



Veritas Academy
Secondary Student Handbook
2022-2023

I. Demerits & Detention*

1. Detention

These behaviors will earn you an immediate detention: disrespect, rebellion, cheating, fighting, foul language. These are three-demerit infractions (or, possibly, a suspension).

- a. Teachers have been instructed to be particularly sensitive to hurtful, sarcastic, or disrespectful language. We are called by Christ to love one another so that the world might know that we are His disciples.
- b. Detentions are served Mondays from 3:00-4:00.

2. Demerits

- a. Normal infractions are one demerit. Demerits are reported in Renweb and accumulate. Every three demerits a student will serve a detention (e.g. 3, 6, 9, etc.). Demerits do not reset at the end of a quarter or semester.
- b. Teachers will communicate to students that they've received a demerit or demerits for offenses.
- c. Demerits are put directly, by the teacher, into Renweb. At the end of the day Renweb sends an automated e-mail to parents and students informing them of the demerit.
- d. If you believe that you've received a demerit unfairly, please speak to the teacher respectfully. If you are unable to resolve the situation, please speak to the Principal.
- e. After 12 demerits, a parent conference will be arranged with the Dean of Students. 15 demerits result in a suspension. 18 demerits result in the possibility of expulsion from the school.

** See the end of this handbook for complete secondary school discipline policy*

II. Making up missed work due to absence

1. Students are expected to complete all assignments given to their class during their absence within a reasonable amount of time as established by the teacher. Generally, this means that students have one day to make up work for every day that they miss. However, quizzes and tests missed due to absence will normally be made up upon the first day that a student returns to class. Any exceptions to this rule must be arranged with the teacher.
2. Students are to be proactive in getting missed assignments and notes when they return to school after an absence, or if they are aware that this is going to be an extended (planned) absence.
3. Parents and students should be informing teachers about planned absences at least one week in advance.

III. What to do for devotions

1. Be in your homeroom classroom for devotions at 8 am.
 - a. If you arrive late to school (after 8 am), you must receive a pass to devotions (or the class you will first attend) from the receptionist. If you are late to devotions, but do not have a pass, you must return to

the office to get a pass from Mrs. Knapik. Indicate at the receptionist desk your reason for lateness when you sign in. If you believe that your absence is excused, please have your parents contact the school office/receptionist by e-mail or phone call.

- b. Unexcused lateness (after four tardies) will result in a demerit.
 - c. Student government officers must be present at homeroom for devotions. Any officer who is chronically late will be removed from office.
2. Enter fully into devotions
 - a. This means that you need to listen, pray, and sing whenever the group is doing this.
 - b. Do your best. We are serving God in this, and it is an offering of praise (as a school) to the God who made us.
 - c. Be reverent, respectful and focus on God by listening to the leader (whether teacher or fellow student).

IV. Lunch Period

1. 7th-9th grade students are to eat in the lunchroom until 12:00. They are not to eat in classrooms, in the hallway, or in the courtyard. 7th-9th grades must remain in the lunch room until 12:00.
2. 10th-12th grades may eat in the cafeteria, the courtyard, or the blacktop near the basketball court. Seniors may also eat in the designated senior lunch area. Students may not eat in classrooms except by special permission from a teacher (who is present). Off campus lunch privileges are granted only upon parent permission. M/W/F are the off campus lunch days for 10th-12th grade students. Students who are caught going off campus on non-lunch days, or without parental clearance, will lose privileges for a quarter (or its calendar equivalent). During the first week of school obtain an off-campus permission form in the office. As soon as the office has the returned and completed form, you may go off campus. You may not before that point.
3. 10th-12th grade students going off campus may go to one of the following three places: Joe's, Butterflake, or Leola Pizza. Students are not allowed to use vehicles to go off campus for lunch. Those who do will lose privileges for the numeric calendar equivalent of a semester.
4. At 12:00, students who have left the cafeteria should move to one of three places: the gym, the blacktop basketball court, or Jerusalem (quiet study). The other rooms will be locked. You may get your books from lockers, but you should not linger in the hallways.
5. Students must not congregate in the hallway near Ethiopia at 12:00, or in the back hallway near the music rooms. Kindergarten, first grade, second grade, and music classes are taking place — loud noises make it very difficult for the teacher to teach.
6. Phones and other electronic devices are not to be used during lunch (except in lockers).

V. The Grammar School hallway

Secondary students should not travel through the grammar school hallway to get to class. Use the courtyard or walk around the building through the secondary section of the building.

VI. Off-Limits Spaces

Secondary students must not be in the following places (unless under the immediate supervision of a teacher):

- The Teacher Resource Room (TRR)
- The Gym

Note: students who need photocopies should go to the school office (and ask the receptionist to retrieve them or let you into the office). Students are not to go to the TRR to get photocopies.

VII. Uniforms

Wear your uniform correctly, completely and neatly.

Specific Uniform issues to address:

1. Boys and girls must both wear a standard shirt under their sweater or sweatshirt on standard day, and a polo on non-standard day.
2. Ties should be tied to the collar, not loosely untied.
3. Our default cold weather solution is the Veritas sweater or sweatshirt. In the winter, don't come to school without a sweater or sweatshirt (you should probably just keep it in your locker). Non-crest sweaters are not acceptable in the winter. Seniors may wear your senior sweater on the specified day (as determined by the Principal)—it may not be worn on other days.
4. Boys should not be repeatedly reminded about tucking in shirts. If the shirt is too small to stay tucked in, it must be replaced.
5. For young ladies: the skirt should be at the top of the knee. Skirts that are regularly too short will result in demerits.
6. The dress code will be printed out and hanging in homerooms. Students will be checked for conformity to the dress code in homeroom.
7. Please refer to the Veritas dress code online at the website:
<http://www.veritasacademy.com/academy-life/uniforms/>

VIII. Grooming

1. Gentlemen need to shave and are not allowed to grow beards or regularly have a "five o'clock shadow." Hair should be no longer than collar length, not covering the ears, not in the eyes, and natural color. Piercings are not to be worn at school.
2. Ladies should not regularly have hair in eyes, and should not have an unnatural color hair dye. Lip and eyebrow piercings are not to be worn at school. Ladies may wear a small nose ring in 10th-12th grades. If you have questions regarding its compliance with our policy please see the Principal.

IX. Respecting Adults

Show respect towards adults and be prompt and cheerful in your obedience.

1. Do not use a teacher's computer or touch things on his or her desk without permission (respect the space of teachers).
2. Response to commands should be prompt and respectful. If you have a question about a decision a teacher, administrator, or staff member has made, make sure to handle this in a biblical manner (speak directly to the person and provide that person with an opportunity to explain the decision—do not use gossip as your first resort).

X. Treat others righteously and courteously.

The Bible tells us to love our neighbor as ourselves. As students at Veritas Academy, this is what you will be expected to do. Here are a few particular areas where this applies:

1. With younger students
 - a. Be good examples for younger students to follow. Encourage them towards righteousness and maturity.
 - b. Go out of your way to be warm and friendly in your interaction with younger students. Make them feel like they are in a safe, protective, Christian environment.
2. Gentlemen
 - a. Young men should show consideration and respect for the women in the school.
 - b. The young men of our school will be the husbands and fathers of tomorrow. God has called husbands and fathers to a unique sacrifice: to lay down their lives for their wives and children as Christ laid down His life for the Church. We affirm the importance of our young men treating young ladies with respect, kindness, good manners, and as fellow bearers of God's divine image. Here are some guidelines:
 - i. If a female staff member or parent is moving heavy or awkward items, please offer to provide assistance.
 - ii. Begin class by the boys seating the ladies—yes, even in the upper secondary classrooms.
 - iii. In the hallways, men are to be chivalrous and defer to the ladies by giving them space and avoid running into them. This is especially important in the middle school section of lockers. Be gentlemen.
 - iv. At all events in which food is served, where reasonable and practical the ladies are in principle to be served and seated first.
 - v. Ladies, when a gentleman shows this sort of deference and consideration, you should always respond with thankful gratitude.

XI. Technology

1. Phones and other personal electronic devices must be kept in one's locker and are not to be out of the locker at any point during the day (including lunch)—8:00 am - 2:52 pm..
2. Phones or other personal electronic devices that are out of the locker will be confiscated and the student will receive a demerit.
 - a. Phones that are confiscated will be kept with the Principal for the rest of the day.
3. Students are not to be using electronic devices for any reason during the day. This includes study hall. Any exceptions must be cleared with the Principal or the classroom teacher.
4. Earbuds or earphones are not to be used at any point during the day (including study hall).
5. Students needing to order food for lunch must use the phone in the school office or a phone in your locker. Phones are not to be kept with students.

XII. Respecting Property

Treat the school's materials and facility with respect and care.

1. Students will be charged for lost or damaged textbooks.
2. Lockers must be kept neat, inside and out. Nothing is to be stored on top of the locker. If you have something large that needs to be stored for the day, please see the Principal (Dr. Spanjer). Mr. Urban will remove things from the tops of lockers every Friday.
3. Students are not to eat or drink in the hallways, or to keep open food or beverages in their lockers (other than, of course, their lunches). Snacks in the lockers should be consumed the same day, and not stored in the locker.
4. Students may have water in class, but are not to have food or other beverages in class (unless given special and particular permission by the classroom teacher).

XIII. Romantic displays of affection.

Romantic relationships are important enough—and a sacred enough pattern of God's great design—for us to guard their dignity by not making a public spectacle of them.

1. Veritas Academy does not have a "no dating" policy. However, Veritas Academy requires students who have romantic interests are to refrain from expressing their affection publicly while at Veritas Academy (or events sponsored by Veritas Academy). This would include romantic displays like holding hands, kissing, or any other behavior that might make another student, teacher, or faculty member uncomfortable.
2. Maturity considers community. Exclusive relationships that cause students to spend all of their time with just one other person, means, *de facto*, ignoring everyone else. Students who are "pairing off" regularly, to the detriment of the community, will be sent to the Principal (and their parents will be contacted).

XIV. Personal Belongings

Keep your personal belongings neat, clean and in their proper place.

1. Backpacks may be brought to class only if the teacher allows it in his or her classroom rules. Please ask for permission.
2. Athletic bags should be stored in the locker if possible. If not possible, arrange with the Principal where you will be keeping your athletic bag.
3. Pick up after yourself. Things should not be left on bookshelves in the classroom. At the end of each day, the window-shelves will be cleared.
4. Do not grind holes into desks or tables, write on them, or mark things that are not your own in any way.
5. Do not store things on the top of lockers. They will be removed periodically by Mr. Urban.

XV. Punctuality

Be to class on time

1. If you are released late from a previous class, ask the classroom teacher for a pass. Students will need to enter class with a pass from their previous teacher or they will receive demerits.
 2. If you need to use the restroom at the beginning of the period (or have an issue with it being full during a passing period), go to class first and ask permission to use the restroom (which will let your teacher know that you are going to be late).
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Appendix: Secondary School Discipline Policy

Objectives: To ensure consistent biblical discipline at Veritas Academy to the end that an environment of excellence and godliness is maintained.

Scope: This policy applies to all students enrolled at Veritas Academy in Secondary School (grades 7-12)

Definitions:

Minor offense: a minor offense is an offense that is not serious enough to result in the issuance of more than one or two demerits. Tardiness, uniform violations, distraction in class are all examples of minor offenses.

Major offense: a major offense is a behavior that can be classified as severe, such as the following: direct disrespect, dishonesty, rebellion, fighting, and profanity. Major offenses result in three demerits, suspension, or the possibility of expulsion.

1. Discipline of Minor Offenses:
 - a. When students commit minor offenses they are to be given one demerit.
 - b. When giving a demerit the teacher should follow the following procedure:
 - i. The teacher should inform the student that he is receiving a demerit(s) and the reason for the demerit(s).
 - ii. The teacher should then inform the Principal of the demerit(s) with an e-mail containing a brief explanation of the event. The Principal will record the event and a notification will be sent to the parents.
 - c. When a student has received three demerits, he must serve an after school detention.
2. Discipline of Major Offenses (e.g. direct disrespect, dishonesty, rebellion, fighting, or profanity):
 - a. Major offenses will result in the issuance of three demerits (or possibly suspension or expulsion).
 - b. For these offenses the teacher should communicate directly with the Principal, providing all relevant information regarding the disciplinary event.
 - c. The teacher will e-mail a description of the event with all pertinent information to the Principal.
 - d. The Principal will determine the severity of the consequence. The Principal will then inform the student and the student's parents of the consequences.
 - e. Students who've committed a major offense may be sent to the office until the Principal has had the opportunity to meet with them.
3. Discipline for Cheating on Academic Assignments: This type of infraction is unique in that it requires both academic and disciplinary consequences. Consequences will typically include the following:
 - a. Students caught cheating will be sent to the Principal.
 - b. Students will typically receive a grade of 0% on assignments for which they are caught cheating (the teacher and the Principal may consider a more appropriate consequence depending upon circumstances).
 - c. Other consequences (demerits, suspension) will be applied if deemed appropriate by school administration. Three demerits will typically be given to upper school students for a serious cheating offense. A second violation will result in a suspension. A third violation will result in a three-day suspension with the possibility of expulsion.
4. Suspension:
 - a. For a major offense a student might be suspended. In the case of a suspension, the Principal will inform parents that the student has

received a suspension of one, two, or three days. In the event that a student has been suspended for three days, another suspension in the same calendar year (of any length) could result in the expulsion of the student.

- b. Students who've received another suspension after already receiving a three-day suspension will be removed from school for an indefinite period of time. During this time the administration will determine whether or not the student shall be allowed to continue at Veritas. For any particular offense the school may also determine that its severity warrants expulsion from school. The process for expulsion is outlined below (section 7).

5. Cumulative Effects of Discipline

- a. Students will receive a detention for every three demerits earned.
- b. When a student has received 9 demerits, the Principal will schedule a meeting with the student's parents.
- c. When a student has received 12 demerits, the student will be suspended from school for one day.
- d. When a student has received 15 demerits, the student will be suspended from school until the Head of School can convene a meeting of the Board of Governors (or an executive committee of the board). At that meeting, the board will consider the expulsion of the student. In some instances, voting may take place remotely or electronically if the board is unable to convene in person.

6. Appealing a disciplinary decision:

- a. A parent may appeal a disciplinary decision, but must do so by following the steps outlined in the Comprehensive Grievance policy.

7. Expulsion

- a. If a student is being considered for expulsion, the following process shall occur:
 - i. The expulsion recommendation shall be made by the Principal to the head of school.
 - ii. The student being considered for expulsion shall be removed from school until the process of considering the expulsion is completed. The parents will be informed of the Principal's recommendation, and of the process for review.
 - iii. The Principal will make the recommendation to the head of school. The head of school will present the recommendation to the board. The board will consider and vote on the recommendation after a hearing in which the parents will have the opportunity to appeal the decision, if so desired.
- b. If the parents withdraw a student being considered for expulsion before the process is completed, the Principal will present the formal recommendation to the head of school, and the Principal and Head of School will review the information and place a summary of the

event and outcome in the student's file. No official record of the recommended expulsion will be placed on a student's transcript, but a copy of the recommendation may be kept in the student's file.

- c. If a student is expelled, the record of the student's expulsion will be kept in the student's file, but as per 'b' above, no formal record of the expulsion will be included on the student's transcript.