

## I. GENERAL INFORMATION

### 1. MISSION STATEMENT

Veritas Preparatory School provides a quality college preparatory education in the Catholic tradition. Students will be instructed in the classical liberal arts and sciences. The board and faculty share a unity of purpose with parents to foster the intellectual and moral development of students. Christian values are the foundation basic to all our endeavors and form the principles to which Veritas Preparatory School adheres.

### 2. EDUCATIONAL PURPOSE

Veritas is an independent, middle/high school, whose founder believed that young men and women have a natural capacity and desire for seeking truth through intellectual and spiritual growth. Our aim is to develop the minds of students by exposing them to permanent truths in the intellectual, moral and aesthetic fields. These truths, integrated with the Good News of the Gospel, will free them. Hence our name: *Veritas*.

Veritas strives for excellence in the basic skills of learning to prepare students for higher liberal education and for living their faith. Veritas has a responsibility to those who come here to learn, to study and to progress, that they shall have the opportunity to do so in decency, in peace and in safety. The foundation of this school is Christ, the perfect model for a Christian person.

Virtue, courage and wisdom, goods of the highest order, are the aim of education. It is, therefore, the policy of Veritas to act firmly and decisively to promote the academic integrity and honor of this institution. We strive for academic excellence, foster the practice of virtue, and insist on a standard of conduct and attire that will further these ends. With the small class sizes of Veritas, we anticipate that the student who makes a sincere effort will succeed. The staff will assist the student to develop good study skills and to overcome difficulties.

Veritas exists *in loco parentis*; that is, it is not meant to usurp the role of parents, but to help parents fulfill their obligation to foster the intellectual and moral development of their children. Therefore, Veritas expects the full support of parents in all matters pertaining to the education of their children.

### 3. CAMPUS

The campus of Veritas is located at 275 McLaw Circle in the city of Williamsburg, Virginia.

### 4. COURSE OF STUDY

The curriculum at the high school level includes:

- English (literature, grammar, vocabulary, usage and composition)
- Math (algebra, geometry, trigonometry, pre-calculus and calculus)
- Science (Earth Science, Living Environment, chemistry & physics)
- Social Studies (Global and U.S. History, Government and Economics)
- Catholic Doctrine and Theology
- Latin

The curriculum at the Latin School level includes:

- Language Arts (literature, grammar, vocabulary, formal/informal writing and speaking)
- Math (mathematics, pre-algebra, algebra)
- Science (life sciences, physical sciences, environmental sciences, Earth Science & Biology)
- History
- Catholic Doctrine and Theology
- Latin

## 5. SCHOOL SCHEDULE

Veritas Preparatory School, schedule may be found on the school website. Veritas follows a standard (daily) schedule. Please note that our calendar schedule does not conform to the local school district calendar.

## 6. SCHOOL CONTACT INFORMATION and HOURS OF OPERATION

- Main Office Phone: (757) 903-0633
- Fax Line: (757) 345-2974
- Actual school day: 8:00 – 3:00 pm
- The school will be open from 7:00 – 3:30 pm
- All students should be picked up no later than 3:30 pm.
- Any time outside these hours, after school care will need to be coordinated and paid.

## II. CODE OF CONDUCT

The code of conduct at Veritas is based upon Natural Divine Law (Ten Commandments -- God's laws to us for right behavior). Our goal for each student is that he or she grows in goodness. All members of the Veritas community are expected to strive to attain the greater good for the whole community. As a member of the Veritas community all students are to practice good citizenship in school and within their respective communities. In so doing, we separate ourselves from self-centeredness, fostering instead, a generous spirit, which is willing to make sacrifices for the good of all, as did Jesus Christ, our Divine Model. Students are recognized for exemplary behavior. Our goal is to encourage our students to become the best version of themselves.

Every effort is made to communicate with students and parents, not only to avoid serious disciplinary actions such as suspension or expulsion, but to promote personal growth in virtue and to create a joyful community. Occasions do arise, however, when it may be determined that such actions are in the best interest of the school. Veritas reserves the right to discipline students whose **behavior contradicts the standards of behavior expected of a Veritas student**. As a matter of school policy, corporal punishment is not exercised at Veritas.

The following is a description of terms as outlined below:

- a. Merit:** Recognizes excellence in students which may be academic, behavioral or spiritual.

- b. Demerit:** Encourages a student to recognize the need for a change in behavior for minor conduct violations.
- c. Detention:** Requires a student to remain in a supervised work environment or classroom during the lunch period, after school or on Saturday for a specific violation of class, school rules or guidelines.
- d. In-school Suspension:** Removes a student from classes for a specified period of time (one-half to one full day).
- e. Probation:** A period of testing and trial for correction of inappropriate behavior.
- f. Out-of-school Suspension:** Removes a student from school for a specified period of time. Any student who is suspended must satisfactorily complete all class work missed during the suspension and submit it on the day specified by the administration or teacher.
- g. Expulsion:** Removes a student from school permanently.

## SUMMARY OF CONDUCT VIOLATIONS

### Detention

Unless otherwise specified, a detention is a time when the student should reflect on the behavior that has placed him in that situation. This is not intended to be a study hall, and students will ordinarily not be allowed to work on class assignments or communicate with other students during any phase of disciplinary action.

Detention will be served on the day assigned by the Veritas faculty, (Typically assigned 24 hours after the incident to allow home contact). In case of a conflict with an event outside of school, the parent/guardian may request that the detention be scheduled on another day. Ultimately, however, the student must work around the schedule of the teacher who assigned the detention. A conference with parents may be requested by the teacher.

### Minor Conduct Violations:

Minor conduct violations will lead to a lunch or after school detention of approximately 40-60 minutes. Minor code of conduct violations may include:

- illegal absences
- tardy to class/school
- unprepared for class (lacking necessary books, materials, etc.)
- disruptive behavior in class or at assemblies
- eating at times other than scheduled lunch period without permission; gum chewing
- roughhousing in halls or class
- displays of public affection (PDA)-all students are expected to maintain a respectful distance from each other
- Uniform violations

### Major Conduct Violations:

The following infractions will be met with immediate detention, which is held after school. Major code of conduct violations may include:

- disrespect for authority (e.g. disobedience, insolence), including disrespect for any school or church personnel.

- use of profane or obscene language
- disrespectful behavior toward peers
- cheating in schoolwork, plagiarism, falsifying school documents, forging parents' or teachers' signatures or deliberately making false accusations
- misuse of school books, materials or equipment [Note: student/parents are responsible for proper restitution or correction of damage]
- willful destruction or defacement of school, church and/or personal property [Note: extreme cases may be met with higher consequences]
- failure to report to assigned detention
- Inappropriate use of social media
- multiple repeated minor code of conduct violations
- inappropriate interaction among students (sexual humor, lewd comments and inappropriate contact)
- bullying, cyber-bullying and harassment of any student or staff (see pg.8)

### **In-school Suspension:**

The following infractions will be met with in-school suspension on the next academic day. During this time, the student will not be allowed contact with peers in school, to participate in special activities. For the suspension days students will not be allowed to attend clubs, sports or extra-curricular activities. Students who do not adhere to these guidelines will merit an out-of-school suspension. The student will participate in a detailed evaluation of his behavior with the school administration. Upon completion of this exercise, the student will be allowed to work on class assignments. The length of in-school suspensions depends on the severity of the violation as determined by the administration.

### **Violations meriting in-school suspension may include but are not limited to:**

- violation of a state law, local ordinance, safety or fire codes and laws pertaining to civil disobedience inside or outside of Veritas
- possession of fireworks, matches or other explosive materials
- extreme use of profane or obscene language
- disrespect for authority
- perusal, possession and/or creation of pornography (this includes downloading pornographic or other offensive information from the internet)
- distribution or possession of any drug-related paraphernalia or information regarding drugs and their use (e.g. photos, song lyrics, books, tee shirts, etc.)
- possession of illegal or dangerous weapons [Note: extreme cases may be met with higher consequences]
- smoking on school grounds/possession of tobacco
- truancy, which may include a violation of compulsory attendance laws, leaving school grounds or being absent from class without school and/or parental approval
- harassment or bullying of any member of the Veritas community [Note: extreme cases may be met with higher consequences]
- stealing
- willful destruction or defacement of school, and/or personal property [Note: extreme cases may be met with higher consequences]

- persistent disregard of school rules, policies and/or expectations

#### **Out-of-School Suspension:**

The following infractions will be met with out-of-school suspension, beginning the next academic day. The length of suspensions will be dictated by the nature of the infraction. Students will not be allowed to return to school until parents have conferenced with Veritas administration. A second out-of-school suspension may be grounds for expulsion from Veritas. The decision of the headmaster and Board of Directors is final upon a second offense of this nature.

#### **Violations meriting out-of-school suspension may include:**

- possession or use of illegal or dangerous weapons
- possession, use and/or sale of drugs, narcotics, alcoholic beverages or other substance which could alter normal behavior
- arson, playing with fire, false fire alarm, bomb or bomb threats
- behavior inside or outside of school that contradicts the standard of behavior required of a Veritas student
- physical attack or threat with obvious intent to harm any member of the Veritas community
- extreme sexual harassment of any member of the Veritas community
- extreme destruction or defacement of school, church and/or personal property
- blatant disregard for school policies
- sexual contact, solicitation or possession of items of a sexual nature (immediate suspension pending parent meeting).

### **III. SCHOOL POLICIES**

#### **1. ADMISSIONS**

Veritas Preparatory School admits students without regard to race, color, religion, sex, national or ethnic origin to all the rights, privileges, programs and other activities generally accorded or made available to students at the school. This includes educational policies, scholarship programs, athletics and other school administered programs. Regarding liturgical functions, Veritas Preparatory School follows all of the guidelines of the Roman Catholic Magisterium.

Successful completion of the previous academic year or semester is expected. A student's academic, disciplinary and attendance records will be requested upon his or her application to Veritas Preparatory School. A student's previous school record will be utilized in determining whether the school can meet his or her needs. An entrance placement exam and a parent/child interview with the admissions committee is required. The right to accept or deny admission to any applicant, is reserved to the admissions committee based on its assessment of the individual's application.

#### **2. ATTENDANCE/ABSENCE/TARDINESS**

Attendance is an important part of a student's academic record. **Often college admissions boards will review the attendance of a student during the admissions process.** Good

attendance practices indicate that a student is motivated, responsible, and willing to learn. Veritas adheres to strict attendance policies, which are detailed below.

### **Tardiness**

Students are considered to be late if they are not present by the beginning of homeroom at 8:00 am. The warning bell will ring at 7:55 and the late bell will ring at 8:00. If a student is tardy, he/she must report immediately to the office and get a pass for class. **Upon arrival, students who are late must bring a note from the parents containing the date, the reason for the lateness, and the parent signature.**

**Three tardies are considered excessive. Students will receive a detention once they have been tardy three times and all subsequent times following. If the tardiness persists, a Saturday detention will be assigned to assist students in recognizing the importance of punctuality. More significant consequences can also be assigned if student attendance expectations are not being met and persistent tardies are accumulating.**

Attendance is taken in homeroom and at each assigned class and study period.

- The parent or guardian of a student who will not be in school is to **call the school between 7:30 a.m. and 8:30 a.m.** A member of the office staff will notify parents if a student is absent and the school has not been notified.
- Students must arrive to class prepared and on time. A three minute passing time is provided between classes to ensure prompt arrival at each class.
- On the day that the student returns to school, he/she must present a dated note to main office personnel, which has been signed by the parent or guardian. The note needs to include the date(s) and the reason(s) for the absence.
- Absence/tardiness to school shall be excused *only* for the following reasons, which must be recorded in a written note from the student's parent or guardian by the following school day.
  - a. *Illness of student*
  - b. *Serious illness or death in the student's family*
  - c. *Serious illness or epidemic disease in the household where the student resides*
  - d. *Medical or dental appointments. We request that all efforts are made to make after school appointments. **Students arriving late or leaving during school hours for such appointments will be required to bring a note from the medical office stating the time of the appointment and parents must sign them out in the main office.***
  - e. *Religious observance*
  - f. *Required court appearance*
  - g. *Impassable roads*
  - h. *Other educational activities as determined by the faculty of Veritas*
- A student who is absent from school for reasons other than listed above is considered truant.
- The student has the responsibility to contact each teacher to make up class work, assignments and tests. **The make-up work is due within the specified time limits as set by each teacher. Since class participation is part of a student's grade, frequent absences may negatively affect performance.**

- If a student is truant, he/she may not receive credit for any missed work, and he/she will not be given the opportunity to make-up that work.
- **Parents will be asked to attend a meeting with administration for students who are absent five times or more in one quarter or twenty times in one academic year.**
- **Absences in excess of five per quarter or twenty per year will place the student in academic jeopardy, and he/she may not earn course credit or qualify for graduation.**
- **In the case of prolonged illness a doctor's excuse must be submitted on the first day the student returns to classes.** While the student is absent, parents should request the school to send study assignments to the student.

### **Illegal absences**

All unexcused absences (as listed above) will be recorded on students' permanent records and transcripts. These may result in administrative action or consequences determined by the headmaster.

The school calendar will aid parents and students in planning family business and vacations to coincide with days on which school is not in session.

Parents should plan vacation and/or trips only at school scheduled vacation times. Students may be denied credit for courses for excessive illegal absences.

When a student misses school for a scheduled event, they are required to contact the **administration and their teachers five days in advance**. In such instances of absence, school assignments must be made up and turned in to teachers on the day of the return to school. Tests may be made up at the teacher's discretion.

Students must bring a written request from parents in order to leave school for an appointment at a specific time. Students must be picked up at the school office. **Students leaving school early must be picked up by their parents or guardians and signed out in the main office.**

### **Cutting and truancy**

Cutting is defined as a student's failure to attend an assigned class or study period. Saturday detention will be assigned for skipping class.

## **3. BULLYING/HARASSMENT**

Bullying involves isolation, humiliation, or persecution of a fellow student either by means of physical, verbal, or internet media means.

Harassment is defined as unwanted, unwelcome behavior of any kind. Sexual discrimination limits, denies and interferes with the rights of students in a school setting that is free of gender discrimination. Under Federal and State laws, schools are required to maintain an educational environment that is free from harassment by anyone.

#### 4. CAFETERIA SERVICES

Veritas Preparatory School does not provide meals. Students should bring their own lunches, drinks and eating utensils. Lunch is eaten in the designated areas. Delivery of fast food or pizza is not permitted for lunch without prior faculty approval. Due to health code regulations students may not store food, utensils or containers in lockers, cupboards or refrigerator overnight.

#### 5. STANDARDS OF DRESS

One purpose for a dress code is uniformity. A dress code takes the focus away from self and redirects it towards the things around us that deserve our attention.

Veritas Preparatory School promotes the intellectual and moral development of the student through policies and rules that encourage virtue. In the case of a dress code, several Christian virtues are exercised: modesty, humility, obedience and simplicity. Students, therefore, are expected to undertake the spirit and the letter of Veritas' standard of dress. Should a student choose to disregard school dress policy, parents will be notified to bring the proper clothing to the school. **Violation of the dress code policy will result in disciplinary action. Students are expected to stay in complete uniform during the school day.**

**\*\*After- school detention will be assigned for uniform violations.**

**In regard to personal appearance and uniforms, the judgment of the faculty is final as to what is proper.**

**As long as a student is on school grounds, he or she must wear the uniform properly and completely. After school, any change into civilian clothing must be modest and appropriate as deemed so by the administration.**

The uniform **must** be purchased at: [schoolbelles.com](http://schoolbelles.com) school code S2591.

#### **Young Women - Regular school day**

- **Latin School Uniform** – (\*indicates full dress uniform)
- Skirt\* (Veritas Plaid)
- Embroidered Polos (White\*, Gold or Purple in long or short sleeve)
- Knee high socks or tights/pantyhose
- Black leather dress shoes\* (all black, no white or colored accents; heels may not exceed 2 inches)
- Note: Socks must be solid black and visible (i.e., not quarter socks), no logos or decorations. Tights or pantyhose must be black or buff/tan, with no patterns.

In addition, the following item may be worn and must be purchased from Schoolbelles:

- Embroidered Sweaters (\*OK to wear with full dress uniform)

- **High School Uniform** – (\*indicates full dress uniform)



- Blazer\* (Veritas Black)
- Skirt\* (Veritas Grey Heather)
- Oxford shirt (White\* or Yellow, long sleeve or short sleeve)
- Criss Cross Tie\*
- Knee high socks or tights/pantyhose
- Black leather dress shoes\* (all black, no white or colored accents; heels may not exceed 2 inches)
- Note: Socks must be solid black and visible (i.e., not quarter socks), with no logos or decorations. Tights or pantyhose must be black or buff/tan, with no patterns.

In addition, the following item may be worn and must be purchased from Schoolbelles:

- Embroidered Sweaters (\*OK to wear with full dress uniform)
- High School students may wear Veritas Embroidered Polos on pre-announced casual days.

### **PERSONAL APPEARANCE AND PROPER DRESS**

- All uniform items must be serviceable and must fit properly. The skirt must be knee length. A good way to test this is to kneel down and make sure that the hem is touching the floor.
- Leggings or pants rolled up under skirts are **not** permitted.
- The uniform white button down collar oxford shirt is to be neatly pressed and worn each day. Shirts/polos must be of sufficient length to stay tucked into skirts. Undergarments will be neutral in color. No colored trim or logos are permitted.  
\*\* Sleeves may not be rolled. Students who are warm have a choice of wearing a short sleeve white button down shirt.
- **No unauthorized hoodies, coats, jackets, sweatshirts, fleeces, hats, boots, scarves or gloves are to be worn during the school day. No ripped or worn clothing is permitted.**
- Jewelry, make-up and hairstyle/hair color should be worn in a manner that is tasteful and appropriate for school.
- Earrings are to be conservative and of standard size; one (1) pair (studs or earrings that hang no more than a half inch). A single bracelet may be worn in addition to a watch. A single strand, appropriate necklace may be worn. No chokers, body piercings, or tattoos are allowed. A single (1) ring per hand may be worn; must be simple, small and tasteful.
- During school functions that do not require wearing the school uniform, dress must be appropriate and modest.

**Young Men - Regular school day**

- **Latin School Uniform** – (\*indicates full dress uniform)
- Pants (Grey Flannel\*)
- Embroidered Polo (white\*, gold, or purple in long or short-sleeve)
- Black socks (calf length)
- Solid black belt
- Black dress shoes (No sneakers)

In addition, the following item may be worn and must be purchased from Schoolbelles:

- Embroidered Sweaters (\*OK to wear with full dress uniform)

- **High School Uniform** – (\*indicates full dress uniform)
- Blazer \* (Veritas Black)
- Pants\* (Veritas Grey Flannel)
- Oxford shirt (white\* or yellow in long or short-sleeve)
- Veritas necktie\*
- Black socks (calf length),
- Black belt
- Black leather dress shoes

In addition, the following item may be worn and must be purchased from Schoolbelles:

- Embroidered Sweaters (\*OK to wear with full dress uniform)
- High School students may wear Veritas Embroidered Polos on pre-announced casual days.

**PERSONAL APPEARANCE AND PROPER DRESS**

- Shirts must be of sufficient length to stay tucked into slacks. High men's oxford-shirts must be fully buttoned. A plain white tee-shirt is to be worn under the dress shirt. No colored trim or logos are permitted, nor are rolled sleeves.  
\*\* Sleeves may not be rolled. Students who are warm have a choice of a short sleeve white button down shirt.
- Students must wear the uniform slacks neatly tailored and pressed.
- **No unauthorized hoodies, jackets, sweatshirts, fleeces or ripped clothing are to be worn. Students will be asked to remove unauthorized items and those items can be collected from the administration at the end of the school day.**
- All gentlemen will be expected to have neat, short haircuts. Hair must be cut so that it does not hang down into the eyes and does not extend over the ear or shirt collar in the back. No ponytails or hair implements of any kind may be worn.
- Sideburns can come to the bottom of the ear or shorter. No mustaches or beards are allowed. Gentlemen must be clean-shaven each day.

- Caps and/or hats may not be worn in the building at any time.
- Bracelets, earrings, and neck chains are not allowed except for religious medals and scapulars. No body piercings or tattoos on any parts of the body are allowed.

## 6. EMERGENCY PROCEDURES

### **Student Illness or Accident**

Parents must fill out an emergency contact/consent form prior to the first day of school. This form will be kept in the student's permanent file. Should accident or injury occur, procedures on the parental consent form will be strictly followed. Parents are encouraged to keep a copy of this form for their own records. Please note that there is only a part-time nurse on staff and a full-time on-call nurse at Veritas Preparatory School. In all cases, a member of the Veritas Preparatory School staff will attempt to establish parental contact before any action beyond minor first aid is taken. Unless otherwise specified, students with life-threatening conditions will be transported via ambulance to Riverside Doctor's Hospital

### **Inclement Weather**

Veritas Preparatory School will notify families when the school closes due to inclement weather. Channel 13 WVEC is used to announce school closings. If inclement weather causes the school to be closed, the school calendar may be modified in order to make up the days missed. Note: If conditions in your area make you nervous about driving, use good judgment.

## 7. FIELD TRIPS

Students may have the opportunity to go on a field trip throughout the school year. Participation in this event requires permission from the staff, the parents, and the headmaster. The student needs to be passing his courses and receive permission from his/her teachers. All homework missed must be made up by the student upon his/her return from the trip.

## 8. GRIEVANCES

The smooth running of Veritas depends on the interpersonal communication among the faculty, students, parents and the general public. In all conversations, as well as written communications, **students and parents** should strive to express themselves with charity and diplomacy, focusing particularly on justice and patience.

A) In the event of a grievance **the following is the proper order for a student to address the situation:**

1. Speak directly to the teacher or students involved.
2. Speak to the administration.

B) In the event of a grievance **the following is the proper order for a parent to address the situation:**

1. Never address another student directly about a grievance.
2. Speak directly to the teacher involved.
3. Speak to the administration.

## 9. HEALTH SERVICES

### Medication

Students may take medications at school only with written authorization from a parent/guardian and/or physician to do so.

Medication, both prescription and nonprescription, must come to school in the original container. Students are required to give the medication and instructions to the headmaster or nurse. **The school is not allowed to give students any sort of medication, even things such as aspirin, without written authorization from the parent/guardian and/or physician. Verbal permission given over the phone is not sufficient authorization.**

If a student with asthma must use an inhaler at school, parents should indicate this on the emergency card, and the student should take responsibility for bringing the medication to school. Inhalers (only) may be kept in the student's possession.

Under no circumstances should students accept any medication from or give medication to other students. Possession of medication without authorization is a violation of school policy.

## 10. ELECTRONIC DEVICES/LOCKERS/DESKS

**Use of all electronic, media or communication devices which include, but are not limited to, CELL PHONES, I-PODS, TABLETS, MP3 PLAYERS, CD PLAYERS, and CAMERAS are prohibited during school hours.** These devices must be turned off **upon entering** school and kept in locker or backpack throughout the school day. If a student uses these electronic devices during the school day, the following procedures will be enforced.

### Please note the following consequence for use of cell phone/electronic device:

**First offense** – The cell phone will be taken to the office, and administration will be notified. The phone must then be retrieved by the parent at the end of the day.

**Second offense** – The cell phone will be taken to the office, and the administration will be notified. The phone must then be retrieved by a parent. **The student will receive after school detention.**

**Third offense** – The cell phone will be taken to the office, and the administration will be notified. The phone must then be retrieved by a parent. **Parent/student conference with the administration, student review and assessment by administration. Saturday detention will be assigned.**

**The administration has the right to check all electronic devices, call records, messages and searches without a parent present if the above policy is violated.**

**Lockers**

Parents and students should note that student lockers are considered to be the property of Veritas Preparatory School. Students are expected to keep their lockers clean, and organized at all times. Veritas is not responsible for items stolen or damaged due to failure to adhere to these directives. Food or drink is not to be left in lockers over night. Purses and book bags are to be kept in lockers during the school day.

**Desks**

Students are not permitted to write on the desks. Parents are liable for destruction of damaged property.

**\*\*SATURDAY DETENTION WILL BE GIVEN FOR DEFACING DESKS AND A BILL FOR CLEANING OR REPLACEMENT WILL BE ISSUED.**

**11. PARTICIPATION IN RELIGIOUS EXERCISES****Prayer**

As a Christian school we begin each class period with a prayer. At times scripture reading, recitation of the Psalms and praying for personal intentions may be used. Each student is invited to participate.

**Mass and Retreats**

Mass is celebrated weekly at St. Bede's during the school day.

All students at Veritas are required to attend Holy Mass. Non-Catholics are expected to attend in order to receive the ethical and moral teachings for all present.

During the school year, Catholic students may receive training as altar servers and lectors.

Retreats are given each year to foster spiritual and moral growth. Students who are absent on retreat days without a doctor's note will be expected to complete a written assignment given by the administration and the Theology team.

**12. SOCIAL LIFE**

Friendships and strong, wholesome relationships with others are important aspects of human life. Veritas encourages friendly, virtuous, interpersonal relationships among its students.

We believe that relationships between members of the opposite sex should be marked by the highest qualities of human friendship and Christian charity. Students will refrain from interpersonal relationships which involve amorous public displays of affection at any Veritas function.

**13. TEXTBOOKS AND SUPPLIES**

Most textbooks are loaned to students at no additional charge. Textbooks are expensive and are to be cared for and respected by students through the course of the year. Students will record their name inside the front cover and the condition of the books will be noted by teachers at the

start of the school year. Writing in textbooks and other defacement/destruction is considered a violation of the code of conduct and will be dealt with accordingly (see Discipline: Code of Conduct).

Some books, such as Bibles and Catechisms, are given to students for their use throughout their education at VPS and beyond. Students should put their names in each of these books.

Students may be required to purchase some materials used in their classes.

**14. TITLE IX**

Veritas Preparatory School adheres to the tenets of Title IX: No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program.

**15. TRANSPORTATION**

For student drop off, all traffic flow must follow Veritas’ carpool instructions mandated by James City County. Cars will enter the parking lot through the Southeast entrance (at the top of the hill). Drop off is under the canopy with vehicles departing past the dentist office. Drop off traffic is not allowed to stop/park on McLaws Circle; if the line extends out the parking lot, you must drive McLaws Circle and attempt entry the next time around. Veritas encourages parents to carpool when able.

**Automobiles**

Permission may be given to licensed students to drive motorized vehicles (cars, motorcycles, mopeds, etc.) to school. **The speed limit in the parking lot is 10 m.p.h.** Violations of speed/safety may result in students being denied student parking.

**Bicycles**

Students may ride bicycles to school. Since theft is an ever-present possibility, the bicycles should be kept locked. Veritas Preparatory School is not responsible for theft or damage to any bicycles.

**16. TUITION AND FEES FOR 2016-2017 SCHOOL YEAR**

**HIGH SCHOOL**

Tuition:

- 2016-2017 School Year - 1<sup>st</sup> student \$9,500  
 Each additional student’s tuition is reduced by half.

Fees/Costs:

- **Registration** (non-refundable), \$500

Additional Fees:

- Additional fees may be assigned for graduation, student activities, etc.

**JR. HIGH SCHOOL**

Tuition:

- 2016-2017 School Year – 1<sup>st</sup> student \$8,500

Each additional students' tuition is reduced by half.

Combination of Senior & Junior High School Tuition:

- 1st Student – full tuition
- 2<sup>nd</sup> - 4<sup>th</sup> student – half tuition at their grade level

Fees/Costs:

- **Registration** (non-refundable) \$500

Additional Fees:

- Additional fees may be assigned for graduation, student activities, etc.

**TUITION AND FEES**

Tuition fees are established on a yearly basis and are subject to change. A payment plan must be arranged by each family prior to commencement of the school year. Grades and transcripts will be issued only to those whose payments are current. Failure to pay all tuition fees may also jeopardize continued enrollment.

Applications for financial aid/tuition assistance may be requested from the business office at Veritas Preparatory School.

**Tuition Policy**

Parents are contractually responsible for a full year's tuition and fees. If a student is unable to complete a school year for any reason, the Board of Directors will determine the financial obligations still owed to the school.

If tuition payments and fees are not paid up to date at the time report cards are issued each quarter, then grades will be withheld until payment is received. All accounts, both tuition and fees, must be cleared before the last day of school, or students will not receive grades or transcripts.

**17. VISITORS**

Veritas Preparatory School is private property and all visitors need permission to be on the campus or in the building. All visitors to Veritas are to report to the main office upon entering the building. Visiting students must attain permission from the school administration to attend classes no less than 24 hours in advance of their visit.

**IV. SCHOOL ACADEMIC PROGRAM AND POLICIES**

**1. ACADEMIC POLICIES**

- Students who fail an academic class are encouraged to attend summer school. If a student is successful in the summer school class, he/she can advance to the next course level. Students not attending summer school should repeat the course the next year.

- An academically at risk student may be placed on academic probation for the following academic year with progress evaluated quarterly. Persistent academic difficulty may be grounds for dismissal from Veritas.
- The academic at risk student will be on academic probation for the entire academic year with progress evaluated quarterly. If the student attains a below passing average in any class, he/she may be dismissed from Veritas immediately.
- The academic at risk student may be required to obtain the signature of a parent or guardian on each and every homework assignment for a specified period of time. Any unsigned homework will not be accepted, and therefore will be counted as late.
- The academic at risk student will not have any homework violations (missing homework, late homework, etc.) for a specified period of time.

## **2. COMPUTER USE AND INTERNET ACCESS**

In order to protect school equipment, the following policies govern the use of the computers. Students will forfeit the privilege of using the computers by any breach of these rules.

- Computers must be used for academic work. They are not available for playing games, writing letters or other personal use.
- Students may not access the programs on the hard drive or interfere in any way with the disk operating system.
- No food or beverages may be brought into the computer area.
- Use of computers by a class for instruction always takes priority over individual use. Other students may be asked by a teacher to leave if the computers have been reserved for class use.
- Students who wish to use the computers after school must obtain permission at the main office prior to the end of the school day and must be supervised.
- Personal laptops are prohibited at Veritas unless allowed by special education modifications or administration approval.

## **3. DIPLOMA REQUIREMENTS**

All students follow a core liberal arts program throughout their four years. The following is the minimum benchmark for graduation.

- English – 4 credits
- Theology & Philosophy – 4
- Mathematics – 3
- Laboratory Sciences – 3
- History – 3
- Foreign Language – 3

## **4. GRADING AND TESTING**

Quarterly report cards will provide guidance for parental action. Student academic progress can be tracked on RenWeb or through consistent communication with teachers.



The teacher will determine grades for each subject. Tests, quizzes, homework and participation are considered with differing value when determining a grade. In all cases, below 60% is a failing grade and the student who fails must repeat the course to earn credit.

- A GPA of 2.00 is required for graduation.
- **High honor roll:** To receive high honor roll status for a marking period, a student must be passing all of his or her courses and have an overall grade average of 93% or higher.
- Graduation requirements for transfer students will be determined by the school at the time of enrollment and will be given to the family and placed in the student’s file for future reference.
- Recognition for honors will be as follows: Suma Cum Laude (3.8-4.00), Magna Cum Laude (3.5-3.79), and Cum Laude (3.25-3.49).

Score	Grade	Weight
98-100	A+	4
92-97	A	4
90-91	A-	3.7
88-89	B+	3.3
82-87	B	3
80-81	B-	2.7
78-79	C+	2.3
72-77	C	2
70-71	C-	1.7
68-69	D+	1.3
62-67	D	1
60-61	D-	0.7
59 & Below	F	0

**Grade Reporting**

- Report cards will be issued quarterly. Semester exams are given at the end of a semester and are averaged into the semester grades.
- Report card calculations
- 1<sup>st</sup> Quarter 40%, 2<sup>nd</sup> Quarter 40%, Semester Exam 20% = 1<sup>st</sup> Semester Grade
- 2<sup>nd</sup> Quarter 40%, 3<sup>rd</sup> Quarter 40%, Semester Exam 20% = 2<sup>nd</sup> Semester Grade
- 1<sup>st</sup> Semester Grade 50%, 2<sup>nd</sup> Semester Grade 50% = Final Grade
- Only the final letter grade will be included on the student’s transcript, along with the Grading Scale and GPA.

## **HOMEWORK**

### **Homework Assignment Completion**

Homework is an important ingredient in Veritas education. It involves student preparation of materials upon which instruction for the following day depends. Students are to expect daily homework and frequent quizzes.

Failure to do homework may result in a lower grade and school detention. Parent/teacher conferences may be requested after the occurrence of several missed or incomplete assignments.

### **Plagiarism**

Plagiarism is defined in the Random House *American College Dictionary* as "...copying or imitating the language, ideas and thoughts of another author and passing off the same as one's original work." Veritas students are expected to refrain from all types of plagiarism. In doing so, students are expected to submit original work for all assignments, including homework, laboratory reports and examinations. Proper citations must be used if the work of another author is used in a written assignment. **Plagiarism is considered to be a major code of conduct violation and will lead to the student's receiving a zero for the assignment and serving Saturday detention.**

## **5. PARENT/TEACHER CONFERENCES**

Parents and faculty should meet on a timely basis to evaluate the academic progress of students. Report cards are e-mailed home at the end of each quarter. The school encourages maximum parental involvement in the work of the student. Teachers are available to meet with parents on an appointment basis. Please call the teacher for appointments.

## **6. TRANSCRIPTS**

For Veritas Transcripts:

- Course grades will be recorded on a transcript for each year of high school.
- Veritas credit toward graduation will be awarded from home school courses that are verified by a home school program. Courses will be designated home school (HS) on transcript.
- Home school grades will not be averaged in a student's cumulative average.
- Cumulative average will be based on Veritas course work only. Remedial courses will not be averaged into student's cumulative average.
- Transcripts may be forwarded upon parent/student request if there is no outstanding financial balance and if all administrative duties are fulfilled.

**STUDENT / PARENT CONTRACT PAGE**

Parents and students have read the complete handbook and understand and accept all policies set forth by the Veritas Administration and Board of Directors.

Signature of Parents and Students are required. This form must be turned in to the main office by September 9, 2017.

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Parent

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Student