

# Parent-Student Handbook



VERITAS  
CLASSICAL ACADEMY

Revised: 12-13-2021

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

## TABLE OF CONTENTS

<b>1. A WELCOME FROM THE BOARD OF DIRECTORS</b>	3
1.1 OUR VISION	4
1.2 OUR MISSION	4
1.3 OUR GOALS	4
<b>2. GENERAL PHILOSOPHY AND PURPOSE</b>	5
2.1 PHILOSOPHY	5
2.2 STATEMENT OF FAITH	5
2.3 OBJECTIVES AND STANDARDS	6
<b>3. ORGANIZATIONAL STRUCTURE</b>	7
3.1 DEFINITIONS OF ORGANIZATIONAL ENTITIES	7
3.2 SCHOOL ASSOCIATIONS	7
3.3 ACCREDITATION	7
<b>4. ADMISSION AND TUITION</b>	8
4.1 ADMISSION STANDARDS	8
4.2 NON-DISCRIMINATION POLICY	9
4.3 AUTHORITY OF PARENTS AND VERITAS CLASSICAL ACADEMY	9
4.4 PARENTAL INVOLVEMENT	9
4.5 TUITION, FEES AND PAYMENT	11
4.6 REFUNDS FOR APPROVED WITHDRAWAL FROM SCHOOL	12
4.7 STEPS TO WITHDRAWAL	13
4.8 RETURNED PAYMENTS POLICY	13
<b>5. GENERAL GUIDELINES</b>	14
5.1 BASIC SCHOOL RULES	14
5.2 RESOLUTION OF CONFLICTS	14
5.3 ATTENDANCE	15
5.4 DISCIPLINE	16
5.5 LEARNING DISABILITIES	18
5.6 HOMEWORK PHILOSOPHY AND GUIDELINES	18
5.7 STUDENT PROMOTION	20
5.8 PRIMARY AND SECONDARY DOCTRINE POLICY	21
5.9 CONTROVERSIAL SUBJECTS	21
5.10 SCHOOL SPONSORED EVENTS POLICY	22

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

5.11 TECHNOLOGY POLICY	23
5.12 ELECTRONIC STUDENT INFORMATION	24
5.13 FIELD TRIPS	24
5.14 STUDENT HEALTH REQUIREMENTS	25
5.15 UNIFORM AND DRESS CODE	25
5.16 RELEASE OF STUDENTS	28
5.17 STANDARD RESPONSE PROTOCOL	28
5.18 CHILD PROTECTION POLICY	29
<b>6. PARENTAL AGREEMENT FORM</b>	<b>32</b>
6.1 PARENTAL CONTRACT	32

## ***1. A WELCOME FROM THE BOARD OF DIRECTORS***

It is an absolute pleasure to welcome you to Veritas Classical Academy! We are so glad that you have chosen Veritas Classical Academy as your family's partner in providing a God honoring and Classical education for your child(ren). We are here to support you in your call of raising your child(ren) in accordance with Scripture. We desire to help cultivate in each child a Christian Paideia, so that he or she is fully equipped and ready to influence others and the culture of their time. It is our privilege to serve your family as members of the Board of Directors and we look forward to getting to know you and your child(ren) more.

The following are the current members of the Board of Directors. All have been duly elected according to the Veritas Classical Academy By-laws.

<b>Name</b>	<b>Board Position</b>
Sean Hollen	President
Michael Morgan	Treasurer
Eileen Bishop	Secretary
Annie Morgan	Member
Erica Hollen	Member

The Board will communicate through school-wide emails and with community informational meetings as scheduled.

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

## *1.1 Our Vision*

We seek to train the minds of young men and women in truth and righteousness, and disciple their hearts into genuine, indomitable faith by integrating all subjects taught as a whole in light of the truth of Scripture (2 Timothy 3:16-17) that they might glorify God, edify the church, and testify of Jesus Christ.

## *1.2 Our Mission*

Guided by a Christ-centered classical model, we exist for God's glory to educate the next generation of servant-leaders with wisdom, love, and excellence, and we partner with parents seeking to bring up their children in the discipline and instruction of the Lord (Ephesians 6:4).

## *1.3 Our Goals*

**To provide a Christ-centered and Classical Education.**

### **CHRIST- CENTERED**

We aim to present all subjects with respect to the supremacy of Christ and through the lens of Scripture (Colossians 1:15-20). This allows for coherency and provides young men and women with a complete and unified foundation.

We desire to come alongside parents and support them in their role by encouraging every child to develop his or her relationship with God the Father through faith in Jesus Christ (Matthew 28:18-20; Matthew 19:13-15). We aim to see young men and women knowing and loving Jesus Christ for themselves and courageously sharing Christ's love with others. We seek to help raise up committed followers of Christ, whose lives are led in joyful submission to the Lord.

### **CLASSICAL**

Veritas Classical Academy seeks to emphasize grammar, logic and rhetoric in all subjects. Studying the grammar of a subject means to study the fundamental rules of that subject. The logic of each subject refers to the study of formal logic leading to systematic reasoning and the ability to think critically, connecting a subject's details. The final emphasis is the rhetoric of each subject. Rhetoric is the development of the ability to articulate one's thoughts and reasoning clearly and precisely.

We desire to cultivate in each child a life-long love for learning and for each young man and woman to live up to his or her academic potential. We desire to equip each student for all of life's

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

situations, possessing both information and the knowledge of how to use it, being motivated by a love for Christ and others.

## 2. PHILOSOPHY AND PURPOSE

### 2.1 *Philosophy*

Veritas Classical Academy is a private Christian academy committed to providing a biblically based classical education. Veritas Classical Academy is intended to be inherently different in philosophy and content compared to government schools. The Academy strives to operate as an extension of the family under the assumption that the education of children is the responsibility of parents rather than that of the state.

The Academy will provide a classically based curriculum which will focus on classical language, mathematics, rhetoric, natural history, and the reading of history and literature. The goal of the Academy is to produce young people grounded in history, language, and the skills of sound thinking and reasoning. This classical approach is more fully described in the following texts:

- 1) *Recovering the Lost Tools of Learning*, by Douglas Wilson;
- 2) *Classical Education*, by Dr. Gene Edward Veith and Andrew Kern; and
- 3) *The Seven Laws of Teaching*, by John Gregory.

An orderly, well-disciplined environment conducive to learning will be maintained so that academic excellence can be achieved to the glory of God alone.

### 2.2 *Statement of Faith*

Veritas Classical Academy holds the following Statement of Faith which will permeate all courses and levels of the Academy:

**We believe** the Bible to be the only inerrant, authoritative Word of God (II Timothy 3:16).

**We believe** there is one God eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:26, Acts 7:54-60, John 1:1).

**We believe** God made the heavens, the earth, and man as related in the account of creation (Genesis 1 & 2).

**We believe** in the **deity** of our Lord Jesus Christ (John 1:1-5 & 14), in His **virgin birth** (Matt. 1:23-25), in His **sinless life** (1 John 3:5 & 1 Peter 2:22), in His **miracles** (John 2:89; John 4:46-54; John 5:6-9; John 6:1-21), in His vicarious and atoning death through his **shed blood** (Is. 53:11; Rom. 3:25; Rom. 5:9), in His bodily **resurrection** (1 Cor 15:12-58; Col 1:18; 1 Thess. 4:14-18; 1 Peter 1:3-5) in His **ascension** to the right hand of the Father (Mark 16:19; Luke

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

24:50-51; Acts 1:9-11), His **authoritative reign** in heaven, earth and in the lives of believers (Mat. 28:18; Acts 2:32-36; Heb. 1:8-9; 1Cor. 15:25; Isaiah 9:6-7), and in His personal **return** in power and glory (Matt. 24:30; Luke 21:27).

**We believe** that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary (Titus 3:5).

**We believe** salvation is by grace alone through faith alone (Ephesians 2:8-9; Romans 11:5-6).

**We believe** faith without works is dead (Philippians 2:12; Ephesians 2:10, James 2:14-26).

**We believe** in the person of the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower for ministry all who believe in Christ. (Acts 1:8; 2 Corinthians 3:18; John 16:8-11; Romans 8:26 and 15:13,16; Galatians 5:22-25; Hebrews 9:14).

**We believe** in the spiritual unity of all believers in our Lord Jesus Christ (John 17, 1 Corinthians 12 and 14).

**We believe** in a literal Heaven and a literal Hell and that all those who place their faith, hope and trust in Jesus Christ will spend eternity in Heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord. (Psalm 9:17; Matthew 5:3, 5:22; 18:9 and 25:31-34; Mark 9:42-49; Luke 12:5; John 3:18; Hebrews 12:23, 1 Peter 1:4; Revelation 14:10-11 and 20:11-15).

**We believe** that marriage is exclusively the legal union of one genetic male and one genetic female evidenced by a marriage ceremony. We also believe that legitimate biblical sexual relations are exercised solely within marriage. Hence, sexual activities such as, but not limited to, adultery, fornication, pre-marital sex, incest, polygamy, homosexuality, transgenderism, bisexuality, cross-dressing, pedophilia, and bestiality are condemned by the teachings of the Bible. Further, lascivious behavior, the creation, viewing and/or distribution of pornography and efforts to alter one's physical gender or gender related appearance are incompatible with a true biblical witness. (Genesis 2:24; Matthew 19:4-6; John 4:16-18; Romans 1:18-32; 1 Corinthians 5:11, 6:9-11, 6:18-20, 7:1-3 and 7:8-9; Galatians 5:19-21; Ephesians 5:3-7; 1 Timothy 1:9-11)

**We agree** with the Association of Classical Christian Schools (ACCS) Statement of Faith.

## ***2.3 Objectives and Standards***

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

1. Develop Christian worldview thinking, so that students learn to evaluate their entire range of experience in light of Scripture.

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

2. Encourage every student to develop his or her relationship with God the Father through faith in Jesus Christ.
3. Provide a clear model of biblical Christian life and culture through our faculty, staff, volunteers and Board. (Matthew 22:37- 40).
4. Teach all subjects in the curriculum as parts of an integrated whole with Scripture at the center (II Timothy 3:16-17).
5. Emphasize the tools of learning – grammar, logic, and rhetoric – in all subject matter.
6. Emphasize the development and flow of western civilization: history, science, math, government, the arts, literature, philosophy and the historic Protestant faith.
7. Encourage every student to develop a love for learning and to achieve maximum academic potential.
8. Provide an orderly, safe and secure atmosphere conducive to maintaining these standards.

## 3. ORGANIZATIONAL STRUCTURE

### *3.1 Definitions of Organizational Entities*

Veritas Classical Academy is a non-profit corporation operating as a discipling religious institution in Grays Harbor County, Washington. The mailing address will be P.O. Box 1743, Aberdeen, WA 98520.

The Veritas Classical Academy Board of Directors is the duly elected and governing board for Veritas Classical Academy, elected and governing in accordance with the Veritas Classical Academy Articles of Incorporation and Bylaws. Detailed operational guidelines and responsibilities of the Veritas Classical Academy Board of Directors are presented in the Veritas Classical Academy By-Laws and Board of Directors Handbook.

### *3.2 School Associations*

Veritas Classical Academy is a member of the **Association of Classical and Christian Schools (ACCS)**. For more details and information about ACCS visit [www.accsedu.org](http://www.accsedu.org).

### *3.3 Accreditation*

Veritas Classical Academy may in the future pursue accreditation from the Association of Classical Christian Schools.

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

## 4. ADMISSION AND TUITION INFORMATION

### *4.1 Admission Standards*

Veritas Classical Academy is a Christian organization committed to cultivating a Christian Paideia in students. We hold to the inerrancy and infallibility of God's Holy Word. To accomplish our mission, we require that everyone associated with our academy or organization as a parent, student, staff-member, volunteer or board member must agree with the standards and values traditionally held within the orthodox Christian church, as derived from Scripture. Parents are required to sign our statement of faith and, in doing so, indicate that they are supportive of our training their children according to Biblical standards.

The following admission standards have been established for admission to Veritas Classical Academy:

1. Through our family interview process, we require that at least one parent or guardian be a professing Christian. If a family is a single parent family, the Christian testimony of the parent with whom the student resides is to be sufficient for enrollment. The Board reserves the right to prayerfully determine the approval for any other student applicant with different living arrangements.
2. We give priority admission, in conjunction with classical understanding and family stability, to those who make Christ the Lord of their home.
3. We restrict enrollment of families that, through their words or actions, embrace a moral position clearly contrary to Biblical standards.
4. Students under suspension or expulsion from another school are not eligible to enroll at Veritas Classical Academy. It is the desire of Veritas Classical Academy that the student return to his former school (except for reasons not in line with a Biblical worldview) as soon as possible, placing himself under the proper authority of his school in order to pursue reconciliation in the matter that resulted in suspension or expulsion. The student and parents may then apply to Veritas Classical Academy.
5. It is our strong desire that each student have a growing relationship with God through faith in the person and work of Jesus Christ. We desire to build an academic culture that supports families in bringing up their children in the nurture and admonition of the Lord (Ephesians 6:4).



# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

## ***4.2 Non-discrimination Policy***

Veritas Classical Academy does not discriminate on the basis of race, color, national or ethnic origin, or sex in the administration of its admissions, scholarships, hiring, or other academy-directed policies.

## ***4.3 The Authority of Parents and Veritas Classical Academy***

As a support and extension of the family unit, Veritas Classical Academy considers the family to be of first importance to a child. God, through His Word, 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. We believe in the concept of “in loco parentis” – in the place of the parent. At the core of our philosophy is the conviction that parents are ultimately responsible for the education of their children. Our authority and our task are delegated to us from the parent. *Therefore, we strongly encourage parental involvement.*

## ***4.4 Parental Involvement***

***"Fathers, do not provoke your children to anger,  
but bring them up in the discipline and instruction of the Lord."  
-Ephesians 6:4***

Veritas Classical Academy is continually seeking ways to constructively involve parents, grandparents, siblings and other family/support members in our activities. Communication with Veritas parents is only second to having them in the classroom.

Veritas parents should never have to be in the position of wondering what is happening in their child's classroom or wondering how their child is progressing. We desire to communicate effectively to keep parents informed of their child's progress – academically, spiritually and behaviorally. Veritas parents also have a role in communicating directly with their child's teacher.

### ***Expectations:***

1. The teachers are required to communicate with Veritas families at least once a month. This may be done in a written or verbal form.
2. After the first and third quarters of the academic year, formal conferences will be arranged. Veritas parents are expected to attend these conferences.

## VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

3. Veritas parents are responsible to closely monitor and praise their child's progress, read all teacher notes and student papers sent home, and ensure that homework is being completed and turned in on time.
4. Veritas families are encouraged to participate in the classroom and in the programs of the academy, sharing their unique gifts, skills, talents and knowledge as given to them by God. Please see suggestions below regarding how to be involved at Veritas.

\*Veritas family may:

1. Visit campus. Please call ahead to coordinate your visit. **All visitors must receive a visitor pass before visiting the classroom.**
2. Volunteer to assist in the classroom or help host class events. Arrangements must be made with the teacher in advance. Ideas for assisting in the classroom include, but are not limited to, contributing to a class celebration/picnic, reading with an individual, checking student work, organizing a cooking project, helping coordinate and teaching an art project, helping teach a unit in a particular field of study, preparing teaching materials, updating bulletin/communication boards, etc...
3. Act as chaperone on field trips and/or library visits.
4. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
5. Present or share your experience, trips, or vacations as they may relate to an area of study or unit of study in a class. We encourage you to assist the teacher with special presentations or projects.
6. Closely monitor and praise your child's progress by reading all teacher notes and papers sent home. Participate in your child's learning whenever possible. Ask them to show you what they are learning.
7. Communicate your ideas for improvement and comments regarding the programs to the administration, teacher(s) or Veritas Board. We want to hear from you.
8. Volunteer to help with Teacher Appreciation Week. Teacher Appreciation is a special week in May where we have the opportunity to honor our Veritas teachers and thank them for working diligently toward the education of our students.
9. Volunteer your time and effort to help with the academy's activities. Veritas will communicate such volunteer opportunities to you as the year's schedule is being developed at this time. Our greatest resource for our academy is our volunteers!

## VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

10. Our best marketing tool and new student recruiters are our families. Please continue to spread the word at your church and in the community about Veritas Classical Academy.
11. Volunteer to organize or support fundraising events.

### ***4.5 Tuition, Fees, and Payment***

#### **Annual Application & Enrollment Fee:**

Each new or returning student will owe an enrollment fee as part of enrolling/re-enrolling annually. For returning students, the fee is due with the returning student enrollment packet. For new students, the fee is due at the family interview. Please refer to the current Tuition and Fees schedule for amounts and due dates as applicable. In the event that a family is not accepted into Veritas, all but \$50 of this fee will be refunded.

#### **Tuition:**

The annual tuition covers operating expenses, and program/curriculum costs. Please refer to the current Tuition and Fees schedule for details as to amounts, payment options, and due dates.

#### **Tuition Discounts:**

~ At present, there are tuition discounts for families that have more than one student enrolled at Veritas. Please refer to the current Tuition and Fees schedule for details.

~ Full-time clergy of local Christian churches are eligible for tuition discounts for their enrolled children upon Board approval. Please refer to the current Tuition and Fees schedule for details.

~ At present, any family that pays the annual tuition of a student in full before school begins will receive a % refund for the lump sum payment. Please refer to the current Tuition and Fees schedule for details.

~ On occasion, there is dedicated donated scholarship money available for tuition discounts. Please contact Veritas as to the current requirements to qualify, and the paperwork to be filed to apply for such assistance.

#### **Other Costs:**

~ Families are responsible for uniform costs. Please talk to the Board if this poses a hardship.

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

~ There may be special fees associated with participation in a field trip or extra-curricular programs or the like. Teachers will inform families accordingly.

~ Families are responsible for providing certain classroom supplies as detailed in the list published about a month before school begins. The list will be posted on Veritas' website. Please talk to the Board or your student's teacher if this poses a hardship.

## **Payment Amount and Frequency**

Families can pay in one-lump sum the entire annual tuition, or can choose to spread the annual tuition over 10 monthly payments. For families on the 10-month plan, invoices will be sent out electronically one month before the payment is due. Please refer to the current Tuition and Fees schedule for details as to amount, due dates, late payments, and non-sufficient fund charges.

Refunds for temporary illness, vacations, or other temporary absences will not be given.

When a student leaves Veritas Classical Academy for any reason, no transcript or report card will be issued until all money due the academy is paid in full.

## **Payment Methods**

At present, we have a locked drop box on campus into which payments by check, money order, or cash can be placed.

- Check/Money Order: Make payable to Veritas Classical Academy. It can either be dropped off in the locked drop box on campus or postal mailed to PO Box 1743, Aberdeen, WA 98520.
- Electronic: You can pay electronically using the payment option on the Veritas website.
- Cash: Do not send cash in the mail.

## **Non-Receipt of Payment**

Should payment of tuition or other fees not be received within 45 days of the original due date, a pending expulsion notice will be sent by certified mail to the responsible party listed in the financial agreement.

If after all efforts noted above have been exercised and a period of 60 days has elapsed from the original due date without prior payment or written arrangements, Veritas will inform the family that their student(s) is expelled for non-payment of tuition or other fees.

## ***4.6 Refunds for Approved Withdrawal from Veritas***

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

Veritas Classical Academy commits itself each year to providing a high-quality classical, Christian training to its students. This commitment involves financial obligations that last throughout the academic year, such as paying teacher salaries, purchasing books, etc. Therefore, we take very seriously the commitment of parents to pay the agreed-upon tuition amount for the year, even if the family withdraws from Veritas.

Our Lord commands that we pay our obligations in a faithful and timely manner. He also commands that we practice wisdom in assessing the cost of a tower before beginning the construction of it.

Refunds for tuition may be granted only for the following reasons: Family moves their residence from the Grays Harbor area due to job relocation; loss of job; death, or serious illness/injury which prevents the student from attending class.

Approved refunds will be calculated using the 10 month installment for “used” tuition, along with a daily proration for partial months.

## ***4.7 Steps to Withdrawal***

1. Families shall submit their withdrawal request in writing. A letter addressed to Veritas Classical Academy should offer details of the reason for withdrawal, as well as any requested special considerations. An anticipated time frame for withdrawal must be included.
2. Immediately upon receipt of the request, the withdrawal request shall be presented to the Board.
3. A Student Withdrawal Form and an optional Exit Survey will be provided to the family for completion.
4. The Board of Veritas Classical Academy will pray for the family during this transition.
5. If the request meets Approved Withdrawal criteria, refunds may apply.

\*After receiving any outstanding balances paid up to date, and a formal written request of transfer from the new school, Veritas Classical Academy will forward student records

## ***4.8 Returned Payments Policy***

All payments returned by the bank due to insufficient funds will be assessed a \$30 fee. This fee will be added to the monthly billing statement and must be paid promptly. If a family presents two returned payments in an instruction year, future payments must be made in cash or by money order only.

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

## 5. GENERAL GUIDELINES

### 5.1 *Basic Rules of Conduct*

The following list of rules are essential policies that we require all students to be aware of and to adhere to:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. Honor God, Honor others, and Honor God's property are the guiding principles in all our activities.
3. The chant "Obey all the way, right away, with a good attitude every day," should be used on a regular basis to remind pre-grammar and grammar students of behavioral expectations at Veritas Classical Academy.
4. There should be no talking back or arguing with teachers or staff. *Prompt and cheerful obedience is expected.* Requests from the teacher should not have to be repeated.
5. No chewing gum, electronic devices, guns or knives are allowed on campus.
6. Students are expected to treat all of their academic materials and the facilities with respect and care. This includes all textbooks distributed to the students.
7. Grammar students are to be escorted by their teachers to class, lunch, assemblies, and other class functions in an orderly manner.
8. Quiet talk and good behavior are to be the standard while in between classes, in the bathrooms, and all other non-classroom times inside the building.
9. Students are to walk in the building.
10. Students are to patiently wait their turn to participate in activities, to speak and exemplify Christian character in their interactions with others, and to honor their parents and teachers at all times.

### 5.2 *Resolution of Conflicts*

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

The Bible calls us to demonstrate humility and love toward one another. However, understanding the weakness of our flesh, interpersonal conflicts will inevitably arise. We are committed to open and honest resolution of such matters in accordance with Scripture (Matthew 18:15-17).

Therefore, we expect all members of the Veritas family to:

1. Refrain from participating in destructive criticism of the Board or staff to your child or others.
2. Address problems by going directly to the person involved and presenting the matter in a loving and open way.

If the situation cannot be mutually resolved, it may be escalated to the next authority level for review and guidance.

## ***5.3 Attendance***

A student enrolled in Veritas Classical Academy is expected to be present and on time every day that classes are in session. The actual number of days in session will be determined by the yearly Veritas calendar. Students are also expected to complete all requirements for every course offered. Attendance records for the students are reported on the student's report card.

### **Punctuality:**

Students should begin arriving no earlier than 7:45 a.m. A student who is not in his or her seat, prepared for class, by 8:15 a.m. is considered tardy.

### **Absences:**

If a student needs to be absent from the academy for any reason, the family should contact the academy by note, e-mail or phone as soon as possible. If a student arrives after 10 a.m., he or she will be considered absent for the whole day.

### **Make-up Work in the event of an absences:**

In the case of an unplanned absence, a student may have one day for each day absent plus one additional day to turn in the missed work.

For example, if a student misses three days unexpectedly (e.g. illness, family emergency) then he may have four days to make up any missed assignments.

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

In the case of a planned absence, a student must notify the teacher at least one week in advance. All make up work will be due the first day the student returns following the absence.

For example, if a student plans to miss three days (e.g. family trip) then the student should contact his teacher to obtain the assignments he will miss when absent. Those assignments are due the day the student returns to the academy.

## **Long-Term Absences:**

It is the student's responsibility to complete the assignments or work as outlined or prescribed by the teacher. If a student needs to be absent for three or more consecutive days, the parents should notify Veritas in writing explaining the circumstances. This will allow for time to finish expected work, or gather work to take with them in their absence. Parents should not expect teachers to pre-plan or prepare handouts, tests or worksheets prior to any extended absences unless extenuating circumstances exist.

## **Maximum Absences:**

In the event the total number of absences, whether *planned or unplanned*, for one semester is equal to or exceeds fifteen days, the student may not receive credit for that time period. The student's family will meet with the Board and/or teacher(s) to determine whether the student will receive a letter grade, or a grade of P (pass) or F (fail) on his report card.

Students need to attend consistently, daily and faithfully. Exceptions to attendance requirements may be granted based on unusual or unexpected circumstances and approved by the Board.

Long, sustained illness or other unusual circumstances are always a consideration for grace for this requirement.

## ***5.4 Discipline***

The kind and amount of discipline will be determined by the teachers, and when necessary the Board. The discipline consequences will be administered in the light of the individual student's actions, attitude, and/or history of misbehavior.

Order and discipline in the classroom shall be enforced. All discipline will be based on biblical principles, e.g. confrontation of sinful behavior, confession & apologies, swift punishment, restitution, restoration of fellowship, no lingering attitudes with submission to authority, etc.

The vast majority of discipline problems are to be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of all students. Student misbehavior will not be tolerated at the academy, at academy functions, academy trips, events or activities.



## VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

**Being Sent Home:** There are five basic behaviors that will automatically result in the student being sent home for the remainder of the day or week. The length of time will be determined by the staff member involved. A written notice will be sent to families accordingly as a follow up to the phone call to come get the student.

1. Disrespect shown to any adult. The staff member impacted or assisting will be the judge regarding disrespectful behavior.
2. Dishonesty in any situation while at the academy, including lying, cheating, and stealing.
3. Rebellion, i.e. outright disobedience or defiance in response to instructions, failure to comply. The staff member will be the judge regarding rebellious behavior.
4. Fighting, i.e. striking others with the intention to harm another student. Staff will interview involved parties to determine intent.
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain. Staff will determine what constitutes an offense.

Should a student be sent home under the circumstances above, upon return to the academy a meeting will be set up with family to discuss prevention and follow up actions based on the incident. These could include seeking forgiveness from the offended party, restitution, community service, loss of privileges/opportunity or any other appropriate measure consistent with Biblical guidelines.

In general, if a student receives any disciplinary action beyond the routine classroom management and developmental guidance, the following will occur along with the incidents being documented:

1. The student's family will be contacted and given the details for each incident. Family assistance and support in averting further problems will be sought.
2. If problems continue, a meeting will be scheduled with family, staff, and/or the Board. A plan will be discussed as to how best to assist the student in changing his/her heart in repentance. Should the discussed plan not bring about significant change, a two-day suspension will be imposed on the student.
3. Should the suspension (whether two day or immediate) not bring about significant changes, the student will be expelled from the academy.

**Expulsion:** The Veritas Classical Academy Board realizes that expelling a student from the academy is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and family not be able to eliminate behavioral problems the student will be expelled.

**Serious Misconduct:** Should a student commit an act with such serious consequences that the Board deems it necessary to by-pass normal procedures, suspension or expulsion may be

## VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

imposed immediately. Examples of such serious misconduct could include: acts endangering other students, self, or staff members, extreme violence, vandalism to the academy's facilities, violations of civil or criminal law, or any act in clear contradiction to scriptural commands. Students may be subject to the academy's discipline for serious misconduct which occurs outside of the academy's hours of operation.

**Re-admittance:** Should an expelled student desire to be readmitted to Veritas Classical Academy at a later date, the Veritas Board of Directors, or its delegated authority, will make a decision based on the student's demonstrated attitude and actions of repentance and circumstances at the time of reapplication.

### ***5.5 Learning Disabilities Policy***

**Objective:** To clarify the educational goals of Veritas Classical Academy in regard to students with learning disabilities.

**Scope:** This policy applies to all students and teachers in all the classrooms of Veritas Classical Academy.

**Definitions:** Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, or 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 or student which does not require a separate classroom, program, or staff in order to provide the education services desired by the parents (e.g. hyperactivity, Attention Deficit Disorder, dyslexia, etc.). For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed, or is a genuine learning disability.

**Guidelines:** Children with a severe learning disability will not be admitted to Veritas Classical Academy due to the lack of adequate staffing, funding, and facilities.

Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.

Children who have been diagnosed with a learning disability will be given as much individual instruction and encouragement as their classmates.

### ***5.6 Homework Philosophy and Guidelines Philosophy***

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

Homework is a normal, usual and required experience for learning at Veritas Classical Academy. There is a strong relationship between remembering old learning and/or mastery of new concepts and homework.

For a student at Veritas Classical Academy to reach his or her full potential homework is essential. Homework is an important tool for teaching time management, diligence and personal responsibility as well as the curricular content. Parents should help students organize their work and budget their time especially in grammar grades to develop proper habits of upper grades.

Additional reasons for homework include:

Students often need extra practice in new concepts, skills, or facts. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice and rehearsal of new learning.

1. Repeated, short periods of practice or study of new information are often a better way to learn than one long period study. Daily homework allows for shorter periods of study.
2. Parental involvement is critical to a child's education. Homework may be used as an opportunity for parents to actively assist their children in their studies. This will also keep the parents informed as to the current topics of study in the class and/or if a student is being successful at their work.
3. 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 punitive, as well as practical purpose. Students who do not use their time wisely to complete an assignment in class may have homework.
4. Some students may work more slowly than others, so they may have homework in order to complete an assignment. All students should make every attempt to complete all homework on time and complete all the assignments.

## ***Guidelines for Homework:***

Homework will not be assigned due to the teacher's poor planning or in place of an assignment which could have been completed at the academy.

Students will find they go through periods or seasons of peaks and valleys of much or little homework. The time spent in doing homework will vary from grade to grade and even from student to student. The information below is a guideline and should be regarded as estimated times, not as required minimum/maximum times. All students should have daily reading that should be completed at home.

Guidelines for time spent on homework per weeknight.

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

Kindergarten: 5 – 15 Minutes

Grades 1 - 5: 15 – 30 Minutes

*\*Normally homework is not to be assigned over holidays and vacation periods (except for required reading). There may be an exception to this guideline for a “special” assignment or in the case of a student procrastinating on an assignment made well ahead of a due date. Please monitor your student’s time or task and help them learn to plan and develop clear, consistent routines for homework and a routine for your own review of completed work. Your positive participation in the homework process reinforces learning, habits of learning, and study for the rest of their life. Failure to complete homework on time and/or incomplete work could become a violation of the code of conduct if the student demonstrates clear patterns of refusing to complete their work. If for any reason a parent has a concern for the amount of homework assigned to their student, the parent should contact the teacher who assigned the work and express their concerns.*

## **5.7 Student Promotion**

Grammar students currently in Veritas Classical Academy must meet all the following basic criteria for promotion to the next successive grade:

1. Demonstrate competency in all subjects for the year.
2. Teachers shall follow and adhere to their grading guidelines found in the Teacher’s handbook.
3. There shall be a minimum of 9 grades per subject per quarter for assessment purposes. An overall average of 70% is the minimum standard for passing in those grades using numerical grading.
4. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grades noted:
  - a) Kindergarten to First Grade: Behavioral maturity, reading readiness and a general readiness for learning should be demonstrated for First Grade.
  - b) First Grade to Second Grade: Able to read orally and silently with adequate speed, correct use of phonetic skills, and fundamental oral and written comprehension. Able to write complete sentences with neat lettering. Able to add and subtract single digit numbers with at least 70% accuracy. Ability to recognize shapes, tell time, and understanding of days, weeks, seasons, and years.
  - c) Second Grade to Third Grade: Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second grade level. Able to write neatly and correctly identify the basic parts of a sentence.

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

Able to spell correctly with at least 70% proficiency. Able to add and subtract two-digit numbers with at least 70% accuracy. Demonstrate ability to read, write and cipher at grade level with a 70% mastery.

d) Third Grade to Sixth Grade: Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

## ***5.8 Primary and Secondary Doctrine Policy***

**Objective:** To establish reasonable limits of doctrinal teaching at Veritas Classical Academy.

**Scope:** This policy applies to all Veritas Classical Academy's Board, administration, faculty, staff, and parents.

**Definitions:** **Primary doctrine:** Those teachings contained or intimated within the Academy's Statement of Faith.

**Secondary doctrine:** Doctrinal issues which are not addressed within the Academy's Statement of Faith and are controversial within orthodox Christianity.

**Principles:**

- 1) Classroom discussion of secondary doctrine should be on an informative, nonpartisan level.
- 2) While presentation of all sides of an issue is encouraged, teachers must be careful not to emphasize secondary doctrines as though they were primary.
- 3) Teachers will speak to the students in a manner that respects the secondary doctrinal views of Veritas Classical Academy's parents. Teachers may present their views regarding secondary doctrine and may express their reasons for believing a particular way. However, he or she must be careful to present orthodox alternative secondary views with credibility and respect.
- 4) Teachers should encourage the students to follow up any questions they have with their parents and pastor.

## ***5.9 Controversial Subjects***

**Objective:** To establish a policy that helps Veritas Classical Academy respect the convictions of parents and teachers in various academic and/or sensitive subject areas, while

## VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview.

**Scope:** These guidelines apply to all teaching staff in the course of their teaching duties. It does not apply to non-teaching staff, nor to teaching staff on their own time.

**Definitions:** Controversial subject: 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.

**Guidelines:** If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will not help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.

If 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 out in the curriculum guide for that subject, then the teacher will do the following:

- As necessary, instruct the class on the responsibility of Christians to be charitable in debate. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
- As appropriate (i.e. pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as a research paper, guest speakers, reading differing authors, etc.
- Strongly encourage the students to become knowledgeable of the most widely held views on the topic.
- Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
- Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology, and biblical principles and references, as they arise in appropriate class contexts.

Teachers are never to enter into an adversarial debate with student(s) on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy, and sound teaching practices, he is to encourage a gracious and scholarly attitude in the students.

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

## ***5.10 Academy-Sponsored Events Policy***

**Objective:** This policy is designed to limit the liability assumed by Veritas Classical Academy for academy-sponsored events.

**Scope:** This policy applies to academy-sponsored activities.

**Definitions:** Academy-sponsored events: 1) events which are organized by a Veritas Classical Academy faculty or staff member acting in their official capacity, 2) events which are published on the Veritas Classical Academy's official calendar, or 3) events which receive financial support from Veritas Classical Academy.

**Guidelines:** Academy-sponsored events require the attendance of a faculty, staff, or approved representative of Veritas Classical Academy.

Parents or legal guardians must sign a written waiver releasing Veritas Classical Academy 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.

The appropriate administrator must approve all proposed activities, determine the number of chaperones required, and approve a date for the event.

## ***5.11 Technology Policy***

Computers and e-readers can be used in classrooms as a tool for the student. While on campus, however, students are not allowed to access the internet on any electronic device. There may be times, with a teacher or staff member's permission, that a student may access the internet under direct supervision of said teacher. The teacher must have a visual of the screen at all times. If a student is found using their computers or any other electronic device without permission, the device will be confiscated and parents must come to the campus office to pick it up.

### **Student Cell Phones**

Cell phones must be off and put away during the day from the time students arrive until they leave the campus. Students needing to contact parents while on campus should use the office phone. If an adult observes unauthorized cell phone use, the cell phone will be collected from the student and stored in a secure place. The student's family will be called and they can pick the cell phone up at the end of the day.

### **Personal Electronic Devices**

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

Students may not use personal electronic devices during the academy's learning hours unless pre-approved by a teacher or their designee. This includes laser pointers, portable music or video devices, video games, and other electronic devices.

## ***5.12 Electronic Student Information***

The Veritas Classical Academy email list and family directory from our Student Information System will not be shared for any reason or used to promote an event other than those associated with or hosted by Veritas Classical Academy.

## ***5.13 Field Trips***

### **Field Trip Guidelines**

Veritas Classical Academy greatly appreciates your willingness to be a driving (or non-driving) chaperone during field trips this academic year. As a chaperone, you are responsible to supervise the students assigned to you by the administration beginning with departure from the academy and ending with the return on campus. Thank you for your time supporting your student and Veritas Classical Academy.

### **Purpose**

Since field trips are an extension of classroom learning, all rules pertaining to conduct on campus must be adhered to on all curricular field trips.

### **Adult Participants**

Parents or relatives who attend any Veritas Classical Academy field trip will fall under one of two categories:

1. A chaperone (driver or non-driver) is a parent who has completed a Volunteer Background Check and has agreed to the guidelines and parameters set forth in the Chaperone Guidelines. This parent will be responsible for transporting as well as supervising the students in their vehicle for the duration of the field trip.
  - \*Parents serving as chaperones will need to focus solely on the students under their care and are not allowed to bring any siblings on the field trip.
2. An attendee is a parent or relative who will provide their own transportation to and from the field trip, but has no chaperone responsibilities. Attendee parents may also have other siblings or family accompanying them. Please remember that our intention is for our students to have an educational experience. We do not want to compromise this, and therefore ask that you supervise anybody you bring.
  - \*Please be aware that due to the nature of some field trips, there may be the occasion for a teacher to ask that no younger siblings attend.



# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

## **Chaperone Guidelines**

Chaperones are to assist the teacher with any behavioral issues, escort students where they need to go, and help the teacher in any way he/she requests. The same behavior that is expected at Veritas Classical Academy is expected on field trips.

1. All chaperones must agree to the Chaperone Guidelines.
2. Veritas Classical Academy teachers are the authority on all field trips. If you are volunteering to be a chaperone, your role is to be an assistant to the teacher. Therefore, parents serving as chaperones will need to focus solely on the students under their care, and are not allowed to bring any siblings on the field trip.
3. Please carry your cell phone and keep it turned on for the duration of the trip. All chaperones and teachers will have your phone number.
4. While driving, a chaperone may not use a cell phone. This includes both talking and texting. However, if you have the capability to use a Bluetooth device, that is permissible, but not encouraged. If there is a call from another chaperone on the field trip, please give the phone to someone else in the vehicle to answer.
5. Only Christian or Classical music may be played in the car on the trip.
6. Drivers are expected to obey all traffic laws and acceptable speed limits.
7. If you are in a caravan and the caravan should be separated in traffic, please continue on to your destination.
8. Unless arranged by the teacher, there are to be no additional stops made. You are to go from the academy to the destination and back to the academy.
9. A first aid kit and student prescription medications will be carried by the teacher and the teacher will administer all medications.
10. Students may not use any electronic devices while on a field trip and it is the chaperone's role to assist the teacher in enforcing this policy. This includes, but is not limited to, cell phones, music devices, gaming systems and e-readers. There may be instances that certain allowances are made, but those will be clearly communicated by the teacher prior to the trip. Unless specifically told, these items are off limits on field trips.

## **Transportation Guidelines**

### ***Student Safety:***

1. Seatbelts, both lap and shoulder, must be worn at all times; one child per working seat belt.
2. We will follow the height and weight requirements of Washington State associated with car seat/booster seat/body harness use.
3. Only children over the age of 13 will be allowed to ride in the front seat of a vehicle.

## ***5.14 Student Health Requirements***

Before the academy will issue any medication to a student, we must receive written parental permission. No prescription medication will be dispensed without written parental permission. Students who require regular prescription medication must leave the medication in the academy's office (in its original container with complete prescription instructions) and complete the Student Medication Form granting parental permission for a Veritas Classical Academy representative to

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

dispense the medication. Any student who shares or furnishes any forms of prescription or over the counter medicine to another student is in violation of the code of conduct.

Please do not allow your student to attend the academy if they are sick or ill. Students must be free of fever, without fever reducing medication for 24 hours prior to returning to the academy after an illness.

## ***5.15 Uniform and Dress Code***

### **Rationale for Uniforms**

1. Being overly concerned with 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 4:4; 1 John 2:15-17).
2. Pressures felt by children to compete in areas of dress are destructive to the unity of the academy and the body of Christ.
3. Everything in our lives, including our clothing, should reflect the order of the Godhead and the order He has created in the world (1 Corinthians 14:40).
4. Clothing should be modest (1 Timothy 2:9) and reflect differences in gender (Deuteronomy 22:5). Our dress code will establish a common level of modesty for all students.
5. Our children are serving as witnesses and ambassadors both for the Lord Jesus Christ and the academy. Student appearance is a reflection of both. We make no judgments on clothing, nor do we think we are better because we have uniforms; Veritas chooses to establish the dress code instead of other worldly sources.
6. Parents are asked to support, encourage and foster the academy's dress code and never to be an advocate for your student being out of compliance.
7. Our dress code is not neutral or arbitrary; it is our cultural representation of what is going on at Veritas Classical Academy. Our uniform represents we are serious about scholarship. We want our students to dress appropriately for their job; the place they happen to work has a dress code.
8. Uniforms tend to decrease the cost of student clothing. Often parents need only purchase two or three sets of uniforms to last throughout the academic year, and often these items can be handed down to other children.
9. Uniformity of dress code and common uniform colors help foster esprit de coeur and identity. Uniforms actually help a student develop their own individuality and personality. Freed from the shallow means of using external attire to conform to whatever trend is popular, a student can proclaim their identity through the more meaningful methods of their character, actions and speech.
10. The academy's faculty and staff will enforce the Uniform and Dress Code policy. Interpretation and application of the Uniform and Dress Code standards will be the responsibility of all faculty and staff. Students who are not in compliance with the uniform guidelines and dress code are in violation of the code of conduct.

### **Uniform Policy and Dress Code**

#### Basic Guidelines

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

- Dress Neatly - That is, all shirts tucked in, shoes tied, no holes/tears/stains on clothes, missing buttons promptly replaced, clothing appropriately sized for the wearer.
- Be Clean - That is, recently laundered garments and groomed hair.
- Be Modest – That is, skirts and shorts should touch the knee. Outlandish or distracting clothing or appearance will not be allowed. Staff/Board will determine appropriateness.
- Additional items may have the **Veritas logo** added but are not required beyond one polo. We use D4 Sports in Cosmopolis.

## Girls' Standard Uniform

- Polo shirts: navy blue, evergreen, or white (long or short sleeve) At least **one polo** must have the **Veritas embroidered logo**.
- Khaki pants, skirt, skort, or shorts: knee length - with modesty shorts or white tights under any skirt, modesty shorts must not be visible below the skirtline.
- Optional: Hair accessories are to be navy, evergreen, gold, black or white.
- Girls' hair must be neatly groomed, have no unnatural colors added, and not have shaved bald sections.

## Boys' Standard Uniform

- Polo shirts: navy blue, evergreen, or white (long or short sleeve) At least one polo must have the **Veritas embroidered logo**.
- Khaki pants or shorts: knee length.
- Boys' hair must be neatly groomed, out of the face and eyes, no long spikes, and head is not to be shaved bald.

## All

- Outerwear such as sweatshirts, sweaters and jackets must not have large brand logos.
- No cosmetics, tattoos, nail polish, artificial nails, dyed hair, hair extensions, body art, or piercings anywhere. Exceptions: Girls may wear single studded earrings.
- Watches are allowed but no audible alarms should be set. Electronic smart-watches are not allowed.
- Undergarments must not be visible.
- White undershirts or camisoles may be worn under shirts, but must not be longer than the uniform shirt or longer than the sleeve of the uniform shirt.

Field Trip Uniform - Standard uniform with polo that has the embroidered logo. Teachers may request additional or specific clothing to be brought as appropriate for the outing.

Special Event Uniform - Veritas will provide evergreen ties and bows to be worn by students at special events. These are to be kept on campus.

## Girls:

- One navy blue button down cardigan (crew or v-neckline): to be worn for special events & may be kept on campus when not in use.
- One white button down dress shirt: to be worn under the navy blue cardigan for special events together with the school-provided evergreen bow.
- Khaki pants, skirt, or skort,: knee length - with white tights under any skirt/skort.

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

- Black dress shoes are to be worn for special events.

## Boys:

- One navy blue blazer: to be worn at the school for special events & may be kept at the school when not in use.
- One white button down dress shirt: to be worn under the blazer for school special events together with the school-provided evergreen tie.
- Khaki pants.
- Black dress shoes and belts are to be worn for special events.

## ***5.16 Release of Students***

Teachers are not to release a student to anyone who is not on the “Pick Up” list. Families should notify staff if someone is coming to get the child during regular operating hours. If staff is unaware as to the identity of a person picking up the child, the child will not be released until verification can be made with the student’s family.

## ***5.17 Standard Response Protocol***

**Objective:** To provide uniform classroom response to potential incidents such as weather events, fires, accidents, intruders and other threats to student safety.

**Scope:** These guidelines apply to all students, faculty and teachers on the Veritas campus.

This protocol is based on four specific actions that can be performed during an incident.

**Lockout** is followed by the Directive: "Secure the Perimeter" and is the protocol used to bring students and staff inside the building for safeguarding

- Students in the building remain inside and proceed with the day as usual.
- If students or staff are outside, teachers must bring everyone into the building, increase their situational awareness, take roll and then proceed with the day as usual.

**Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

- Students move away from sight and maintain silence.
- Teachers lock classroom door(s), turn out the lights, move away from sight, maintain silence and take roll. Teachers will wait for responders to open the door.

**Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

- Students form a hand-in-hand line and leave all of their belongings behind.

## VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

- Teachers lead the group to the evacuation location, take roll and notify staff or the Board if there are missing, extra or injured students.

**Shelter** is always followed by a type and a method and is the protocol for group and self-protection inside or outside of the building.

- Students will take shelter as directed based on the current situation.
- Teachers lead students to shelter and take roll.

Standard Response Protocol drills are practiced by students and teachers throughout the academic year for a variety of emergency scenarios

### ***5.18 Child Protection Policy (CPP)***

The Biblical model for the home and corresponding commands of scripture for educating children are both a blessing and a challenge. The world remains a fallen place. In order to pursue our mission to support Veritas parents with the Christian education of their students, our operations must include a child protection policy and corresponding practices.

The Child Protection Policy (CPP) applies to all Veritas Classical Academy employees, volunteers and substitute teachers who are serving in any position involving the custody or supervision of students, other minor children, or developmentally disabled persons at the academy, on field trips, retreats or academy related activities and events.

All qualified individuals having access to or in supervision of students must submit to a criminal background check. Results from these checks may automatically disqualify the individual for service should information received be assessed to pose a risk to children or others. Students, minors or individuals under 18 years of age may be used in positions that involve working with other students and children **ONLY WITH ADEQUATE ADULT SUPERVISION**. Adult supervision of minor age students and volunteers must qualify to the same standards of all other adult supervisors, employees, volunteers and substitutes.

All employees must participate in formal child protection education and training. There shall be a minimum of one training session a year. It is highly recommended that all volunteers and substitutes also attend the training. As a minimum, all employees, volunteers, and substitutes will read the policy and sign a statement indicating they have read and understand the CPP.

Specific guidelines and recommendations include:

1. Always work in an open environment avoiding private or one on one situations which are unobservable. Doors are open and unlocked, windows are not blocked and visual supervision by other adults and students is allowable. Visual access must be available – avoid private or secluded situations or opportunities.
2. Avoid situations which involve unsupervised access to children. If students are left alone, the adult or person most responsible for custody or supervision should contact the teacher next

## **VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK**

door, the office or another approved adult in close proximity. AVOID LEAVING ANY GROUP OF STUDENTS UNSUPERVISED.

3. Any adult which furnishes transportation of students must be approved and qualified by academy policy and the CPP.
4. All adults, workers, volunteers, substitutes or student volunteers who have custody of or supervise students **MUST MONITOR EACH OTHER TO PROTECT THE STUDENTS AND CHILDREN UNDER THEIR COLLECTIVE SAFEKEEPING.** Supervision and custody of students and children includes and implies the protection of all by all. If someone were to observe another in an unsafe or compromised situation, it is the duty of both individuals to communicate and eliminate exposure risk or danger. If a situation cannot be resolved by mutual agreement and cooperation, both parties should report to the adult, teacher, or administrator in charge for a better or best solution. Safety of students in all settings is the priority in all situations.
5. Should overnight activities be scheduled, extra planning will occur to ensure child safety including medical needs.
6. Be aware of your physical contact or proximity to children. Physical expression of affection must not be excessive or imposed upon another adult or student. The less known or familiar the adults or students are with other students and adults, the less familiar and physically “friendly” they should be. A spoken word, a friendly smile and quality conversation are superior ice-breakers for strangers.
7. **ADULTS ARE ALWAYS RESPONSIBLE FOR MAINTAINING PROPER RELATIONSHIPS AND PROPER ACTIONS EVEN IF A STUDENT OR CHILD ACTS INAPPROPRIATELY. ADULTS NEVER PLACE THEMSELVES IN VULNERABLE OR COMPROMISING SITUATIONS, POSITIONS, OR CONVERSATIONS.**
8. These guidelines serve as a template for Godly responsibility. We have to protect children. The template would also include email, text or any technology applications. It is highly recommended to avoid all forms of Facebook, Twitter and other similar social networking relationships with a minor child or student for any social purposes not in the proper context of family.
9. Be mindful of the safety of the students and children at all times and in all circumstances.

### **Reporting Procedure**

1. **IF ABUSE IS SUSPECTED, PER WASHINGTON LAW, AS THE OUTCRY WITNESS, YOU ARE REQUIRED TO REPORT WITHIN 48 HOURS OF INITIAL FINDINGS TO THE WASHINGTON STATE DEPARTMENT OF SOCIAL AND HEALTH SERVICES – CHILD PROTECTION SERVICES.**

## VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

2. For other issues, the adult who has witnessed or who becomes aware of any form of misconduct toward a student or child must report the facts to the appropriate teacher, board member, or other authority per law. The Board will investigate.
3. It is the responsibility of the Board to investigate, determine the facts, clarify, interview and collect information and/or seek professional assistance as necessary. If the allegation involves a teacher or board member, the allegation will be reported to other board members to pursue an investigation. If abuse is suspected, the Board will also report to CPS.
4. All involved with the report or investigation must keep all information in strict confidence. The Board President or designee is responsible to report or inform parents and communicate to any legal authority if violation of law has occurred.
5. All allegations will be taken seriously and academy staff will take appropriate actions to protect all children/students in accordance with the laws of the state of Washington, and/or based upon the advice of legal counsel, and/or insurance policy requirements.

For any questions or clarification of this policy or practice of policy, please contact the Veritas Classical Academy Board of Directors via email: [info@veritasgraysharbor.com](mailto:info@veritasgraysharbor.com).

# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

## ***6.1 Parental/Family Contract***

The following parental/family contract is required of all families enrolled in Veritas Classical Academy. Please read this carefully, fill out and sign in the spaces provided.

Veritas Classical Academy and \_\_\_\_\_ do hereby enter into contract for the \_\_\_\_\_ academic year with the following understanding:

1. We pledge to uphold the academy consistently in prayer and to serve the academy with our time and talents as enabled according to God's leadership.
2. In keeping with scriptural principles (Matthew 18), we will bring any and all questions or areas of concern directly to the person(s) involved so that they may be properly considered. In addition, the academy desires to maintain open communication and will keep parents informed of changes in policy and procedures.
3. We agree to pay all fees and tuition for the academic year, and we will pay said fees and tuition on a timely basis. Furthermore, we understand that being delinquent in fees and/or tuition is sufficient grounds for removal from the school. After removal, no transcript or report card will be issued until money due the academy is paid. If a family chooses to withdraw before the end of the year, parents will be responsible to pay all tuition unless withdrawal is due to illness, job transfer, or loss of employment.
5. The academy reserves the right to dismiss any student who does not cooperate with the educational process as described in the Parent-Student Handbook. If a student is dismissed by the administration, the tuition will be prorated on a daily basis for the period of time the student was in the academy.
6. Scripture teaches that we honor God with our life and lifestyle. (Ephesians 5:1-21 or Colossians 3:1-17) We promise, in humble reliance on the Holy Spirit, to be faithful in our church attendance and to strive to live in a manner that honors Christ. We further agree that the school administration has the authority to remove a student whose family, in the administration's judgment, is not honoring this commitment. If a family is dismissed by the administration, the



# VERITAS CLASSICAL ACADEMY PARENT-STUDENT HANDBOOK

tuition will be prorated on a daily basis for that period of time the student was enrolled at Veritas Classical Academy.

7. This contract may not be voided except by action of the Board of Directors.

We have read the Parental Contract and Parent Student Handbook and hereby agree to its terms. We have read and agree with Veritas Classical Academy's Statement of Faith. We understand that Veritas Classical Academy reserves the right to not accept this application contract.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Member Signature \_\_\_\_\_ Date \_\_\_\_\_