental permission must have been received and approved by the Headmaster.

The school will maintain a written health information record from parents on each student at Veritas Collegiate Academy. The form will include questions as to whether the school staff may administer Tylenol or Calamine medications on an “as needed” basis. Without written permission, school staff may not administer such medications.

Under no circumstances will Veritas staff administer performance-enhancing drugs to students. “Performance enhancing” drugs are defined as “any medication, prescription or over the counter, that has as a primary purpose to alter the behavior of the individual receiving it (i.e., Ritalin, etc.)”

Under no circumstances may a student possess any form of medication at Veritas. This would include any prescription or over the counter medication including, but not limited to, Tylenol, Midol, or cold medication.

## **6. Illness**

### **a. When a Student is Ill**

During the school year, particularly when the weather gets colder, Veritas Collegiate Academy, like other schools, gets hit with waves of illness from time to time. In order to keep illnesses from spreading, the Headmaster urges parents to carefully examine their children before they send them off to school. Veritas Collegiate Academy has no perfect attendance award, and while zeal in one’s studies is a thing to be prized, risking the health of others is not worth it.

When students are ill, the administration asks the parents to call the school and inform them of the illness. The school asks parents to do this so that the office can know why a student is not in class. The

schools main concern is to protect the student and to make sure that students who are riding the buses or driving to school have either made it safely to school or are staying home according to the wishes of their parents. So, if the office does not know that a child is ill, and the child is not at school in the morning, parents can expect a call from the school to check and make sure that everything is all right.

### **b. Serious Diseases**

Veritas Collegiate Academy wants to do all that it can in order to protect its students. One thing that Veritas will attempt to protect its students from being exposed to is a serious disease (i.e., one that is life-threatening or causes permanent bodily damage) that can be communicated from one person to another. If a parent becomes aware that their child has contracted one of these diseases, they must communicate this to the Headmaster. When the Headmaster becomes aware that anyone involved at Veritas Collegiate Academy has contracted a serious communicable disease, he will immediately contact the parents of the student. He will also take necessary measures to prevent the further spread of the disease. This might mean removing the student from class or requiring them to stay home from school until the disease is no longer communicable. Veritas Collegiate Academy also reserves the right to call local health officials or the Center of Disease Control in Atlanta, Georgia when it discovers that a student, faculty member, or administrator has contracted a serious communicable disease in order to obtain more information concerning the disease.

Veritas Collegiate Academy cannot be held responsible if a serious communicable disease is introduced to the school without its knowledge.

## Signature Acknowledgment

I, \_\_\_\_\_,

**Have read all the preceding pages of the Parent/Student Handbook, and am in agreement with the Educational Philosophy of Veritas, the Admissions Policy, the Statement of Faith, and all other policies of Veritas Collegiate Academy.**

**I am also aware of and in agreement with the policies concerning student debt, the guidelines of conduct/discipline/demerit system, grading procedures, dress code and attendance set forth herein.**

**Additionally, I hereby agree to abide by the policies and procedures of Veritas Collegiate Academy and am aware that by violating any of the policies of the school, my attendance may be terminated by the headmaster.**

Name \_\_\_\_\_  
**Student Signature**  
**(if over 7)**

Name \_\_\_\_\_  
**Parent/Guardian Signature**

**\*\*Please sign and return this page to the school office**

Attendance at Veritas Collegiate Academy is contingent upon student and parent signing and submitting this policy acknowledgment

Revised 11/13/15

**ADDENDUM: ANNUAL SUPPLEMENT  
2017-2018**

**2017 – 2018 School Calendar - Important Dates**

<b>August 28<sup>th</sup> – 31<sup>st</sup></b>	<b>New/International Student Orientation</b>
<b>August 31<sup>st</sup></b>	<b>Parent/Student Orientation Night</b>
<b>September 5<sup>th</sup></b>	<b>1<sup>st</sup> day of School</b>
<b>September 20<sup>th</sup> – 23<sup>rd</sup></b>	<b>Annual School Retreat</b>
<b>October 9<sup>th</sup></b>	<b>Columbus Day – NO SCHOOL</b>
<b>October 24<sup>th</sup></b>	<b>School Picture Day</b>
<b>November 3<sup>rd</sup></b>	<b>End of 1<sup>st</sup> Quarter</b>
<b>November 6<sup>th</sup></b>	<b>Teacher Work Day</b>
<b>November 8<sup>th</sup></b>	<b>Report Cards Issued</b>
<b>November 10<sup>th</sup></b>	<b>Veterans Day – NO SCHOOL</b>
<b>November 21<sup>st</sup></b>	<b>½ Day of School – Dismissal at 11am</b>
<b>November 22<sup>nd</sup> – 26<sup>th</sup></b>	<b>Thanksgiving Break</b>
<b>December 15<sup>th</sup></b>	<b>½ Day of School – Dismissal at 11am</b>
<b>December 16<sup>th</sup> – January 1<sup>st</sup></b>	<b>Christmas Break</b>
<b>January 2<sup>nd</sup></b>	<b>School Resumes</b>
<b>January 15<sup>th</sup></b>	<b>MLK Day – NO SCHOOL</b>
<b>January 26<sup>th</sup></b>	<b>End of 2<sup>nd</sup> Quarter</b>
<b>January 29<sup>th</sup></b>	<b>Teacher Work Day</b>
<b>January 31<sup>st</sup></b>	<b>Report Cards Issued</b>
<b>February 19<sup>th</sup></b>	<b>Presidents Day – NO SCHOOL</b>
<b>March 29<sup>th</sup></b>	<b>½ Day of School – Dismissal at 11am</b>
<b>March 30<sup>th</sup></b>	<b>Good Friday – NO SCHOOL</b>
<b>March 30<sup>th</sup></b>	<b>End of 3<sup>rd</sup> Quarter</b>
<b>March 31<sup>st</sup> – April 8<sup>th</sup></b>	<b>Easter Break</b>
<b>April 11<sup>th</sup></b>	<b>Report Cards Issued</b>
<b>April 26<sup>th</sup></b>	<b>Class Picture Day</b>
<b>April 27<sup>th</sup></b>	<b>Spring Individual Picture Day</b>
<b>April 30<sup>th</sup> – May 4<sup>th</sup></b>	<b>Teacher Appreciation Week</b>
<b>May 28<sup>th</sup></b>	<b>Memorial Day – NO SCHOOL</b>
<b>June 2<sup>nd</sup></b>	<b>Commissioning and Commencement</b>
<b>June 7<sup>nd</sup></b>	<b>End of 4<sup>th</sup> Quarter – Last Day of School</b>
<b>June 8<sup>th</sup></b>	<b>Teacher Work Day</b>