



2009-2010 STUDENT/PARENT HANDBOOK

TABLE OF CONTENTS

ORGANIZATION

School Mission	3
Statement of Faith	3
Educational Philosophy	4
School Distinctives	4
Organizational Chart	7
Non-Discrimination Policy	8
Membership in Professional Organization	8

ACADEMIC POLICIES AND PROCEDURES

Grading Scale Guidelines.....	9
Class Placement.....	11
Promotion Policy	11
Homework Philosophy and Guidelines	12
Summer Reading.....	12
Standardized Test Administration.....	13
College Guidance.....	13
Learning Disability Policy.....	13
Honors and Awards Program.....	14

ATTENDANCE

Attendance Requirements.....	15
Guidelines for Releasing Students from a Classroom....	15
Types of Absences.....	15
Maximum Allowed Absences.....	15
Tardy Policy	16
After Hours Policy.....	16

CONDUCT AND DISCIPLINE

Code of Student Citizenship	17
Reverence Policy	17
Serious Misconduct and Expulsion.....	18
Grammar School Discipline System	18
Logic and Rhetoric School Discipline System	19
Honor Code.....	21

UNIFORM AND DRESS CODE POLICY

General Rationale for Dress Code.....	22
Specific Rationale for Uniforms and Dress Code.....	22
General Dress Code for All Students.....	23
Uniform and Dress Code Policy Enforcement.....	23

GENERAL INFORMATION

Communication & Grievances Guidelines	24
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Controversial Subjects.....	24
Field Trips and Retreats.....	25
Holiday Observance Policy.....	25
Inclement Weather Policy.....	25
Lost and Found.....	26
Messages.....	26
Parent Involvement.....	26
Parent Forums.....	27
Veritas Parent Association.....	27
Development.....	27
Student Health and Medication Policy.....	28
Telephone Use.....	29
Visitors to the School.....	29
Tuition Policies.....	30
PROGRAMS	
Athletics.....	31
Clubs and Activities.....	31
House/Advisory System.....	32

ORGANIZATION

SCHOOL MISSION

To glorify God by cultivating students of wisdom and virtue through a Christ-centered, academically rigorous classical education.

Veritas Classical Christian School was founded by Richmond families influenced by the writings of Douglas Wilson about the recovery and rise of the classical Christian schooling movement. This movement embraced the principles of the Trivium from Dorothy Sayers' essay *The Lost Tools of Learning*, the inclusion of formal Latin study from the third grade, and an emphasis on studying the great books and movements from a Christ-centered perspective. The goal of the movement is the creation of an environment to develop persuasive communicators for the Kingdom of God—critical thinkers prepared to excel in the university and the world. It quickly became the fastest-growing part of the Christian independent school movement.

Veritas opened its doors at Crestwood Presbyterian Church on Jahnke Road in Richmond in 2000, with about 25 students in attendance. Founding Headmaster Scott Taylor guided the development of the curriculum and program until 2004, when a founding parent, Dean Luckenbaugh, took the reins as President. In 2003, Veritas opened a second location at Stony Point Reformed Presbyterian Church to house the upper grades. By 2007, the school had grown to 190 students in 9 grades. The Board of Trustees undertook a rigorous strategic planning process laying out the course of growth and funding through 2012-13. In 2008, the school made its first purchase of property, obtaining three acres of land adjacent to Crestwood Presbyterian Church. In the winter of 2009, the Upper Schools students moved onto that location, creating a single, interim campus, intended to serve Veritas through 2012-13. The school now seeks to find the ideal permanent location and launch a major capital campaign to attain it. Lord willing, the first graduating class will be the class of 2011.

STATEMENT OF FAITH

Veritas Classical Christian School is a non-denominational Christian school. Teachers and board members embrace the historic tenets of Christianity as presented in this Statement of Faith. Beyond these primary doctrines, we respect and acknowledge the primacy of the family and local church and refer any secondary doctrinal questions to parents and local churches for clarification.

1. We believe the Bible is the Word of God, verbally inspired and inerrant, and is the supreme and final authority in faith and life.
2. We believe there is one eternal God existing in three persons: Father, Son and Holy Spirit.
3. We believe God created the Heavens and the Earth, and created man in His image.
4. We believe Jesus Christ is God manifested in the flesh, born of a virgin; He lived a sinless life, suffered and died on our behalf, and He arose bodily from the grave, ascended to the right hand of the Father and is coming again in power and glory.
5. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. By God's grace only through faith in Christ alone are we saved from our sin.
6. We believe faith without works is dead. The present ministry of the Holy Spirit is to indwell (live within) the Christian, enabling him to live a godly life.
7. We believe there will be a bodily resurrection of the saved to life and of the lost to damnation.
8. We believe Jesus Christ draws believers together in spiritual unity.

EDUCATIONAL PHILOSOPHY

Veritas Classical Christian School teaches that trusting and revering God is the first and most important step in

acquiring knowledge. Thus, instruction at Veritas acknowledges that God is evident in creation, sovereign through history, revealed in His Son, Jesus Christ, and intimately concerned with us as individuals. Veritas teaches how history displays God's providence, how mathematics manifests the order and symmetry of God's creation, how the language arts can provide them with the tools necessary to extend Christ's kingdom, how science testifies of God's actions and methods, and how through the creative arts God has entrusted to them a finite ability to create. This integrated approach, in concert with scriptural training and regular worship, combines faith and reason to encourage students to develop a thorough and thoughtful Christian worldview.

Veritas Classical Christian School offers a high-quality, liberal-arts education in a traditional classroom setting. Our approach to education draws deeply from the history and culture of Western civilization, and we employ a classical curriculum modeled on the medieval Trivium, which emphasizes grammar, logic, and rhetoric in all subjects. At Veritas, we acknowledge the existence of absolute truths and God's sovereignty over all aspects of His creation. Thus, we can, with confidence and without fear, explore a variety of challenging ideas and philosophies. Our students engage in an honest and open conversation with the past by developing a strong knowledge base from the great people, thinkers, and writers throughout history and learning to understand the consequences of ideas and actions. By combining thorough knowledge of the past with the skills to reason logically about the significant issues of their lives, students are trained to learn for themselves and to cultivate strong minds that can distinguish truth from error. With this approach to education, we seek to encourage independence of mind within a Biblical framework that equips students to think in the hallways between classes and to lead in their communities after school.

At Veritas Classical Christian School, we recognize that parents are ultimately responsible for the education of their children, and our faculty and staff regard their mission as assisting parents in the fulfillment of this God-given responsibility. The school functions as a nurturing community where all students are respected as unique individuals created in the image of God, each with specific abilities and needs. Students are taught by teachers who love Jesus Christ, love the subjects they teach, and are dedicated to helping children at a wide range of ability levels realize their fullest potential spiritually, intellectually, creatively, socially, and physically. Veritas seeks to serve families at all income levels, and we are committed to drawing at least 20% of our students from lower income families and to providing financial assistance for these students. Student/teacher ratios will be kept low so that each student will receive individual attention and have abundant opportunities to participate and lead.

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Ultimately, our goal at Veritas Classical Christian School is to equip students with the knowledge, skills, and vision necessary to be effective leaders and servants for Christ in a wide variety of professions and vocations. We seek to raise up a generation of young people who have a genuine love of learning, who love Jesus Christ with all their hearts and minds, and who can articulate the Christian message with clarity, creativity, and power.

SCHOOL DISTINCTIVES

CHRIST-CENTERED EDUCATION

Instruction at Veritas Classical Christian School acknowledges that all life, knowledge and meaning extend from our Creator. Our Christ-centered curriculum means we do more than simply provide a religion class among many other classes; rather, by integrating the Scriptures throughout the curriculum, we present the Lord as the One in whom all knowledge is united. This approach requires that all subjects, whether history, art, music, literature, mathematics, or science, be taught in the light of God's existence and His revelation to humanity through His Word and His Son, Jesus Christ. We lead students in a pursuit of truth knowing that all truth points to God, and we encourage every student to develop a deep, genuine relationship with God through Jesus Christ.

CLASSICAL EDUCATION

The uniqueness of classical education lies not with the particular subjects pursued or the specific curriculum

employed, but primarily with the method by which knowledge is acquired. The classical method seeks to develop in the student (1) a body of knowledge essential to educated men and women, (2) sound thinking and reasoning skills, and (3) the capacity for beauty and clarity of expression. At Veritas, we base our educational approach on the classical teaching model known as the Trivium, which divides the educational life of the child into three stages (grammar, logic or dialectic, and rhetoric) and takes advantage of the student's natural capacity for certain types of learning at each of these stages. This method develops logical thinking and reasoning skills that equip students for a lifetime of learning.

By teaching students how to learn, we provide a solid foundation for mastering the specific subjects encountered throughout their formal education. The subject material and curricula at Veritas are carefully chosen to prepare students for a variety of post-secondary educational experiences, but our primary objective is that students gain the skills of learning for themselves. In the end, our teachers strive to instill in students a genuine love and enthusiasm for learning that will remain with them throughout their lives.

The Grammar Stage

In the grammar (elementary school) stage, we take advantage of a young child's innate capacity to memorize and retain information by teaching the underlying facts and relationships of each subject. Teaching methods often used at this stage of learning include chants, rhymes, and songs that make the facts easier to memorize and remember, as well as hands-on learning experiences that nurture curiosity and creativity.

During this period, we focus on "the basics"; that is, the fundamental teaching of Holy Scripture, phonetic reading, mathematics, history, language studies, the arts, and introductory science. Our students begin the study of Latin in third grade. For the value of Latin instruction, please see below.

The Logic (or Dialectic) Stage:

The logic stage begins in Middle School when the capacity for abstract thought begins to emerge. During this stage, students continue to expand on the knowledge base acquired during the grammar stage, but now emphasis is placed on using these facts to create proper sentences, to define terms and eliminate ambiguity, and to detect fallacies. Students at this age love to question and debate. To equip them to argue correctly, we teach them the construction and critique of valid arguments. In this stage we introduce the study of formal logic, which equips students to recognize logical fallacies, to identify critical underlying assumptions, and to develop sound reasoning skills. In an age-appropriate fashion, we begin introducing students to controversial ideas and issues that they will encounter throughout their lives.

The Rhetoric Stage:

In the rhetoric (high school) stage, students are formulating their own worldviews and are largely concerned with how they come across to others. Therefore, we develop their capacity for beauty and clarity of expression. Students in this stage take positions on issues and argue for these positions using cogent, articulate, and persuasive communication. In particular, discussion and analysis of controversial and fundamental issues and philosophies will continue, and students will be required to critically examine the assumptions and conclusions intrinsic to their own philosophies and those of the world around them. The students will study the best in literature, the arts, history, theology, science, and philosophy and develop an appreciation for beauty. They will refine their ability to articulate their knowledge. They will learn how to share and defend their faith.

LATIN INSTRUCTION

Veritas provides regular Latin instruction in the third through twelfth grade.. Currently, all students take Latin in third through tenth grade. We believe there are at least five reasons for classical language study in our school.

- A. Latin reveals a great deal about English and greatly enhances the student's powers of expression in his native language. About 80% of English vocabulary comes from Latin and Greek. English vocabulary tests reveal that students of Latin score higher.
- B. Latin develops and deepens the student's understanding of and appreciation for literature. A doorway is opened to great classical literature – Virgil, for example. The student's appreciation for English literature

grows because great English literature is filled with classical allusions.

- C. Latin provides an understanding of the classical influence on our modern culture. This is evident in political structures, architecture, the names of constellations and planets, and of course, et cetera.
- D. Latin trains the student in the essentials of scientific method: observation, comparison, and generalization. Students of Latin are equipped in the methodology of rigorous analysis. Latin trains minds to encounter unfamiliar material in science and other disciplines.
- E. Latin provides a wonderful foundation for the study of other languages. Latin is not a “dead language” but rather a language that lives on in almost all major Western languages, including French, Spanish, Italian, Portuguese, and Romanian. Students gain an understanding of how inflected languages work. This will prepare them to study other languages such as German, Russian, and Greek.

SERVE PARENTS

We recognize that Veritas operates as an extension of the family, the responsible unit in God’s plan for the education of children. Accordingly, we see our teachers as functioning with delegated authority from parents who are accountable to God for the education of their children. As a result, we strongly encourage parental involvement at Veritas, and we enthusiastically invite parents to participate actively in all aspects of the school, including primary Board leadership.

RESPECTFUL LEARNING ENVIRONMENT

An orderly atmosphere is conducive to development and learning. Our intent is to instruct every child to obey his or her parents and to show respect to all persons of authority and to fellow students. Requiring obedience to those in authority provides training for good citizenship and for a lifestyle of obedience to God and His Word.

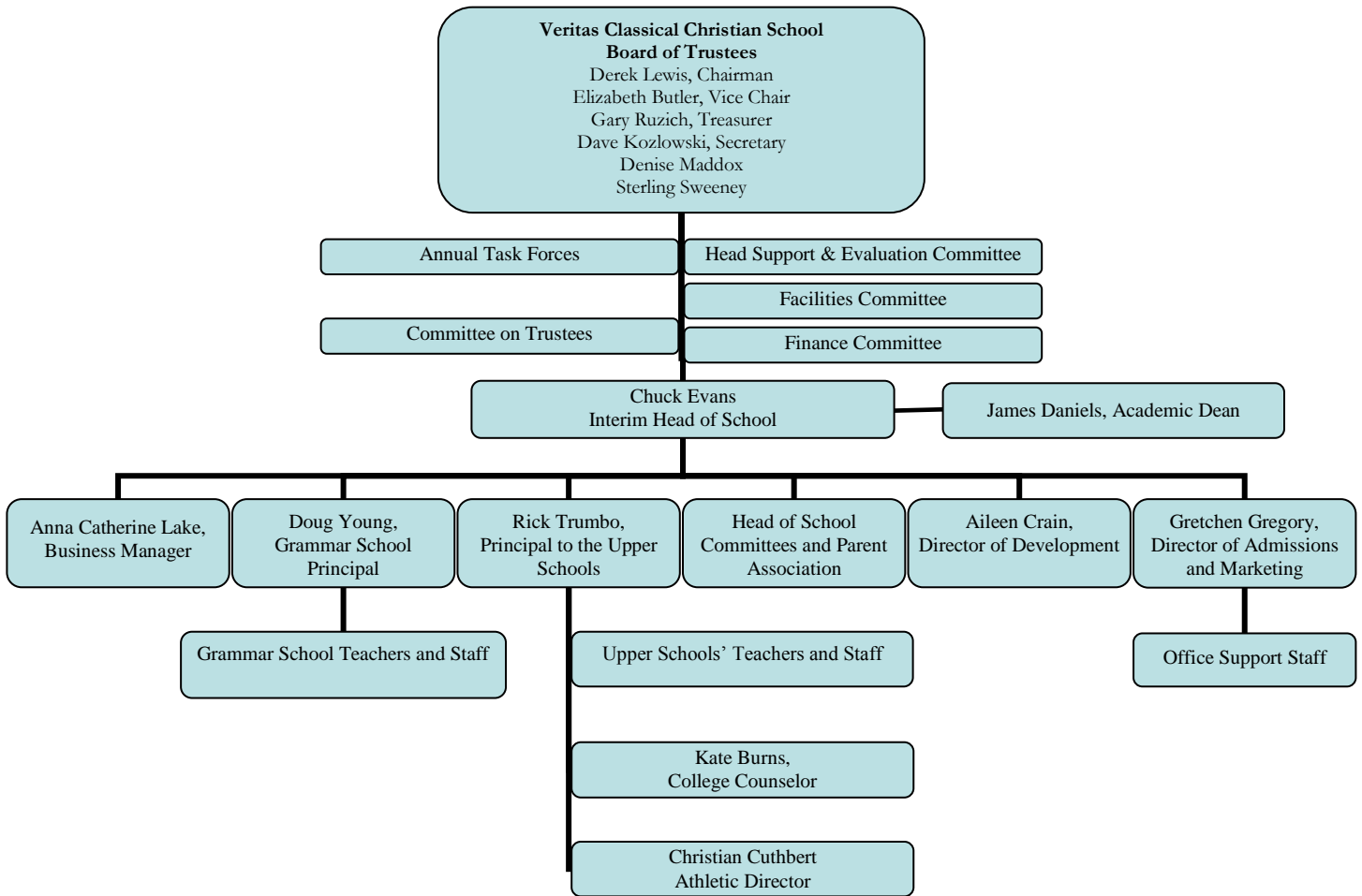
PERSONAL ATTENTION TO STUDENTS

Small class sizes at Veritas allow teachers to know each student personally and to help develop his or her unique talents, interests, and gifts. Our staff and faculty are men and women of godly character, each of whom possesses a genuine love for students, a love of learning, and a solid understanding of the Christian and Classical approach to education. Teachers, administrators, and volunteers will strive to know and love every student in a way that will encourage each to reach his or her God-given potential and to work cooperatively with others.

STUDENT CHARACTERISTICS

Children with a variety of academic skills can benefit greatly from the classical method. Because of both funding and curricular limitations, Veritas may not be able to provide an appropriate educational experience for children with certain learning disabilities or those with specific and special needs. However, by challenging children and leveraging their natural abilities during different stages of childhood, Veritas strives to take ordinary children and deliver extraordinary results.

ORGANIZATIONAL CHART



VERITAS CLASSICAL CHRISTIAN SCHOOL BOARD OF TRUSTEES

The Board of Directors of Veritas Classical Christian School is responsible for governing the affairs and operation of the school in accordance with Scripture, the school's Bylaws, Mission Statement, Philosophy Statement, and Statement of Faith. *The Board is comprised of between five and fifteen members, who are elected for three-year terms.* The Board regularly examines the school's policies, programs, and curricula to insure their consistency with the school's mission and philosophy, and the Board relies on the administration of the school for implementation of these policies. Because of the corporate nature of the Board, any single member, as an individual, has no authority over the school in any capacity.

HEAD OF SCHOOL

The Head of School is the board's one employee, its CEO, and reports to the board on a regular basis. He provides leadership and supervision for all school operations. In this capacity he assures that all programs and decisions are in accord with the school's mission, philosophy and policies. He also oversees the business, legal, and development (fundraising) operations of the school, delegating much authority for the daily academic and co-curricular program to the Principals.

PRINCIPALS

The Grammar School Principal and Principal of the Upper Schools (Logic and Rhetoric) report directly to the Head of School. The Principal is the COO of his campus, responsible for daily operations and decisions. He provides direct leadership and supervision of the teaching staff, and supports the teachers in their delivery of our mission to each student.

NON-DISCRIMINATION POLICY

Veritas Classical Christian School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship, financial assistance and loan programs, athletic programs, and other school administered programs.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Veritas is a member of three professional educational organizations: Association of Classical and Christian Schools (ACCS), the Society for Classical Learning (SCL), and Independent School Management (ISM).

A. The ACCS and SCL are associations of Christian schools whose primary mission is to promote, establish, and equip schools committed to a classical approach to education in the light of a Christian worldview grounded in the Old and New Testament Scriptures. The mission of these associations is both to promote the classical approach and support classical Christian schools through information exchange and networking.

B. ISM is the most respected, research-based independent school consulting firm in the nation. They offer a wide variety of seminars, materials, and consulting services to enable school's to achieve excellence not only in teaching and learning, but in the more unseen business, legal, and strategic areas that will determine a school's future viability.

ACADEMIC POLICIES AND PROCEDURES

GRADING SCALE GUIDELINES

Mid-Term Progress Reports shall be sent home starting with 6th grade. Grades 2-5 will provide a mid-term progress report for the first quarter only. Graded papers will be sent home weekly in grades K-5. Report Cards shall be sent home with the students at the end of each 9 week period.

Teachers shall communicate frequently and regularly with parents about each student's academic performance and work habits in the classroom. Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing or unsatisfactory grade for the grading term. Failure of the teacher to notify parents of a failing or unsatisfactory grade will not, however, result in the alteration of the grade.

Parents are responsible to attend the Parent/Teacher conferences during the first and second quarters to become informed of their child's progress.

Veritas Classical Christian School shall measure the academic and objective progress of its students using the following criteria:

A. Percentages and Grade Equivalents:

<u>A+=99-100</u>	A = 95-98	A- = 93-94
B+ = 91-92,	B = 87-90,	B- = 85-86
C+ = 83-84,	C = 77-82,	C- = 75-76
D+ = 74,	D = 71-73,	D- = 70
F = Below 70	P = Passing	

(Only the base letter grade shall be reported on Grammar school report cards (i.e. .minuses (-) and pluses (+) shall not be recorded.)

For the Logic and Rhetoric school, the following points will be assigned for each grade and weighted based on the number of credits per class to achieve a total grade point average (GPA).

Grade Points to the grading scale:

A = 4.0
B = 3.0
C = 2.0
D = 1.0

B. Other evaluation designations: to be used primarily for most subjects in K –2nd Grades; Art, Music, and P.E. in K-6th grades and grade-level character and academic objective evaluations.

O = Outstanding – exceeding expectations
S = Satisfactory – meeting expectations
I = Improvement - continued time, effort and improvement are needed
U = Unsatisfactory – needs to improve significantly

C. A minimum of 10 grades each grading term (including homework, quizzes, tests, projects, etc.) shall be used to determine each subject's grade.

D. All academic/objective grading at Veritas will use a critierion-referenced base for evaluations. That is, objective standards will be used to judge student performance. Grading on a "curve" will not be permitted.

E. Whenever appropriate, teachers must include spelling, neatness and grammar mechanics in the grading of assignments. These elements shall make up a maximum of 10% of the total grade on any given assignment.

- F. Grade point average (GPA) shall be computed at the end of each semester for all seventh through twelfth grade students. Grades will be weighted according to the number of credit hours each class represents.
- G. Art, Music, and Physical Education classes for first through sixth grade shall measure student academic progress using the O-S-I-U scale (B. above). Art and Music classes for the seventh through twelfth grade shall measure student academic progress using the A-B-C-D-F scale (See A. above). Physical education in the seventh through twelfth grade will be measured using the Pass/Fail scale.
- H. Academic credits shall be issued for all high school courses. One credit shall be issued to each class meeting 4-5 per week. One semester classes and co-curricular classes will earn a half credit. (For example, a four day per week class that meets both semesters shall have eight credits).
- I. Grades earned in off campus elective courses, college courses, correspondence courses, or home-school courses may apply toward high school graduation requirements and may appear on transcripts, but will not be factored into semester, annual, or cumulative grade point averages.
- J. All Upper Schools students (6th and above) will take semester exams. 6th grade will take exams in 3 subject areas only. For 7th & 8th graders the exam will count 10% of the semester grade.

CLASS PLACEMENT

Class placement is determined prayerfully by the teachers and administration and is not a parent-driven process. Therefore, when class rosters are issued in the fall, class selection is final and will not be altered.

PROMOTION POLICY

The promotion policy of Veritas Classical Christian School states that the following basic criteria must be met. While a student may achieve the minimum requirements, there may be cases where he/she is not recommended for promotion based on substantial concerns.

KINDERGARTEN

Kindergarten students enrolled in Veritas Classical Christian School must meet the following basic criteria for promotion to the first grade:

- A. The child must exhibit behavioral maturity for the first grade as defined by consistent ability to follow classroom routines, obey teacher instructions, handle conflict appropriately, and stay on task during academic work.
- B. The child must demonstrate reading readiness for the first grade by achieving 70% of the kindergarten reading objectives
- C. The child must demonstrate math readiness for the first grade by achieving 80% of the kindergarten math objectives.

GRAMMAR SCHOOL (1st – 5th GRADE)

Grammar school students currently enrolled in Veritas Classical Christian School must meet the following basic criteria for promotion to the next successive grade:

- A. Earn a passing grade (at least 70% avg. for the year) in Reading, Math and English Grammar.*
- B. Earn a passing grade (at least 70% avg. for the year) in at least three of the other six academic subjects (Latin, Bible, Science, Writing/Spelling, Penmanship and History).*

* Exceptions may be made depending on the circumstances.

UPPER SCHOOLS: LOGIC AND RHETORIC SCHOOL (6th – 12th GRADE)

Upper Schools students (grade 6-12) currently enrolled in Veritas Classical Christian School must meet the following criteria for promotion to the next successive grade.

- A. Successfully complete at least 40 credits of course work (i.e. earn a passing grade in the equivalent of five eight-credit (full-time) classes).*
- B. The student must demonstrate a grade-appropriate readiness in the application of the basic principles of Logic and Rhetoric to his studies at Veritas.

* Exceptions may be made depending on the circumstances.

HOMework PHILOSOPHY AND GUIDELINES

PHILOSOPHY

Veritas Classical Christian School may assign some amount of homework to its students at any given time. Below are the primary reasons or causes for homework being assigned:

- A. 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.
- B. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
- C. Since Veritas recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his or her studies. This will also keep the parents informed as to the current topics of study in the class.
- D. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework in this situation serves a corrective as well as a practical purpose.

GUIDELINES FOR ASSIGNING HOMEWORK:

The necessity for doing homework will vary from grade to grade and even from student to student. The amount of time spent on homework may also vary significantly from student to student depending on the student's capabilities and work habits. The guide should also be regarded as applying to the **average night during an average week for the average student**. Some students may consistently spend more time than the guideline prescribes; some may consistently spend less. If homework is regularly assigned, the teacher will provide some sort of homework assignment schedule so the students will know what to anticipate and how to plan for homework. Teachers will coordinate major tests and projects at weekly faculty meetings to avoid excessive demands on students.

<u>Grade</u>	<u>Approximate Time Per Week Night*</u>
Kindergarten	Minimal
1st & 2nd	20 – 30 minutes
3rd & 4th	30 – 45 minutes
5th & 6th	45 – 60 minutes
7th & 8th	60 – 90 minutes
9th – 12th	90 - 180 minutes

*Normally homework is not to be assigned over holidays or vacation periods.

*Normally weekend assignments should not exceed a regular "weeknight" assignment.

*Veritas encourages students to complete weekend homework and projects so as not to conflict with Sabbath observance.

SUMMER READING

Veritas parents and students can expect that students will have some required, but reasonable amount of summer reading. The purpose of this reading is to preserve some continuity but relaxed engagement with the curriculum during the weeks of summer when the regular academic pressures of school year subside. Student accountability for the reading will be assessed by classroom teachers during the first two weeks of the school year.

STANDARDIZED TEST ADMINISTRATION

Veritas Classical Christian School shall administer a nationally standardized academic achievement test to all students in the third through eighth grades. Students in grades 9-11 will take the PSAT. Juniors and Seniors will be expected to take either the SAT or ACT in preparation for college entrance.

COLLEGE GUIDANCE

Students and parents will be introduced to Veritas' college preparation process in the 9th grade. The school works with parents and students in a team approach as a resource to families. The college counselor will meet with the 10th grade class twice during their sophomore year, and individually as requested. The counselor will meet each quarter with the 11th grade class and individually as requested. Seniors will have access to college counseling as needed. Parent will be kept informed when local college fairs are available; college open houses are announced, and when schools bring a college representative on site. Veritas will continue to cultivate relationships with colleges that appear to be a good match for our students, and facilitate introductions between parents/students/colleges.

LEARNING DISABILITY POLICY

This policy applies to all students in all the classrooms of Veritas.

DEFINITIONS:

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, special program, or specialized staff in order to provide the educational services desired by the parents, e.g. Down's syndrome, deaf/mute, blind, etc.

Learning Disability: Any condition in a potential student which does not require a separate classroom, special program, or specialized staff in order to provide the education services desired by the parents and meet the regular academic requirements of Veritas, e.g. hyperactivity, attention deficit disorder, dyslexia, etc.

POLICY:

- A. Children with learning disabilities may be admitted to Veritas provided they meet all regular admissions requirements and are capable of functioning successfully in a "traditional classroom" setting.
- B. Children with learning disabilities (diagnosed or undiagnosed) will be expected to meet the same academic and behavioral standards as all other children in their grade level.
- C. Children with learning disabilities (diagnosed or undiagnosed) will be given as much individual instruction and encouragement as their classmates.
- D. Veritas may make minor classroom accommodations (seating location, allowing use of tape recorders or laptop computers, etc.) to assist students with learning disabilities. Accommodations will be made only for students with learning disabilities that have been clearly diagnosed by a licensed and certified educational diagnostician. Securing a diagnosis of a learning disability will be the responsibility of the parent(s) of the student. The parent(s) of the student will also be responsible, financially and otherwise, for providing any and all special equipment, supplies and tutors needed to accommodate the student.
- E. Children with a severe learning disability will not be admitted to Veritas Classical Christian School due to the lack of adequate staff, resources, and facilities.
- F. Veritas reserves the right to decline any accommodation to a student with a learning disability, if it deems the accommodation to be a hindrance to the learning experience of other students in the school or if it deems that the accommodation may compromise the school's academic standards.

HONORS AND AWARDS SYSTEM

- A. Veritas will maintain a system of formal honors and awards for several reasons, including:
1. We believe that God is glorified when His people use to the utmost the gifts He has given them. We believe a student will excel at Veritas only by faithfully using the academic/intellectual gifts bestowed upon him or her by God, the Giver of all good gifts.
 2. The recognition of people who are faithful in using the particular gifts given them by God is endorsed in the Scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, I Timothy, etc.). We believe that God has established Veritas School as an academic institution, and, therefore, it is proper for Veritas to recognize those who use the academic gifts God has given them for superior academic achievement. Therefore, we seek to publicly recognize those students who accomplish the necessary prerequisites to receive the applicable award/honor set forth below
 3. We recognize that the glory for all human achievement goes to God. We, therefore, seek to teach our students and their families the appropriate way to give glory to God for the accomplishments that He allows them and others in the school to achieve.
- B. Because we recognize the propensity of human nature to sin, we will seek through the way we approach our honors and awards program both (a) to teach the students who receive honors or awards to give the glory to God and not become prideful and (b) to teach those who do not receive honors or awards not to covet the gifts God has given to others, but rather to be thankful to God for the particular gifts He has given to them. We recognize that many students who do not meet the necessary prerequisites below are equally faithful in using the academic abilities God has given them.
- C. Accomplishments and correlating honors and awards to be given to students in the third grade and above are as follows: (Other awards/honors may be recognized as appropriate.)

LOGIC/RHETORIC SCHOOL GUIDELINES

ACCOMPLISHMENT

HONOR/AWARD GIVEN

All A's in a grading term or
95% and above average
3.75 and above GPA

Head of School Honor Roll
acknowledgment at assembly

All A's with no more than
2 B's in a grading term
90-94.99 average
3.5-3.749 GPA

High Honor Roll
acknowledgment at assembly

All A's and B's
80-90% average
3.0-3.49 GPA

Honor Roll
acknowledgment at assembly

GRAMMAR SCHOOL GUIDELINES

ACCOMPLISHMENT

HONOR/AWARD GIVEN

All A's in a grading term or

“A” Honor Roll

All A's with no more than
2 B's in a grading term

“A/B” Honor Roll

ATTENDANCE

ATTENDANCE REQUIREMENTS

A student enrolled at Veritas Classical Christian School is expected to be present and on time every day school is in session.

The daily school schedule for Veritas Classical Christian School is announced in the preceding Spring.

The actual number of days school is in session will be determined by the yearly school calendar. Attendance records for the students are reported on the students' report card each grading term.

GUIDELINES FOR RELEASING STUDENTS FROM A CLASSROOM:

Teachers are not permitted to release a student to anyone before first checking with the office. The teachers and staff have the responsibility and custody of all the children while they are in school. The legal parent or authorized adult must come to the appropriate office before removing their child during regular school hours. A child is never to be released to a stranger until the office and parent(s) have been contacted.

TYPES OF ABSENCES

1. **SHORT-TERM ABSENCES:** If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by note or phone as soon as possible.
2. **LONG-TERM ABSENCES:** If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork, which the student would otherwise miss. Notification should be made as soon as possible to reduce the amount of missed schoolwork.
3. **EXTENDED ABSENCES:** We will do our best to cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness), we expect all school-work to be completed within the time specified by the teacher. We recommend that students complete their assignments prior to planned, extended absences. This eliminates the need to work on vacation and complete make-up work. Veritas believes it is of the best interest of the student not to miss classes—that missing a class can not actually be “made up”.
4. **MAKE-UP WORK:** Students may take make-up tests and submit any other make-up work to their teacher. It is expected that the child or the parents will discuss these arrangements with the teacher and take the initiative in completing the missed work. Students must complete missed work within a period of days equivalent to the number of days absent plus one (1) day (e.g. a student absent two days has three days after he returns to school to complete missed work). Parents are not to give tests to their children at home.

MAXIMUM ALLOWED ABSENCES

In the event the total number of planned (that is, parent-approved) absences for a grading term exceeds ten percent of the total number of days in a grading term (Generally 4 days), the student may not receive credit for that term.

In the event the total number of absences, whether planned or unplanned (*for any reason*), is more than fifteen percent of the total number of days in a grading term (Generally 6 days), the student's parents will meet with the teacher (and Principal, if necessary) to determine whether the student will receive a letter grade or a grade of P (pass) or F (fail) on his report card.

In the event the total number of absences, whether *planned or unplanned*, is equal to or exceeds twenty percent (Generally 8 days) of the total number of days in a grading term, a Logic or Rhetoric School student will not receive credit for that term.

TARDY POLICY

A tardy is defined as any occasion when the student is late for school at the beginning of the day or late for a class during the day. To be counted “on time” the student must be in the room, in his or her seat and prepared for class to begin. Each student is allowed four (4) tardies per grading term. No distinctions will be made between “excused” or “unexcused” tardies.

If a student is tardy for the fifth time in a grading term, then he or she will be sent to the office for a disciplinary visit and a note will be sent home to the parents. Each succeeding tardy will result in a disciplinary office visit. The Veritas Discipline Policy states that students are subject to suspension at their fourth disciplinary office visit in a semester and subject to expulsion at their fifth visit.

AFTER HOURS POLICY

Parents or designated drivers are expected to arrive promptly at the end of each school day to pick up students. This policy is reflective of an ongoing effort to ensure the safety of each student.

GRAMMAR SCHOOL POLICY

Grammar school students who are not picked up more than fifteen minutes after school dismissal will be taken to the school office. School officials will attempt to contact the parents at this time. Parents or designated drivers will be required to sign their student(s) out from the school office. We understand that there may be extenuating circumstances that contribute to the inability to arrive promptly to pick up your student(s). However, Veritas does not have a staffed after school program to monitor children. If there is a regular pattern of tardiness (more than 2 times in a quarter at 30 minutes or more past dismissal time), parents will be billed \$50 for each subsequent late arrival to the school. This is not intended to be punitive, but rather to set a standard of timeliness and to ensure the safety of each student on campus.

LOGIC/RHETORIC SCHOOL POLICY

Upper Schools students are more likely to be involved in school-sponsored activities after dismissal from class, ranging from sports to fine arts. They may also need to arrange tutoring help with a subject teacher. Therefore, Upper Schools policy allows students who have legitimate purposes to remain in the building until 3:30. The “duty teacher of the day” will supervise students in the building from the end of carpool until 3:30. In consideration of our staff, we ask parents not to leave students on campus after 3:30 unless a prearranged appointment with a staff member has been made for this purpose. If a driver shows a pattern of late (i. e., after 3:30) pickup, then the principal will contact that driver and seek resolution of the tardiness problem.

CONDUCT AND DISCIPLINE

CODE OF STUDENT CITIZENSHIP

Veritas Classical Christian School has developed a Code of Student Citizenship based on a practical mixture of 1) the ethical and moral principles of Scripture, 2) institutional preferences which foster an environment conducive to achieving the school's goals, and 3) expectations for a climate of mutual respect, love and encouragement among students, faculty, and staff. All students are expected to abide by the Code of Student Citizenship. Each teacher will use a system of classroom management to encourage compliance with the school code. Students who do not follow the code will be subject to disciplinary action.

1. Since God is holy and since His name is to be revered, students are expected to treat worship, prayer and class discussion with proper reverence. Jokes, songs, conversation, or behaviors that treat the Lord's name or character with triviality are not permitted.
2. Since fidelity to the truth is commanded by God and is the core of all meaningful relationships, students will demonstrate honesty in all their dealings with one another and the staff. Students will respect the property and belongings of others
3. Since working with others involves self-discipline and gratitude, students will be prompt in their arrival to class and school activities. Students will refrain from actions that distract others from their academic pursuits and refrain from rough physical contact with other students such as hitting, punching, tripping, wrestling, and the like.
4. Since Veritas cares about the health and well-being of its students and staff, the possession and use of drugs, alcohol, tobacco, or weapons of any sort is strictly forbidden on school grounds.
5. Since appropriate response to authority is biblically mandated and critical to the shaping of a child's life, students must obey instructions from the Veritas Classical Christian School staff and its supporting adults promptly, willingly, completely and cheerfully. Talking back, arguing and undue familiarity with Veritas staff will not be tolerated. Students are to maintain eye contact when spoken to by an adult. An atmosphere of mutual respect and courtesy will be maintained between students and staff.
6. Since words have a power and integrity of their own and since God expects us to be stewards of our thoughts and expressions, students will refrain from language and actions which are vulgar, inappropriate and demeaning to either God or mankind. Teasing, criticizing, put-downs, insults and name-calling are not permitted.
7. Since our physical facilities and school materials exist as God's provision and since some activities are inconsistent with responsible stewardship, students are expected to treat all school materials (e.g. textbooks) and facilities with respect and care. Students are expected to be aware of and avoid the off-limits areas of the building and grounds. Students are expected to keep the school's campus neat and clean. Chewing gum is prohibited on school grounds.
8. Since some forms of recreation can distract students from their educational pursuits, personal electronic musical devices, games, toys, roller skates, skateboards, and the like are not permitted on school grounds.
9. Since students are to conduct themselves in a manner consistent with biblical principles of purity and holiness, public displays of affection (e.g. holding hands, kissing, etc.) in the context of boy/girl relationships are not permitted on school grounds or at any school-sponsored activities..
10. Since our students serve as ambassadors for Christ and representatives of the school, it is expected that students will conduct themselves accordingly whenever they are away from school to participate in field trips, athletic events, or any other school function.

REVERENCE POLICY

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

Things to avoid include:

- a. Silly or trite references to Jesus Christ and His work on the cross.
- b. Mockery of angelic powers, whether demonic or heavenly.
- c. Emphasis on good feelings or works, vs. humble obedience and grace.
- d. Perfunctory prayer

SERIOUS MISCONDUCT AND EXPULSION

Certain conduct may result in immediate and permanent dismissal from Veritas. The following apply to both in and out of school behavior:

1. Use of or possession of alcohol, tobacco or illegal drugs
2. Rebellious disrespect for authority
3. Persistent patterns of disobedience and class disruption
4. Persistent patterns of bullying
5. Sexual immorality
6. Possession of a weapon or threats made to the safety of others.
7. Any violation of U.S. or Virginia law.

The procedure for expulsion will be as follows:

1. The Head of School will take the student's case to the Board for approval of the expulsion.
2. Parents will be notified immediately after the decision for expulsion.
3. The student will turn in all school texts/materials, clear out his/her desk and locker, and be picked up by his/her parents the same day.
4. Appeals may be made to the Board through the Head of School

GRAMMAR SCHOOL DISCIPLINE SYSTEM

It is vital for Grammar School parents and students to recognize that maintaining an orderly atmosphere in the school and in the classroom is critical to the learning process. Therefore, both school and classroom policies must be followed. These policies will be clearly stated and reinforced by teachers and staff from the beginning of the school year. Immediate, complete, and cheerful obedience is expected.

Because the teacher is in direct relationship with the student, most disciplinary incidents will be dealt within the classroom. The teacher will seek to shepherd the student's heart as well as address the behavior in question. Love and forgiveness will be an integral part of the discipline process--it is because we love that we discipline.

The following behaviors will automatically necessitate discipline from the Grammar School Principal:

1. **Disrespect** shown to any staff member. The staff member will determine when disrespect has been demonstrated.
2. **Dishonesty** in any situation. This includes lying, cheating, stealing.
3. **Rebellion** e.g., outright disobedience in response to instructions.
4. **Fighting** e.g., striking in anger with the intention of harming another student.
5. **Unkind, obscene, inappropriate, or profane language**, including taking the Lord's name in vain.

If a teacher deems it necessary for a student to be disciplined by the Grammar School Principal, the following procedures will be observed. For the school year:

1. For the **first two office visits**, the Grammar School Principal will employ the principles of shepherding, love, and forgiveness in the discipline process. Parents will be informed of the office visits and their assistance and support in averting further incidents will be expected.

2. Should a **third office visit** occur, a meeting with the student, the student’s parents, teacher, and Grammar School Principal will be necessary.
3. Additional office visits will involve the school Head of School.
A **fourth** office visit will require a one-day in-school suspension.
A **fifth** incident will require a three-day in-school suspension.

Should a **sixth incident occur** the student will be subject to expulsion.

The Head of School may, at his discretion, bypass this process and impose immediate suspension or expulsion should the situation warrant it

LOGIC AND RHETORIC SCHOOL DISCIPLINE SYSTEM

Biblically, discipline means far more than correction or punishment. Discipline is the practice of *discipling* students. Teachers in the Logic and Rhetoric (Upper) Schools will seek to disciple students by a full range of activities, including praise for excellence, thoughtful evaluation and correction, and, where needed, corrective punishment. The goal of all discipline is to train students to be wise, self-controlled followers of Jesus Christ who know how to conduct themselves appropriately in both classroom and extramural situations. The faculty and administration are responsible to make judgments concerning the seriousness of infractions of the Code of Student Citizenship and to discipline lovingly by all appropriate means. Most discipline—both positive and corrective—will naturally occur within the classroom according to the policies of classroom teachers. Should student conduct warrant referral to the Principal of the Logic and Rhetoric Schools, the following schedule of consequences will occur:

<u>Levels of Action</u>	<u>Discipline Referrals Accumulated</u>		<u>Result</u>
<u>Level 1</u>	<u>3 result in</u>	<u>1st</u>	Letter of explanation to parents (to be returned signed) & 2 hour work detention after school at a specified date, under the Principal’s supervision, plus a written composition by the student about his behavior
<u>Level 2</u>	<u>3 more result in</u>	<u>2nd</u>	Letter of explanation to parents (to be returned signed); Faculty & Administrator conference with parents; 4 hour work detention on a specified Saturday morning with parental supervision, plus a student composition reflecting upon character
<u>Level 3</u>	<u>3 more result in</u>	<u>3rd</u>	<ol style="list-style-type: none"> a. Conference with student, parents, faculty member(s), Principal and Head of School to determine what changes must take place for student to remain in school. b. Student placed on weekly accountability contract, reporting to Principal at the end of each week for a specified period. c. One day in-school suspension (all work to be done in isolation) including any extracurricular afternoon or evening activities. No credit given for missed work. A cost of \$40 will be assessed for payment of substitute teacher needed to monitor student. d. During the day of suspension, the student will write an essay about the importance of behavior to his education at Veritas CCS
<u>Level 4</u>	<u>3 more result in</u>	<u>4th</u>	At the discretion of the principal and head of school, a recommendation for dismissal from the school may be made to the board for a student who continues to defy loving correction and manifests a rebellious attitude.

Notes:

1. Discipline referrals and levels are tallied on an annual basis.
2. Serious misbehavior as defined below may lead directly to higher levels of offense, probationary status or dismissal.
3. The administration may assign probationary status to any student exhibiting habitual or serious misbehavior.

4. Any student on probation will not be eligible for the tuition assistance program.
5. A student placed on probation will be on probation for one calendar year from the date of the offense. A second offense while on probation will have very serious consequences.
6. Students placed in detention for behavior must serve that detention at the appointed time regardless of athletic practice or game schedules.

Final report cards will not be issued until all work detention hours have been served.

Some Examples of Discipline Referral Violations:

- Class disturbance
- Crude language
- Inappropriate affection, touching, or interaction with others
- Meddling with other people's property
- Defiant disobeying of specific rules
- Bringing items to school stated in the handbook as inappropriate, but not specifically mentioned for infractions
- Unexcused absences
- Eating in class without teacher permission
- Overt and deliberate rude behavior or disobedience
- Poor textbook treatment

Examples of Serious Conduct warranting immediate administrative response:

- Illegal use or possession of alcohol, tobacco, or drugs
- Cutting school or classes
- Leaving school without permission
- Possession of morally questionable or pornographic materials
- Bringing dangerous items to school (including fireworks of any type)
- Acts of rebellion against school standards
- Destruction or misuse of school or other's property
- Acting in or out of school in a way which harms the Christian reputation of the school
- Abuse of, or intimidation of, other students
- Any act that endangers other students or staff
- Disrespect for authority as towards the school, staff, or others
- Bullying or harassment of any kind towards students or staff. This includes habitual or persistent teasing and name calling. It includes written and digital communication to or about the person being harassed. It also includes all online bullying including posting pictures of any Veritas student or staff member without their consent and comments on public social networking sites.
- Plagiarism - defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
- Lying
- Swearing/profanity
- Stealing
- Cheating
- Fighting
- Repeated violations of school rules

HONOR CODE

A COMMUNITY OF HONOR

Introductory Statement

Honor, or a good conscience (Heb. 13:18) is both a classical and Christian value which is at the core of godly character. In order to fulfill our mission of glorifying Christ, parents, teachers, administrators, and students must all cultivate a character of honor. An individual who cannot live within the expectations of honor cannot function successfully in our school community. Any sort of verbal, sexual, and/or physical abuse or threat of abuse is unacceptable, whether direct or done behind the victim's back (cf. Rom. 1:29-32). Most importantly, such conduct is forbidden by God and invites His just displeasure. Institutionally, such behavior will result in very serious consequences, up to and including dismissal.

Core Values

As a community of honor we must:

- I. HONOR GOD (Ex. 20:7);
- II. HONOR PERSONS IN AUTHORITY OVER US (Rom. 13:1-7; Ex. 20:12);
- III. SPEAK TRUTHFULLY AT ALL TIMES (Eph. 4:25);
- IV. RESPECT THE PROPERTY OF OTHERS (Ex. 20:15);
- V. TREAT ONE ANOTHER WITH CHRISTIAN CHARITY (Phil. 2:2-3)

Implementation

Students of the Logic and Rhetoric schools will be expected to write the following pledge on graded assignments, and to sign it:

I HAVE NEITHER GIVEN NOR RECEIVED UNAUTHORIZED HELP ON THIS WORK,
NOR AM I AWARE OF ANY BREACH OF HONOR WHICH I HAVE NOT DISCUSSED WITH AN
ADULT.

At a teacher's discretion, students may be permitted to substitute a one word summary of this pledge, IURAMENTUM, which was historically the oath of loyalty of a Roman soldier to his emperor, but in our setting will be taken as a symbol of the longer pledge. Teachers will periodically remind students of the full wording and significance of the honor pledge.

This pledge does NOT require a student to turn in a violator for discipline, but it does require the student to disclose his knowledge that an offense has occurred to an adult member of the community. The student may choose to go to his teacher, his House Advisor, his parents, or to an administrator to disclose the offense and to seek counsel about how to proceed. Responsibility for investigating and bringing offenses to accountability will lie with adults in the community.

Upon my honor as a student at Veritas Classical Christian School, I commit myself to living by and upholding the core values stated above. My signature declares that I have read, understood, and consented to abide by the principles expressed in this honor policy.

UNIFORM AND DRESS CODE POLICY

The Uniform and Dress Code Policy is an expression of the following values:

Truth	Goodness	Beauty
Unity	Clarity	Simplicity
Order	Obedience	Duty
Modesty	Honor	Respect
Academic Rigor	Responsibility	Focus

With increase in age and advancement through the divisions of the school, students are given more responsibilities and privileges. This is reflected in a “uniform” policy (literally “one form”) for K-5 and a “dress code” (choice within structure) for the logic and rhetoric schools.

GENERAL RATIONALE FOR A DRESS CODE

1. Peer pressure, comparisons, and competitive attitudes in areas of clothing are destructive to the unity of the school and a distraction to the learning environment
2. Judging others on clothing and outward appearances is contrary to God’s will for us as revealed in Scripture (1 Sam. 16:7; Matt. 6:19-21; James 2:1-4).
3. Everything in our lives, including our clothing, should reflect the order of the Godhead, the order He has created in the world, and the goodness and beauty of that creation.
4. Clothing should be modest and not draw attention to the individual and should reflect differences in the sexes (Deuteronomy 22:5).
5. Student appearance is a reflection of kingdom values and Veritas.

SPECIFIC RATIONALE FOR UNIFORMS and DRESS CODE

1. Uniforms and dress code are a positive discipline in the school, and Veritas emphasizes the value of a disciplined learning environment. Just as dressing up, even wearing uniforms, is a part of the workday for parents, dress according to Veritas guidelines is a signal to the child that it is a time for hard work and studious activity.
2. Uniforms prevent problems associated with the subjective interpretation of a dress code policy. Uniforms create clarity about what is acceptable, modest and appropriate by the school’s standards.
3. Uniforms and dress codes tend to decrease the cost of student clothing. Our uniform vendors provide economical and durable items. Often parents need only purchase two or three sets of uniforms to last throughout the school year, and often these items can be handed down to other children.
4. Uniforms and dress codes enhance the school’s ability to affirm the positive elements of our culture and keep out influences that some parents do not want in their child’s life. As a family school (12-K) we are mindful that students of different ages, by design, play, worship, and work together, and that what might be appropriate in a limited, older age group might not be appropriate for younger students.

GENERAL DRESS CODE FOR ALL STUDENTS

- All clothing must be clean and without fraying, tears or holes.
- Sweatshirts and sweaters must be worn with a collared shirt underneath.
- Shirts are to be entirely tucked in at all times. “Blousing” of shirts is not permitted.
- Shoes designed for laces are to be worn with appropriate, tied laces.
- Excessive jewelry and excessive make-up are not permitted. For example, a girl may wear one necklace, bracelet, and pair of earrings at a time.
- Boys are not permitted to wear earrings, necklaces, or bracelets.
- Jewelry in pierced body parts, with the exception of earrings for girls, is not permitted.
- All students must keep their hair neatly groomed and conservatively styled. Boys: Not below each ear, nor below collar. Must be out of eyes.
- Unnaturally colored/dyed hair and visible tattoos are not permitted.
- Outerwear coats and jackets are not to be worn in the building during the school day.
- Student apparel (e.g. “Jean Day” clothing) and school gear (e.g. backpacks, lunch containers, notebooks, and the like) shall not display any commercial slogans, product promotions, celebrity representations, or any pictures/cartoons of commercial characters.
- Any outlandish, distracting, or otherwise inappropriate clothing, jewelry, makeup, hairstyle, or appearance as deemed so by the Principals, will not be permitted.

UNIFORM AND DRESS CODE POLICY ENFORCEMENT

- **Parents** are expected to send students to school in uniform or dress code.
- **Teachers** are responsible for the daily enforcement of uniform and dress code.
- **Students** will be required to wear mandatory uniforms (see Uniform Guidelines on school website) on **all assembly days and special performances**. For additional days, notice will be sent through teacher communication and/or weekly school newsletter.
- Final interpretation and application of the policy rests with the **Principals**. Students not complying with the Uniform and Dress Code Policy will be required to rectify their appearance **immediately**. The standard is **cheerful, consistent compliance** from the parents and students, and correspondingly **cheerful, consistent enforcement** by the school staff.

GENERAL INFORMATION

COMMUNICATION & GRIEVANCES GUIDELINES

We consider it a great privilege to serve families in educating their children from a classical and Christian perspective. We are committed to upholding and supporting each family's authority in the lives of their children. This kind of relationship requires clear communication. We recognize that in this relationship there lies a great temptation to talk to others (gossip) about a specific issue or person rather than take direct action to resolve conflicts in a manner consistent with Scripture. We have outlined the proper lines of communication and dealing with grievances according to the biblical principles found in Matthew 18 and James 3. We believe Scripture teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved. Veritas staff will abide by these same principles in communicating with parents and students.

Parents to Teacher: If an issue should arise regarding an individual teacher's behavior, rules or procedures, the parents should speak directly to the teacher. If the issue is not satisfactorily resolved, the parent may bring the concern to the Head of School.

Parents to Principal: If an issue should arise regarding school rules, procedures or curriculum or the Principal's behavior, the parents should speak directly to the Principal. Parents may also present concerns about individual teacher's behavior, rules or procedures directly to the Principal, if the matter was not resolved with the specific teacher. If the issue is not satisfactorily resolved, the matter may be taken before the Head of School.

Parents to Head of School: If an issue should arise regarding school policy or the Head of School's behavior, the parents should speak directly to the Head of School. Parents may also present concerns about individual teacher's behavior, principal's behavior, rules, or procedures directly to the Head of School, if the matter was not resolved with the principal. If the issue is not satisfactorily resolved, the matter may be taken before the school board.

Parents to Board: If an issue regarding any policy, curriculum, and program or staff member has not been satisfactorily resolved with the Head of School, the parents may present their concerns to the Board at the regularly scheduled board meetings. Parents should communicate with a Board member to schedule such a hearing.

While clear communications between the school and families can break down with negative issues, they can break down with positive issues as well. Often parents will have an idea on how to improve the school, but are not sure how to share it. In this case the same principles should be applied. If a parent has an idea about how to improve a classroom, he or she should talk to the teacher. If a parent has an idea about how to improve the school in general, he or she should talk to the administration. It is always best to communicate directly with the person primarily in authority over the issue at hand. The Board will not serve as the initial contact on school related issues. No individual Board member may speak on behalf of the Board on a specific issue unless specifically authorized.

CONTROVERSIAL SUBJECTS

A controversial subject is a subject which Christian families and churches commonly consider divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. (e.g. environmentalism, old earth/young earth, partisan politics). If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature, and the discussion of that topic will help achieve the goals set forth in the curriculum guide for the subject, then the teacher may conduct an impartial, charitable debate/discussion with students. Otherwise, teachers will always defer to parental authority and responsibility when such matters arise.

FIELD TRIPS AND RETREATS

Attendance is mandatory for school field trips and retreats. Field trips and retreats require the appropriate attire, vehicle seating, safety measures, and student behavior in order to be effective and worthwhile. The same standard of student conduct applies on field trips/retreats as it does at school.

When parents drive, there should be seat belts allotted to each student and adult. Convertibles may not be used for field trips. The teacher in charge is expected to provide each driver with a roster of students. Students must leave and return with the assigned driver. If a parent finds him/her unavailable to drive, that parent is not to make any other arrangements without contacting the teacher. Only parents or authorized school staff may drive on field trips or retreats unless special arrangements have been made with the principal or Head of School. Drivers will be asked to show their valid driver's license and auto insurance information to the school office prior to driving on a field trip.

Cell phone usage by drivers is discouraged. Calls should be kept brief and only be taken or made in regards to the trip itself and emergencies. Hands free devices are encouraged. Drivers must follow the prescribed directions given by the teacher and may not stop to do errands. Stopping for gas on shorter trips is also strongly discouraged. Please plan ahead of time and arrive at the school with sufficient fuel.

On all field trips, unless specific permission is given, audio and video equipment is prohibited.

On most field trips, younger siblings should not attend. This is to ensure that children on the field trip are supervised by parents. In some cases teachers are able to make an exception and notify parents accordingly.

HOLIDAY OBSERVANCE POLICY

Observances of holidays at Veritas shall be conducted according to the following guidelines:

- A. Veritas recognizes the necessity of joy and thankfulness in the Christian life. The school will seek to provide students with opportunities for joyous celebration and thankful recognition of God's providence and blessing in their individual lives (e.g. birthdays and personal accomplishments) and in history (Columbus Day and Memorial Day).
- B. The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ), rather than the secular elements (Santa and the Easter Bunny).
- C. The school is not "against" secular images and symbols. These are matters of personal conscience and Christian freedom for each family. The school simply chooses, as a Christian school, to de-emphasize secular elements in its recognition of holidays.
- D. Many believers view "Easter Week" as an especially holy week –a week for sober contemplation on the significance of Christ's death and resurrection. The school will observe the deep significance of the week in classroom devotions, assembly services, and classroom discussions, but will not encourage parties and celebrations.
- E. Halloween will be ignored at Veritas. Other holidays (Columbus Day, President's Day, Valentines Day, etc.) shall be observed when their recognition is deemed spiritually and/or academically beneficial to the students and consistent with the Veritas Philosophy of Education
- F. Interpretation and application of these holiday observance guidelines shall be the responsibility of the Head of School.

INCLEMENT WEATHER POLICY

- A. Because Veritas does not provide transportation service, the responsibility for getting children safely to and from school rests on parents and their designated representatives. Parents are, therefore, responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.
- B. In the event of inclement weather, even if Veritas is officially open for classes, parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. They should keep their children at home and notify the school that they are doing so
- C. During times of inclement weather (or other school closing emergencies), Veritas will generally, but not always, follow area public school systems regarding starting delays, early dismissals and cancellations. Parents should monitor local radio and television stations for announcements about Veritas starting

delays, early dismissals, and cancellations. All such announcements will also be posted on the school voice mail by 6:30 AM of the effected day.

LOST & FOUND

Lost items may be retrieved from the school office at each campus.

MESSAGES

The school will attempt to relay messages from parents or guardians in a timely manner. However, the school does not have the personnel to make a regular practice of giving messages.

PARENT INVOLVEMENT

And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord. Ephesians 6:4

As a support and extension of the family unit, Veritas Classical Christian School considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed. We strive to support the family and respect parental authority and responsibility in all we do. Veritas believes in the concept of “in loco parentis” - in the place of the parent. At the core of our philosophy of education is the conviction that parents are ultimately responsible for the education of their children. We see ourselves as “subcontractors” of the parents. The parents are *the* contractors –the ones who are responsible for getting the job done. Our authority and our task are delegated to us from the parent. Therefore, we strongly encourage parental involvement in our school. We work hard at communicating with our parents to keep them abreast of their child’s progress – academically, spiritually, socially and behaviorally. At Veritas we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school. However, it is important to keep in mind that the teacher does not work directly for the parent. Veritas Classical Christian School is the employer of all Veritas staff. We have legal, financial, educational, supervisory, and governance responsibilities and policies that govern our relationship with the teacher. Any time a parent requests a change or accommodation in violation of the stated policies of the handbook, the teacher must take that request to the Principal for approval.

Below are just a few of the more common ways this is done. You may:

1. Visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)
2. Assist in the classroom, regularly or infrequently. Arrangements should be made with the teacher concerned. Serve as Room Mother.
3. Act as chaperone on field trips.
4. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
5. Share your experience, trips, and vacations as they may relate to an area of study in a class.
6. Help host class parties, at home or in the classroom.
7. Attend all Parent-Teacher Conferences. Informal conferences may be held anytime at the parent’s request.
8. Closely monitor and praise your child’s progress by reading all teacher notes and papers sent home.
9. Communicate your ideas for school improvement and comments regarding the school program to the administration. We want to hear from you.
10. Serve on one of the school committees (Facilities, Curriculum, Development, etc.) and Parent Association.

PARENT FORUMS

Veritas provides three parent forums per year for the purposes of maintaining strong communication with the parents and offering the parent the opportunity to learn more about the classical model and method, and how they are applied in our school. Parents are expected to make every effort to have at least one parent attend all three of these each year. They are set in the annual calendar each spring before the coming year, and will be noted on the month calendars and web site

VERITAS PARENT ASSOCIATION

The VPA is a very active organization that exists to support the mission and staff of Veritas. All Veritas parents are members of the VPA. The VPA provides for many of the events in the life of the school. A President is appointed annually. He/she then appoints three vice-presidents that serve each school—Grammar, Logic, and Rhetoric. The VP's work directly with the Principal of their school on the annual calendar and the support needed for that school, its teachers, and its activities. At orientation on the first day of school, the VPA provides a questionnaire for all parents to indicate their area of volunteer interest. This allows them to effectively staff all needs with people that have interest and gifting in that area. The leadership of the VPA is given time at each Parent Forum to update parents, highlight successes and ongoing needs, and to recognize volunteers.

DEVELOPMENT

Veritas Classical Christian School has a focused development program under the direction of the Director of Development. The program includes an annual fund drive, which will be conducted in the fall of each year. The annual fund pays essential current school year expenses that are not covered by tuition so we can fulfill our mission. Every parent is encouraged to make a gift each year, regardless of giving level. It is critical for the Veritas community to have 100% participation because foundations and corporations give their larger grants to schools having the highest percentages of participation in their Annual Fund from current parents and faculty. A high participation level also helps as we approach outside donors and show a strong support for our school's endeavors and mission.

Additional projects to fund particular improvements must be approved by the Head of School and conducted by the Director of Development. The school also will conduct periodical Capital Campaigns to provide for building and campus needs. To insure the success of the development programs and preserve an academic school culture, Veritas does NOT allow individual or class fundraising efforts that involve product sales or soliciting members of the Veritas community. Upper Schools clubs and teams may hold periodic fundraisers that target populations other than Veritas students, parents and donors, but only with express permission of the Head of School and Upper School Principal. Any fees attached to school events, such as plays, concerts, or athletic performances must be approved by the Head of School. Any funds obtained through approved events will benefit that club directly for a pre-specified need, or be given as a donation to a charity.

STUDENT HEALTH & MEDICATION POLICY

1. All students attending Veritas Classical Christian School must have on file with the school office a completed “Commonwealth of Virginia School Entrance Health Form.” Families seeking exemption from State immunization requirements must complete and submit a notarized copy of the “Commonwealth of Virginia Certificate of Religious Exemption.” Both of these forms may be obtained from your family doctor or the school office.
2. It is expected that students are sent to school healthy, well-rested, and ready for class. Students with fevers, diarrhea, contagious viruses, severe colds, and the like will be sent home to avoid infecting others.
3. Students who are lethargic, tired, and unable to do their schoolwork will be sent home for needed rest and recuperation. Veritas does not operate a health suite, and students who are not able to do their schoolwork will be sent home.
4. Parents should provide the school with emergency numbers of friends and/or family who can pick up their sick child from school, if the child becomes ill.
5. Veritas will follow Virginia state and local guidelines in handling a pandemic illness.
6. Other forms necessary for student health records can be obtained from the school office. They are:
 - a. Emergency Form: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency.
 - b. Medication Administration Form: see below.

MEDICATION DISTRIBUTION

1. All medication (prescription and over-the-counter) taken by students must be administered by one of the following:
 - a. Veritas staff person designated by the campus Principal.
 - b. Parent(s) of the student.

No student will be permitted to administer any form (prescription or over-the-counter) of medication to himself/herself or any other student except as indicated below.

2. Students who require medication on an as needed basis through the use of an inhaler or Epi-Pen will be permitted to self-medicate if the following conditions have been met.
 - a. A physician has determined that the student should carry the medical inhaler or Epi-Pen on his or her person and self-administer the medication. Physician’s orders need to be on file with the school office.
 - b. Parents must complete the prescription medication administration form and indicate that: “the student is able to self-administer and carry the inhaler/Epi-Pen and has been trained in its use.”
3. Prescription medication will be administered to students only at the written request of the parent. Parents must complete a Medication Administration Form before any prescription medication can be distributed to a student. Any request for administration of medicine must include the student’s name, description/type of medication, dosage of medication and the time(s) it is to be given. All medications must be in the original pharmaceutical container labeled with the student’s name and dosage directions.
4. The school will keep a small supply of over-the-counter medications to administer to students. In this case, medication will only be given to students whose yearly Emergency Medical Release form authorizes the dispensing of such medication. Veritas staff will call the parent prior to administering this medication to verify authorization.
5. Over-the-counter cough drops and throat lozenges may be carried and taken by students with a hand-written note from their parents or with verbal permission from the parents to the student’s teacher. Over-the-counter cough drops and throat lozenges do not require completion of a Medication Administration Form

TELEPHONE USE

If a student needs to call home, he/she must go to the school office and explain the reason for the call. If the request to call is legitimate, then the office personnel will make the call or allow the student to use the office phone. Students are not permitted to use any other phones during the school day including cell phones.

VISITORS TO THE SCHOOL

Students wishing to bring a visitor to school must receive permission in advance from the Principal. Normally classroom visitors, other than adults, are limited to those who are interested in applying to and attending Veritas. Former students in good standing are encouraged to visit, but must call first to receive approval of an intended visit from the administration one day prior to the requested visitation. Such visits should be scheduled during the lunch hour, and the visit should be confined to that area.

TUITION POLICIES

PREPAID TUITION POLICY

This policy applies to any situation in which a family desires to prepay their tuition fees.

Acceptance of a student for enrollment constitutes a significant financial commitment on the part of the school (textbooks, personnel, supplies). Therefore, all prepaid tuition fees are non-refundable and non-transferable regardless of the circumstances.

TUITION AND FEE COLLECTION POLICY

The objective of this policy is to ensure that tuition and fees are collected in a timely manner and to establish a process whereby unpaid tuition and fees can be collected as early as possible. This process must be followed unless specific other arrangements have been made between the Board or its delegate and the family involved. Good faith will be presumed on the part of the families unless subsequent circumstances indicate no positive action can be expected. Late tuition and fees are defined as tuition and/or fees not paid by the tenth of each month.

The following process is to be followed in the collection of late tuition & fees:

1. In the event that tuition and/or fees are not paid within the first 10 days of the month a \$50 late fee will be assessed to your account.
2. If tuition and/or fees are still not paid, or arrangements made within the following 15 days, the Head of School or Business Manager will personally contact the family. The essential elements or agreements made at that time will be recorded and filed.
3. If an agreement is not made or adhered to, and payment is not received after 60 days, students will be dismissed and grades withheld until payment is received.

TUITION ASSISTANCE POLICY

At Veritas Classical Christian School, we believe that families from all income levels should have the opportunity to enroll at the school. Levels of financial assistance offered will depend on a number of factors including total (gross) family income, number of family members, number of children enrolled at Veritas, and any additional extraordinary financial circumstances. An outside consulting service may be used to assist Veritas in accurately determining a family's level of financial need for tuition assistance. The Head of School and Director of Admissions reviews the recommendations and will communicate the results to the family.

It is expected that families will pursue every other available means of financial assistance prior to applying for aid directly from Veritas. If other assistance is available to a family, the school asks the family to utilize it to make more of the school's funds available to other families in need. Generally, every family will be expected to pay a minimum of 25% of the total tuition, regardless of the amount of assistance for which they qualify. If a family qualifies for assistance from other scholarship sources or financial aid funds (other than Veritas), these funds will be used to reduce the amount of assistance taken directly from Veritas and will not necessarily reduce the family's tuition obligation to the school. Generally, every family must pay the minimum amount determined by the FFNA assessment.

To apply for financial assistance, simply complete the financial aid application (available from the school office) and submit it according to the enclosed instruction sheet. Returning families who submit applications for tuition assistance by the established deadline will be given first priority in the distribution of financial aid. New families who submit applications for tuition assistance early in the Veritas admissions process will be given next priority in the distribution of available funds. The Head of School and board will have final authority to allocate financial aid. The purpose of tuition assistance is to provide financial aid for tuition expenses to families with demonstrated legitimate financial need. Those families receiving tuition assistance will be encouraged to gradually reduce their dependence on financial aid from the school.

PROGRAMS AND SERVICES

ATHLETICS

PHILOSOPHY

Competitive sports are a major cultural factor which challenges the Christian to view them through the lens of biblical viewpoint. The goal for the Christian is to bring all of life and thinking on culture under the Lordship of Jesus Christ. What does it mean to have a biblical viewpoint on athletics and to bring them under the Lordship of Jesus Christ? A start is to recognize that the Scripture uses athletic metaphor in illustrating Christian living: (e.g. I Corinthians 9:24-27; Philippians 3:14; I Timothy 4:7-8; Hebrews 12:1-2). Athletics, therefore, offers an experiential analogy so the young athlete can learn principles about Christian living. Athletics is also viewed as one means of divine training in the life of the young Christian athlete to develop and demonstrate Christ-like character to the glory of God.

The goal of athletic competition is to win. The aim is always for the Veritas athlete to train, discipline himself/herself, and strive to win every competition with a Christ-like attitude. A win will be cause for celebration. A loss will be acknowledged with a gracious congratulations to the opposing team followed later during practice debriefing with a rigorous assessment of the game.

Coaching philosophy will incorporate classical methodology in developing the athlete's knowledge and skill in a particular game. The case can be made that every sport has its grammar, dialectic, and rhetoric.

OFFERINGS

Veritas athletics presently include both boys' and girls' basketball teams and cross country with the goal of developing a full range of athletic opportunities. The school plans to offer soccer in the spring.

ATTENDANCE

Athletes are expected to attend all practices and games unless excused by the coach. The first unexcused absence will result in disciplinary action; the second will bring the athlete's removal from the team. If student athletes develop academic difficulties, they and their parents should consult the principal at the earliest point, because players will not be permitted to leave the team and rejoin in that season.

INELIGIBILITY

This policy is intended to reinforce the school's commitment to spiritual and academic priorities and is not intended to punish students who may struggle academically. Students must maintain at least a 2.3 GPA average, with no "F" grades in order to participate in Veritas extracurricular activities. Any exceptions to this requirement must be determined by the Principal and the Head of School. Grades on report cards and mid-term progress reports will be used to determine eligibility. A student who becomes ineligible will remain ineligible until he brings his overall grade up to 2.3 GPA average. Once grades are improved to a 2.3 GPA average the student will be permitted to participate in extracurricular activities. A student cannot regain eligibility by doing "extra credit" work.

PHYSICAL CARE

It is mandatory that all students participating competitively in the Veritas athletic program have a current physical examination by a physician. The exam must take place before the first practice of the particular sport. Documentation of the exam must be completed before the first practice and will be kept on record in the school office.

CLUBS AND ACTIVITIES

As the school grows, the aim is to offer co-curricular opportunities which support our mission and appeal to various student interests. Debate, classics, yearbook, and school newspaper are the clubs currently available.

Informal activities in areas such as board games and chess may also be available.

HOUSE/ADVISORY SYSTEM

Most independent schools have a small group advisory system which gives more personal connection to students and affords parents a “first line of contact” with the school if they have questions or concerns about their children in any dimension of the school’s life. The students themselves participate in naming their houses and creating traditions such as a crest, a motto, and various other elements of their identities. Broadly, the house system facilitates advising by teachers in academics, community service, and moral character. It integrates students across grade levels for projects of general interest. It also serves to organize students of the Upper Schools for various activities and competitions within the school.

Each student is assigned by administrative staff to one of four houses. Younger siblings will automatically move up into the same house as an older sibling, with numerical balance maintained by assigning new students when they enter and students who do not have a sibling in a house. Students help choose various officers for each house, including two house heads. Fulltime academic instructors serve as Advisors to each house, with other faculty assisting the advisors. Houses meet weekly. House heads meet regularly with the Principal of the Upper Schools to address school-wide concerns and plan activities.

The House structure functions in numerous roles in school life, some of which are determined by students and faculty at the fall retreat. Among other things, houses take responsibility for cleaning the lunchroom and the school, peer tutoring, and friendly academic competition. Houses earn points for overall grade averages, most students on all-A honor roll, most students on A-B honor roll, rate of participation in activities such as community service, etc. The house with the most points as of May 30th will enjoy a reward in the following school year, and will be designated Honor House for the following academic year.