

VERITAS ACADEMY  
Parent Student Handbook



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## I. INTRODUCTIONS

### A. Welcome from The Head of School

In thinking about this revision of our Parent / Student Handbook, I wanted you to have a sense of what this document is and how you, as a parent or student at Veritas Academy, might use this document profitably.

This is probably not a document that you will read from cover to cover or memorize. It is a document that tells you what our school is all about and how we handle common situations in addition to answering questions that you might have concerning why or how we do what we do.

Now, you could visit the school, call, or email someone at Veritas to find the answer to your question (and we really want you to come and visit!) but many times you or your child might have questions. They sound something like these: “What are the uniform rules for my field trip tomorrow?”, “When is tuition due?”, or “Is my 8<sup>th</sup> grader on a quarterly system or are grades done by semester for him/her?” Hopefully, this handbook will answer many of these questions, even if they come up in the middle of the night, and thus might lead to a better night’s sleep for you and your child!

I hope you enjoy this handbook. If you have any feedback, please contact me at [tyfischer@veritasacademy.com](mailto:tyfischer@veritasacademy.com).

## II. CORE COMMITMENTS

### A. Vision Statement

To be a community connecting students with truth, beauty, and goodness for Christ’s calling. We achieve the vision by honoring, upholding, and affirming our mission to cultivate loving, serving, thinking students in all we do.

### B. Mission Statement

To cultivate loving, serving, thinking students through classical Christian education.

### C. Statement of Faith

Veritas Academy affirms the following beliefs as set forth in the Nicene Creed:

## NICENE CREED

We believe in one God the Father Almighty, maker of heaven and earth, and of all things visible and invisible: And in one Lord Jesus Christ, the only-begotten Son of God; begotten of his Father before all worlds, God of God, Light of Light, very God of very God; begotten, not made; being of one substance with the Father; by whom all things were made: who for us men and for our salvation came down from heaven, and was incarnate by the Holy Ghost of the Virgin Mary, and was made man: and was crucified also for us under Pontius Pilate; He suffered and was buried: and the third day he rose again according to the Scriptures: and ascended into heaven, and sitteth on the right hand of the Father: and He shall come again, with glory, to judge both the quick and the dead; whose kingdom shall have no end. And we believe in the Holy Ghost, the Lord, and Giver of Life, who proceedeth from the Father and the Son; who with the Father and the Son together is worshiped and glorified; who spoke by the Prophets: and we believe in one holy catholic and apostolic Church: We acknowledge one Baptism for the remission of sins: and we look for the Resurrection of the dead: and the Life of the world to come. Amen.

Veritas Academy also affirms the following, based on a Protestant and Reformed view of the Christian faith:

- We believe that the sixty-six books of the Holy Bible are the only inerrant, written Word of God and therefore, our final authority in all matters of faith and practice.
- We believe that fallen humans can only be saved by the grace of God, on the basis of the work of Jesus Christ alone, through faith alone, for the glory of God alone.
- We believe that God created the universe out of nothing and that mankind is a special creation of God made in God's image. God created the two historical persons, Adam as a male and Eve as a female, and brought them into the covenant of marital union. Therefore, we affirm that gender differences, marriage, and sexual intimacy between a man and a woman is the God-designed, created order.

## **D. Core Values**

As we make decisions that will fulfill our mission "to cultivate loving, serving, thinking students" we want to make decisions based on the following deeply held values:

**Reflecting Christ**—God sent His Son to redeem sinful people and our fallen world. Our response to this grace must be gratitude toward God and grace toward others giving up our lives for theirs: protecting the needy, the young, and the vulnerable.

**Excelling with Humility**—Christ humbled Himself to save His people. As we learn and grow, we will fight against pride while growing toward our fullest potential and God’s calling on our lives.

**Joyful Learning**—We strive to love learning and to delight in all that is good with sincere hearts.

**Tradition Affirming**—We affirm the great tradition of learning in the Christian West and the doctrines of the Protestant Reformation. We stand on God’s Word and we value the Great Books and the classical method of education. We build on this foundation creating a school culture that binds us to this grand tradition.

**Supporting Families**—Veritas supports our families. Our goal is not to replace parents but instead to assist parents in their calling.

### III. Admissions

#### **A. Grammar & Secondary**

When parents wish to enroll a child, as a new student at Veritas Academy, all sections of the application and corresponding documents must be completed, the application signed, and non-refundable application fee paid. Applications are considered in the order in which they are completed. Upper School students (7-12) must sign our Upper School Code of Conduct, acknowledging their willingness to personally uphold and live out its principles.

After the completed application and documents are received, a parent interview is scheduled. All parents or legal guardians of prospective students are required to interview to allow the Veritas Academy Admissions Committee to determine if the parents/legal guardians seek an education for their child consistent with the classical Christian educational philosophy of Veritas Academy. The interview plays a significant role in the application for admissions.

A placement test is also required for all new applying students. Placement tests are only given to those children whose parents/guardians have applied for admission. A copy of the most recent report cards (or home school evaluations) and standardized testing is required for all students transferring to Veritas. Other required forms include physical exam form signed by a doctor, a copy of the student’s birth certificate, and previous student/health records.

A student’s placement at any grade level is contingent upon the student’s ability measured by placement testing, interaction with testing teacher, previous school records, and most recent standardized tests. After the placement test is reviewed by the administration, an administrator will make a call to the parents to discuss the results. Students may be accepted on grade level without any provisions, accepted on grade level with provisions (i.e. tutoring or remedial work required), accepted with a grade placement change, accepted but placed on waiting list due to full class, or not accepted.

Parents or Legal Guardians of students selected for a class will typically have two weeks to accept their placement in the class. Acceptance of placement is determined by completing the enrollment form. If they fail to respond or reject the placement, the school will contact the family (typically by phone) and then proceed to move the first student on the waiting list into the class and inform the parents or legal guardians of that student (typically by phone) that he/she has been placed in the class.

While Veritas Academy does not require parents or families to personally agree with Veritas Academy's foundational statements, because Veritas Academy comes together as a community to communicate, affirm, and live out the Christian faith according to its foundational statements, it does require parents and families to agree that their children may be taught according to Veritas Academy's foundational statements and avoid being vocally or openly oppositional to Veritas Academy's foundational statements.

Veritas Academy does not discriminate in its admissions process or in the administration of policies, hiring, or other school-sanctioned programs. Veritas Academy welcomes all families and students who see benefit in a Veritas Academy education and who are supportive of the school's mission and vision as expressed in its foundational statements.

A student's enrollment at Veritas Academy may be forfeited at any time if a cooperative spirit is not maintained in complying with foundational statements, policies, rules, and expectations.

### **B. Mid-Year**

Veritas Academy does not generally 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 of the cumulative nature of much of the curriculum, students will not normally be allowed to enroll at Veritas Academy after the middle of the year. If a parent wishes to have his/her child admitted to Veritas Academy after the start of the year, they must submit all regular application materials and fees for their child. Testing of the child will be conducted after the application forms and fees are collected. The teacher and appropriate administrators will evaluate the test and determine whether and to which grade the student should be admitted. This decision will then be communicated to the parents/guardians of the student through the regular methods and within the regular time frame.

### **C. Learning Disabilities**

A child with a severe learning disability (a condition requiring a separate classroom, program, and/or staff or unique evaluation methods) typically will not be admitted to Veritas Academy due to the lack of adequate staff, funding, and facilities. A child who is unknowingly admitted to the school who has or is discovered to have a severe learning disability after initial

enrollment typically will not be permitted to remain at the school. All reasonable efforts are to be taken by the administrative personnel to assist the parents in moving the student to another school.

A child with a non-severe learning disability will be considered for admission. Veritas students with non-severe learning disabilities typically will be required to meet the same academic standards as all other children in their classes. All efforts will be made to accommodate Veritas students who have been diagnosed as having a non-severe learning disability, but Veritas Academy cannot guarantee that it will have the resources to accommodate all students with learning disabilities and all related circumstances.

#### IV. Academics: Grammar and Secondary

##### **A. Curriculum Overview:**

[Grammar Scope & Sequence](#)

[Secondary Scope & Sequence](#)

##### **B. Grading Guidelines**

1. No single assignment may be worth more than 25% of the student's total quarter grade.
2. **A report card grade must represent a minimum of ten separate grades.** If ten separate grades have not been recorded a report card grade cannot be given for a class (tests, quizzes, homework, etc.)
3. Semester and quarter grades are based on various types of assignments.
4. If we grade participation in class discussion, participation records will be kept on a consistent basis.
5. Projects, depending on the scope of the assignment, may be used in place of tests.
6. Teachers are prohibited from assigning grades based on a normal curve.
7. Teachers may not use academic grades for discipline purposes.
8. Teachers should give students at least one week's notice prior to giving them a major test.
9. Tests are not to be given on Mondays without permission from the Head of School or Secondary Dean of Students.



### C. Grading Scale

The following percentages, grades, and grade points are used school-wide:

Percentage	Grade	Grade Point Average
100-90	A	4.0
89-80	B	3.0
79-70	C	2.0
69-0	F	0.0

All of Veritas Academy's courses are taught at an honors level. No courses are weighted—the highest GPA in any course is 4.0. We do not offer any AP courses. Administration and the board are concerned that advanced placement course objectives will be in conflict with a highly rigorous fully integrated curriculum at Veritas Academy.

All students are required to complete a curriculum that generally meets or exceeds typical AP standards. We do provide a dual credit program through Cairn University in which selected courses at Veritas Academy (Sr. Thesis, Advanced Chemistry, Calculus I and II) receive credit from Veritas and from Cairn.

### D. Homework Policy

Veritas Academy is working to cultivate loving, serving, thinking students. We do this in the midst of a community seeking maturing and breadth for our students. We want each student to love the schoolwork that they are doing. We also know, however, that schoolwork is an important part of life, but it is not the entire of life of our students—we don't want it to be. We want your family to have time to do other important things with your children. Therefore, we limit homework in the following manner:

In K through 4<sup>th</sup> grade: No homework

In 5<sup>th</sup> and 6<sup>th</sup> grade: 15 – 30 minutes of homework a night (mainly Math homework) to practice getting used to doing homework.

In 7<sup>th</sup> through 12<sup>th</sup> grade: 1 to 2 hours of homework per night (which might be heavier during the time leading up to semester finals or midterm tests).

Now, here are some of the caveats that need to be mentioned. First, by "homework" we mean work assigned at school that is intended to be done at home. Some students take more time to do work and those students might have to take home some work to complete. They might have to bring work home, but it is not "homework" because the teacher intended and gave the students ample time to complete the work at school. Also, we do not define studying for tests as homework. There are some students who do not need to study as much as others and some students who are really striving for very high grades. Students might need to study a significant

amount to achieve a desired grade, but studying for tests is not (for the sake of this policy) homework.

### **E. Report Cards**

We want our students and parents to know how well they are doing at their school work. Because of this, we grade the work. Periodically, we summarize grades and send report cards home for students and parents. Report cards do not tell you everything about your child's work at school but we hope that they provide parents with an accurate assessment of how well their child is doing on his or her graded work.

Report cards are handled differently at different stages of Veritas Academy:

- Kindergarteners receive a hard copy report card each quarter. They do not receive numeric grades but they do receive cards that communicate their mastery (M) of the work that they are doing in Kindergarten.
- In 1<sup>st</sup> grade students receive a hard copy report card each quarter.
- In 2<sup>nd</sup> through 6<sup>th</sup> grade, families are emailed report cards. The students are graded on a quarterly basis. The quarter grades are averaged for a Final grade in each subject. Honors are based on the Final grades for the different subjects in which they are graded.
- In 7<sup>th</sup> and 8<sup>th</sup> grades, students receive an emailed report card each quarter. Their grades are averaged after the 2<sup>nd</sup> and 4<sup>th</sup> quarters to calculate a semester grader in each subject.
- In 9<sup>th</sup> through 12<sup>th</sup> grade, students receive an email report card. They receive midterm reports at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. These midterm grades do not impact their grade point average (GPA) or honors. They receive final grades at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semester (which corresponds with the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters).

If you have questions about your child's report card please have them contact Ginny Miller ([gmill@veritasacademy.com](mailto:gmill@veritasacademy.com)).

### **F. Academic Awards**

Veritas Academy recognizes three levels of cumulative academic honors. Students receive these honors for grades earned during their 1st through 12th grade courses at Veritas Academy:

- Summa Cum Laude: 96% average or higher for each subject
- Magna Cum Laude: 93% average or higher for each subject
- Cum Laude: 90% average or higher for each subject

## G. Supply List

[Kindergarten](#)  
[Grammar School \(Grades 1-6\)](#)  
[Secondary School](#)

## H. College Counseling

Veritas Academy provides a comprehensive college counseling program for students beginning in the 9th grade. Individualization increases with each passing year, as the student and parents work together with our College Counselor to plan for the future. We seek to provide the level of support and encouragement each student needs to successfully make the next step.

While our rigorous academic curriculum prepares all students to thrive at a four-year college, we approach the college counseling process with the idea that God has gifted each student uniquely. We believe that God has deemed all work valuable, and therefore, our goal is to provide each student with the resources they need to navigate any path they have chosen to pursue.

Our college counseling program includes the following components:

### 9th Grade

- Class workshop involving individual participation in an online inventory to assess interests and understand how personality relates to career satisfaction
- Opportunity to attend presentations given by colleges and universities visiting Veritas Academy during lunch
- Evening college financial aid workshop

### 10th Grade

- PSAT offered in school mid-October
- Class workshop offering students the opportunity to reassess interests and their relation to career opportunities
- Opportunity to attend presentations given by colleges and universities visiting Veritas Academy during lunch
- Individual spring meeting between counselor, student, and parent(s) to discuss student's interests and aptitudes, PSAT score interpretation, beginning the college search process, and answer questions regarding the financial aid process
- Field trip to a local college fair
- Evening college financial aid workshop

### 11th Grade

- Fall class workshop presenting information regarding college admissions testing (PSAT, SAT, ACT) and an overview of the college admissions process

- PSAT offered in school mid-October
- Opportunity to attend presentations given by colleges and universities visiting Veritas Academy during lunch
- Evening financial aid workshop
- Opportunity to enroll in SAT Math prep course offered in the evenings by Veritas math teachers
- SAT School Day opportunity offered in March
- Field trip to a local college fair
- Eight-session seminar covering the following topics: choosing a college, knowing yourself, qualities that will make a college right for you, building your college list, campus visits, and factors in the admission process. This workshop runs January through May and prepares students to build an appropriate college list tailored to their needs and interests. Students are required to complete self-evaluations outside of class.
- Individual meeting between counselor, student, and parent(s) to discuss colleges to which the student is considering applying as well as a college admissions testing timeline appropriate for that student.

### 12th Grade

- Individual fall meetings with counselor as needed throughout the college application process. Most seniors schedule weekly or bi-monthly meetings to review application progress and document submission, receive continued feedback on which colleges are “target” and “reach”, discuss the possibility of early decision, and make calls to college admissions offices as necessary.
- Essay support and review as requested by student
- Mock interviews for college and job opportunities as needed
- Opportunity to attend presentations given by colleges and universities visiting Veritas Academy during lunch
- Evening financial aid workshop
- Evening FAFSA completion workshop
- Individual spring meetings to evaluate financial aid award letters and receive assistance in understanding an offer of admission before committing to a college.

### Resources

<http://www.pacareerzone.org>

<http://www.actstudent.org>

<https://www.cltxam.com/>

<http://www.collegeboard.com>

<http://www.collegedata.com>

<http://nces.ed.gov/collegenavigator>

<http://www.educationplanner.org>

<http://isibooks.org/choosing-the-right-college-2014-15-ebook.html>  
<http://www.ctcl.org>  
<http://colleges.niche.com>

### Reporting Changes to Senior Academic Coursework

Veritas Academy allows secondary students to drop classes during the beginning of each semester. Students may withdraw from a course at Veritas during the first three weeks of each semester with no penalty. If a student wishes to drop a course, he or she must present a completed drop/add form signed by his or her parents to the school administration. The school administration of the Head of School may approve the form or require a meeting with the student and/or parents before the form is approved.

If a student wishes drop a course after the first three weeks of school, the student will receive (regardless of his or her grade in the class) a Withdraw Failing (WF) on their transcript, this WF will be counted as an 0.0 for GPA purposes for that semester. If a senior's class schedule changes, Veritas will send an updated transcript to all colleges reflecting this change.

If a student was improperly placed into a course, the student may request removal from the course even after the first three weeks of the semester. If the school administration approves the request, the student will be removed from the class and placed in another class without penalty.

### Reporting Discipline

The Principles of Good Practice outlined by the National Association for College Admission Counseling dictates that Veritas Academy will report any change in status for a student that occurs during senior year. A change in status includes suspension, withdrawal, or extended leave of absence. Students are urged to write to all colleges to which they have applied explaining their change in status before the College Counselor contacts college admission offices. Students must answer truthfully questions asked on college applications regarding disciplinary action in their high school career.

Colleges generally expect that you will report a senior year discipline issue within two weeks of its occurrence; the College Counselor will then follow up and confirm that you have presented the issue correctly and that we, as a school, still support your candidacy.

The majority of colleges ask both the student and the high school to report whether you have ever been suspended or dismissed since you entered ninth grade. The Common Application's wording for counselors is, *"Has the applicant ever been found responsible for a disciplinary violation at your school from the 9th grade (or the international equivalent) forward, whether*

*related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from your institution.”* If you have been suspended for cheating, plagiarism, fighting, vandalism, drinking, drug use or another violation of school rules – you **must** report this to colleges. While colleges are very likely to forgive a mistake, they are very unlikely to forgive lying about one.

The following procedures for reporting discipline violations are in place:

- When a college or university asks on the admission application about a student’s disciplinary history during his/her high schools career (grades 9-12), the student must answer the questions honestly in a written statement to the admission office.
- The student needs to submit a copy of the statement to the College Counselor prior to sending it to colleges. The counselor will review the report with the student, offer guidance as to how the infraction should be reported, and will, if asked about discipline, state that she has read the student’s explanation, confirm that it is accurate, and reaffirm the school’s support of that student.
- If the infraction occurs after the application has been submitted, the same expectation for notification applies. Students should initiate contact with their colleges within 10 days of the disciplinary decision; the student’s college counselor will subsequently follow up with the appropriate colleges/universities, no later than 14 days after the disciplinary decision.
- If a student withdraws or is dismissed, the school will notify all of the student’s colleges of the date of departure within 14 days of the final decision. Prior to the notification from Veritas Academy, the student should inform the colleges of the reason for the departure.

### **I. Standardized Testing**

Veritas conducts Standardized Testing periodically. The purpose of these tests is simply have an objective standard to make sure that our students know factual data and so that we can track how our classes of students do over time. We do not follow the Common Core; we do not use the PSSA tests; we do not use our tests to determine the need for special help, summer school, or tracking.

Typically, we test in the following manner:

- K – 9<sup>th</sup> students take Stanford Tests every other year.
- 10<sup>th</sup> and 11<sup>th</sup> graders take the PSATs. For 10<sup>th</sup> graders, these tests are just practice for the 11<sup>th</sup> grade PSATs. In 11<sup>th</sup> grade, the PSAT scores are used to determine eligibility for National Merit Scholarships. Tenth graders are not eligible for considerations for these scholarships in 10<sup>th</sup> grade. Only 11<sup>th</sup> grade scores count.
- Twelfth graders take SATs, ACTs, or CLT tests annually. These tests are used on the college admissions process.

- Tenth through Twelfth grade students do not take the Stanford tests.

### **J. In-House Learning Support**

The Learning Support Coordinator (LSC) is to work in collaboration with teachers, parents, and school administration to provide academic support for any student that is falling behind.

A teacher and/or student grades will alert the LSC of students that are struggling or failing in a certain subject/subjects. The LSC will communicate with the teacher and Head of school to determine if tutoring should take place. The parent of the struggling student is then contacted to get permission to work with the student. The LSC will then set up times to meet with the student to study or tutor on a weekly basis until the student is able to keep up grades on their own. The LSC stays in touch with the teacher, parents, and Head of school keeping them informed of the progress until tutoring is no longer needed.

### **K. IU-13 Reading and Math Support**

We are very excited to continue offering our supplemental reading and math support from the IU13 this year. In the first few weeks of school, reading specialists from the IU13 will be administering the DIBELS (The Dynamic Indicators of Basic Early Literacy Skills) test with our teachers to all students in kindergarten through second grade. This test assesses early literacy skills. The test is given individually to every student in grades K-2 and is about five to ten minutes long. The results are used to evaluate the development of early literacy and reading skills. The ACT 89 math test will be given to all students in grades K-5 as well and will serve in a similar manner as the DIBELS.

The IU13 will use the results of these two tests along with feedback from our classroom teachers to determine who among our students may receive IU support for reading or math.

We appreciate the IU13 motto, which is “Supplement, not supplant.” They view their role as supplemental to what we are doing in our classrooms here at school. We very much enjoyed their support and look forward to it again this year. Our hope is that with this support from IU13, our students will be served in deeper individual ways in reading and math. Please do not hesitate to contact Ty Fischer with any questions regarding this service.

### **L. Speech Therapy**

Our school is blessed to have a speech therapist provided by the IU-13. If you desire to have your child(ren) evaluated to see if speech therapy is right for them, please let your child’s teacher know, and they will set up an evaluation with the therapist.

### **M. Promotion: Grammar and Secondary**

Students are promoted to the next grade at Veritas if they have completed the work in their current grade with a level of mastery that demonstrates that they are ready for the next grade. If a student receives a failing grade during more than one of the quarters, they may be retained in the current grade or required to do summer work in order to continue at Veritas Academy. At times, teachers may recommend that a child be held back because they are not thriving or are immature, even though they might not be failing in their classes. Decisions about retaining students who are not failing because of maturity / non-thriving issues, will be made by the parents and the Head of School in consultation with the teacher.

In secondary school, 7<sup>th</sup> through 12<sup>th</sup> grade, students may be required to retake a particular class if they have failed it. If their Grade Point Average (GPA) dips below 2,0, they will be placed on Academic Probation and may be dismissed from Veritas Academy if they are not able to raise their GPA. (Students must have a 2,0 or above GPA in order to graduate from Veritas, so we dismiss students who are unable to earn a 2.0 or higher GPA so that they can find a school where they can thrive and graduate.

### **N. Academic Probation**

Veritas Academy wants to help students thrive. We want to be a good fit for as many students as possible, but if a student is not thriving at Veritas, we want to help the student thrive or help them find a place where they can thrive—even if it is not Veritas.

Our Academic Probation Policy helps motivate students to achieve at levels that enable them to graduate. The policy works differently in grammar school (grades K-6) than in secondary school (grades 7-12).

In grammar school, if a student fails a core academic subject (i.e., Reading/Phonics, Math, Bible, History, Latin or Literature) for two or more quarters or if a student has an average for all four quarters that is under 70, then the student is placed on academic probation. While on academic probation, students are not eligible to participate in extracurricular sports, drama, or activities and students may be required to do additional tutoring work which will be paid for by the parents. The reason for this restriction is to give the student time to concentrate on his or her academic work in order to bring their work back to a consistent passing level. A grammar school student will be removed from academic probation when he or she has a quarter in which he or she passes all of his or her classes. If the student cannot pass his or her classes, for more than two quarters while on academic probation, the student may not be eligible to continue at Veritas.

In secondary school, the academic probation policy is based on a student's grade point average (GPA). If a student's GPA falls under 2.0, the student is placed on academic probation. Students



are not allowed to graduate from Veritas Academy if their GPA is under 2.0. Just as in grammar school while on academic probation, students are not eligible to participate in extracurricular sports, drama, or activities and students may be required to do additional tutoring work which will be paid for by the parents. The reason for this restriction is to give the student time to concentrate on his or her academic work in order to bring their work back to a passing GPA. Students on academic probation are given 1 semester (or 2 quarters) to move their GPA back above 2.0. If they cannot, then the student is not on a track toward graduation and they may not be eligible to continue at Veritas.

Note, this policy does not preclude other academic requirements for extracurricular participation (such as PIAA grade requirements). The PIAA rules for eligibility often mirror Veritas's but it is possible for either of these policies to make a high school student ineligible for athletic participation until his or her grades improve.

School administrators may give a student additional time on academic probation if there is some special circumstance that might have caused a dip in grades or if a student's grades are headed in a positive direction but have not reached the passing or 2.0 GPA.

Again, the reason for this policy is that we want to help students thrive and if they are not thriving at Veritas, we want to help them find a place where they can thrive.

### **Extra-Curricular consequences for poor Academic Performance and Disciplinary Events**

#### **Definitions**

- A. Academic Ineligibility: When a student is on Extracurricular Probation, he is not permitted to participate in any extra-curricular activities after school (athletics, drama, choir, etc.).
- B. Disciplinary Ineligibility: When students are disciplined for a serious offense and subsequently removed from school or suspended, they may not participate in any extra-curricular activities during the time of suspension. They also may not participate until they are removed from probation (as determined by the Head of School and the Dean of Students).

#### **Guidelines for Extracurricular Probation**

1. Students will be placed on extracurricular probation if they have an F in any subject.
2. Extracurricular probation due to academics will apply in the following manner:
  - a) Every Friday the Dean of Students will run a grade report. Students who meet the criteria for academic probation will be notified on Friday (along with their parents and the relevant extracurricular coordinator) that they've been placed on academic probation. Grades will be reviewed each Friday, providing the opportunity for a student to be reinstated. Students will remain on academic probation until they no longer meet the criteria for probation.
  - b) If the Dean of Students determines that a student's academic sample is not large enough to justify probation, or if there are dire circumstances which adversely affect the student's academic performance (e.g. death of a family member or extended illness), the student will be

notified of his academic situation, but no action will be taken until the grade sample is large enough or the circumstances have been prudently addressed.

c) The end of a grading period does not automatically lead to reinstatement. Students must demonstrate at the beginning of the next quarter that their work no longer makes them subject to academic probation.

#### Guidelines for Disciplinary Probation

1. If a student is suspended from school, he may not participate in practices or games during his suspension.
2. If a student is suspended or removed from school due to a serious disciplinary infraction, the Head of School and Dean of Students will determine further extra-curricular consequences and grounds for reinstatement. The student will not return to extra-curricular activities until formally reinstated.

### O. Graduation Requirements

#### Credits for Graduation

Total Credits: 30 credits

Minimum number of credits in different study areas:

Math	3 credits
Science	3 credits
Foreign Language	3 credits
History	4 credits
Theology	4.5 credits
Literature	4 credits
English	3.5 credits
Music	1 credit
Art	1 credit
Free Electives	3 credits*

Students must:

- Students must complete and pass a year of Logic and Latin. (These courses may be completed during the 7th or 8th grade year.)
- Students must complete and pass a course in Rhetoric.
- Students must complete and successfully defend a Thesis paper.
- Students must complete and pass Biology, Chemistry, and one additional Science class.
- Credit Rules:
  - Students must have a minimum of 6.5 credits year to be enrolled at Veritas Academy.
  - Students must have a minimum of 7.0 credits per year to be considered for academic honors.
  - Students must average 7.0 credits during 9<sup>th</sup> through 12<sup>th</sup> grade to be eligible for the Valedictorian or Salutatorian Honors.

\* Free Electives can be taken from Elective Courses or from additional Math, Science, Foreign Language, History, Theology, Literature, English, Music, or Art.

## V. Daily Procedures and Expectations

### A. [School Calendar](#)

### B. Communicating with Teachers

We want to keep our parents informed about the moral and academic progress of their children. Therefore, we work hard to communicate with you as parents.

In grammar school, we communicate in the following ways:

- Teachers send graded work home on a nightly basis in a white binder.
- Teachers send home a weekly calendar telling parents when tests, activities, and field trips are coming up.
- We have Parent Teachers conferences during the 1<sup>st</sup> and 3<sup>rd</sup> quarters.
- Our teachers call each family during the 2<sup>nd</sup> and 4<sup>th</sup> quarters.
- We send periodic progress reports on student academic progress.

In Secondary School, we place increasing responsibility on the students to manage their time and take their grades home to their parents. We do also seek to communicate with parents in these ways:

- We have Parent Teachers conferences during the 1<sup>st</sup> and 3<sup>rd</sup> quarters.
- We send periodic progress reports on student academic progress.

If you have a question or concern, however, please contact your teacher directly. They will help you support your son or daughter. You may text them, email them, or call them after hours. If the issue is serious, please contact your child's teacher directly by phone or set up a meeting to talk with them in person.

### C. Weekly Communiqué

Stay up to date on school events, news, announcements, and more with our weekly Veritas Communiqué newsletter, sent via email every Friday. Be sure to watch for this weekly email so that you don't miss important school information. You can also access the Communiqué at [veritasacademy.com/parent-links](http://veritasacademy.com/parent-links).

## **D. School Events and Publications**

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 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 Academy sponsors official school events. These events will be ones that are in agreement with the general goals and aims of Veritas Academy. They will be attended by or supervised by a Veritas Academy staff member or board 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 Academy understands that there are many worthy community, church and social events, it will, however, only publicize and promote school events in its newsletter and weekly communiqué.

## **E. After School Enrichment**

Our after school enrichment program is to provide structured and enriching care for children whose parents/guardians are unable to pick them up immediately at the end of the school day. While we want our students to spend as much time at home with their families as possible, we also recognize the need for additional child supervisory support, especially during the couple of hours after school.

During this enrichment time, students have the opportunity to get some rest, organized recreation, enriching activities, and study time. Students are provided with a snack, but they are encouraged to bring their own pleasure books and any school books in which they would benefit from some additional time and study. See school website for up to date times and fees to participate for the program.

Come pick your child up whenever you would like before the official end time for the program. The cost will be rounded to the nearest quarter hour, so if your child stays for 1 hour and 20 minutes, we will round it to 1 and ¼ hours. We ask that you please inform the school office as far ahead of time as possible if you plan to use the care on a particular day, so that we can ensure sufficient staffing. It is critical that you come to pick up your child by the end time of the program lest you be charged a late fee.

### Fast Facts for After School Enrichment

Purpose	To provide a service for parents/guardians who are unable to pick their children up immediately at the end of the day
Times	See website
What to bring	Snack, board games, pleasure books, and school books
Structure	The program will be broken up into allotted times for recreation, rest, activities/projects, snack, and studying
Cost	See website
How to sign up	Call the school office as far in advance as possible on the days you plan to use the care. This will help us ensure sufficient staffing.
Who	Any Veritas students, grades K-12
Where	Call school office for details

### F. FACTS Prepaid Accounts

All families have the option of opening a Prepay Account through FACTS. If you had funds leftover in an account last year, your balance will be forwarded. This is a single account, which you can use for charges for lunches, field trips, afterschool care and any other incidental fees.

Here is how it works:

- A minimum deposit of \$50 is required.
- To pay for incidental charges, simply indicate to the cashier on hot lunch days, on payments forms, etc. that you want us to charge your Prepay Account.
- The school office will apply charges to your account as they are incurred.
- You will be notified via email of the type and amount of charges when applied.
- If your account falls below the minimum balance threshold of \$10, you will receive a “balance alert” email to promptly replenish your account.
- Families can open a Prepay Account, view their balance, or add funds online at any time by logging into ParentsWeb and selecting FACTS from the main menu.
- Checks submitted to the office for charges accumulated in your Prepay Account will be credited to your account.
- All families are expected to keep their account balances current.

If you have questions regarding Prepaid Accounts, please email our bookkeeper, Mylene Ream, at [mream@veritasacademy.com](mailto:mream@veritasacademy.com).

## G. [Volunteering and State Required Clearances](#)

Volunteer help is essential for the success of Veritas Academy, and there are many opportunities available.

Many volunteers are needed for the major events during the school year. Please contact the Director of Events if you want to help with an event.

According to Act 153, as of July 1, 2015 the following clearances are required for school volunteers:

- Pennsylvania State Police Criminal Record Check
- Pennsylvania Child Abuse History Clearance
- FBI Criminal Background Check - PA Dept. of Education (*if you have not lived in PA for at least the last 10 years*)
- Volunteer Disclosure Statement (*if you have lived in PA for at least the last 10 years*)

## H. Technology Policy

- Phones and other personal electronic devices must be kept in one's locker and are not to be out of the locker at any point during the day (including lunch)— 8:00-2:52.
- Phones or other personal electronic devices that are out of the locker will be confiscated and the student will receive two demerits. Multiple infractions may result in a suspension.
- Students may use laptops at the teacher's discretion. Laptop equivalents (tablets with keyboard) may also be used at the teacher's discretion.
- Earbuds or earphones are not to be used at any point during the day (including study hall).
- Students needing to order food for lunch must use the phone in the school office.
- Phones that are confiscated phone will be kept with the Dean of Students for the rest of the day.

## I. Keeping our Students Groomed

- **Gentlemen** : Hair should be no longer than collar length, not covering the ears, not in the eyes, and natural color. Piercings are not to be worn at school. Additionally, secondary gentlemen need to shave and are not allowed to grow beards or regularly have a "five o'clock shadow."
- **Ladies** should not regularly have hair in eyes, and should not have an unnatural color hair dye. Nose, lip, and eyebrow piercings are not to be worn at school.

## **J. Class Parties**

During the school year, there are a number of times when grammar school classes will have parties and celebrations. Our goal is to keep these events within certain bounds so as to not distract a class from their academic goals and objectives. Feel free to send in a treat for your child's birthday, but we do recommend that you check with your child's teacher to see if any students in the class have food allergies (i.e. peanuts, dairy, etc.). We ask that you accommodate any such food allergies by sending in a treat that everyone in the class can enjoy.

Our grammar school classrooms celebrate two holiday parties, Christmas and Valentine's Day. There are also some other class-specific parties that might be held from time to time because of the subject matter covered in a specific grade, such as the Egyptian Feast in 2<sup>nd</sup> Grade or the Mexican Fiesta in 6<sup>th</sup> grade. These events will be arranged and communicated to you by teachers and/or their assistants or parent volunteers.

Secondary School also celebrates community wide and class specific events throughout the year. Some examples of these events include our Christmas Party, Shrove Tuesday Pancake Race, Pokenberry Falls, and Chinese New Year.

Individual teachers often plan classroom events based on curriculum including feasts, teas and other themed celebrations. These events will be arranged and communicated to you by teachers or volunteers.

## **K. Health Records and Policies**

### ***Health Requirements***

In accordance with state-mandated services, Veritas Academy requires physical exams for entry to school and at Grades 6 and 11. Dental exams are required for entry and in Grades 3 and 7 effective 2018-2019 academic year. Physical and Dental forms can be downloaded at [www.veritasacademy.com](http://www.veritasacademy.com)

Students are required to have immunizations up to date in accordance with PA School Immunization Regulations, with all requirements met within the first 5 days of the new school year. A list and explanation of school immunization requirements can be found at: [www.health.pa.gov/topics/Documents/School%20Health/SIR8.pdf](http://www.health.pa.gov/topics/Documents/School%20Health/SIR8.pdf)

Unless the child has a medical or religious/moral exemption, students must have had all required immunizations or risk exclusion. Exemption forms are available from the school nurse and must be completed and returned within the first 5 days of school.

Health Screenings will be conducted annually of all students. Vision, height, weight, and body mass index will be screened for all grades. Scoliosis screening will occur in 6<sup>th</sup> and 7<sup>th</sup> grades. Hearing screening will occur in grades K-3, 7<sup>th</sup> and 11<sup>th</sup>.

At enrollment, parents/guardians are required to submit a completed Medical Information form providing general health information such as allergies, medical conditions, medications, etc. An Emergency Contact form will also be required for each student enrolled. For students with chronic health conditions, parents/guardians will work with the school nurse to develop an Individualized Healthcare Plan. This plan will serve to coordinate care between the family, school, and medical providers as well as prevent and manage any emergency related to the chronic illness that may arise.

### **Medications**

Parents/guardians have the primary responsibility for the health of their children. If possible, routine medication should be taken at home. In the event that a medication needs to be administered during the school day, the parent/guardian must provide the following:

- For students requiring daily prescription medications:
  - Written instructions/prescription from a healthcare provider
  - Written permission form the parent/guardian
  
- For students requiring temporary over-the-counter medications:
  - Written permission from the parent/guardian
  - Written standing orders from our school physician

*All medications must be in their original, labeled container and delivered directly to the school nurse or delegate upon arrival to the building*

Exceptions:

Inhalers- Students may self-carry emergency inhalers with written permission from the healthcare provider and parent/guardian. Students using inhalers during the school day must report to the nurse's office for evaluation immediately following use.

Epinephrine Auto-Injectors- Students may self-carry life-saving medications with written permission from the healthcare provider and parent/guardian.

### ***Please notify the school nurse of any medication changes throughout the year*** ***Illness***

If your child becomes ill or injured at school, you will be contacted and will be expected to make arrangements for transportation home or to a medical facility. In the event that you cannot be reached, the school may call an ambulance at your expense. Also, in the event of an emergency, the school nurse may call an ambulance before notifying parents/guardians if the nurse feels this action is appropriate.



**Do not send your child to school if they are ill.** The school will not provide diagnostic services, nor will they allow your child to spend the day in the sick bay. While COVID mitigation policies are in place, students will be screened upon arrival every day.

**If your child stays home due to any illness, please make the school office/nurse aware of the reason for absence.**

Your child should not attend school if:

They have/had a fever greater than 99.5 in the last 24 hours

Vomiting/Diarrhea

Pink eye (conjunctivitis)

Flu-like symptoms

Body rash accompanied by itching

Head Lice

If students become ill or injured during the school day, they must report to the nurse or delegate for evaluation. Students are not permitted to call home from cell phones for parents to pick them up. Please refer to our updated COVID-related policies for additional information at [veritasacademy.com/covid-policies](https://veritasacademy.com/covid-policies).

### ***Reportable Illness***

Should a student at Veritas become ill with a Reportable Disease as defined by the Pennsylvania Department of Health, that illness will be reported to the local health department. The PA Department of Health will provide guidance to Veritas as well as parents regarding: disease information; appropriate letters and communications; identification of high risk individuals; appropriate action and treatment; and on-going support and assistance. Some reportable illnesses include: chickenpox, measles, pertussis, meningitis, mumps, E. coli, and head lice. A complete list of reportable illnesses can be found at <https://www.health.pa.gov/topics/school/Pages/Communicable-Disease.aspx>

## **L. Attendance/Absences**

School attendance is a sign of commitment and involvement. Students who regularly attend school are in a position to be plugged into the life of the school—academically, socially, and spiritually. Students who begin to enter into a pattern of chronic absence from school are in danger of becoming disengaged from the life of the school (academically, socially, and spiritually). The Veritas Academy attendance policy aims to encourage maximal student involvement and to facilitate success at school.

I. Attendance standards - The Veritas policy has two numerical components: (a) cumulative attendance for the year and (b) semester attendance.

(a) For the year, Veritas requires less than 15% absence. This means that in the course of a year a student should not miss more than 25 days of school (excused or unexcused absences).

(b) For any semester (two quarters), no more than 13 absences (again, not exceeding 25 total for the year).

#### II. Partial Day attendance:

The attendance of a student who misses two classes on a given day (excused or unexcused) will be designated as “partial day.” Two partial days in attendance will be counted as one day of absence towards the cumulative total. For instance, a student arriving third period or leaving fifth period would be given “partial day” status.

#### III. School intervention:

At ten absences in a given semester the school will contact the parents to discuss the situation and consider how the school and family might best facilitate compliance with the attendance policy. Unforeseen circumstances, such as extended illness or a tragic event, are obviously exceptional and will be graciously and mercifully considered.

#### IV. Consequences for chronic absence:

At 13 absences in a given semester (or 25 for the school year), school officials will meet to determine how the missed school will be made up, and what academic consequences there will be for any further absence. School officials will then meet with parents and inform them of any decisions that have been made.

#### V. Leaving school:

Any student leaving school early must have a legitimate excuse from parents. This should be in one of the following forms: a written note, a phone call to the school office, or an e-mail to the school office (receptionist@veritasacademy.com). Parents need to indicate the reason for leaving, and that reason should provide adequate justification for the early dismissal. Students should **not** have parents text to their phones (to be shown to the receptionist), or have the parents give them verbal permission (to be then communicated to the receptionist). Permission to leave (without a stated reason) will be considered unexcused, and may not be granted.

### **M. Tardiness**

Students are to arrive at school no later than 8:00 AM. Late students are to check in at the school office and explain the reason for their lateness. Secondary students who do not check in at the office, and arrive late to school, will be marked absent. Excused lateness is acceptable, however, regular tardiness (excused or unexcused) will be addressed with parents and students

as necessary. For both Grammar and Secondary students, parents should be providing a phone call or e-mail to the school office with an explanation for the lateness if there is a legitimate reason.

Grammar students arriving to school late should receive a slip admitting them to class. Chronic lateness in grammar school will be handled by the school in direct communication with the parents. Lateness due to older sibling drivers will be handled with both parents and student drivers.

Consequences of Regular Tardiness:

When secondary students are regularly late to school they will start receiving demerits for their tardiness. There is a grace period of five tardies. After that point demerits will be issued for further unexcused tardies. As per above, grammar tardiness will be handled with parents.

Tardiness to Class:

Secondary students who are tardy to class will receive a demerit if their lateness is unexcused. Students coming late to homeroom or class should have a pass from the office or their previous teacher.

## **N. Reverence**

- Students, make sure that you do not use a teacher's computer or touch things on his or her desk without permission (respect the space of teachers).
- A student's response to instruction should be prompt and respectful. If you have a question about a decision a teacher, administrator, or staff member has made, make sure to handle this in a biblical manner (speak directly to the person and provide that person with an opportunity to explain the decision—do not use gossip as your first resort).
- The Bible tells us to love our neighbor as ourselves. As students at Veritas Academy, this is what you will be expected to do. Here are a few particular areas where this applies:
  - Be good examples for younger students to follow.
  - Encourage them towards righteousness and maturity.
  - Make them feel like they are in a safe, protective, Christian environment.
  - Young men should show consideration and respect for the women in the school. The young men of our school will be the husbands and fathers of tomorrow. God has called on husbands and fathers to lay down their lives for their wives and children as Christ laid down His life for the Church. Here are some examples of what this should look like:
    - Go out of your way to be warm and friendly in your interaction with younger students.

- Open doors for women—whether parents, teachers, or students.
- Allow the women to exit the room (or the bus) when they are near you (don't try to push past them). Don't just "push through" in the hallway, or attempt to get into line first for pizza.
- If a woman is carrying an armload of books, or a female staff member or parent is moving heavy or awkward items, please offer to provide assistance.
- Begin class by the boys seating the ladies—yes, even in the upper secondary classrooms.
- In all events where food is served, where reasonable and practical the women are in principle to be served and seated first.
- Ladies, when a gentleman shows this sort of deference and consideration for a young lady, she should always respond with thankful gratitude.

### **O. Dealing with Problems**

As much as possible we aim to follow Matthew 18 in our approach to dealing with problems at Veritas. Ideally, parents should try to be as direct in their communication as possible. This may mean contacting other parents, teachers, or in some cases administration. As a rule of thumb, it is wise to make sure that the communication has been as direct as possible and immediate as possible so that we can avoid gossip, calumny, and other sins that can destroy community. Parents should also consider communicating with the classroom teacher as soon as possible (and encourage children to do so as well) so that the classroom teacher can deal with problems as they occur, in a timely fashion.

Delicate matters require prudence and there will be times when direct communication is difficult. It is ideal, in these situations, to call or e-mail Mr. Dennis or arrange for a face-to-face meeting. Being proactive in handling difficult situations enables the school to determine what a prudent, Biblical response would entail.

### **P. Tuition**

The Veritas Academy Board is committed to keeping tuition low to ensure that as many Christian parents as possible can take advantage of Veritas's educational programs while having enough funds to find and retain exceptional teachers that will provide an excellent education to the students. In striking this balance, Veritas also relies upon generous gifts from the community to make up for what tuition does not cover.

Veritas Academy offers two payment options. A family may pay all of their tuition up front in one lump sum or divided equally over 11 months (July - May). We manage all tuition agreements and payment plans through an online service called FACTS. Each new school year a

new tuition agreement is initiated for each family during the re-enrollment process, according to that year's tuition rates. Online payment plans through checking, credit card or debit card are encouraged, however check payments to the school, if preferred, are also welcome. Veritas also offers need-based financial aid. The total tuition to pay up front or over 11 months is reduced by the financial-aid amount. All re-enrolled families need to apply for financial aid by July 1st for the upcoming school year.

### **Q. Board Meetings**

The Veritas Academy Board meets 10 times each year. The board does not typically meet during December or June. The meetings typically happen on the 3<sup>rd</sup> Tuesday of the month, but the meetings may be moved to suit the schedule of the majority of the board members. The meetings usually happen at Veritas Academy, but over the summer the board often meets at the home of one of the board members.

If you want to attend a board meeting, please contact our Head of School or his/her Executive Assistant, and you will be put in touch with the Board Chairman to discuss your visit. Typically, parents are welcome to observe board meetings, but the board may go into Executive Session to discuss any confidential matters on the agenda if a visitor is present. If you want an item added to the board agenda, you should discuss this item with the board chairman. The Chairman sets the agenda for the board meeting in conjunction with the Board Organizing Committee which is typically made up of the Board Chairman, the Vice Chairman, and the Head of School.

### **R. Controversial Subjects**

Veritas Academy loves to discuss controversial issues with our older students, but we ask our Grammar and Secondary school teachers to handle controversial subjects in a manner that is consistent with Christian charity and with our school's commitments in our Statement of Faith. Here's how our teachers handle controversial subjects:

- If the controversial subject is not part of the lesson they are teaching, the teacher will often set the issue aside or ask the student to ask the teacher, his or her parents or pastor about the issue to keep the lesson from being obscured by the tangential controversy.
- If the controversial subject is important to the lesson and is an issue that is in our Statement of Faith, the teacher will teach consistently with Veritas's Statement of Faith showing Christian charity to students who might not agree with the school's Statement of Faith.
- If the controversial subject is important to the lesson but it is not mentioned in Veritas's Statement of Faith, the teacher should make sure that the issue is clearly understood by

the students. The teacher is allowed to tell the students what he or she believes but if the teacher chooses to reveal what he or she personally thinks, this should be done with charity. Finally, teachers in this setting should point students back to their parents and pastors for further instruction.

## **S. Grammar:**

### **i. Student Drop Off and Pick up Times and Procedures**

Students may use either of the doors at the front of the building to enter school. We discourage use of the rear doors to enter the building in the morning unless a parent is coming into the building with their children. We also require that you please not drop your child(ren) off at school before 7:30am.

To begin the 2020-2021 School Year, arrival procedures and entrances differ. Veritas students and families may NOT use the front doors (those are for Upper Leacock Township Staff only). Please refer to [veritasacademy.com/covid-policies](https://veritasacademy.com/covid-policies).

On the first day of school, ALL students K-12 should go straight to their home classrooms. After the first day of school, kindergarteners and 1<sup>st</sup> graders will continue to go straight to their classrooms every morning while 2<sup>nd</sup> through 6<sup>th</sup> graders will go straight to the cafeteria at 8:00 for memory period. Parents are encouraged to accompany their child to the classroom on the first day of school.

Kindergarten will be dismissed at **12:00pm** each day. Kindergarten parents can come inside to get their children or pull up to the curb in the front of the building down by the library and wait for their child's teacher to walk the class out to their vehicles.

All first through sixth graders and full-day kindergarteners are dismissed at **2:53pm**. Students riding the bus can expect to be outside to board their buses no later than **2:55pm**. Students riding in cars can expect to board their cars **no later than 3:05pm**. When picking up students at the end of the day, please pull up to the front of the building in the circle driveway behind the buses. We ask that cars form a line behind the buses along the curb. The car line will extend down Hillcrest Ave. and (if necessary) into the rear fire station parking lot. Once the buses clear out, the car line will be motioned to move forward to pick up students.

### **ii. Christian Character Awards**

Every year the grammar school faculty elects one boy and one girl to receive the Veritas Academy Christian Character award. This award is given to students who, in their day-to-day interactions with fellow students, teachers, and administrators demonstrate the fruits of the spirit.

### iii. Discipline

*Objectives:* To ensure consistent biblical discipline at Veritas Academy to the end that an environment of excellence and godliness is maintained.

*Scope:* This policy applies to all students enrolled at Veritas Academy in grades K-6.

#### 1. General Guidelines

- a. All discipline should be administered according to biblical principles, e.g. of restitution (public and private), redemption, and repentance.
- b. Exceptions or alterations can be made to this policy at the discretion of school administration.

#### 2. Discipline typically will follow the process outlined below:

- a. *First offense*—Student's name is placed on chalkboard. Teacher should speak with the student regarding the issue, bringing the light of scripture to bear on the student's action and seeking to encourage the student towards genuine repentance and restoration.
- b. *Second offense in same day*—Checkmark is placed by student's name and student makes trip to administrator's office. The student's parents are alerted of the misconduct by the administrator. Administrator will seek to bring the light of scripture to bear on the student's action and will seek to encourage the student towards genuine repentance, restoration, and redemption. Students typically apologize to the teacher (and any others involved that their actions may have affected). The administrator prays with the student before sending him or her back to class.
- c. *Third offense in same day*—Second checkmark is placed by student's name and student makes trip to administrator's office. The student may, if deemed necessary by the Dean of Students, be removed from school (length of removal is at administrator's discretion but will typically be for the remainder of that school day).

#### 3. Discipline of major offenses (i.e. direct disrespect, dishonesty, rebellion, fighting, or profanity):

- a. Sent straight to administrator's office for evaluation and possible disciplinary removal from school (length of removal is at administrator's discretion but will typically be for the remainder of that school day).

#### 4. Cumulative Effects of Discipline:

*Note: While the structure of these guidelines typically will be followed, exceptions will be made by administration if certain situations deem necessary and appropriate. Also, the structure of cumulative effects differs from K-3 and 4-6.*

#### For K-3:

- a. Upon a student's fifth trip to the administrator's office in one school year, he will begin to receive a recess detention for every trip made to the principal's office thereafter.

- b. Upon a student's tenth trip to the administrator's office in one school year, he will receive a suspension (length will be determined by school administration but typically will be one full school day). The administration will contact parents and arrange a conference to discuss how best to turn the student's behavior around.
- c. Upon a student's fifteenth trip to the administrator's office in one school year, he will be suspended until the next board meeting, at which time the board will hear the case and consider expulsion.
- d. School administration, in collaboration with the applicable teacher(s) and parents, may hasten or hinder the progression of a student(s) through the disciplinary steps laid out in points 4a, 4b, and 4c if deemed necessary.

**For 4-6:**

- a. Upon a student's fourth trip to the administrator's office in one school year, he will begin to receive a recess detention for every trip made to the principal's office thereafter.
- b. Upon a student's ninth trip to the administrator's office in one school year, he will receive a suspension (length will be determined by school administration but typically will be one full school day). The administration will contact parents and arrange a conference to discuss how best to turn the student's behavior around.
- c. Upon a student's twelfth trip to the administrator's office in one school year, he will be suspended until the next board meeting, at which time the board will hear the case and consider expulsion.
- d. School administration, in collaboration with the applicable teacher(s) and parents, may hasten or hinder the progression of a student(s) through the disciplinary steps laid out in points 4a, 4b, and 4c if deemed necessary.

#### **iv. Lunch and Snack**

Kindergarteners should bring a snack to school every day, but they do not eat lunch at school unless they are in the full-day kindergarten. First through sixth graders should bring a snack and a lunch with them every day. Each teacher will give their class a snack time in the morning or afternoon, depending on the teacher's preference. Hot lunches are offered several days per week. See the weekly newsletter for detailed on which days it is offered and what the menu items are. Students can choose to purchase these lunches in advance through FACTS/RenWeb or bring their own from home if preferred. For ordering information and more details, visit [veritasacademy.com/school-lunch](http://veritasacademy.com/school-lunch).

#### **v. Bus Buddies**

If you have a younger grammar school student who will be riding the bus, we are glad to help arrange an older student to serve your child by helping them on and off the bus and assisting with any other needs they might have. Please email the Dean of Students if you are interested



in arranging a bus buddy for your child. While we won't always have an older student available to help on every bus, we will certainly try.

**vi. [Uniform Guidelines](#)**

**vii. Party 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 communicate the invitations outside of school.

**T. Secondary:**

**i. Leadership Awards**

Every year we elect two secondary students for the Veritas Academy Leadership Award. The recipients of the leadership award are elected by the secondary school student body. Mark 10:42-45 is used to guide the selection process:

And Jesus called them to him and said to them, "You know that those who are considered rulers of the Gentiles lord it over them, and their great ones exercise authority over them. But it shall not be so among you. But whoever would be great among you must be your servant, and whoever would be first among you must be slave of all. For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many."

**ii. Discipline**

Demerits : These behaviors will earn you an immediate detention: disrespect, rebellion, cheating, fighting, foul language. These are three demerit infractions (or, possibly, a suspension). Teachers have been instructed to be particularly sensitive to hurtful, sarcastic, or disrespectful language. We are called by Christ to love one another so that the world might know that we are His disciples.

Teachers will communicate to students that they've received a demerit or demerits for offenses. The teacher, via e-mail, sends demerits to the Dean of Students. The Dean of Students will then enter the demerit(s) and the parents will be notified of the infraction.

Students will receive a detention for every three demerits earned. If you believe that you've

received a demerit unfairly, please speak to the teacher respectfully. If you are unable to resolve the situation, please speak to the Dean of Students.

Detentions are served Wednesdays, from 3:00-4:00.

After 12 demerits, a parent conference will be arranged with the Dean of Students. 15 demerits result in a suspension. 18 demerits result in the possibility of expulsion from the school.

### iii. [Uniform Guidelines](#)

## VI. Extra Curricular Activities

Extracurricular activities at Veritas Academy are organized, school-sanctioned activities providing student participation and enrichment beyond the normal academic program. Participation in these activities (which 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 fall in line with the established philosophy, purpose and standards of Veritas Academy, and are to be approved by the Board.

Extracurricular activities at Veritas Academy shall remain within these guidelines. They shall in no way hamper or take away 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. If a qualified staff member or Board member cannot be found to lead an extracurricular activity, 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.

### **A. Field Trips**

Field trips are an excellent opportunity for Veritas Academy students and families to enjoy learning and experience many interesting things. Generally, the teacher issues field trip permission forms no less than 2 weeks to 10 days before the date of the field trip. 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.

#### 1. Teacher Responsibilities

- Primary responsibility is student safety and general leadership of field trips
- Do not let a student go anywhere alone; always assign a buddy and/or chaperone

- Remind all chaperones of their expectations prior to field trips
- Ensure that all chaperones signed up for the field trip have up to date background clearances on file at the school.
- Conduct regular face-to-name counts (always upon arrival and departure from a particular destination on a trip).

## 2. Parent Chaperone Responsibilities

- All adults attending Veritas field trips will be considered official chaperones (this includes parents, guardians, grandparents, older siblings, and other individuals who may volunteer to be chaperones on Veritas field trips). No adult is permitted to attend a field trip unless they agree to be an official chaperone.
- The role of all field trip chaperones is to assist the teachers on the trip in monitoring and accounting for students and in other tasks that arise.
- All field trip chaperones must be prompt.
- If driving students, all volunteers must have valid driver's licenses and not be under any driving suspensions or penalties.
- In order to chaperone a field trip, individuals must read and sign the Field Trip Chaperone Expectations form.
- All Field Trip Chaperones must have on file at the school all mandated clearances.
- Chaperones may bring other children with them on field trips but only if they are also able to fulfill all of their chaperone responsibilities.
- Chaperones are required to stick to the agenda and itinerary laid out by the teacher or leader of the trip.
- Chaperones must remain with the group at all times.
- Chaperones must set an example of dignity, modesty, and strong character in their attire, behavior, and attitude on field trips.
- Student discipline of students other than their own child is not a chaperone responsibility; chaperones should report any disciplinary concerns that they observe to teacher leading the group.
- At any point on a field trip, chaperones may be assigned to monitor a group of students.
- Chaperones should always avoid situations in which they are alone with a student one-on-one.
- All chaperones should help conduct regular head counts.
- No alcohol is permitted on field trips for chaperones or teachers.
- Chaperones may request reimbursement for gas, tolls, and parking on field trips.
- Chaperones must show impartiality to all students on field trips.

### **B. Student Transportation**

Veritas Academy does not provide transportation to and/or from students' homes to school or school related events. In certain exceptional circumstances, if the school does need to provide

transportation to or from the student's home, written permission will be obtained first from the student(s) guardian.

The school will make arrangements for student transportation for field trips and certain events, including select athletic purposes and other special activities that occur off school grounds. In some instances, school owned buses or vans driven by school employees will be used to transport students. At other times, parent/chaperone help will be requested to transport students in parent/chaperone owned vehicles driven by parents or other approved drivers. Whenever parents or other approved drivers are serving as chaperones, the chaperone guidelines listed above must be followed.

## VII. Supporting Veritas Academy

### A. Referring Friends and Family

We realize that our community of parents makes up our most powerful team of ambassadors for Veritas Academy. A majority of our students come to this school through word of mouth referrals. If you love our school and have seen good fruit from your child's experience here, we hope that you will share what you appreciate about Veritas often and openly with your friends and family. In order to maintain a thriving school, it's important that Veritas continue to welcome new students year after year, and you play a big part in helping us to reach our enrollment goals!

There are many ways you as parents can spread the word about Veritas Academy:

- Sharing social media posts or online parent resources offered from our school
- Talking about Veritas in personal conversations
- Handing out postcards, flyers, and/or posters for school tours and events
- Writing online reviews for Veritas on sites like Google, Facebook, [GreatSchools.net](http://GreatSchools.net), [privateschoolreview.com](http://privateschoolreview.com), and [Niche.com](http://Niche.com).
- Sharing the benefits of Veritas with your church

If you are passionate about our school and want to go an extra step to help make sure that others know about it, we welcome you to join our Word of Mouth team, a select group of parents who are specially equipped to reach out to prospective families and kept in the know about school happenings to share. You can contact Kylee Bowman, Director of Marketing & Communications at [kbowman@veritasacademy.com](mailto:kbowman@veritasacademy.com) or Jill Trim bath, Director of Admissions at [jtrimbath@veritasacademy.com](mailto:jtrimbath@veritasacademy.com) if you're interested in learning more.

### B. Social Media

If you have a Facebook, Twitter, or Instagram account, be sure to like and follow Veritas Academy so you can see school day photos, videos, and more. It's a great way to stay in touch with all that's happening with your kids during the day, and also to help us spread the word about the great things that go on in at Veritas. We encourage parents to share posts that they find particularly inspiring or that feature your kids, to help increase awareness of our school with potential families!

[facebook.com/VeritasAcademyLancasterPA](https://facebook.com/VeritasAcademyLancasterPA)

[instagram.com/veritasacademy](https://instagram.com/veritasacademy)

[twitter.com/veritasacademy1](https://twitter.com/veritasacademy1)

### **C. Student Fundraiser**

Each year, we have two community fundraisers: The Extraordinary Give and the Serve-a-thon.

The Extraordinary Give takes place in the month of November and is organized by the Lancaster County Community Foundation (LCCF). This 24-hour period of fundraising takes place online through the LCCF. A pool of cash and prizes from the Lancaster County Community Foundation, Rodgers & Associates, the High Foundation, and other community sponsors stretches every dollar donated to local nonprofits.

The student fundraiser, also known as the serve-a-thon, is the one fundraiser we ask our students to participate in. This three-week fundraising event and one day of service take place each spring. As a community we want others to see us reflecting Christ while fulfilling our mission to cultivate loving, serving, thinking students. A variety of service projects include but are not limited to local parks, nonprofit ministries, and retirement communities. When individuals sponsor a Veritas student, their sponsorship has a double impact, both to Veritas and our community.

### **D. Giving a Gift to Veritas Academy**

Veritas Academy relies upon contributions from our generous donors to further the mission of our school. For those interested in giving to our school, there are several donation opportunities.

The Annual Fund ensures that Veritas Academy students have exceptional opportunities in the areas of academics, athletics, and arts. Each gift is applied to the current academic year, either towards budgeted program improvements or promised financial aid packages. Each gift, from the largest to the smallest, helps us equip the next generation of students to lead and transform the culture through a distinctively classical and Christian education.

The Annual Fund also allows the donor to direct giving towards his personal preference: Area of Greatest Need, Science and Technology, Fine Arts, Athletics, Library, or Financial Aid. The donor

may make contributions of cash, stock, property, or other assets. In addition, many corporations offer matching gift programs, allowing contributors to double their contributions. Please contact your employer for information regarding this possibility.

In addition to our annual fund, we are very thankful for a unique tax-credit opportunity that has become a tremendous and mutually beneficial blessing. For over a decade, Veritas Academy has participated in the Educational Improvement Tax Credit (EITC) and Opportunity Scholarship Tax Credit (OSTC) programs wherein business owners receive a 90% state tax-credit in exchange for a donation in the amount of their state tax liability to an approved educational entity (in our case, Veritas Academy). Donations received through EITC and OSTC help our school meet the needs of deserving students who qualify for financial aid. Three years ago, our school partnered with Central Pennsylvania Special Purpose Entity to allow individuals with a state tax liability of 3,500 or more to secure these same credits formerly only available to business owners. If you have a qualifying tax liability and are interested in redirecting your state tax from Harrisburg to Veritas, please contact our Development Director, Sarah Yacoviello at [syacoviello@veritasacademy.com](mailto:syacoviello@veritasacademy.com).

## VIII. Appendix

### A. [Meet The Faculty and Staff](#)

### B. *In Loco Parentis*

The purpose of this policy is to ensure that parental authority over the education of their children is respected at all times. This policy applies to all teachers and staff who exercise authority of any kind over the students. The phrase *In Loco Parentis* means "in place of the parents." Teachers are to remember that they do not function above parental authority but rather with delegated authority (*in loco parentis*) from the parents.

### C. **Philosophy of Christian Education**

Veritas Academy was established in 1996 as a private Christian school committed to providing a classical Christian education to young people in primary and secondary grade levels. Education at Veritas Academy is intended to be Christian and Classical in philosophy, content and methodology, making it different from most other schools. Veritas Academy strives to operate as an extension of the family under the assumption that the education of young people is the God-given responsibility of parents and the immediate family rather than the responsibility of the state. Veritas Academy provides a biblically-based curriculum and teaches all subjects as parts of an integrated whole with the Sacred Scriptures at the center.

In conjunction with the biblical emphasis, Veritas Academy strives to follow the classical Christian model, as described in the following resources:

- A. *The Lost Tools of Learning* by Dorothy Sayers
- B. *Recovering the Lost Tools of Learning* by Douglas Wilson
- C. *The Seven Laws of Teaching* by John Gregory

#### **D. Statement of Final Authority for Matters of Faith and Conduct**

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God speaks with final authority concerning truth, morality, and the proper conduct of mankind. For purposes of Veritas Academy's faith, doctrine, practice, policy, and discipline, our board of governors is Veritas Academy's final interpretive authority on the Bible's meaning and application.

#### **E. Statement on Marriage, Gender, and Sexuality**

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the school.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Denial of one's biological sex is defacement of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Veritas Academy as a Christian community, and to provide a biblical role model to the school's members and the community, it

is imperative that all persons employed by Veritas Academy in any capacity agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

### **F. Statement on the Sanctity of Human Life**

Veritas Academy believes that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

### **G. Objectives and Standards of Veritas Academy**

In the programs and teaching at all levels, as well as in extracurricular activities and examples set by faculty and staff, Veritas Academy strives to:

1. Emphasize grammar, logic, and rhetoric in all subjects. (Grammar is to be understood as the fundamental rules and data of each subject. Logic is to be understood as the ordered relationship of particulars in each subject. Rhetoric is to be understood as the means by which the grammar and logic of each subject may be expressed clearly.);
2. Encourage every student to develop a love for learning and to achieve maximum academic potential;
3. Teach all subjects in the curriculum as parts of an integrated whole with the Scripture at the center (II Timothy 3:16-17);
4. Provide a clear model of biblical Christian life through the school staff and board (Matthew 22:37- 40, Col. 1:28-29, John 17:1-3);
5. Encourage every student to cultivate a personal relationship with God the Father through Jesus Christ (Matthew 28:18-20);
6. Provide an orderly and secure atmosphere conducive to maintaining these standards.

### **H. COVID-19 Measures**

Some aspects of this handbook are affected by the measures Veritas Academy is taking to mitigate the spread of COVID-19 in the 2020-2021 school year.

Parents and students should note that our COVID-19 procedures supersede the policies in this handbook. For a complete understanding of Veritas Academy's COVID related policies, please refer to [www.veritasacademy.com/covid-policies](http://www.veritasacademy.com/covid-policies). This page will be updated regularly throughout the year to reflect any changes to our plans and policies.



