

# *Secondary Student Handbook*



2020-2021

## **1. 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.

-Normal infractions are one demerit. Demerits are reported in Renweb and accumulate. Every three demerits a student will serve a detention (e.g. 3, 6, 9, etc.). Demerits do not reset at the end of a quarter or semester.

**Teachers will communicate to students that they've received a demerit or demerits for offenses.**

-Demerits are sent by the teacher, via e-mail, 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. Demerits do not reset at the end of a quarter or semester.

-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.

## **2. Making up missed work due to absence**

- Students are expected to complete all assignments given to their class during their absence within a reasonable amount of time as established by the teacher. Generally, this means that students have one day to make up work for every day that they miss. However, quizzes and tests missed due to absence will normally be made up upon the first day that a student returns to class. Any exceptions to this rule must be arranged with the teacher.
- Students are to be proactive in getting missed assignments, and notes, when they return to school after an absence, or if they are aware that this is going to be an extended (planned) absence.

## **3. What to do for devotions**

- Be in your homeroom classroom for devotions at 8 am.
  - i. If you arrive late to school (after 8 am), you must receive a pass to devotions (or the class you will first attend) from the receptionist. Indicate at the receptionist desk your reason for lateness when you sign in.
  - ii. Unexcused lateness will result in a demerit. Again, every three demerits results in an afterschool detention.
  - iii. Student government officers must be present at homeroom for devotions. Any officer who is chronically late will be removed from office.
- b. Enter fully into devotions
  - i. This means that you need to listen, pray, and sing whenever the group is doing this.

- ii. Do your best. We are serving God in this, and it is an offering of praise (as a school) to the God who made us.
- c. Be reverent, respectful and focus on God by listening to the leader (whether teacher or fellow student).

#### **4. What to do at lunch**

- a. 7<sup>th</sup>-9<sup>th</sup> grade students are to eat in the lunchroom until 12:00. They are not to eat in classrooms, in the hallway, or in the courtyard. 7<sup>th</sup>-9<sup>th</sup> grades must remain in the lunch room until 12:00. **[We will not be starting the year this way. Students will be eating lunch in their classrooms.]**
- b. 10<sup>th</sup>-12<sup>th</sup> grades may eat in the cafeteria, the courtyard, or the blacktop near the basketball court. Students may not eat in classrooms except by special permission. Off campus lunch privileges are granted only upon parent permission. M/W/F are the off campus lunch days for 10<sup>th</sup>-12<sup>th</sup> grade students. Students who are caught going off campus on non-lunch days, or without parental clearance, will lose privileges for a quarter (or its calendar equivalent). During the first week of school obtain an off-campus permission form in the office. As soon as the office has the returned and completed form, you may go off campus. You may not before that point. **[Again, we will not be starting the year this way. At the beginning of the year students will not be going off campus for lunch.]**
- c. 10<sup>th</sup>-12<sup>th</sup> grade students going off campus may go to one of the following three places: Joe's, Butterflake, or Leola Pizza. Students are not allowed to use vehicles to go off campus for lunch. Those who do will lose privileges for the numeric calendar equivalent of a semester.
- d. At 12:00, students who have left the cafeteria should move to one of four places: the gym, the blacktop basketball court, Jerusalem, or Alexandria. The other rooms will be locked. You may get your books from lockers, but you should not linger in the hallways. We will have two tables in the cafeteria for students coming back from off-campus lunch. 10-12<sup>th</sup> grade students will be allowed to eat at these tables until 12:18 (extending into grammar lunch).
- e. Students must not congregate in the hallway near Ethiopia at 12:00. Classes are taking place, and that noise makes it very difficult for the teacher to teach.

#### **5. The Veritas Doors in the back hallway**

Students are not allowed to travel through the doors in the back hallway without a teacher. This includes both exiting through the door, or entering back through (students are not allowed to let other students back in through the door). Students must also not prop open the door that leads out the back of the school (in the Grammar School hallway) as this compromises safety.

#### **6. Secondary students must not be in the following places (unless under the immediate supervision of a teacher):**

- a. The Teacher Resource Room (TRR)
- b. The Gym

Note: students who need photocopies should go to the school office (and ask the receptionist to retrieve them or let you into the office). Students are not to go to the TRR to get photocopies.

## **7. Wear your uniform correctly, completely and neatly.**

Specific Uniform issues to address:

- Boys and girls must both wear a standard shirt under their sweater or sweatshirt on standard day, and a polo on non-standard day.
- Our default cold weather solution is the Veritas sweater or sweatshirt. In the winter, don't come to school without a sweater or sweatshirt (you should probably just keep it in your locker). Non-crest sweaters are not acceptable in the winter.
- Boys should not be repeatedly reminded about tucking in shirts. If the shirt is too small to stay tucked in, it must be replaced.
- The dress code will be printed out and hanging in homerooms. Students will be checked for conformity to the dress code in homeroom.

Please refer to the Veritas dress code online at the website:

<http://www.veritasacademy.com/academy-life/uniforms/>

## **8. Grooming**

**Gentleman** need to shave and are not allowed to grow beards or regularly have a "five o'clock shadow." 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.

**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.

## **9. Show respect towards adults and be prompt and cheerful in your obedience.**

- 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).
- Response to commands 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).

## **10. Treat others righteously and courteously.**

- 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.

Go out of your way to be warm and friendly in your interaction with younger students. 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 husbands and fathers to a unique sacrifice: to lay down their lives for their wives and children as Christ laid down His life for the Church. We affirm the importance of our young men treating young ladies with respect, kindness, good manners, and as fellow bearers of God's divine image. Here are some guidelines for

- i. If a female staff member or parent is moving heavy or awkward items, please offer to provide assistance.
- ii. Begin class by the boys seating the ladies—yes, even in the upper secondary classrooms.
- iii. In the hallways, men are to be chivalrous and defer to the ladies by giving them space and avoid running into them. This is especially important in the middle school section of lockers! Be gentlemen.
- iv. In all events where food is served, where reasonable and practical the ladies are in principle to be served and seated first.
- v. Ladies, when a gentleman shows this sort of deference and consideration, you should always respond with thankful gratitude.

## **11. Technology**

-7<sup>th</sup> and 8<sup>th</sup> grade students are not to be using phones at any point during the school day (including in the locker).

### **For 9<sup>th</sup>-12<sup>th</sup>**

- 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.

## **12. Treat the school's materials and facility with respect and care.**

-Students will be charged for lost or damaged textbooks.

Lockers must be kept neat, inside and out. Nothing is to be stored on top of the locker. If you have something large that needs to be stored for the day, please see the Dean of Students (Mr. Dennis) or the Academic Dean (Mr. Etter). Mr. Urban will remove things from the tops of lockers every Friday.

-Students are not to eat or drink in the hallways, or to keep open food or beverages in their lockers (other than, of course, their lunches). Snacks in the lockers should be consumed the same day, and not stored in the locker.

-Students may have water in class, but are not to have food or other beverages in class (unless given special and particular permission by the classroom teacher).

## **13. Romantic displays of affection.**

-Romantic relationships are important enough—and a sacred enough pattern of God's great design—for us to guard their dignity by not making a public spectacle of them.

-Veritas Academy **does not** have a “no dating” policy. However, Veritas Academy requires students who have romantic interests to refrain from expressing their affection publicly while at Veritas Academy (or events sponsored by Veritas Academy).

-Maturity considers community. Exclusive relationships that cause students to spend all of their time with just one other person, means, *de facto*, ignoring everyone else. Students who are “pairing off” regularly, to the detriment of the community, will be sent to the Dean of Students (and their parents will be contacted).

### **13. Keep your personal belongings neat, clean and in their proper place.**

-Backpacks may be brought to class, but should be stored as neatly as possible.

-Athletic bags should be stored in the locker if possible. If not possible, arrange with the Dean of Students where you will be keeping your athletic bag.

-Pick up after yourself. Things should not be left on bookshelves in the classroom. At the end of each day, the window-shelves will be cleared. Do not grind holes into desks or tables, write on them, or mark things that are not your own in any way. Do not store things on the top of lockers. They will be removed periodically by Mr. Urban.

### **14. Be to class on time**

-If you are released late from a previous class ask the classroom teacher for a pass. Students will need to enter class with a pass from their previous teacher or they will receive demerits.

-If you need to use the restroom at the beginning of the period (or have an issue with it being full during a passing period), go to class first and ask permission to use the restroom (which will let your teacher know that you are going to be late).

### **15. Covid Specific Rules (note: many of these rules supersede rules stated above; we will revert to our standard handbook when our COVID policies are no longer relevant)**

#### **Technology**

-9<sup>th</sup>-12<sup>th</sup> grade students should not have their phones out except between 6<sup>th</sup> and 7<sup>th</sup> periods. 7<sup>th</sup> and 8<sup>th</sup> grade students should not have their phones out at any point during the day. Phones will be confiscated if they go off during class, or if they are out at any point when they are not supposed to be. If for some reason you need to contact home during the school day please go to the school office (with permission of your teacher).

-Phones should be on silent in the backpack. If we are having bandwidth issues, we may require them to be turned off completely.

-Students should not be using electronic devices (laptops or tablets) unless there is a classroom requirement given by the teacher. This includes study hall.

-Students who misuse technology for a “zoom” elective will lose the privilege (and possibly be removed from the class) if the behavior continues.

**Masks**

-Students should wear masks (or face shields) when they are not in the classroom and not outside. This would include all public places, like restrooms, hallways, the office, etc. When you are not in your classroom, and not outside, you should be wearing a mask. You should also wear a mask in the classroom whenever your classroom teacher deems it necessary. Masks may be any color or pattern, but they are not to have logos, any political content, or messages that represent a political party or movement.

**Non-Veritas spaces**

Students must never enter into non-Veritas spaces without a teacher. The Township area is absolutely off limits to our students. If students need to go to the gym, they must be escorted by a teacher.

**Morning attendance/devotions**

-Students must be on time for beginning of the day attendance/devotions. This means that you must be seated by 8:00 AM. The day will begin in the room assigned for your grade-level (see chart below). Students who are late should have parents contact the office to provide an explanation for the tardiness. You must always enter the building through the main entrance (by the school office).

**Shaming**

-As a Christian community we are to bear with each other in love. During this time of uncertainty, Christians need to be especially careful to relate to one another in love and with an attitude of patient respect for differences of opinion. If your neighbor feels more comfortable wearing a mask, you are to respect that decision and treat him or her as a fellow bearer of God's divine image. We need to be especially sensitive to respect each other during this cultural moment, and not allow differences of opinion destroy our unity and fellowship in Christ Jesus. Shaming, demeaning, belittling, and disrespect of our neighbor will not be tolerated.

**Lunch**

Students are to eat in their grade-level classroom during lunch. At 12:00 they may be outside in the courtyard or on the back playground. We will have a gym schedule that will be grade-specific. You may not ever be in the gym without a proctor. We are starting the year without open campus lunch. We will continue to review policies on a bi-monthly basis and let you know if we approve off-campus lunch for 10<sup>th</sup>-12<sup>th</sup> graders.

**Belongings**

You will be storing your belongings in the class next to your desk. Students will have assigned seats in their "home classroom" and they will stay at those seats throughout the day (unless you are traveling to classes). Teachers of classes that are not in the home classroom will create their own seating assignments. All sports equipment will be stored outside of your home classroom. Students are not to touch the belongs of other students—please respect belongings as though they are in a personal locker. We will not be using our lockers at all until our COVID guidelines are no longer in place. If you are leaving your home classroom to attend another class you may bring your backpack with you to the classroom. Again, students must respect the belongings of other students.

**“Home Classroom” by grade (where you will report for beginning of day attendance and devotions)**

<b>Grade</b>	<b>Home Classroom</b>
7	Alexandria
8	Jerusalem
9	Rome
10	Vienna
11	London
12	Kent