

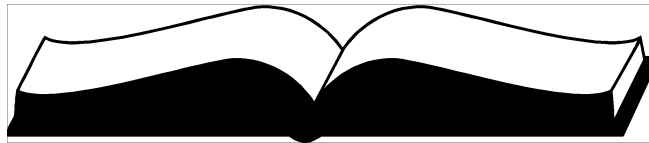
VERITAS

ACADEMY

BIBLICAL TRUTH • CLASSICAL WAY • ABUNDANT LIFE

Parent – Student Handbook

2022-2023 School Year



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Welcome to Veritas Academy

Dear Parents and Students:

Veritas Academy is excited to offer a Classical Christian education in Cody and the Big Horn Basin.

“Veritas” is Latin for “truth.” Jesus said, “If you hold to my teaching, you are really my disciples. Then you will know the truth and the truth will set you free.” (John 8:31-32) We desire for our academy to teach students to be disciples who know the Truth and to guide them to reach their God-given potential.

Veritas Academy distinctives are:

- A. **Christ-centered**, Biblically-based education
- B. Regular “**recitations**” where each grade will creatively present to family and friends a synopsis of what they have been learning
- C. Inclusion of the “**Great Books**” (or classics) in each grade
- D. Participation in **community service** projects
- E. A **love of learning** for students through the stimulating and engaging Classical method
- F. A safe, uplifting, productive and redemptive school **culture**

We look forward to partnering with you in your child’s education!

Veritas Academy

Veritas vos liberabit. The truth will set you free.

1. ABOUT VERITAS

1.1 Veritas Mission

Biblical Truth. Classical Way. Abundant Life.

1.2 Veritas Vision Statement

Biblical Truth (2 Timothy 3:16-17)

Veritas Academy believes God's Word is the foundation for all learning. Our curriculum and teaching methods provide students a comprehensive application of Scripture in all disciplines. Our goal is to assist each student in developing a Biblical worldview by acknowledging that God is the Author of all knowledge and wisdom.

Classical Way (Deuteronomy 6:4-9)

In partnership with parents, Veritas Academy is committed to the classical approach which corresponds to the developmental learning stages of children and builds a natural progression of understanding in all subjects. This approach, called the Trivium, has three levels of learning: the grammar stage (acquisition of foundational facts in all subjects), the logic stage (questioning the way facts fit together through critical and abstract thinking), and the rhetoric stage (building on the first two stages to learn to write and speak well). Our goal is for students to graduate with an ability to investigate, contemplate, debate, and pursue knowledge.

Abundant Life (John 10:10)

Veritas Academy provides challenging academic study within a nurturing community. Students are encouraged to develop their individual, God-given talents as well as to discover and fulfill their roles in family, church, community and the world beyond. Our goal is to graduate disciples of Jesus, lifelong learners, creative problem solvers, and servant leaders who are equipped to make an impact in their ever-changing world.

1.3 Goals: A Christ-Centered and Classical Education

Christ-Centered: In all its levels, programs, and teaching, Veritas Academy seeks to:

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (2 Timothy 3:16-17)
- B. Provide a clear model of the Biblical Christian life through our staff and board. This model is summed-up, by our Lord, as love for God and our neighbor (Matthew 22: 37-40)
- C. Encourage every child to begin and develop her or his relationship with God the Father through Jesus Christ (Matthew 28: 18-20, Matthew 19: 13-15)

Classical: In all its levels, programs, and teaching, Veritas Academy seeks to:

- A. Emphasize grammar (the fundamental rules of each subject), logic (the ordered relationship of the particulars in each subject), and rhetoric (how the grammar and logic of each subject may be clearly expressed) in all subjects
- B. Encourage every student to develop a love for learning and live up to his or her academic potential
- C. Provide an orderly atmosphere conducive to the attainment of the above goals.

1.4 Statement of Faith

Apostles' Creed

We believe in God, the Father Almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; He descended into hell; On the third day he rose again from the dead; He ascended into heaven, and is seated at the right hand of God the Father almighty; From there he will come to judge the living and the dead. We believe in the Holy Spirit, the holy Christian Church, the communion of the saints, the forgiveness of sins, the resurrection of the body and life everlasting.

We also believe:

1. In the beginning God created the heavens and the earth. (Genesis 1:1)
2. All children are made in the image of God. (Genesis 1:27)
3. All have sinned and fall short of the glory of God. (Romans 3:23)
4. Jesus calls all to repent from their sins and believe. (Mark 1:15)
5. Jesus desires that none should perish, but all to come to repentance. (2 Peter 3:9)
6. Jesus is the way, the truth and the life, and no one comes to the Father except through Jesus. (John 14:6)
7. In Jesus we are a new eternal creation. (2 Corinthians 5:17)
8. The Holy Spirit teaches us all things and reminds us of everything Jesus taught. (John 14:26)
9. We believe in one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (Deuteronomy 6:4-5; Matthew 28:19-20; Mark 12:28-31; I John 5:7)
10. Our purpose is to love God with all our heart, soul, mind and strength, and to love our neighbors as ourselves. (Deut. 6:4-9; Mark 12:30)
11. Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that men and women of God may be equipped for every good work. (2 Timothy 3:16-17)
12. We are commissioned to go and make disciples of all nations, baptizing them in the name of the Father, Son and Holy Spirit and teaching them to obey all things. (Matthew 28:18-20)
13. In the end of time, there will be a great multitude that no one can count from every nation, tribe, people and language, worshiping Jesus. (Revelation 7:9)

Veritas Academy's approach to being Bible-based and interdenominational is that secondary doctrines may be discussed in class but the beliefs are left to the family/church for final authority.

1.5 Membership

Veritas Academy is a member of the Association of Classical and Christian Schools (ACCS), as well as the Educational Research Bureau.

1.6 Administrative Structure

Veritas Academy, Inc. is a private, non-profit corporation registered as such with the State of Wyoming.

Veritas Academy Board of Directors consists of three permanent members. Two parent representatives may be appointed during the school year. Further details are outlined in the Veritas By-Laws.

2. ADMISSIONS

Veritas Academy is committed to the vision of Christ-centered classical education. We eagerly seek to assist parents in their God-given role to educate their children in the high standard that such a vision demands. Our admissions process is designed to help both parents and the administration of Veritas Academy know whether we are a good fit for the applicant. For that purpose, the application process is intended as an exchange of information between school and parent, so both school and parents can make the best, informed decision for the interest of the applicant.

2.1 Application Process

1. Fill out an application form. These are available on our website (www.codyveritas.com) or can be obtained from the school.
2. Submit report cards with your application (not needed for preschool or kindergarten applications). These should cover the previous year (plus the previous term for any student seeking admittance mid-year). Also, please submit the most recent MAPS test results, as well as WY-TOPP or state standardized tests, and Kindergarten screening if applicable.
3. Kindergarten and higher applicants will take an assessment test by appointment after receipt of application. Veritas requires a \$250 deposit payment with the application of new students and for re-enrollment of returning students. The registration deposit serves a couple of important purposes: 1) it acts as “earnest money” to demonstrate a family’s commitment to follow through with the enrollment of their child, and 2) assures the school of the needed funds to order books for the right number of students and cover our expenses. The registration deposit is non-refundable for accepted students.
4. An interview is arranged for the applicant and parents with the Head of School (generally simultaneous to appointment for assessment test).

Admissions Statement

Veritas Academy welcomes students of all backgrounds to our community. We do not discriminate based on race, sex, color, or national origin. Veritas reserves the right to deny admission to a student if his or her ability, behavior, or emotional development indicates that he or she could not be best served by our school program. We seek to make each admission decision based on what is best for the child and for Veritas.

Scholarships

Veritas provides only need-based scholarships. Scholarships are awarded for up to 50% of tuition after registration. All scholarship applications will be processed in the order they are received.

Tuition Rates for 2021-2022

Grade Level	Monthly Tuition Rate (9mo total)	Annual Tuition Rate
Preschool (3 days from 8:30-12:00pm)	\$149.72	\$1347.50
Kindergarten (half-day)	\$284.16	\$2557.50
1 st -6 th grades	\$550	\$4950
7 th -8 th grades	\$611.11	\$5500
9 th and up	\$733.34	\$6600

Sibling Tuition

If a family has more than one full-time student, the oldest student rate will be the full tuition rate. Full-time siblings will pay 2/3rds of their own grade-level tuition rate.

For example, if a family has an 8th grader and a 6th grader, the tuition rate for the 8th grader will be \$5500 and the rate for the 6th grader will be \$3300 (which is 2/3rds of the 6th grade rate of \$4950)

Application Deadlines

- **March 1st**- Re-enrollment forms and incoming sibling enrollment forms and registration fees due for Veritas families.
- **May 1st**- Deadline for new student applications. Applications will be processed in the order they are received.

Payment

Tuition payments may be made in the following ways:

- Pre-paid annual tuition: payment in full before the first day of school
- Semi-annual tuition: two equal payments due before each semester
- Monthly payments: equal monthly payments made through automatic bank transfer (ACH), starting in September (minus registration deposit) with the last monthly payment withdrawn in May.

Families with an unpaid tuition balance as of May 31st are not promised placement in the fall enrollment until their tuition is paid in full. If the class that the family has an enrolled student in is full with a waiting list, they will lose their placement on June 1. One of the students on the waiting list will be moved up into their slot. The family with delinquent tuition will be added back to the waiting list when the tuition is paid in full.

Due to the fact that Veritas Academy commits to a full-year of teaching salaries and classroom materials, based on student enrollment, parents should understand that by enrolling their child(ren) in Veritas Academy, there is an explicit commitment to pay the entire year of tuition, regardless of which payment plan. The entire year's tuition is considered due, even if the student is withdrawn or their enrollment is discontinued before the end of the school year for any reason, regardless of the deciding party, unless the Board of Directors grants an exception.

Precedence of Enrollment

Applications for enrollment are accepted at any time throughout the school year prior to the year of application. Veritas uses the following priority in offering placement in each class:

1. Returning students: Re-enrollment forms will be due by March 1st (these forms will be sent home with students prior to the March 1st deadline).
2. Siblings of enrolled students: Along with the intention of currently enrolled students, parents are asked to indicate enrollment of siblings by March 1st.
3. New faculty children: Any staff with children not previously enrolled should notify the head of school of intent to enroll by March 1st.
4. New student general enrollment

Waiting List

Veritas Academy may limit class size. Once enrollment reaches capacity, a waiting list will be maintained. To be placed on the waiting list, a student must meet all qualifications for enrollment. The waiting list for each class is prioritized in chronological order from the time an applicant submits a completed application and meets admissions qualifications. However, because Veritas Academy's tuition income does not cover operating expenses, a full-paying applicant will be offered a vacated placement before an applicant applying for scholarship.

Student Records

Records of admitted students will be requested from previous schools. We also maintain immunization records.

2.2 Learning Disabilities Policy

This policy delineates some limitations in accepting students who we are capable and equipped to serve and applies to all students and teachers in all classrooms of Veritas Academy.

Definitions

Severe Learning Disability: Any condition in an applicant which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents. Examples of severe learning disabilities include such conditions as Down's syndrome, deaf/mute, and blindness.

Learning Disability: Any condition in an applicant or student which does not require a separate classroom, program, and staff in order to provide the educational services desired by the parents. Examples of learning disabilities include such conditions as Hyperactivity, Attention Deficit Syndrome, and Dyslexia. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

Guidelines

1. Children with severe learning disabilities cannot be admitted to Veritas Academy because Veritas is not in a position to serve the needs of these children adequately.
2. A child who has a learning disability will be required to meet the same academic standards as all other children in his or her grade level. A determination as to the feasibility of an applicant with a learning disability to meet this standard will be critical to the decision whether or not to accept the child to be enrolled at Veritas.
3. A child who has a learning disability will be given at least the same amount of individual instruction and encouragement as his or her classmates.

2.3 Age Requirements

A child enrolling in Veritas' kindergarten class must turn at least five years-of-age by the first day of school. Rare exceptions can be considered only upon board approval and will require a four-week probationary period. If a child applies to enter Veritas Academy in the first-grade, he or she must turn six years-of-age by the first day of school (with the same procedures to be followed for rare exceptions).

3. ACADEMICS

3.1 Scope and Sequence

Preschool

Kindergarten prep

Kindergarten

Bible • Reading • Cursive • Mathematics • Art • Enrichment Activities in Science, History, Etc

First – Second Grade

Bible • Reading • Grammar • Mathematics • History • Science • Art • P.E • Music

Third Grade – Sixth Grade

Bible • Literature • English • Mathematics • History • Science • Latin • Art • P.E. • Music

Seventh Grade – Eighth Grade

- Humanities (encompasses Bible, Literature, History)
- English • Mathematics • Formal Logic • Science • Art • P.E. • Music

Ninth Grade-Twelfth Grade

- Humanities (encompasses Bible, Literature, History)
- English • Mathematics • Rhetoric • Science • Spanish • Art • P.E. • Music

For more information regarding curriculum and the “Scope and Sequence” please contact the Veritas office

3.2 Grading Policies

Homework

Students often need some amount of extra practice in new concepts, skills, or facts. In certain subjects (i.e. 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. Homework may also result for students who did not use time wisely after being given adequate time to complete an assignment in class. The homework in this situation serves a corrective, as well as practical, purpose. Because Veritas Academy recognizes that parental involvement is critical to a child’s education, homework can be used as an opportunity for parents to actively *assist* a student and his or her studies.

No more than the equivalent of one day’s homework will be assigned over Thanksgiving, Christmas, or spring breaks.

Homework assignments are due at the beginning of the respective class period. Late work, if accepted, will lose points for being late.

Should a student be absent on the day an assignment is assigned or due, the teacher may give a reasonable extension for the assignment to be completed. The extension will not exceed the number of school days missed during the absence. It is the student’s responsibility to find out what work was assigned. In the case of extended illness, parents should contact the teacher(s) directly.

In the case of extended planned absence, parents should contact the teacher(s) as soon as possible so that the student may complete assigned work before departure. Note: See attendance policy for maximum number of

allowable absences.

It should be noted that students who are new to Veritas Academy and/or are “catching up” in their studies might need to invest more time as they transition into our school. There is no guarantee that a child will get “A’s” if he or she studies for or above the average amount of time. Parents who want their students to invest Herculean amounts of time in order to achieve high grades can do their student a disservice as a result of such a pursuit.

Homework Amounts

The necessity for doing homework will vary from grade to grade and even from student to student. Parents should be aware that projects or papers assigned over multiple days or weeks can seem to cause an overload the night before a deadline, depending on student progress across the allocated period. The guide below lists approximate times of homework assigned per night per week.

- Kindergarten: 10-20 minutes
- 1st & 2nd: 20-40 minutes
- 3rd: 30-45 minutes
- 4th-5th: 45-50 minutes
- 6th: 60-75 minutes
- 7th-12th: 90-120 minutes

Grading Scale

Student work will be evaluated against an objective standard in each class. Grade point averages (GPAs) will be computed at the end of each semester. Elective and independent study courses will be graded and applied toward graduation requirements but will not be factored into cumulative GPAs. The following percentages, grades and grade points are used in **grades 3rd-12th**:

Percent	Grade	Point	Meaning
100-93	A	4.0	Excellent
92-90	A-	3.67	
89-87	B+	3.33	
86-83	B	3.0	Surpassing
82-80	B-	2.67	
79-77	C+	2.33	
76-73	C	2.0	Satisfactory
72-70	C-	1.67	
69-0	F	0.0	Failing

In order to best measure the growth and development of our pre-Grammar students in **K through 2nd grade**, a system of skills assessment is utilized. Teachers focus assessment on foundational skills to include literacy, content area knowledge, motor skills, behavior, and work habits. The level of development of each skill in the child is assigned a number as follows:

Number	Meaning
3.....	Consistently displays skills
2.....	Skills developing
1.....	Needs extra work

Grade Reporting

Report cards are issued at the end of every quarter for all grades kindergarten and up. Mid-term reports are sent home for 3rd grade and older halfway through each quarter. Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing grade for the quarter or the semester. Parents are encouraged to communicate frequently with their students' teachers and may observe their students' classes so long as there is prior arrangement made with the teacher.

Academic Probation

This policy is intended to provide additional motivation to students (grades 3rd-9th) whose academic achievements are not measuring up to their capability. If adherence to this policy would be counterproductive to this end (particularly for our youngest students), the respective Head of School may decide not to place a student on probation. A written record explaining this decision will be signed by the Head of School and placed in the student's file.

Students must maintain at least a 1.67 grade point average during any two consecutive quarters.

- Grade point averages for every student will be calculated at the end of each quarter. (Note: Elective courses and independent study courses are not included in GPA calculation.)
- If a student's GPA is below 1.67 (i.e., a "C-" average), he or she will be placed on academic probation during the following quarter. A parent-teacher conference will be arranged at this time.
- If at the end of the next quarter the student's GPA (for the quarter) has not risen to at least a 1.67, that student may be expelled.

Recovering Credits for Failed Classes

For students who fail a semester, The Education Team may prescribe a course of remediation that includes a method of verifying acceptable mastery.

Language, Mathematics, Sciences, and Logic Remediation

Because of the cumulative nature of our language, mathematics, and science courses, students who fail the first semester of a school year may demonstrate remediation by raising their grade to passing in the second semester. Students who fail the second semester may demonstrate remediation by retaking and passing the equivalent of the second semester final exam failed. A passing grade of no less than 70% on the assessment is required.

Humanities Remediation

Because studies in our Humanities courses are not cumulative, students who fail either semester in a year may earn remedial credit by writing two papers, each a minimum of four pages in length. The content of these papers should correspond to the two sections of the scope and sequence and/or final exam that the student failed. A passing grade of no less than 70% on the assessment is required.

Should the work not be completed to the satisfaction of the teacher and the Head of School, the student will need to retake the course (semester or year), which may necessitate repeating the grade for scheduling reasons. This final decision will be at the discretion of the Head of School.

Elementary Retention

The retention of an elementary school student to repeat a grade is a tool utilized to help a child progress naturally through the grades without undue pressure. This tool is applied when it becomes apparent that a child is not ready to advance to the next grade level. It often follows after various interventions have proven unsuccessful, including teacher assistance, parental intervention, and tutoring. The typical outcome of retention at the grammar school level is a more capable, confident student in the grades to come.

Any discussion about retention will commence during early-to-middle of the fourth quarter of an academic year and must be preceded by numerous communications about the child's situation between teacher and parents. The decision to retain a child will be discussed in a meeting with parents, teacher, and the Head of School.

3.3 Honors and Awards

Veritas Academy maintains a system of formal honors and awards for several reasons:

1. To increase the academic motivation of all students by demonstrating that good work and good behavior are rewarded.
2. To recognize and show appreciation for the academic quality and outstanding behavior of the students at Veritas.

3.4 Limitation of Class Size

Veritas Academy reserves the right to limit class size. The purpose is to help foster good discipline in the classroom, to encourage the participation and interaction of the students, and to allow the teacher to give more personalized attention to each student.

4. DISCIPLINE

Veritas Academy believes in redemptive discipline. All necessary discipline will be based on biblical principles: for example, restitution, apologies, prompt punishment, restoration of fellowship, no lingering ungodly attitudes, etc. The vast majority of discipline problems are dealt with at the classroom level. Teachers collaborate to ensure consistency. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at Veritas, love and forgiveness will be an integral part of the discipline of a student.

4.1 Infraction Policy

There are six basic behaviors that will necessitate a student being removed from the classroom and sent to the head of school/head teacher for an **office visit**:

1. **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, that is, outright disobedience in response to instructions.
4. **Fighting**, that is, striking in anger with the intention to harm another student.
5. **Obscene Language**, including taking the name of the Lord in vain.
6. **Gossiping**, which includes talking, spreading rumors, and or writing personal, sensational or intimate information about another.

There may also be additional reasons for which a teacher deems it necessary for a student to receive discipline from the Head of School.

During the visit with the Head of School, the Head of School will determine the nature of the discipline. The Head of School may necessitate restitution, detention, janitorial work, parents' attendance during the school day with their child, or other measures consistent with Biblical guidelines. Typically, parents will be advised of their child's behavior and the consequences that he or she faced at school, and they will be asked to follow-up as they deem appropriate at home, but school officials will not administer corporal punishment.

Multiple office visits to the Head of School within a given school year that result in disciplinary action will necessitate the following degrees of accountability:

1. The first **two times** a student is sent to the Head of School for discipline, the student's parents will be contacted and given details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The **third** office visit will be followed by a meeting with the student's parents and the Head of School.
3. Should the student require a fourth office visit, a two-day suspension will be imposed on the student.
4. If a fifth office visit is required, the student may be expelled from the school.

Note on Expulsion: The Veritas Academy board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. However, should a student and his or her parents not be able to eliminate behavioral problems before a fifth office visit, the most likely consequence will be expulsion.

Serious Misconduct: If a student commits an act with such serious consequences that the Head of School deems it necessary to bypass the office-visit process, immediate suspension or expulsion may be imposed. Examples of such serious misconduct could include the following: a rebellious attitude manifested by blatant disrespect or defiance, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Veritas students must realize that their conduct reflects on other Christians and the reputation of Veritas Academy; hence, students may be subject to school discipline for serious misconduct which occurs outside

normal school hours and/or off school premises.

Re-admittance: Should the expelled student desire to be readmitted to Veritas Academy at a later date, the Veritas board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

4.2 Student Conflict Resolution

1. Interpersonal Conflict
 - a. Matt 18:15 "If your brother sins against you, go and tell him his fault between you and him alone. If he listens to you, you have gained your brother."
 - b. Matt 18:16 "But if he does not listen, take one or two others along with you." (This might include a fellow student, but a teacher/administrator may be preferable)
2. Serious Misconduct (e.g., cheating, stealing, illegal activities or dangerous behavior)
 - a. Matt 18:15-16 is generally not applicable in this situation. The student should go directly to a teacher or administrator. It is not dishonorable, but honorable, to go directly to authority in certain cases for the genuine interest of your brother's well-being as well as the protection of our school culture. The responsibility of the student is to inform the appropriate authority figure to deal with the situation. These are areas that require discernment and prayer.

If you have questions about how to deal with something, contact a teacher or administrator – not another parent.

4.3 Basic School Rules and Etiquette

All students are expected to adhere to the following school rules:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no disrespectful talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teachers should not have to be repeated.
3. Guns, knives, or other weapons are not allowed on the school grounds.
4. Illegal substances are prohibited at all times. If a student brings prescription drugs to Veritas, the office must be notified of their presence. The school reserves the right to search student property at any time.
5. Students are not to bring electronic devices to school. An exception is made for cell phones because parents may want their children to have cell phones for transit to and from school. However, cell phones are to be turned off throughout the entire school day. (The school phone may be used for parents to communicate with their children or for other essential communication.)
6. Students will be held responsible for damage done to school property, including textbooks. Actual replacement costs will be assessed. Grades or school records will not be released until fines are paid. Hardback textbooks must be covered with book covers.
7. Physical displays of romantic affection are not permitted at school or school activities.
8. Students may not chew gum at school.
9. Food or drink may be consumed in the lunchrooms only. Exceptions to this rule include meetings or parties with the teachers' permission.

4.4 School Clothing Policy

Our dress code is a means through which we establish a community standard of dress at Veritas Academy and train students to submit to a community standard, perhaps instead of their own personal preferences. By enrolling your student at Veritas, parents are expected to support all Veritas policies, including adherence to the dress code as found in the handbook.

The following School Clothes Policy was adopted to enhance the atmosphere of learning, minimize ambiguities, and foster a spirit of camaraderie among Veritas' students.

All Students

- Modesty is expected. Undergarments should not be seen through clothing.

- No hoods, logos, embellishments, appliqué, holes, or tatters. Clothing must be neat and in good repair. Frayed bottoms, holes in knees, and hems must be repaired.
- Students may not wear hats or coats in the school building.
- Students may dress within the guidelines given for their biological sex.
- Students may not dye hair unnatural colors
- Teachers will have the discretion to say whether an item of clothing or student's appearance is a distraction for school or violates the policy or not. If there is a disagreement, the Head of School will have the final say.

Tops (boys & girls)

- Long or short sleeve oxford shirts – tucked in, solid colors only (no ¾ sleeve)
- Long or short sleeve polo shirts – tucked in, solid colors only
- Turtlenecks – tucked in, solid colors only
- Sweaters – solid navy blue uniform sweater. Either button or zip front. No cable-knit or ¾ length sleeves.
- Fleece Zip-Ups – students may purchase and keep a school fleece in the classroom to wear in lieu of a coat or sweater during class. The fleece must be solid navy blue with a zip front.

Bottoms (boys & girls)

- Khaki or Navy Blue Dress Slacks – twill, pleated or flat front, slit back pockets (no exterior, flap, or cargo pockets), no canvas fabric, no denim, no corduroy, no low rise, no double seams and no “pencil leg” or “skinny” slacks.
- Khaki or Navy Blue Shorts – twill, pleated or flat front, slit back pockets (no exterior, flap, or cargo pockets), no canvas fabric, no denim, no corduroy, no low rise, no double seams and no “pencil leg” or “skinny” short. Must be within four inches of the knee.
- Jeans - standard style, dark blue or black denim, straight leg or cowboy cut, regular or relaxed fit. No low rise, no excessively baggy or tight, no jeggings or stretchy denim, no skinny, tapered or narrow fit, no holes, tears, stone washed, bleached or highly faded, no cargo style or additional pockets or embellishments.
- Belts are to be worn with all pants or shorts (PreK/K/1st excluded).

Dresses (girls only)

- Khaki or Navy Blue Jumpers or Skirts – Must be within four inches of knee with shorts, leggings or tights underneath. Twill and jersey material only (no jean, sweater or corduroy material). No logos.
- Uniform Polo Dresses- Must be solid color, no logos, and within four inches of the knee, with an a-line shape.

Accessories

- Dress belt – solid black or dark brown leather/faux leather required for 2nd graders and older wearing pants or shorts.
- Boys may wear rings and/or watches, but no other jewelry.
- Girls may have one set of earrings. No other body piercings are allowed.

Shoes

girls:

- Plain Dress shoes - any color, Mary Janes, loafers, high-heeled loafers, or flats.
- Tall riding style boots - black, brown, tan or gray (all one color), leather or faux leather, top of boots must be below the knee, no embellishments or logos, no platform soles.

boys:

- Plain Dress shoes - Black, brown, tan or gray loafers, laced oxfords, laced loafers.

girls and boys:

- Any color sneakers/tennis shoes. No lights, wheels, rollers or sounds.
- Western (cowboy) Boots: pull on or lace up, black, brown, tan or gray, leather or faux leather. Decorative stitching is permitted, no embellishments or logos. (Must be worn with pants over the tops of boots, no tucking pants in boots, girls may wear leggings inside of boots)

Friday and Special Event Tops (boys and girls) - Only allowed Fridays unless otherwise notified.

- Any color Veritas t-shirt or sweatshirt, only official Veritas tops bought from the Veritas store.

High School Students (9th-12th grade)

In an effort to show respect to and prepare our high school students for a God-honoring life as adults outside of Veritas Academy, the following guidelines will be enforced:

1. All high school students are role models for the younger students and representatives of Veritas Academy. In the choice of clothes, this should be particularly evident in the matter of modesty. Maturity and modesty in dress, as well as behavior, are expected.
2. In order to prepare them for a possible future career, we will allow our high school students to adopt the habit of dress considered more professional in our culture. We realize that many in professional roles are adopting casual dress at work, but we expect our high school students to adhere to a more formal code of professional dress.
3. Specific to each biological sex, the following guidelines may be allowed ***in addition to and alongside the regular school dress code*** for high school student attire:
 - a. Male High School Students:
 - i. Dress slacks and shorts may be of any solid color.
 - ii. Turtlenecks, oxford shirts and polo shirts may be of any color or pattern. Dress shirts (collared, button up) of any color or pattern are also permitted.
 - b. Female High School Students:
 - i. Dress slacks, jumpers, skirts, shorts and polo dresses may be of any color or pattern. Other dresses may also be permitted, as long as they are also within four inches of the knee, with some type of sleeve.
 - ii. Turtlenecks, oxford shirts and polo shirts may be of any color or pattern. Dress shirts (collared, button up) of any color or pattern are also permitted.
4. As with all students, teachers will have the discretion to say whether an item of clothing or student's appearance is a distraction for school or violates the policy or not. If there is a disagreement, the Head of School will have the final say.

Consequences for Non-compliance

Students in violation of the school's clothing policy will be given a uniform violation slip to be signed by parents and will be required to serve restitution for the first two offenses in a quarter. More than three violations in a quarter will result in an office visit and parents will be asked to bring the appropriate item. Any blatant violation of the clothing policy that is deemed deliberate and defiant will result in an immediate office visit and parents will be asked to pick up the student.

4.5 Grievance Policy

If parents or patrons have a suggestion, grievance, or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Head of School, who may then share it with the Board. If parents or patrons are still unsatisfied, they may appeal in writing to the Board. The Board will decide whether or not to issue a hearing and will have the final say in the matter.

Contacting other students, parents, teachers, or administrators to air concerns or accusations is not appropriate, as gossip weakens our school and is not part of resolving conflict in a biblical way.

Student or Parental Concerns about Teachers

When conflicts occur between any two parties through their relationship at Veritas, the principle of Matthew 18:15 is to be applied. Resolution should be sought first on the person-to-person level. Gossip is always inappropriate. We seek to live by relational covenant – believe the best in one another, stand shoulder-to-shoulder with one another, and talk to and not about one another.

All concerns having to do with matters in the classroom should first be presented to the teacher by the parents, or if the student is mature enough, by the student directly. A respectful demeanor is expected. If the problem is not resolved, the parents or students may bring the concern to the Head of School. If the student brings the concern, he or she should have permission from parents to do so. If the problem is still not resolved, the Head of School will initiate a meeting of the student, parent, and teacher. If the problem is still not resolved, the Head of School will schedule a hearing with the Veritas Academy Board.

So as to ensure that the grievance policy is followed according to the steps outlined above, the Head of School will not hear any complaint about a teacher until the student and/or parents have initiated a conversation with the teacher.

Volunteer Concerns to Staff/Administration

If any volunteer has a concern about volunteer work, he or she will present that concern to the staff member responsible for its oversight. If the problem is not resolved, then the concern should be presented in writing to the Head of School, followed by a meeting to discuss the concern. If the problem is still not resolved, the volunteer may request a hearing from the Board in writing. The request will be passed through the Head of School, who is required to pass the request on to the Board.

Requests for Board Action

All proposals or requests for Board action concerning the school should be submitted to the Head of School in writing no less than two weeks in advance of a Board meeting. This enables the Head of School to consult with the Board Chair as to possible inclusion in the agenda, as well as gives Board members a chance to review any materials beforehand should the topic be included in either the public or executive session of the next meeting.

4.6 Attendance Policy

This policy is designed to encourage student attendance at school. During regular classes, a student is exposed to various types of instruction. Because each class period should contribute significantly to the curriculum objectives of Veritas Academy, and because the instructional program is progressive and sequential, it is necessary to encourage student attendance in all prescribed classes. However, in recognizing the authority of parents over their children, we understand that parents may decide that it is in the best interests of their child not to attend school on a particular day.

Notify the school

Please notify the classroom teacher(s) promptly when your student will be absent. In some cases, knowing of the absence as soon as possible could affect a teacher's plans for the day. Classroom teacher's contact information will be provided at the beginning of the school year. Thank you for calling early!

Tardiness

Late students create a considerable distraction for both teachers and students. Please encourage your student(s) to be punctual! If a student is not ready to begin class at 8:30am promptly, it will be recorded as a tardy. Three tardies will result in one absence.

Categories of Absences

Unexcused absences include willfully skipping or missing assigned classes. Any absences which parents have not excused by notifying the school within 72 hours will also be considered unexcused absences. Students will receive "zero" for all missed assignments; teachers may, at their discretion, require that the work be completed without

credit.

Unplanned absences include all unforeseeable absences (e.g. illnesses, family emergencies, etc.). Students can still receive full credit for work missed that is completed during or soon after (defined below) their return, but it is the student's responsibility to contact each teacher to arrange for making-up the missed work. Students will be allowed one day to do makeup work for each day they were absent, plus one additional day. (Example: if a student is absent for three days, they will be allowed a maximum of four days to complete all make-up work.) Upon your student's return to school, please arrange for make-up tests before or after school, so additional instruction is not missed. Preferably, students or parents may call the school for assignments if they are able to complete some of them while they are home convalescing. Keep in mind that delays in completing make-up work can jeopardize future lessons and can excessively delay the return of tests and quizzes to the other students.

Planned absences include all absences that are the result of a parent deciding to excuse their student from attendance at school for reasons that are foreseeable (e.g. family vacations, doctor, dentist visits, etc.). In cases of planned absence, assignments should be obtained in advance. Students are to arrange their make-up work with their teachers. Ideally, the majority of the work will be completed prior to the absence. A teacher may agree, however, for certain portions of the work to be completed during the absence and/or promptly upon return. Students will receive full credit (no grade reduction) for completing assignments within the agreed upon time, including any additional assignments given to the rest of the class during their absence.

Maximum Absences

In the event the total number of absences *planned or unplanned* for one quarter is equal to or exceeds five days in one quarter, the student may not receive credit for that time period. A family must receive permission from the Head of School for any absences in excess of this policy.

Administrative Procedures

1. In the event a student is absent from a class, or from school, for more than five days during one quarter (for any reason), the student's parents will meet with the Head of School (and teachers if necessary) to determine whether the student will have completed enough work to receive a passing grade.
2. A student must complete final exams before a semester grade will be given. A student who is absent during a final exam will receive a grade of "I" (incomplete) in the pertinent course until the missed exam is completed and graded.
3. Upon request from parents, the Head of School is authorized to waive the requirements set by other provisions of this policy. In doing so, he should take into account the following: the student's mastery in all subjects, his or her attitude toward work and study, and disciplinary record at school.
4. Otherwise, it is assumed that all students enrolled in Veritas Academy will attend all prescribed classes, that is, parents and/or students may not choose which or how many classes to attend.

4.7 Sickness Policy

If a child is sick, we ask that parents keep their child home. The school will call parents and ask them to pick up their child if a child is sick at school. If your child has a fever of greater than 100 degrees, please keep them home for at least 24 hours after the fever breaks.

5. OTHER

5.1 Parent Involvement

Parent involvement is crucial to the community of Veritas Academy. Parents are required to volunteer 2 hours (per household) each month. The options and opportunities will be communicated to parents as they become available. Families with unfulfilled volunteer time may be required the following year to submit a deposit and may be charged for further unfulfilled hours.

5.2 Student Participation in Building Upkeep

Students will participate in routine chores in the school to help maintain cleanliness and good stewardship of the property. Tasks will be limited to those that are age-appropriate and safe.

5.3 School-Sponsored, Off-Campus Events Policy

This policy seeks to ensure that school-sponsored, off-campus events meet the same standards for safety, quality, and content established in the educational programs at Veritas Academy. It also seeks to ensure that the same standards for student conduct established at the school are maintained at all events sponsored by Veritas. Finally, this policy is designed to limit the liability assumed by Veritas for school-sponsored events.

1. Off-campus events require the attendance of at least one staff member or designated volunteer from Veritas. More may be necessary, depending upon the size of the event. Staff members may volunteer or be asked to serve as drivers; however, a staff member should never drive an individual student while serving in an official capacity.
2. Attendance at off-campus activities is generally limited to the students who are currently enrolled at Veritas. Exceptions may be granted by the Head of School. If children other than Veritas students attend (children of parent chaperons), they must be under the constant and direct supervision of the parents and are not the responsibility of Veritas staff.
3. Parents must sign a written waiver releasing Veritas from any liability for all events taking place off campus. This statement should also authorize medical treatment to be given to the student in case of injury.
4. The Head of School must approve all proposed activities, determine the number of chaperons required, and approve the date of the event.