

(revised 8/2019)

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. Catholic 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 and 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 message 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 and wisdom 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 small class sizes, 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 meant 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 (biology, natural history, chemistry & physics)
- History (Global and U.S. History, Government and Economics)
- Catholic Doctrine and Theology
- Latin

The curriculum at the Latin School level includes:

- English (literature, grammar, vocabulary, formal/informal writing and speaking)
- Math (mathematics, pre-algebra, algebra)
- Science (life sciences, physical sciences, and earth science)
- History
- Catholic Doctrine and Theology
- Latin
- Art
- P.E.

5. SCHOOL SCHEDULE

The 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 7:40 – 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 for.

II. CODE OF CONDUCT

The code of conduct at Veritas Preparatory School is based upon the Ten Commandments -- God's laws to us for right behavior. Our goal for all students is that they grow 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 Preparatory School 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.

Every effort is made to communicate with students and parents in order to avoid serious disciplinary actions such as suspension or expulsion. 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 inside or outside of school contradicts the standards of behavior expected of a Veritas student. As a matter of school policy, corporal punishment is not exercised at Veritas Preparatory School. The following is a description of terms:

- a. Demerit:** Requires a student to remain in a supervised classroom during the lunch period.
- b. Detention:** Requires a student to remain after school, typically for an hour.
- c. Probation:** A period of testing and trial for correction of inappropriate behavior.
- d. Suspension:** Removes a student from school for a specified period of time (1 - 5 days). Any student who is suspended must satisfactorily complete all class work missed during the suspension and submit it on the day he is readmitted to school.

- e. **Expulsion:** Removes a student from school permanently.

SUMMARY OF CONDUCT VIOLATIONS

Following are some typical conduct violations and their consequences. This is not intended to be an exhaustive list. Further, circumstances can increase or decrease the severity of the consequences for a particular violation. The headmaster's decision is final with regard to conduct violations.

Demerit

Minor conduct violations will lead to a demerit. Students who receive a demerit serve a lunch detention at the next lunch period following the demerit. The student should not communicate with other students, but discuss his behavior with the teacher or work silently on work designated by the teacher. The teacher who assigns the demerit is responsible for overseeing the lunch detention, entering the demerit on RenWeb, and communicating with the student's parent, should this be warranted.

Minor code of conduct violations may include:

- illegal absences
- 3 tardies to class/school
- unprepared for class (lacking necessary books, materials, etc.)
- disrespectful behavior toward or language to peers
- disruptive behavior in class or at assemblies
- eating at times other than scheduled lunch period; gum chewing
- roughhousing in halls or class
- displays of public affection (PDA) – all students are expected to maintain a respectful distance from each other

Detention

For more serious offenses, students receive an after-school detention, typically one hour in length. The teacher assigning the detention is responsible for entering it in Renweb and notifying the student's parents. The Dean of Discipline is responsible for overseeing the detention. This should be served as soon as possible after the offence. 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 Dean of Discipline. A conference with parents may be requested by the teacher.

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
- cheating in schoolwork, 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]
- failure to report to assigned detention
- 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.

Suspension

The following infractions will be met with suspension, typically on 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 suspension may be grounds for expulsion. The decision of the headmaster is final upon a second offense of this nature.

Violations meriting a suspension may include:

- possession of fireworks or other explosive materials
- possession of knives
- extreme use of profane or obscene language
- disrespect for authority
- 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.)
- 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 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]

Expulsion

A student may be expelled for extremely serious offenses, including:

- possession or use of illegal or dangerous weapons
- possession, use, or sale of drugs, narcotics, alcoholic beverages or other substances which could alter normal behavior
- arson, playing with fire
- intentional false alarms about fire or bombs
- consistent behavior inside or outside of school that contradicts the standard of behavior required of a Veritas student
- physical attack with obvious intent to harm any member of the Veritas community
- extreme sexual harassment of any member of the Veritas community
- sexual contact, solicitation or possession of items of a sexual nature

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. A parent/child interview with the admissions committee is required, and a placement exam is required for middle school students. 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. Students who are tardy 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 lunch detention once they have been tardy three times. If the tardiness persists, an after-school 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 8:00 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.

Absences

All absences 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 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. It is the responsibility of the student to ensure all work is adequately made up.

On the day that an absent 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 for the absence.

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. Absences in excess of five per quarter or twenty per year will place the student in academic jeopardy, and that student may not earn course credit or qualify for graduation.

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. A detention will be assigned for skipping class. Absences are divided into unexcused and excused, depending on whether there is sufficient justification for missing school. The school has the final judgment in deciding whether an absence is excused or unexcused. Truancy is defined as the act of acquiring one or more unexcused absences. The school will follow the Code of Virginia in dealing with truancy.

3. BULLYING/HARASSMENT

Bullying involves isolation, humiliation, or persecution of a fellow student either physically or verbally, in person or through social media. For learning to take place effectively, the students must feel safe in their environment. Christian charity should be the ruling principle of social interactions. The school will take severe measures against any sort of bullying.

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. Students may not store food, utensils or containers in lockers, cupboards or refrigerator overnight.

5. SCHOOL UNIFORMS

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. Demerits will be assigned for uniform violations.

As long as students are on school grounds, they must wear the uniform properly and completely. After school, any change into clothing must be modest and appropriate. In regard to personal appearance and uniforms, the judgment of the faculty is final as to what is proper. Students will be notified if they do not need to wear uniforms on field days or field trips. Students whose birthday fall during the school year are permitted to dress down on their birthday only, not on any other day.

Polos, pants, ties, sweaters, and skirts must be purchased at: schoolbelles.com, school code S2591.

The black blazers and white oxford shirts may be purchased elsewhere, provided they are of conservative style and fitting, and without visible logos.

On Fridays and other designated days, the more formal “full dress” uniform is required.

Young Women

Latin School Uniform

- Skirt (Veritas plaid).
- Embroidered polos (white, gold, or purple in long or short sleeve).
- Knee high socks or tights/pantyhose. 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.
- Black leather dress shoes (all black, no white or colored accents; heels may not exceed 2 inches).
- On full dress uniform days, a white polo must be worn.
- In addition, the embroidered sweaters from Schoolbelles may be worn.

High School Uniform

- Skirt (Veritas Grey Heather)
- Oxford shirt (white or yellow, long sleeve or short sleeve)
- Criss Cross Tie
- Black leather dress shoes (all black, no white or colored accents; heels may not exceed 2 inches)
- 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.
- On full dress uniform days, a black blazer with a white Oxford shirt must be worn.
- Embroidered sweaters (optional, may be worn with full dress uniform)

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 must 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

Latin School 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)
- On full dress uniform days, a white polo must be worn.
- Embroidered sweaters (optional, may wear with full dress uniform).

High School Uniform

- Blazer (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
- On full dress uniform days, a black blazer must be worn with a white oxford shirt
- Embroidered sweaters (optional, may wear with full dress uniform)

Personal Appearance and Proper Dress

- Shirts must be of sufficient length to stay tucked into slacks. High school 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.
- Plain white t-shirts may be worn under polos by Latin School students.
- Caps and 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 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 no nurse on staff at Veritas Preparatory School. Except in situations requiring immediate care, 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. Closings due to inclement weather will be announced on WAVY channel 10 (www.wavy.com), under Weather – Closings & Delays. An email blast will also be sent out to all teachers and parents. If inclement weather causes the school to be closed, the school calendar may be modified in order to make up the days missed. 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. 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

Electronic Devices

Cell phones and other electronic devices are prohibited during school hours. These devices must be turned off upon entering school and kept in a locker or backpack throughout the school day. After 3:00, students can use the devices to contact their ride home, if necessary, but for no other purpose. If a student uses electronic devices during the school day, or after 3:00 for a purpose other than texting or calling in order to contact their ride, they will receive a demerit and the device will be confiscated, with recurring violations meriting more serious consequences. 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.

11. PARTICIPATION IN RELIGIOUS EXERCISES

Prayer

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

Mass and Retreats

Mass is celebrated every Friday at Veritas as part of the school day. All students are required to attend in a respectful manner. 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 teachers.

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.

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. TRANSPORTATION**Drop off**

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 a possibility, the bicycles should be kept locked. Veritas Preparatory School is not responsible for theft or damage to any bicycles.

15. TUITION AND FEES

HIGH SCHOOL

Tuition: \$8,500

Additional Fees:

PTO fees \$45

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

MIDDLE SCHOOL

Tuition: \$7,500

Additional Fees:

PTO fees \$45

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

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 office or downloaded from the website.

Parents are contractually responsible for a full year’s tuition and fees, even in the case of the withdrawal or expulsion of their child.

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.

16. 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 PROBATION

A student with consistently low grades 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.

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.

3. DIPLOMA REQUIREMENTS

All students follow a set liberal arts program throughout their four years. The following are the minimum requirements for graduation from Veritas. Note that fulfilling these requirements does not absolve a student from taking the full complement of classes each year, nor does it guarantee graduation. Graduation requirements for transfer students will be determined by the school at the time of enrollment.

- 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, as well as the relative value of tests, quizzes, homework and participation. In all cases, below 60% is a failing grade and the student who fails must repeat the course to earn credit.

Recognition for honors is 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:

1st Quarter 40%, 2nd Quarter 40%, Semester Exam 20% = 1st Semester Grade

2nd Quarter 40%, 3rd Quarter 40%, Semester Exam 20% = 2nd Semester Grade

1st Semester Grade 50%, 2nd Semester Grade 50% = Final Grade

Only the final letter grade will be included on the student’s transcript, along with the GPA.

Plagiarism/Cheating

Cheating is a major code of conduct violation and will lead to the student’s receiving a zero for the assignment and receiving a detention. Recurrent cheating may result in suspension or expulsion.

Plagiarism is a type of cheating. It 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. 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.

5. PARENT/TEACHER CONFERENCES

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 to set up 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.
- Cumulative average will be based on Veritas course work only.
- Transcripts may be forwarded upon parent/student request if there is no outstanding financial balance and if all administrative duties are fulfilled.