



# Veritas Christi Classical Academy

Parent Handbook  
2022–2023





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## 1. About Veritas Christi Classical Academy

### 1.1 Letter from the Head of School

Dear Parents,

We are honored you have chosen to partner with us in the education and discipleship of your children this year in our inaugural year of operation.

The leadership and faculty at Veritas Christi Classical Academy are looking forward to opening our doors this fall to serve your family by providing an education that is distinctly Christian and classical in its approach.

By introducing students to the Good, the True, and the Beautiful—to God’s works and to God Himself we pray that the Holy Spirit will transform your children through the “renewing of their minds.” We seek to fix their gaze on things above, just as Paul wrote to the Philippians, “Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.” (Phil. 4:8)

We do not think of what we are setting out to accomplish as something new and improved, but rather as recovering something tried and true.

This handbook articulates the philosophy and policies of Veritas Christi Classical Academy that guide our program and community life. We eagerly anticipate the Lord’s work in our community and in the growth of your children in this coming year.

Thank you again for the privilege and responsibility of working with your children.

Sincerely,

Rainy Day Worzella

Head of School

Veritas Christi Classical Academy



## 1.2 Leadership of Veritas Christi Classical Academy

### Board of Directors

Dan Demers	Chair
Chris Cooper	Secretary/Treasurer
Matthew Kloskowski	Board Member

### Faculty and Staff

Head of School	Rainy Day Worzella
Form A Teacher (4K–K)	TBD
Form 1 Teacher (1st–3rd grade)	TBD
Form 2 Teacher (4th–6th grade)	TBD

## 1.3 Mission Statement

Veritas Christi Classical Academy exists to train students to become discerning thinkers, eloquent communicators, and virtuous ambassadors of Christ, who love the True, Good, and Beautiful, and live joyful lives of true worship of God.

## 1.4 Statement of Faith

Veritas Christi Classical Academy holds to the Apostles' Creed and the Statement of Faith of the Association of Classical Schools. All Directors, Administrators, Faculty & Staff or prospective leadership are required to sign their agreement to the statement of faith, or they will not be considered for a position at Veritas Christi Classical Academy. Parents seeking to enroll their children must also agree to the statement of faith.

### 1.4.1 The Apostles' Creed

I believe in God the Father Almighty, Maker of heaven and earth.

I believe in Jesus Christ, his only begotten Son, our Lord; who was conceived by the Holy Spirit, born of the virgin Mary; suffered under Pontius Pilate; was crucified, dead, and buried; he descended into hell; the third day he rose again from the dead; he ascended into heaven, and sits at the right hand of God the Father Almighty; from there he shall come to judge the living and the dead.

I believe in the Holy Spirit; the holy catholic church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting. Amen.



### **1.4.2 Statement of Faith of the Association of Classical Christian Schools**

We believe that God reveals Himself through the creation, preservation, and government of the universe.

We believe that God makes Himself more clearly and fully known through the Scriptures, which are the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. These Scriptures are made up of 66 books, from Genesis to Revelation, the authority of which depend not upon the testimony of any man or church, and are all to be received as the Word of God.

We believe that there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity—Father, Son and Holy Spirit. He is perfectly wise, the overflowing fountain of all good. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of all that has been made.

We believe in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

We believe that Adam was made from the dust of the ground and formed after God's image and likeness, which was good, righteous, and holy. Because of Adam's sin all mankind is in a state of rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

We believe that salvation is by grace through faith alone, and that faith without works is dead. We believe that God freely justifies His own, not by infusing righteousness into them, but by pardoning their sins, and by accounting and accepting their persons as righteous, for the sake of Jesus Christ alone.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, as the Spirit of Christ within us enables us to do freely and cheerfully what the will of God revealed in Scripture requires to be done. We believe that good works are only those which arise from true faith, conform to God's Word, and are done for His glory.

We believe God has appointed a day when He will judge the world in righteousness through Jesus Christ. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation.

We believe in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love, and have communion in each other's gifts and graces.

We believe that God defined marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin.

We believe that God immutably creates each person to reflect His image as male or female.

## 1.5 Philosophy of Education

Education is the process of raising a child into a fully-formed adult. In order to assist parents in this task, every school must begin by answering the question, “what is a human being?” We begin from this foundation: humanity is made in the image and likeness of God, and our purpose is to glorify God and enjoy Him forever. That is what we educate students for. School is not an end in itself, but a tool for achieving this purpose.

How do we encourage wisdom and virtue in our students? It begins with the cultivation of what the ancients called piety. Piety is the love and respect that human beings should have for God and for those in authority over them, especially their parents, teachers, and pastors. This is illustrated for us in the book of Proverbs. Solomon teaches us that the foundation of wisdom is piety. “The fear of the LORD is the beginning of knowledge; fools despise wisdom and instruction. Hear, my son, your father’s instruction and forsake not your mother’s teaching, for they are a graceful garland for your head and pendants for your neck.” (Proverbs 1:7-9)

C.S. Lewis said that “the aim of education is make the pupil like and dislike what he ought.” We seek to do that by fixing our students’ eyes on the Good, the True, and the Beautiful. The Apostle Paul teaches this principle in his letter to the church at Philippi: “Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.” (Philippians 4:8) With piety as our foundation, our goal is train students, body and soul, to love the Good, the True, and the Beautiful. That is the goal of classical education.

The philosophy of classical, Christian education permeates everything our school does. Here are some of the distinctives of our educational approach:

- Our goal is to encourage the development of moral and intellectual virtue in our students, including the four cardinal virtues—Wisdom, Courage, Temperance, and Justice—and the three theological virtues—Faith, Hope, and Love.
- Our curriculum is built on the foundation of the history, ideas, literature, art, music, and culture of Western Civilization and the Christian tradition.
- Our pedagogy is traditional, rather than progressive. We do not practice “student-centered” or “project-based” learning. Instead, we use the time-tested tools of teaching and learning.
- Our teachers are to be mentors who model for their students how to follow Christ and love the Good, the True, and the Beautiful. Students become like their teachers.
- Our culture encourages the pursuit of virtue and excellence. Our students are trained to be polite, respectful, humble, and kind.





## 1.6 Goals for Our Graduates

It is Christ who calls and Christ who saves by grace alone through faith alone, these goals are what we strive for in making decisions that drive the direction of our school in developing a culture of wise, kind, well-mannered students. Not all of these goals will be age appropriate for every single student, but these are the goals we keep in mind as we look forward to the goals for the graduates of our future Junior High and High School.

### **A True Christian**

A cohesive Christian worldview permeates everything he or she thinks about, does and and says. He or she is equipped with the knowledge of sound theology, and that understanding informs the way he or she lives. He or she habitually reads and enjoys studying scripture. He or she is and active and faithful member in his or her local church.

### **A Wise and Discerning Thinker**

He or she is skilled in the arts of logic, resulting in the ability to think clearly and discern between truth and error in both his own mind and in the thinking of others.

### **An Articulate Communicator**

He or she has a command of language and speaks and writes with clarity, wisdom and eloquence.

### **An Inquisitive Scholar**

He or she has a curious mind, and is a lover of knowledge who continuously seeks to educate himself or herself in the pursuit of truth.

### **A Virtuous Ambassador**

He or she is a practitioner of the good and appreciates and creates beauty as he or she actively engages in the world around him or her.

## 2. Admissions

### 2.1 Application Process Overview

Prospective parents are invited to attend one of our Parent Information Night Events. If prospective families are unable to attend a Parent Information Night, they are invited to meet with the Head of School.

Applications can be downloaded from the Veritas Christi Classical Academy website at [veritaschristi.org](http://veritaschristi.org). Parents complete the application and pay the application fee to begin the enrollment process. Applications can be emailed to [office@veritaschristi.org](mailto:office@veritaschristi.org).

Once the application has been submitted, Parents will be contacted by the school to arrange a family interview with the Head of School. The interview will include the parents and the children they wish to enroll.

Families who are accepted will receive an enrollment contract and be asked to pay the enrollment and curriculum fees.



## 2.2 Private Member Association

Veritas Christi Classical Academy is a Private Education Association (PEA) and Ministry established in 2022.

As a Private Association, VCCA operates outside of the public sphere and is not subject to any state regulations regarding education. Our educational services are provided to member families only.

To become a member, parents must meet our enrollment requirements and submit an enrollment application. Membership is contingent on acceptance.

## 2.3 Admissions Requirements

We have two admissions requirements for parents.

1. Parents who seek to enroll their students must be members in good standing at a Christian church.
2. Parents who seek to enroll their students must agree with our Statement of Faith and the general goals of classical education.

We do not have admissions requirements for students. We believe that every child is deserving of a Classical, Christian education. Therefore, our bylaws provide as follows: “The Academy shall not consider nationality, color, or sex in determining whether to admit any student.”

## 2.4 Acceptance Policy

Since we have limited space at our current facility, we have had to set enrollment caps for the 2022-2023 School Year. Our enrollment cap for day school students is 45, that is 15 students in each of the three forms. Priority for acceptance for the 2022-2023 school year will be as follows:

1. Continuing Students
2. Siblings of continuing students
3. All other applicants

## 2.5 Renewing Enrollment for Current Students

Re-enrollment at Veritas Christi Classical Academy is not automatic. Reasons that a student may not be re-enrolled include but are not limited to the following:

1. Parents terminate membership at their church. Transferring membership to a different local church is acceptable but ceasing regular attendance and fellowship with the church is unacceptable.
2. Ongoing, unrepentant defiant behavioral issues in a student that are not resolved by the parents in cooperation with the teachers.
3. Failure to pay tuition.

Re-enrollment agreements for returning students are sent to families in January. Because financial commitments must be made early in the planning for each school year, Veritas Christi Classical Academy requires each family of a returning student to commit financially by February 15 of the preceding school year to reserve their seats.



## 2.6 Tuition and Fees for the 2022–2023 School Year

<b>Tuition (Half-day Form A)</b>	
Annual Payment due June 1, 2022	\$3750/year
11 Monthly Payments	\$315/month
<b>Tuition (Full-day Forms 1 and 2)</b>	
Annual Payment due June 1, 2022	\$5000/year
11 Monthly Payments	\$455/month
<b>Fees</b>	
Application Fee due with Application	\$50 per family
Enrollment Fee due upon enrollment	\$100 per student
Curriculum Fee due upon enrollment	\$300 per student

## 2.7 Tuition and Fees Collection

**Tuition:** Cost for instruction at Veritas Christi Classical Academy

**Application Fee:** Cost to apply for attendance at Veritas Christi Classical Academy.

**Enrollment Fee:** Cost to enroll and reserve your spot at Veritas Christi Classical Academy

**Curriculum Fee:** Cost for books and curriculum at Veritas Christi Classical Academy.

- The application fee is a non-refundable fee that accompanies the intent to return (current students) or application form (new students). The school will not consider your student for enrollment until this fee is paid.
- For a day school student to be enrolled, a family must have signed the enrollment agreement and pay the curriculum and enrollment fees to hold their child’s position in the class. The agreement is for the entire academic year and Veritas Christi Classical Academy hires teachers and makes other fiscal plans based on these commitments.
- Tuition payments will normally be made in one of the following manners:
  1. Payment in full by June 1, 2022
  2. 11 monthly payments from August 1, 2022–June 1, 2023
  - The due date for monthly tuition payments is the fifth of the month.
  - Payments will be made by ACH
  - For payments more than five days overdue, there is a late fee assigned.

## 2.8 Tuition Refund Policy for Withdrawing Students

Application, Enrollment, and Curriculum Fees are nonrefundable. Tuition is refundable upon withdrawal in the following amounts, based on the effective date of the withdrawal:



- 100% on or before 8/24/2022
- 75% on or before 11/15/2022
- 50% on or before 1/21/2023
- 25% on or before 3/30/2023

Parents wishing to withdraw their students must complete and file the withdrawal form with the Head of School.

## 2.9 Financial Aid

Veritas Christi Classical Academy receives donations to our Financial Aid Fund from time to time. Parents who believe they are unable to pay the full tuition amount but who meet our admissions requirements and would still like to enroll their students can apply for financial aid after they have submitted their applications and completed their family interview. The financial aid application can be found at [veritaschristi.org](http://veritaschristi.org)

If a family qualifies for financial aid and there are funds available, parents will receive a financial aid offer letter from Veritas Christi Classical Academy. Financial aid recipients pay on an 11-month schedule with a discount applied to each scheduled payment and are required to complete a set number of volunteer hours as part of the terms of the financial aid acceptance agreement.

## 3. Parents at Veritas Christi Classical Academy

### 3.1 Mandatory Parent Orientation/Training

Parents are required to participate in a mandatory orientation/training seminar. This seminar is designed to give some of the background that parents will need regarding classical, Christian education, and present the parents with the most important policies and procedures of the school.

### 3.2 Volunteering

Since Veritas Christi Classical Academy views its role as one of assisting parents in the education of their children, we strongly encourage active parent involvement.

#### 3.2.1 Opportunities for Parent Involvement

There are a number of ways that parents can get involved as a volunteer helping at Veritas Christi Classical Academy:

**Field Trips.** Since VCCA does not have the means to transport all of the children in one vehicle for field trips. We will be depending on parent volunteers to carpool in order for everyone to be able to attend school trips.

**Fundraisers.** VCCA hosts several fundraisers throughout the year. Since we are a tuition-based school, we do not require additional fundraising for families that attend our school. However, we rely on generous donations to enable us to provide financial aid, make progress toward building our own facility, etc. We welcome any parent who would be willing to serve at our fundraisers we hold throughout the year.

**Teacher's Aides.** While many of our parents are employed full time, we know that others may have time in their schedule to consider being an aide to our teachers during the regular school week.

There are many other ways you can be involved, and some parents may have special skills to offer to help make the student's experience as rewarding as possible. Please let us know if you see other ways you can fit in and help our community.

### **3.2.2 Volunteer Policy**

The best way to let us know you are interested in serving as a volunteer is to contact the Head of School and fill out a Volunteer Form.

1. All volunteers who will be working directly with students either on campus or on field trips must undergo a background check and comply with the school rules governing student and staff conduct.
2. All volunteers serving during the regular school week must report to the Head of School when they arrive at school. A sign-in and sign-out sheet log will be kept of volunteers who are on campus.
3. All volunteers serving on field trips report to the Head of School or the field trip coordinator (one of the Directors). Students will be put into groups ahead of time for transport and for supervision during the trip.

## **4. Communication**

### **4.1 Communication Between Parents and the Board of Directors**

The Board of Directors is responsible for the vision, direction, growth, personnel, and policies of Veritas Christi Classical Academy. Decisions made by the Board of Directors are implemented by the Head of School and communicated to the faculty, staff, and parents by the Head of School.

The Head of School is responsible to send email newsletters to parents. These newsletters will include information such as upcoming calendar events, scripture memory verses, catechism questions, and other updates that are required throughout the school year. The newsletter is the primary way that Board policy and day-to-day operations of Veritas Christi Classical Academy will be communicated to parents.

The Head of School can be reached by calling the school office during regular office hours Monday through Friday from 9:00 am – 3:00 pm or by email at [office@veritaschristi.org](mailto:office@veritaschristi.org).

#### **4.1.1 Attending a Regular Meeting of the Board of Directors**

Parents may attend a Regular Meeting of the Board of Directors by first completing the "Request to Attend the Regular Meeting of the Board of Directors" form and submitting it to the Head of School. Upon approval by the President of the Board, the parent will be given permission to attend the open session of the Board meeting and will be dismissed by the President of the Board at the start of the closed session.

### **4.2 Communication Between Teachers and Parents**

Communication by parents with the school will generally take place through the Head of School. In cases of communicating absences, illness, early pick-up for appointments, concerns about school policy, etc. the parents should communicate directly with the Head of School.

Parents wishing to contact their children's teacher regarding missed assignments due to absence or for questions about progress in the curriculum may do so by email. In the case of behavioral disciplinary issues or in the case of expressing concerns about academic progress, we ask that parents call the school and leave a message with the Head of School and the teachers will call the parent back or schedule a parent-teacher conference.

#### 4.2.1 Parent-Teacher Conferences

Regular parent-teacher conferences will be scheduled twice per year during the middle of Term 1 and Term 2 to allow for communication about student progress and participation. Parent-teacher conferences may also be scheduled by request on a case-by-case basis. Parents wishing to schedule a parent-teacher conference should call the Head of School.

## 5. Academics

### 5.1 Curriculum for the 2022–2023 School Year

The curriculum is reviewed and selected by a Board committee prior to the start of each school year in accordance with Veritas Christi Classical Academy’s Scope and Sequence. Curriculum is purchased by the school using the curriculum fee that is billed to parents when students are enrolled.

### 5.2 Homework Policy

We will not be assigning homework to our Junior Kindergarten, Kindergarten, or Elementary age students. However, we do encourage parents to read books aloud with their children and practice math facts and memory work. In the future when VCCA expands to include Junior High School and High School students, homework and a homework turn-in policy will be implemented.

### 5.3 Examinations and Testing

Students will be tested periodically throughout the year with regularly scheduled written and oral quizzes in their Skills subjects (e.g., reading, narration, calculation, cursive penmanship, etc.) and their Content subjects (e.g., history, literature, Bible, natural science, math, etc.). We will also be implementing First and Second Term Examinations. Veritas Christi Classical Academy will not be participating in Wisconsin state standardized testing.

### 5.4 Grades

Report cards will be issued twice per year at the end of Term 1 and Term 2. On mid-year and end-of-year report cards, VCCA examines students in multiple areas of performance, including development of skills (e.g., reading, narration, calculation, cursive penmanship, etc.) and mastery of content (e.g., history, literature, Bible, natural science, math, etc.). Our grading system is a four-level system, with the levels defined as follows:

**Excellent.** The student’s performance exceeds ordinary expectations for the grade level. This grade should be given sparingly.

**Satisfactory.** The student’s performance meets ordinary expectations for the grade level. This grade signifies the level of proficiency we reasonably hope the majority of our students can attain through hard work.

**Needs Improvement.** The student’s performance does not meet ordinary expectations for the grade level. This grade signifies that the student’s performance needs to be improved in the future and that such improvements can be made through ordinary classroom instruction and parental involvement.

**Unacceptable.** The student’s performance is significantly below ordinary expectations for the grade level. This grade signifies that the student’s performance needs to be improved before promotion to the next grade level or remedial instruction will be necessary.



Assessing student performance requires judgment. That is not to say it is subjective. We aspire to develop skills and knowledge in our students that are objective. But they are not things that are easily quantified. Assigning a grade, therefore, requires a qualitative judgment. Typically, that judgment should be made by the student's primary teacher, but ultimately the Head of School has discretion to revise grades and may request a second opinion from another teacher or administrator. Grades resulting in retention of a student or requiring remedial instruction must first be reviewed by the Head of School in consultation with the Curriculum Committee (see "Advancement and Retention of Students" below).

## **5.5 Advancement and Retention of Students**

The advancement of a student ahead of their grade level and the retention of a student to repeat a grade level is an incredibly rare and should only be considered in extreme circumstances as a last resort. A parent or teacher may present academic data, special needs assessment data, or demonstrate other maturity/behavioral concerns to the Board, but the ultimate decision regarding Advancement and Retention will be made by the Board of Directors with the final responsibility belonging to the Head of School.

## **5.6 Student Withdrawal**

Parents wishing to withdraw their students must complete the "Withdrawal Request" form and submit the request to the Head of School. While parents have the right to withdraw their student at any time and for any reason, we ask that parents be straightforward in providing the school with the reason for withdrawing their student. Student records will be forwarded to the student's new school upon written request.

# **6. Institutional Guidelines**

## **6.1 Attendance**

### **6.1.1 Arrival and Tardiness**

Students should be dropped off between 8:45 AM and the start of school at 9:00 AM. Please do not drop off your students earlier than 8:45 AM as this is additional childcare that the school would need to plan for and provide.

Students are considered late if they arrive after 9:00 AM. Tardiness is disruptive to the rest of the class and disrespectful of the teacher and their classmate's time. As parents, we ask that you choose to model a good example of promptness for your children by ensuring that they arrive to school on time.

### **6.1.2 Pick-up Time**

For 4K and Kindergarten students, the school day ends at 12:00 PM.

First through sixth grade students will be released and checked out from their classrooms at 3:00 PM for pick-up. Teachers will walk their students to meet their parents at the loading zone in front of the school.

### **6.1.3 Absences**

Absences may occur for sick days or for personal days. We ask that if you are planning on missing school that you also ensure the student keeps up with the work that they miss on the days that they are absent so that they do not fall behind.



If you need to drop off your child late or pick them up early for any reason, (for example: a dentist appointment), we ask that you notify the school office in writing or by email at least 24 hours in advance. Students being dropped off late will be accompanied from the front desk to their classroom by the Head of School. Students being picked up early will be called out of the classroom and escorted to the front office by the Head of School.

## **6.2 Campus Facilities**

### **6.2.1 Cleanliness**

Students are expected to dispose of all trash in the trash can whether it be food and drink at recess, paper towels in the bathroom, pencil and eraser shavings in the classroom, etc. We are guests at the Downtown Mission Church facility and students will be expected to partner with teachers and staff in maintaining the cleanliness and orderliness of the building and the grounds.

### **6.2.2 Lunches**

Students in grades 1-6, must bring a lunch to school each day. Please use ice packs to refrigerate any cold items. Lunches must be ready to eat – no microwavable items please. If a student forgets their lunch, parents should bring the student’s lunch to campus and leave it in the Head of School office to be delivered to the student. Fast food drop-off for students is prohibited.

## **6.3 Field Trips**

From time-to-time school field trips will be scheduled. Parents will be asked to sign a release form and to help participate in driving students to the field trip location. Normal school rules and behavior policy will be applicable to students while on field trips.

## **6.4 Electronic Devices**

Screen time has been shown to damage children’s attention span. Also, giving attention to a screen decreases the sense of community involvement a student feels and tends to isolate students even if they are physically near one another. We intend to limit our use of technology in the classroom for these reasons.

Students are not permitted to have electronic devices on campus including but not limited to:

- Laptops
- Tablets
- Cellphones
- Smart watches
- Handheld video games

If a parent needs to contact their student during the school day, they should leave a message with the Head of School (please refer to section 5.7 on “Messages and Deliveries”).



## 6.5 Medication and Illness

### 6.5.1 Medical Authorization

Before the start of school, parents will be asked to complete the medical authorization and emergency contact form which permits the school to seek medical treatment for students in the case of an emergency when the parent cannot be contacted and to give the school additional emergency contacts if the parent cannot be reached.

### 6.5.2 Illness

If your child has a fever or any other symptoms of illness, please keep him or her home. Students with a fever over 100 degrees, vomiting, or diarrhea must remain at home until symptom free for 24 hours without the use of medication. If a child comes to school ill or becomes ill while at school, parents will be required to pick up the child immediately.

### 6.5.3 Accident or Injury

If a minor injury occurs at school, an accident/injury report will be completed, and the child will be given immediate first-aid attention. Parents shall receive a copy of the accident/injury report and a copy will be kept at the school in the student's file. Should further medical attention be necessary, the office will notify the parent or available emergency contact immediately. Please keep all emergency contact information up to date with the Head of School.

### 6.5.4 Medications

Medication will not be administered at school by anyone for any reason unless it is medicine prescribed by a physician and a form for administering medication has been filled out and signed by the parent or guardian authorizing school personnel to administer the medication. No medication will be given out by anyone unless this procedure is followed. All medications are kept in the school office with the Head of School. Students are prohibited from self-medicating while on school premises.

## 6.6 Emergency and Safety Drills

Each classroom is equipped with an emergency backpack. Teachers are required to keep the backpack next to the exit door. The backpack is carried by the teacher for each emergency drill.

Fire and tornado drills are practiced quarterly by all staff and students.

## 6.7 Lost and Found

Lost and found objects will be kept in the Head of School's office. Students who have missing items should talk to their teacher about reclaiming lost items them during a scheduled lunch or recess time.

## 6.8 Photography, Media, and Publicity

As part of the enrollment agreement, parents are asked to sign a media release form allowing use of their children's image in media and advertising for the school.

## 6.9 Snow and Weather

VCCA will not be scheduling any snow or weather delays throughout the school year. School will always start at the scheduled time. However, if parents feel it is unsafe to drive, we encourage parents to bring their child to school as soon as it is safe to do so.

## 6.10 Textbooks and School Equipment

We expect our students to steward school textbooks and equipment with respect and care. Furniture, school-issued books, playground equipment, art-supplies, etc. are provided by the school to ensure a positive learning environment for the students. We expect normal wear and tear on school supplies. Parents are financially responsible for reckless disregard for or intentional vandalism of school property and equipment.

## 6.11 School Uniform Policy

Veritas Christi Classical Academy implements a school uniform policy that is aimed at encouraging discipline and modesty. Parents of students who do not dress in accordance with the school uniform policy will be called by the Head of School and asked to bring an appropriate change of clothes for their student.

### 6.11.1 Girls Uniforms

- Polo in white, burgundy, or navy blue.
- Sweaters or jackets in white, burgundy, or navy blue.
- Pants, shorts, skirts, or jumpers in khaki or navy blue. Shorts and skirts must be at least knee length. Dark bicycle shorts or leggings must be worn under skirts.
- Jewelry-Watches and stud earrings are allowed. No smartwatches allowed.
- Makeup and Nail Polish-Not allowed.
- Hairstyle-Hair must be kept tidy, clean, and groomed. Student's hair must be of natural color.
- Close-toed shoes in black, gray, brown, or white. High heels, platform shoes, flip-flops, or slip-on shoes are not permitted.
- Note: Please coordinate your child's socks and shoes with their pant color. (e.g., No white socks with dark pants.)

### 6.11.2 Boys Uniforms

- Polo in white, burgundy, or navy blue.
- Sweaters or jackets in white, burgundy, or navy blue.
- Pants, or shorts in, khaki or navy blue. Cargo style pants or shorts are not allowed. Shorts must be worn at the waist at all times. Black or brown belts are permitted.
- Jewelry-Watches are allowed. Pierced ears are acceptable for girls only. No smartwatches allowed.
- Hairstyle-Hair must be kept tidy, clean, and groomed. Student's hair must be of natural color.
- Close-toed shoes in black, gray, brown, or white. High heels, platform shoes, flip-flops, or slip-on shoes are not permitted.
- Note: Please coordinate your child's socks and shoes with their pant color. (e.g., No white socks with dark pants)

## 7. Behavior and Discipline

### 7.1 Expectations of Student Behavior and Character

VCCA views its role as assisting parents in disciplining children and “raising them in the fear and admonition of the Lord.” This regards not only the formation of their minds, but also the formation of their character. Therefore, all students are expected to abide by the Code of Conduct as behavior and good manners are a critical part of a student’s education. Teachers will set clear expectations and enforce school rules through preventative and corrective action.

Our school rules and our school culture are formed by our understanding of the greatest two commandments, “Love the Lord your God with all your heart, mind, soul, and strength. And Love your neighbor as yourself.” Our desire is to create a learning environment where students learn to respect adults and respect each other as they continue in their sanctification in the Lord.

### 7.2 Code of Conduct

#### 7.2.1 Classroom Rules:

- a. Obey the teacher.
- b. Be kind.
- c. Be honest.
- d. Listen when an adult is speaking to you.
- e. Keep your hands and feet to yourself.
- f. Always do your best.

#### 7.2.2 Teacher Preventative Action:

- a. Create a loving, caring atmosphere.
- b. Establish and communicate realistic expectations for children.
- c. Regularly communicate and reinforce school and classroom rules.
- d. Plan smooth transitions between academic subjects and breaks.
- e. Focus on positive actions.
- f. Be fair and consistent with children.
- g. Separate children, if needed.

#### 7.2.3 Misconduct

The following behaviors necessitate corrective discipline. Teachers may handle corrective discipline at the classroom level, but they may involve the Head of School in the discipline process for repeated or blatant misbehavior. Misconduct includes:

- a. Disrespect shown to any teacher or staff member.
- b. Dishonesty, plagiarism, cheating, stealing, or lying.
- c. Clear disobedience or defiance in response to instructions

- d. Aggressive behavior including but not limited to biting, hitting, pushing, scratching, or pulling.
- e. Teasing, criticizing, insults, and name-calling.
- f. Profanity or obscenity.

#### **7.2.4 Corrective Discipline**

- a. Give a warning when a student does not follow the rules.
  - 1. Remind the student of the rules.
  - 2. Explain why the behavior is unacceptable and how they ought to behave.
  - 3. Redirect the student to something positive.
  - 4. Explain the consequences of unacceptable behavior.
- b. If the student repeats the action again, guide him or her to a quiet place separate from the others for a short but designated time (e.g., a seat in the front of the class next to the teacher, against the wall at recess or lunch, etc.).

After repeated offenses or in the case of blatant disrespect, the teacher may deem it necessary for a student to receive discipline from the Head of School for any misconduct. The following procedures will be observed. Generally, these steps will be taken in sequence (“progressive discipline”), but the Head of School will ultimately determine the appropriate level for the specific misconduct:

- 1. The student will be sent to the Head of School’s office. The student’s parents will be notified and given a description of the student’s behavior and the corrective action that was taken.
- 2. The student will be sent to the Head of School’s office. This will be followed by a meeting with the student, student’s parents, Head of School, and the teacher.
- 3. A two-day suspension may be imposed on the student. Parents will be responsible to keep their student up to date on all missed classwork during the suspension period.
- 4. The student may be subject to expulsion from the school.

#### **7.2.5 Serious Misconduct**

Serious misconduct is defined as an act of flagrant disobedience of school rules that has serious ramifications for the student or others. In cases of serious misconduct, the normal corrective action procedures maybe bypassed. Below are some examples of serious misconduct:

- a. The possession and use of drugs, alcohol, tobacco, or weapons is strictly prohibited.
- b. All sexual activity is forbidden among VCCA students. Public displays of affection (e.g., holding hands, kissing, etc.) are not permitted on school grounds.
- c. Intentional vandalism to school facilities is a serious offense and will not be tolerated.

In the case of serious misconduct, the office-visit process may be bypassed, and suspension or expulsion imposed immediately.

- d. Sexual harassment, intimidation, bullying, exploitation, cyber-bullying.



### **7.2.6 Expulsion**

The VCCA School Board believes that expulsion is a very serious matter and that dismissal from VCCA should always be dealt with prayerfully and cautiously on a case-by-case basis. However, should a student and the student's parents not be able to curb a student's ongoing behavioral problems, the Board is permitted to expel the student and deny re-enrollment.