



VERITAS COLLEGIATE  
ACADEMY

2023-2025

## Student Handbook



### FROM THE HEADMASTER

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

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

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

Sean M. Elgut  
Head of School

## **Table of Contents**

<b>From the Headmaster.....</b>	
<b>Introduction.....</b>	<b>1</b>
1. Educational Philosophy .....	1
2. The Lost Tools of Learning .....	1
a. The Grammar Stage .....	2
b. The Dialectic (or Logic) Stage.....	2
c. The Rhetoric Stage.....	2
3. The History of Veritas Collegiate Academy .....	3
4. Curriculum Goals.....	3
a. Logic and Rhetoric School .....	3
<b>Students and Parents .....</b>	<b>5</b>
1. Reverence .....	5
2. In Loco Parentis .....	5
3. Honor Code.....	6
4. Respect and Courtesy.....	6
5. Admissions .....	7
a. School Admission Procedures and Requirements.....	8
b. Mid-Year Admissions .....	8
c. Emergency Contact.....	8
6. Attendance .....	9
a. Tardiness .....	9
<b>Discipline .....</b>	<b>9</b>
1. Logic and Rhetoric School .....	10
a. Demerit System .....	11
b. Accumulation of Demerits.....	11
c. Saturday School .....	12
d. Saturday Work Detail.....	13
<b>Suspension and Expulsion.....</b>	<b>13</b>
1. Consequences of Suspension .....	13
2. Cheating .....	14
3. Plagiarism .....	15
4. Skipping Class or School .....	15
5. Prohibited Items at School.....	15
6. Serious Infractions .....	16

<b>Dress Code .....</b>	<b>16</b>
1. Lower School Non-formal Days (M/W/F): Male and Female .....	17
1. Lower School Formal Days (T/TH/Field Trips): Male and Females .....	17
a. Upper School Formal Days (M-Th; Field Trips): Male and Female: .....	18
b. Upper School Non-Formal Days (F): Male and Female: .....	18
<b>Academics .....</b>	<b>20</b>
1. Homework .....	20
2. Colloquy Classes .....	20
3. Testing Policy .....	20
a. Make-Up Test Policy .....	21
b. Mid-term and Final Exams .....	21
4. Grading .....	21
5. Academic Probation .....	22
6. Extra Credit .....	22
7. Extra Curricular Activities.....	22
8. Field Trips.....	24
<b>Awards and Honors.....</b>	<b>23</b>
1. Academic.....	23
2. The Outstanding Character Award .....	24
<b>Promotion.....</b>	<b>24</b>
<b>Schedules, Programs and Graduation Requirements .....</b>	<b>24</b>
1. Class Schedules: Logic School.....	24
2. Class Schedules Rhetoric School .....	25
3. Omnibus Schedule.....	25
4. Veritas Collegiate Academy Diploma .....	25
<b>Communication .....</b>	<b>28</b>
1. Communication from the Office .....	28
a. Parental Communique.....	28
b. Disciplinary Calls .....	28
2. Publications and Notification of School Events.....	28
<b>Miscellaneous.....</b>	<b>29</b>
1. Visitor Policy .....	29
2. Dealing with Conflict .....	29
3. Controversial Subjects.....	30
4. Learning Disabilities .....	30
5. Medication Policy .....	31

**Signature Page.....32**

**Addendum A: Prohibition Against Bullying.....33**

**Addendum B: Concussion Management Plan.....35**

**Addendum C: Upper School Reminders.....37**

    Community Service Hours.....37

    Upper School Retreat.....37

    FACTS SIS System.....38

    Mentoring.....38

    International Study Abroad Trip.....38

    Awards and Recognitions.....38

    Early Dismissal.....39

    Cell Phone Policy.....40

**Addendum D: Academic Awards.....41**

# INTRODUCTION

## 1. Educational Philosophy

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

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

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

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

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

## 2. The Lost Tools of Learning

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

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

With the general malaise that has invaded educational circles in the 20<sup>th</sup> century, it was only a matter of time before a turning back to the time-tested method of the *Trivium* was sought, and thus began the modern classical Christian schooling movement.

The movement has expanded greatly from that small beginning in the early 1980s. Today, the Association of the Classical and Christians Schools (ACCS) has more than one hundred member schools. Many other schools have adopted the classical method of the *Trivium* in an effort to restore the grand educational prowess of the West.

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

**a. The Grammar Stage:**

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

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

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

**c. The Rhetoric Stage:**

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

In summary:

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

### 3. The History of Veritas Collegiate Academy

Veritas Collegiate Academy is a classical Christian school committed to the classical *Trivium*. Its central purpose is to assist parents in the education of their children.

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

The history of Veritas Academy began in Lancaster when a group of families that attended Westminster Presbyterian Church met to consider how they should raise their children. This group considered different models of education, including classical education. They read Douglas Wilson's *Recovering the Lost Tools of Learning*, which presented the time-tested method of the *Trivium* as a superior alternative. Many were excited about the model, but it seemed that starting a school like the one described in *Recovering the Lost Tools of Learning* was many years away.

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

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

### 4. Curriculum Goals

#### Logic and Rhetoric School

**Literature:** The student will learn to become familiar with the common cultural consensus of our western world: that body of thought, belief, and imagination that all educated people in the western world share in common, and with which we must be familiar in order to understand and influence our culture. A student will also be given a context for understanding other types of studies, since the great ideas in all areas of knowledge find their popular expression in literature. Finally, students will learn to appreciate the beauty of language and literature. We must learn to discern kinds and qualities of beauty, and exposure to great literature is one of the best means to do so.

**History:** Students will learn to identify with those who have gone before them: identify with individuals in their culture, of the nation, and of their family. The student will also receive both encouragement and warning from the actions of his forebears, and from the consequences of their actions. From this study, our aim is that the student will gain wisdom: to avoid the errors of the past and to improve upon the thinking of his forefathers.

**Logic:** Students will be able to think rightly and righteously. They will know both formal logic, the study of syllogism and propositions, and informal logic, the study of the informal fallacies. He will also gain an understanding of how to apply the skill of logic to all of the information that they encounter in our culture.

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

**Sciences:** Students will become acquainted with the system of inductive thought (learning by using the scientific method— experimentation). They will gain an understanding of science in general, the science of life (biology, anatomy & physiology, and marine biology), chemistry and physics.

**Math:** Students will master the basic operations of mathematics with all types of numbers. They will also be able to solve complex equations for a variable and then for numerous variables. Students will be able to do the proofs of Geometry and will also be able to solve problems using trigonometric functions.



# STUDENTS AND PARENTS

## 1. Reverence

Veritas Collegiate Academy places a high value on the development of character. One way in which this is developed is in the area of speech. In all areas of instruction, proper respect and consideration will be given.

## 2. *In Loco Parentis*

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

Many in our society look at education as the job of the government, the society or the church. At Veritas, however, we firmly believe the responsibility for educating children belongs not to the state, nor to the church, but to the family.

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

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

As a support and extension of the family unit, Veritas Collegiate Academy considers the family to be of first importance to a child. At Veritas, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

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

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

### 3. Honor Code

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

#### THE HONOR CODE OF VERITAS COLLEGIATE ACADEMY

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

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

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

### 4. Respect and Courtesy

Respect is one of the most important ingredients in any relationship. Without mutual respect, there can be no lasting positive benefits in a relationship. Respect is needed between students and teachers as well as among the students themselves.

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

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

Talking in the halls should be in a quiet conversational tone. Loud talking, yelling, and horseplay are not permitted and will result in disciplinary measures being taken.

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

## **5. Admissions**

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

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

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

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

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

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

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

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

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

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

Generally, Veritas Collegiate Academy does not recommend admittance of students to Secondary School after the first semester, but will open up admission on a case by case basis. Veritas Academy does this in order to protect the academic pace of the class. If parents would like the school to specially allow the admission of their child after the middle of the school year, they must send in a completed registration form with the registration fee. They must also send a written explanation of a compelling reason why their child should be admitted late in the school year.

#### **c. Emergency Contact**

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

## **6. Attendance**

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

The actual number of days school is in session will be determined by the yearly school calendar. Students are expected to attend and complete all requirements for every course offered. A record for attendance will be kept in the office, the total number of days absent and days present will be recorded on the student's quarterly report card.

### **a. Tardiness**

If a student does not report to his class at the beginning of the day with the rest of the class, he will be counted tardy. The administrators at Veritas Collegiate Academy know that there is a myriad of reasons why a student might be late to class. The fact remains; however, they are late, and the tardiness is diminishing their educational experience at Veritas. Many times, diminishing the experiences of others because of the distraction of students coming in late.

When a student has been tardy three times during a school week, the teacher or office will issue the discipline notice, and the Headmaster will call the parents to inform them of the situation. Parents will be expected to remedy the situation. If the situation continues, a conference with the parents will be arranged. In severe cases where tardiness is habitual, Veritas reserves the right, and may suspend, expel, or refuse re-admittance to a habitually tardy student.

If a student misses a specific class more than 15 days per semester, he or she will automatically lose credit for the class. 3 days tardy to a class is equivalent to 1 day of absence. If a student's absences accumulate to the point where the teacher or administrator has a concern that the student will not be able to adequately complete the work necessary to pass on to the next grade, a conference will be arranged with the parents.

## **DISCIPLINE**

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

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

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

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

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

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

## **Logic and Rhetoric School**

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

Students are expected to conduct themselves in an orderly fashion and contribute to a learning environment under the direction of the teacher. When infractions occur, students are expected to respond to verbal correction and make every effort to avoid any continuing problem or inappropriate behavior. When a teacher begins to see trends in a student's conduct or performance that does not conform to this standard, the student will be referred to the Dean of Student's office for counseling.

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

### **a. Demerit System**

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

- Disobedient or rebellious behavior toward faculty/staff = 10-20 demerits
- Unauthorized possession of electronic devices, cell phones, etc. = 10 demerits
- Skipping class or school = 20 demerits
- Lying or deceiving = 10 demerits
- Public display of affection (PDA) = 10 demerits
- Class disturbance accompanied with a show of disrespect = 10 demerits
- Uncooperative attitude or conduct = 5 demerits
- Class disturbance after being verbally corrected by the teacher = 5 demerits
- Use of foul language = 5-10 demerits
- Sleeping in class (including colloquy/thesis) = 3-5 demerits (3 for the 1<sup>st</sup>, 5 for the 2<sup>nd</sup>)
- Dress code violations:
  - o 1<sup>st</sup> offense = 3 demerits; 2<sup>nd</sup> and subsequent offenses = 5 demerits
- Chewing gum or eating candy = 5 demerits
- Possession of food / drink outside of approved location = 3 demerits
- Writing, passing or receiving notes in class = 3 demerits

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

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

Veritas has a zero policy when it comes to threats of violence and bullying. As such, a threat of violence will be taken seriously, and may result in the expulsion of the student perpetrating the threat. Additionally, acts of bullying and intimidation will not be tolerated and may result in the expulsion of the student perpetrating the act.

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

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

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

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

*Per quarter:*

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

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

*Per Semester:*

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

*Per Year:*

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

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

**c. Saturday School**

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

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

There is a \$85.00 fee for each child attending Saturday detention or work detail. Payments will be collected on the day of Saturday detention by the teacher or faculty member in charge. Failure to attend Saturday School will result in further disciplinary action as deemed appropriate by the Dean, including a 2 Day Suspension, which will post to the student's permanent record.



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

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

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

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

### **SUSPENSION AND EXPULSION**

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

Suspended students will serve out-of-school suspensions. Receiving a suspension is a serious occurrence and could jeopardize a student's future enrollment at Veritas Collegiate Academy and college acceptance. A school suspension also results in suspension from participation in sports and activities, including field trips, other school events.

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

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

1. The student will be required to serve the suspension at home.
2. The student shall not attend any extra-curricular event for one week (or two weeks if a 2-day suspension).

3. The student may be required to do some in-school or out-of-school research and/or work related to the violation.
4. All academic work must be made up within the normal framework of time, as outlined in the policies for make-up work.
5. The student may be permitted or requested to go before the student body or a group of peers to ask forgiveness for the wrong committed. Public offense - Public apology/  
Private offense - Private apology

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

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

## **2. Cheating**

Cheating shall be defined as:

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

7) Possession of a cell phone during a test or quiz.

Consequences of cheating:

1. Even if the student is not "caught," there is loss of respect for one's self (personal dignity).
2. If a student is caught cheating, there is a loss of trust and reputation. Parents will be contacted and asked to support the action of the school. Consequences include an automatic grade of zero and possibly suspension or expulsion.
3. Cheating may be posted on the students record and may impede acceptance to college or university.

### **3. Plagiarism**

Plagiarism is defined as:

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

### **4. Skipping Class or School**

Skipping is defined as a student's intentional avoidance of school or scheduled activities without proper permission. Permission to miss school or its activities must be granted in advance by school leadership. If a student has skipped school, they will be given a minimum of one-day suspension and will be removed from extra-curricular activities for up to five school days.

### **5. Prohibited Items at School**

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

## 6. Serious Infractions

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

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

### DRESS CODE

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

**\*2023 Change in hair policy.** Beginning fall of 2023, there will be a more relaxed hair policy, as male students will be allowed more leeway in their hair length, as long as the style is kept neat and clean. The hair, however, must still be of one natural color and above the eyebrows and not more than an inch and a half below the shirt collar. Please note, as per our campus-wide policy, male students may not wear earrings on campus, or have tattoos. Proper underclothing must be worn (i.e., t-shirts under all polo or dress shirts; shirts tucked in, and dress socks that are at least calf-high).

For female students, hair must be of a natural color (no unnatural red, green, blue, pink, etc.). Nails may not exceed 1/3" beyond the fingertip, and no off-color nail polish may be worn. Proper underclothing must be worn, and blouses tucked in at all times. Socks will be knee-high when a skirt is worn.

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

Veritas divides the dress code into "Formal Days" (Monday-Thursday) and "Casual Day" (Friday).

If there are any questions regarding the uniform policy, please feel free to contact the Headmaster/Assistant Headmaster.

All Formal Wear must be purchased through our preferred shop, Flynn and O'Hare Uniform.

## **LOWER SCHOOL**

### **NON-FORMAL (Monday, Wednesday, Friday)**

#### **Female Students:**

- Khaki or navy slacks, skirts, or shorts. Skirts and shorts can not be more than 2 inches above the knee. Shorts may only be worn in the months of September, October, April, May, and June (Lower school may wear a skort or jumper that is khaki or navy longer than 2 inches above the knee)
- Polo shirts must be white, navy, pale pink, pale blue, or pale yellow (long or short-sleeved)
- Oxford shirt must be white, pale pink, pale blue, or pale yellow (long-sleeved only)
- White or Navy turtleneck may be worn under a polo or Oxford shirt
- V-Neck Sweater Vest must be navy or white.
- Sweater or polo fleece with logo must be navy
- Brown or Black belt only

#### **SHOES:**

- Sneakers may be worn that are in good condition (\*no light-up shoes)
- Sandals and boots are prohibited, as are heels higher than 1/2 inch

#### **Male Students:**

- Pants or shorts must be khaki or navy. Shorts may only be worn in the months of September, October, April, May, and June (cargo shorts are prohibited)
- Polo shirt must be white, navy, pale pink, pale blue, or pale yellow (long or short-sleeved)
- Oxford shirt white, pale pink, pale blue, or pale yellow
- White undershirts must be worn under all shirts and a white or navy turtleneck may be worn under a polo or Oxford shirt
- Sweater & Navy polar fleece with logo must be navy
- Brown or Black Belt only
- Sneakers may be worn that are in good condition (\*no light-up shoes)

### **FORMAL DAYS (Tuesday, Thursday, & Field Trips)**

#### **Female Students:**

- K-2: Plaid Jumper with white blouse (long or short sleeve) with round collar and school logo  
3-12: Plaid Skirt with white blouse (long or short sleeve) with button collar and school logo
- Socks must be navy, cable-knit, and knee-high, or tights navy, flat, or cable knit \* Optional: Socks or tights may be hunter green
  - Shoes must be brown, black, or navy. No heel greater than 1/2 inch \* Sneakers, sandals, and boots are prohibited on formal uniform days
  - Any hair accessory (plaid hair tie, scrunchie, or padded headband)
- \* Sneakers and white socks are prohibited on formal uniform days

#### **Male Students:**

- Khaki twill pants Oxford shirt must be white (long or short sleeve)
- Striped tie
- Undershirts must be white and worn at all times

- Optional: Navy Cardigan sweater
- Brown or black belt only
- Shoes must be navy, brown, black, or tan Oxfords, loafers, leather deck shoes
- \* Sneakers and white socks are prohibited on formal uniform days

## **UPPER SCHOOL**

### **FORMAL DAYS (Monday-Thursday & Field Trips)**

#### **Female Students:**

- Blackwatch Kilt Skirt and Tie
- Oxford shirt must be white (long sleeve; short sleeve may be worn September and October, May and June only)
- Socks must be navy, cable-knit, and knee-high, or tights navy, flat, or cable knit
  - \* Optional: Socks or tights may be hunter green
- Optional: Navy sweater with logo under blazer
- \* Navy Blazer with two buttons and logo
- Shoes must be brown, black, or navy. No heel greater than 1/2 inch sandals, and boots are prohibited)
- Hair accessory: may include plaid hair tie, scrunchie, or padded headband
- \* Sneakers and white socks are prohibited on formal uniform days

#### **Male Students:**

- Khaki twill pants
- Oxford shirt must be white (long sleeve; short sleeve may be worn September and October, May and June only)
- Green / Blue Striped tie
- Undershirts must be white and worn at all times
- Navy Blazer with two buttons and logo
- \* Optional: Navy Cardigan sweater with logo under blazer
  - Brown or black belt only
  - Shoes must be navy, brown, black, or tan Oxfords, loafers, leather deck shoes
- \* Sneakers and white socks are prohibited on formal uniform days

### **NON-FORMAL (ONLY Friday)**

#### **Female Students:**

- Khaki or navy slacks, skirts, or shorts. Skirts and shorts can not be more than 2 inches above the knee. Shorts may only be worn in the months of September, October, April, May, and June (Lower school may wear a skort or jumper that is khaki or navy longer than 2 inches above the knee)
- Polo shirts must be white, navy, pale pink, pale blue, or pale yellow (long or short-sleeved)
- Oxford shirt must be white, pale pink, pale blue, or pale yellow (long-sleeved only)
- White or Navy turtleneck may be worn under a polo or Oxford shirt
- V-Neck Sweater Vest must be navy or white.
- Sweater or polo fleece with logo must be navy
- Brown or Black belt only

**SHOES:**

- Sneakers may be worn that are in clean and in good condition.
- Sandals and boots are prohibited, as are heels higher than 1/2 inch

**Male Students:**

- Pants or shorts must be khaki or navy. Shorts may only be worn in the months of September, October, April, May, and June (cargo shorts are prohibited)
- Polo shirt must be white, navy, pale pink, pale blue, or pale yellow (long or short-sleeved)
- Oxford shirt white, pale pink, pale blue, or pale yellow
- White undershirts must be worn under all shirts and a white or navy turtleneck may be worn under a polo or Oxford shirt
- Sweater & Navy polar fleece with logo must be navy
- Brown or Black Belt only
- Sneakers may be worn that are clean and in good condition.
- \*Absolutely no logos or emblems of any kind, except for Veritas Collegiate Academy logos

# **ACADEMICS**

## **1. Homework**

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

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

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

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

Students should expect app. two hours of homework per night.

## **2. Colloquy Classes**

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

## **3. Testing Policy**

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

- All students will receive an equal amount of time to take their test. Tests are scheduled to be completed during the test / exam period.
- Students are not allowed to leave the room prior to the completion of the test.
- All tests will be announced at least two days in advance. If students are absent on the day the test was announced, they are still responsible to take the test as scheduled or upon the first day they return to school.
- A teacher may cancel a test on or before the end of the school day preceding the scheduled date of the test.



- There is no talking during the testing period until allowed by the teacher. Students should raise their hand to receive permission prior to talking. Students will talk in English only, talking in another language will be treated as cheating. Students who are caught cheating will have their test paper confiscated and will immediately be sent to the Headmaster. They will receive a zero (0) on the test.
- Tests will have a value of 100 points.

#### **a. Make-Up Test Policy**

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

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

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

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

#### **b. Mid-Term and Final Exams**

Students will take semester exams in the middle and at the end of each semester. The exams will be 120 minutes and cover all material taught in class as explained by the teacher. These exams are given during the last week of the semester and are completed within the exam schedule. Combined, they will count as 25% of the semester grade.

### **4. Grading**

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

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

## **5. Academic Probation**

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

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

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

## **6. Extra Credit**

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

## **7. Extra Curricular Activities**

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

Extracurricular activities at Veritas Academy shall remain within these guidelines. They shall in no way hamper or detract from the academic and curricular activities of the students. Students must have parental permission before they can be involved in any extracurricular activity, and must maintain a GPA above 2.5. A Veritas staff member must be the coordinator of any extracurricular activity. If a qualified staff member cannot be found, a parent or adult may be a coach or coordinator. If any funds are required to have an extracurricular activity, the families that are involved in the activity must pay for the participation of their children unless money is specifically budgeted for this activity.

## 8. Field Trips

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

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

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

As students grow older, their field trips will become more interesting and last longer. Some trips, such as our yearly Upper School Retreat and our spring break international trip, may require a student to stay overnight, and will be chaperoned by faculty and administration. Parents are always encouraged to attend all trips.

## Awards and Honors

### 1. Academic

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

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

***Magna cum laude*** (with high honors): Students will win this award by having a GPA of 3.75 or above.

***Valedictorian and Salutatorian***: The Valedictorian of the graduating class is the student who has attended Veritas at least 2 years prior to graduation, including the Senior year, with the highest gpa. The Salutatorian of the graduating class is the student who has attended Veritas at least 2 years prior to graduation, including the Senior year, with the 2<sup>nd</sup> highest gpa. Both Valedictorian and Salutatorian are chosen after the conclusion of the first semester, senior year.

## **2. The Outstanding Character Award**

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

## **Promotion**

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

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

## **Schedules, Programs and Graduation Requirements**

Veritas Collegiate Academy students are required to complete a prescribed course of study in keeping with all associated accrediting agencies. Veritas students are required to pursue and complete the College Preparatory Diploma program.

### **1. Class Schedules: Logic School**

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

Omnibus I  
Pre-Algebra / Algebra I  
Life Science  
Latin I  
Logic I  
Composition 7  
Art 7  
Bible St.

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

Omnibus II  
Algebra I or II  
Physical Science  
Latin II  
Logic II  
Composition 8  
Music 8  
Bible St.

## **2. Class Schedules Rhetoric School**

### **3. Omnibus Schedule**

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

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

#### **Subject Area Credits**

Omnibus (History and Literature): 8 credits

Mathematics: 4 credits

(Series to include Algebra I or Geometry, Algebra II, Pre-Calculus, Calculus, AP Calculus AB / BC, AP Statistics)

Laboratory Sciences: 4 credits

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

Rhetoric: 1 credit

Thesis: 2 credits

(Series to include Junior Thesis and Senior Thesis)

Art: 1 credit

Music: 1 credit

PE: 2 credits (Pass / Fail: gained through participating in two seasons of an after school sport)

Foreign Language: 4 credits

Other Electives: 8 credits

#### **TOTAL: 35 minimum credits**

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

*Additional requirements:*

- All candidates for graduation must be in good standing with administration and faculty in relation to academics, conduct and character.
- Students must complete 80 hours of approved community service / Internship for each year of high school enrollment at Veritas Collegiate Academy.
- All prospective graduates must successfully complete the Scholastic Achievement Test (SAT) or ACT, and have scores on file in the main office before receiving a diploma regardless of their plans for college.
- All students are required to graduate with a minimum GPA of 2.5 (C) on a 4.0 scale

2021 Requirements-Beginning Fall of 2021 with the Class of 2025, the following prescribed courses will be offered and required:

AP Course Requirements (Starting 2021): All Veritas Graduates, starting with 9th grade, will complete, in addition to the normal course load, at minimum, 7 AP level courses.

7 AP Course Minimum Requirement:

- 1 during 9th Grade
  - 2 during 10th Grade
  - 2 during 11th Grade
  - 2 during 12th Grade
- 

Humanities AP Course Selection May Include:

- AP US History
  - AP Human Geography
  - AP US Government & Politics
  - AP World History: Ancient
  - AP World History: Modern
  - AP European History
  - AP Psychology
  - AP Macroeconomics
  - AP Microeconomics
  - \*AP Capstone Diploma Program (note will take place of Jr. & Sr. Thesis in 2025)
  - AP Research
  - AP Seminar
- 

Lab Sciences:

- 5th Grade: General Science with lab
  - 6th Grade: Physical Science with lab
  - 7th Grade: Biology with lab
  - 8th Grade: Chemistry with lab
  - 9th Grade: Anatomy & Physiology with lab (May take AP as alternative)
  - 10th Grade: Physics with lab (May take AP as alternative)
  - 11th Grade: AP Biology with lab / AP Chemistry with lab / AP Environmental Science
  - 12th Grade: AP Physics with lab / AP Environmental Science with lab
-

Math:

6th Grade: Math 87/Pre-Algebra

7th Grade: Pre-Algebra/Algebra 1

8th Grade: Algebra I/Algebra 2

9th Grade: Algebra II/Pre-Calculus

10th Grade: Pre-Calculus/Calculus

11th Grade: Calculus / AP Calculus AB

12th Grade: AP Calculus AB or BC / AP Statistics / Multivariable Calculus

\*Note: Block scheduling will allow for two years of math to be taken in any single year

---

Additional Requirements: (7<sup>th</sup>-12<sup>th</sup>)

Omnibus

1. Ancient
- 2a. Early Middle Ages
- 2b. Late Middle Ages
- 3a. Early American
- 3b. Late American (Post Civil War) / 20<sup>th</sup> Century
4. Ancient

Formal Logic

Material Logic

Rhetoric

Jr. Thesis

Sr. Thesis

Latin 1,2 (3,4)

2nd Foreign Language: Choice of-

Chinese 1,2,3,4

AP Chinese Language and Culture

Spanish 1,2,3,4

Russian 1,2,3,4

Writing 7,8, 10

---

The Arts

Studio Art

AP Art History

AP Studio Art: 2D / 3D

Art Appreciation / Art History

Music Appreciation / Music History

AP Music Theory

Drama / Theater

Orchestra

Chorus

Classical Guitar

# Communication

## **1. Communication from the Office**

### **a. Parental Communiqué**

Our primary form of communication with parents will be through email. We encourage parents to regularly check your email. Teachers will discuss with the heads of household how their children are progressing in class. They will also be monitoring the progress of his students with the other areas. If a student is struggling in any subject, it will be communicated directly to the parent.

### **b. Disciplinary Calls**

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

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

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

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

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



## MISCELLANEOUS

### 1. Visitor Policy.

Parents are allowed to visit the school for specific events as described in the *In Loco Parentis* section. All visitors, including parents, must adhere to the visitor policy as listed below.

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

### 2. Dealing with Conflict

The process of settling disagreements has three steps. The first and crucial step is going to the offending party personally. The second step consists in going to the person and bringing another person along to serve as a witness. The final step consists in bringing the dispute before the administration for a final ruling.

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

Gossip, or talking about a dispute or problem behind someone's back, is diametrically opposed to policies of the school. Gossip drags other people into a dispute that they are not part of and harms the reputation of another without giving him any chance to defend himself. For these reasons, we must refuse to resort to this type of destructive behavior and refuse to listen to others who would delve into this as well.

Veritas Collegiate Academy is committed to handling disputes and disagreements in this manner. It's inevitable that there will be disagreements and disputes. As parents serve as instructors in and examples to their children, they must demand that their children handle disputes in this way and seek to constantly force themselves to behave in this manner.

Basically, the principle is simple: When someone has a problem with someone else, whether it is a Board Member, administrator, teacher, parent or student, go directly to them and talk about it with them. This sort of action does take courage. Generally, relationships are mended when things are handled in the one-to-one manner.

### **3. Controversial Subjects**

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

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

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

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

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

### **4. Learning Disabilities**

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

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

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

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

Because of the controversial nature of and treatment of this second category of “learning disability”, Veritas Collegiate Academy has laid down policy in this area. Many times, when a child is diagnosed with this second category of “learning disability,” medication are prescribed for the child. These drugs are used to control the behavior of these children or to enhance the performance of these students in the classroom by enabling them to control their behavior. Parents are permitted to give these medications to their children, if they desire.

## **5. Medication Policy**

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

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

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

**Signature Acknowledgment**  
**Required for attendance at Veritas Collegiate Academy**

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

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

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

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

**Name** \_\_\_\_\_

**Student Signature**  
**(High School Only)**

**Name** \_\_\_\_\_

**Parent/Guardian Signature**

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

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

Revised 8/1/23

## **ADDENDUM A**

### **Prohibition Against Bullying Policy**

Veritas Collegiate Academy believes that all students have a right to a safe and healthy school environment. All schools have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. Veritas policy prohibiting bullying includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school head, the student or the parent of the student should contact the superintendent or his or her designee.
- The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school head or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or school events, or a school-sponsored activity, and during a school-sponsored activity. Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:
  - Loss of a privilege
  - Reassignment of seats in the classroom, cafeteria or school bus; Reassignment of classes
  - Detention
  - In-school suspension
  - Out-of-school suspension
  - Expulsion

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate

- form.

The procedures for intervening in bullying behavior include but are not limited to the following:

- All staff, students, and their parents will receive a copy of this policy prohibiting bullying at the beginning of the school year as part of the student handbook.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experience bullying is encouraged to report the incident to a school official.

**The following actions will be taken when bullying is reported:**

- **1. Investigation**

Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official.

The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

- **2. Notification**

Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

- **3. Discipline**

Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.

- **4. Follow Up**

Complainants will be promptly notified of the findings of the investigation and the remedial action taken.

- **5. Documentation**

Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

## **ADDENDUM B**

### **Veritas Collegiate Academy Concussion Management Policy**

Veritas Collegiate Academy recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activities and can have serious consequences if not managed carefully. Therefore, Veritas has adopted the following policy to support the proper evaluation and management of head injuries.

A concussion is a mild traumatic brain injury. A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from one concussion to another will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While Veritas employees will exercise reasonable care to protect students, head injuries may still occur. Physical Education teachers, coaches, athletic trainers and nurses will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. By the fall of 2021, concussion information will also be available on the school's website under Athletics tab, and will be provided as part of the permission slip for participation in interscholastic athletics.

Any student exhibiting signs, symptoms or behaviors associated with a possible concussion while participating in a school-sponsored class, extracurricular activity, or interscholastic athletic activity will be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The School Nurse or Certified Athletic Trainer will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the School expects the parent or other legal guardian to report the condition to the School Nurse or Certified Athletic Trainer so that the School can support the appropriate management of the condition.

The student shall not return to school or activity until authorized to do so in writing by an appropriate health care professional. The School's Concussion Management Individual or Nurse will make the final decision on return to activity including physical education class and/or after-school athletic team. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.

The Veritas Concussion Management Individual has developed regulations and protocols to guide the return to activity.

#### **Return to Learning (RTL) - 48-Hour Rule**

Students who experience a potential head injury will be required to stay home from school and not participate in any aspect of school activities for 48-hours. The required respite allows the school's concussion management individual (CMI) to receive physician notes and feedback from the parents to create an academic plan for the student's re-entry, all while providing cognitive rest for the recovering student. Note: 48-hours is defined as two full school days regardless of interruption by weekends or holiday's.

Support:

Because delayed onset of symptoms during the first 24 to 48 hours is possible, parents should closely and periodically monitor the student during this time. Ideally, students should be symptom free before RTL commences since activities that require concentration and attention may exacerbate post-concussion symptoms and delay recovery.

#### Day One

##### – At Home

The student should be kept home from school on total bed rest with no (or very limited) television, video games, texting, reading, homework, or driving. Parents should consult a physician if student is symptomatic. Parents need to keep lines of communication open with the CMI and share all information available from the physician, personal observations and student's current status.

##### - At School

The CMI will convene and begin to layout academic adjustments.

#### Day Two

##### - At Home

Between periods of resting and napping, the student may engage in light mental activity such as light reading or television, as long as these activities do not provoke symptoms. Parents will be contacted by CMT for an update of student's status and work together in deciding on the level of academic adjustments and RTL protocols.

##### - At School

The CMI will finalize the level of academic adjustment needed at school depending upon the type and severity of the symptoms present and the times of the day when the student feels better or worse.

#### Concussion Management Protocol for Return to Play

Return to play following a concussion involves a stepwise progression once the individual is symptom free. There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance. The Virginia High School League return to play recommendations are based on the most recent international expert opinion.

- No student athlete should return to play while symptomatic.
- Students are prohibited from returning to play the day the concussion is sustained.
- If there is any doubt as to whether a student has sustained a concussion, it should be treated as a concussion.
- Once the student athlete is symptom free at rest for 24 hours and has a signed release by the treating clinician, she/he may begin the return to play progression below (provided there are no other mitigating circumstances).

Phase 1: low impact, non-strenuous, light aerobic activity such as walking or riding a stationary bike. If tolerated without return of symptoms over a 24 hour period proceed to;

Phase 2: higher impact, higher exertion, and moderate aerobic activity such as running or jumping rope. No resistance training. If tolerated, without return to symptoms over a 24 hour period proceed to;

Phase 3: sport-specific non-contact activity. Low resistance weight training with a spotter. If tolerated, without return to symptoms over a 24 hour period proceed to;



Phase 4: sport-specific activity, non-contact drills. Higher resistance weight training with a spotter. If tolerated, without return to symptoms over a 24 hour period proceed to;

Phase 5: full contact training drills and intense aerobic activity. If tolerated, without return to symptoms over a 24 hour period proceed to;

Phase 6: Return to full activities with no restrictions.

Each step should take 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post concussion symptoms occur while in the stepwise program, then the student should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.

Concussion Management requires the immediate removal from athletic activities of any pupil believed to have sustained or who has sustained a mild traumatic brain injury (concussion). In the event that there is any doubt as to whether a student has sustained a concussion, it shall be presumed that he or she has been so injured until proven otherwise. No such student shall resume athletic activity until he or she shall have been symptom free for not less than twenty-four hours, and has been evaluated by and received written and signed authorization from a licensed physician. The physician authorization will then be forwarded to the school Nurse for clearance.

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

#### A FACT SHEET FOR PARENTS

- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. Keep your teen out of play. If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

2. Seek medical attention right away. A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.

3. Teach your teen that it's not smart to play with a concussion. Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."

4. Tell all of your teen's coaches and the student's school nurse about ANY concussion. Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

#### Signs Observed

by Parents or Guardians

#### Symptoms Reported by Athlete

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness

(even briefly)

- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall
- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly. It's better to miss one game than the whole season.

For more information and to order additional materials free-of-charge, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS FOR DISEASE CONTROL AND PREVENTION.

If you think your teen has a concussion:

Don't assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

## **ADDENDUM C**

# **Upper School Requirement Reminders:**

To help you prepare for the upcoming year, I have enclosed the Upper School Dress Code and additional Academic Policies for 2021-22 (additional to the Student Handbook which may be found on our website). Please read over the Dress Code and Academic Policies as they can impact your year. I am requesting that parents know the dress code as well as the students. It makes a tremendous difference in the spirit of the school, when the students follow the established dress code.

Included in this letter are a number of notices of updates for the year. A suggestion would be to print them out and make a notebook for all the paper handouts for the year as a quick reference guide.

## **Community Service Hours:**

A total of 80 hours of Community Service are required each year from our high school students (grades 9-12) and can be indicated on the student's transcripts if requested to do so. This experience can help you when it comes time to apply for scholarships or when applying to colleges. Scholarship organizations and colleges are very interested in students who have involved themselves in their community. Community service hours should include places that you may have an interest in pursuing professionally as well as places that help non-profit community organizations (zoo, library, hospital, parks, Food Bank, museums, churches, etc.).

## **7th -12th Grade Upper School Retreat:**

September 29-October 1

The Upper School Retreat is an excellent time to bond as a student body, have fun, break the ice, and connect together as a cohesive group going into the school year. It is a Veritas Tradition, and one which helps forge the rest of the school year. Retreat information will be forthcoming, however, please note that all meals, housing, transportation and activities are included.

## **FACTS SIS & Daily Planners**

Grades and Weekly Lesson Plans for students will be provided weekly on-line through FACTS SIS . Each family will be given a code to access your child's weekly grades, as well as homework information. It will be important for parents to check grades weekly. If needed to communicate with teacher, please be encouraged to do so. Parents will want to follow FACTS SIS for progress of students.

### **An Important message on Upper School MENTORING:**

After talking to parents last year, I discovered they did not know the purpose and value of their child having a mentor in their Upper School years. Know that when an issue (academic, teacher related, social or spiritual concerns) arises and your child needs help, have them feel free to discuss it with their mentor. If the mentor feels they need additional counsel, they can then take it to administration for further counsel. Mentors are there to help students navigate the challenges during their upper school years. They are also there to help parents with questions as well. As always, we expect the "Matthew 18" (from scripture) rule to be used in any conflict, which means that if there is a personal conflict, go directly to the source first. However, a mentor can coach the student as how to approach the situation.

## **INTERNATIONAL STUDY TRIP FOR HIGH SCHOOL STUDENTS**

Veritas Upper School students will have the opportunity to travel to Europe, South America, Asia, Africa or the Middle East. These trips include historical travel throughout various continents and countries, depending upon which venue we choose.

Proposed Date: Spring Break 2024 "The Amazon Jungle, Andes Mountains and Galapagos Islands Tour."

## **Awards & Recognitions**

### **A. Athletic & Academic Awards**

☐ See Appendix A & B

## **B. National Honor Society**

- ❑ 3.8 weighted cumulative GPA at Veritas Collegiate Academy.
- ❑ 65 hours of the required 80 hours of Community Service complete by May 1st ❑
- Christian character; this is decided by the committee as they consider the deportment and response of the student toward Academic policies, Dress Codes, Honor Code, etc.
- ❑ Must have completed and enrolled at least 3 semesters at a Veritas Collegiate Academy high school (this is the time frame Honor Society committee finds necessary for the evaluation of the character of the student as well as his academics).

## **C. To qualify as Valedictorian or Salutatorian**

Student must have completed all academic requirements within the time frame student was in attendance. Also, the student must be matriculated as a full-time student at Veritas for at least the *2 years prior to graduation (including senior year)*.

- *Valedictorian and Salutatorian will be announced sometime after the 1<sup>st</sup> semester of the senior year. All other grades and credits following the 1<sup>st</sup> semester will not be factored in the GPA for valedictorian or salutatorian, unless the student's GPA drops significantly.*

## **D. Summa Cum Laude & Magna Cum Laude:**

- *Summa Cum Laude: with the highest academic distinction; all A's for all courses*
- *Magna Cum Laude: with high academic distinction; A average for all courses*

# **Early Dismissal**

## **A. Early Dismissal**

- Student needing to be dismissed early from school must do the following: The student must bring in a note from their parents or have them call the front office authorizing the dismissal.
- The student in 9<sup>th</sup>-12<sup>th</sup> grade must sign out at the front office and sign in upon return (if within the same day); students 8<sup>th</sup> grade and younger must have parent check into front office to pickup student and return student.
- The student must get student pass from the front office secretary before returning to the classroom (if within the same day)

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

§ Medical Reasons

§ Dental Reasons

§ Volunteering

§ Internship

§ School sponsored or approved sports function

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

## **Cell Phones & Other Technological Equipment for In-Class Environment**

Cell Phones: Students SHOULD NOT bring cell phones to school. However, because we realize some need them for after-school activities, they must be **turned off during the school day, and kept in their book bag, back pack, or locker and not be used during the school day.** Should you need to make an emergency call, the front office will take care of you. The school phone is available for students in the high school office during the school day with permission (8:00 AM-3:30 PM).

If student is found not following the rules regarding their phone, the consequences will be as follows:

Strike #1 Phone will be confiscated and held at Academics Dean's Office and student may retrieve it at the end of the day. We realize everyone makes a mistake.

Strike #2 Student's phone will be confiscated for remainder of day, and held at the Academic Dean's Office. Meeting will need to take place with student to retrieve phone.

Strike #3 Student's phone will be confiscated for remainder of day, and held at the academic Dean's Office. Meeting will need to take place with parent/guardian to retrieve phone.

Any offenses after this will warrant demerits and detention

Laptops:

Laptops are allowed only in the school for students working on thesis or other classes and only under the authority and supervision of a teacher or supervisor.

Movies, Youtube, games and/or social media, online shopping, and anything outside the scope of in-classroom work or school-related assignments or activities are not allowed. Facebook is one of those sites that would be considered “outside the scope” of in-classroom work.

# Addendum D

## Veritas Collegiate Academy ACADEMIC AWARDS

### *C.S. Lewis Letters & Arts Award*

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

The C.S. Lewis Letters & Arts Award is given to the ninth grade student who best exemplifies the characteristics of C.S. Lewis: the gift of communicating in speech and in words the Gospel of

Jesus Christ as it applies to all of life.

This honor recognizes one who is influential both in and outside of the classroom by

defending, reasoning, and living a Biblical worldview before the world, rightly dividing the word of God, in a spirit of humility, seasoned with grace.

*Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have.*

*1 Peter 3:15*



# *William Wilberforce Award for Service*

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

The William Wilberforce Award for Service is given to the tenth grade student who best exemplified the characteristics of William Wilberforce, a man who was willing to set aside his

personal desires to serve the greater good, who was willing to do menial tasks, and one who stood out from among his peers as a self-sacrificing servant.

The recipient of this award is one who showed initiative and courage, stepping in to serve where there were needs, regardless of the personal cost. This student's walk with the Lord has been evident in words as well as actions, contributing greatly to the school spirit with Christi-

like acts of service and character.

*"In as much as you have done it unto one of these my brethren, you have done it unto me."*  
*Matthew 25:40*

*26 "Not so with you. Instead, whoever wants to become great among you must be your servant, 27 and whoever wants to be first must be your servant— 28 just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."*

*Matthew 20:26-28*

# *Abraham Lincoln Leadership Award*

11<sup>th</sup> Grade Award

The Abraham Lincoln Leadership Award is given to the eleventh grade student who best

exemplifies the leadership qualities demonstrated in the life of Abraham Lincoln: the ability to withstand adversity and move forward in the face of it.

In addition, this award honors one who has the capacity to listen to different positions without prejudgment, able to adapt to change, eager to give credit to others, able to govern

one's emotions, and to adhere to goals set for oneself, while demonstrating integrity, character, and moral strength.

*Consider it pure joy, my brothers, whenever you face trials of many kinds, because you know that the testing of your faith develops perseverance. Perseverance must finish its work so that you may be mature and complete,*

*not lacking anything. James 1:2-4*

*Blessed is the man who perseveres under trial, because when he has stood the test, he will receive the crown of life that God has promised to those who love him.*

***James 1:12***

# *George Washington Statesman Award*

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

The George Washington Statesman Award is presented to the twelfth grade student who

best exemplifies the characteristics of George Washington. It is one who conveys a quality of leadership that unites people, and embodies a spirit of caring for others; one who puts the whole of the group ahead of special interests and gives sacrificially .

This is the student who desires to lead in moral character; aims to resolve conflict versus contemplate it; one who with each action, considers the next generation, and one who

demonstrates self-government in the affairs of their life. It is one who humbly acknowledges the Lord and whose life, ably communicates the Scriptures as they apply to all of life.

*Be shepherds of God's flock that is under your care, watching over them—not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve; not lording it over those entrusted to you, but being examples to the*

*flock.*

*I Peter 5: 2-3*

# Appendix B

## ATHLETIC AWARDS

### *PERSEVERANCE AWARD*

*Webster's 1828 Definition*

**To persist in any...enterprise; to pursue steadily...any course commenced; not to give over or abandon what is undertaken.**

This the athlete that demonstrated the characteristic of “pressing on” in the midst of a trial, defeat or challenge placed before him. This athlete demonstrated a positive attitude and a willingness to confront and conquer the obstacles before him with

aggressiveness and eagerness.

*Do you not know that in a race all runners run, but only one gets the prize.*

*I Corinthians 9:24*

*Consider it pure joy, my brothers, whenever you face trials of many kinds, because you know that the testing of your faith develops perseverance. Perseverance must finish its work so that you may be mature and complete.*

*James 1:2,3*

### *LOYALTY AWARD*

**Webster's 1828 Definition**

**Faithful to a prince or superior; true to plighted duty or love.**

**This is the athlete that remained true to the duties and requirements set by the coach in practices and competition. It is also the athlete that displayed a supportive attitude before peers and coach, and remained**

**faithful to the coach's demands, requests and requirements.**

*So then, men ought to regard us as servants of Christ and as those entrusted with the secret things of God. Now it is required that those who have been given a trust must prove faithful.*

*I Cor. 4:1,2*

# MOST IMPROVED AWARD

*Webster's 1828 Definition*

***Made better, wiser or more excellent; advanced in moral worth, knowledge or manners.***

**This is the athlete that has demonstrated the greatest amount of improvement in performance skills and/or character. This athlete chose not to lie in his defeat, but to make the most of his mistakes and learn from them.**

*Not that I have already obtained all this, or have already been made perfect, but I press on to take hold of that for which Christ Jesus took hold of me. Brothers, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press*

*on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.*

*Philippians 3:12-14*

# LEADERSHIP/SERVANTHOOD AWARD

*Webster's 1828 Definition*

*Lead: To guide or conduct by showing the way; Leader: one who goes first; showing the way by going first;*

***Servant: A person who voluntarily serves another or acts as his minister.***

***Serve: to perform the duties required in; to minister; to bestow the labor of the body and mind in the employment of another.***

This is the athlete who considered the needs of other teammates and coach above his own needs. This person gave inspiration to others, displayed self government, flexibility, sacrifice, "showed the way by going first," and a victorious spirit throughout the season.

**...whoever wants to be great among you must be your servant, and whoever wants to be the first must be your slave...just as the son of man did not come to be served but to serve.**

**Matthew 20:26**