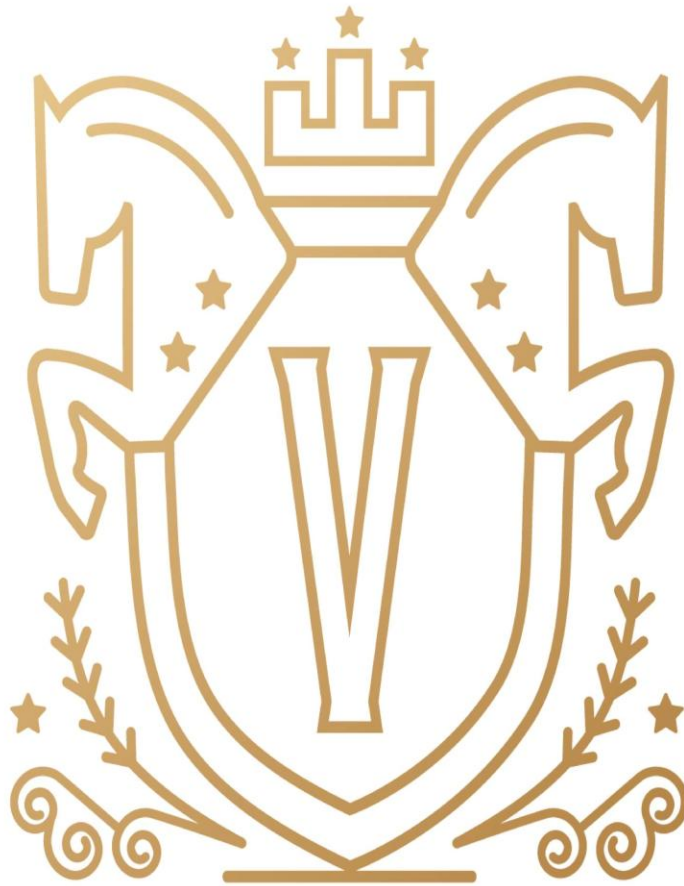


VERITAS CLASSICAL ACADEMY

FAMILY HANDBOOK

2025-2026



Veritas Classical Academy
913 1st Ave.
Chippewa Falls, WI 54729

info@veritasclassical.com

(715)____-____

2025-2026 Family Handbook

Family Handbook Version 1.0

Modified May 7, 2025

This handbook is modeled after the BCSI Model Handbook and retains original attributions throughout

TABLE OF CONTENTS

INTRODUCTION	7
Mission	7
Virtues	7
Affiliation with Hillsdale College	7
A Note from the Headmaster	8
SECTION 1: SCHOOL LIFE & DECORUM	10
School Hours	10
Student Drop-Off and Pick-Up	10
Carline	10
Parking	10
Attendance	11
Absences	11
Excused Absences	11
Make-up Work	12
Extended Excused Absences	12
To Report an Absence	12
Unexcused Absences	12
Truancy	13
Tardiness/Early Release	13
Releasing a Student from School	13
Early Drop-off and Late Pick-up	14
Uniform and Personal Appearance	14
Additional Uniform Provisions	15
Uniforms and Financial Assistance	16
Lost and Found	17
Toileting	17
Discipline	17
Virtues and General Expectations for Behavior	17
Honor Code	17
The Purpose of Discipline	18
Disciplinary Action	18
Detention	19
Notifying Parents	19
Pink Slips	19
Restraint	20
Long-Term Suspension and Expulsion	20
Bullying	20
Public Displays of Affection	21
Electronic Devices	21

Lunch and Snacks	22
School Meals & Lunchtime	22
Snacks	22
Birthday Celebrations	22
Medication and Medical Care	22
Administration of Medication	22
Student medical records	23
Illness and Injury at School	23
Medical records and enrollment	23
Parent/guardian obligations	23
Food allergies	23
Sick students	24
Lice Policy	24
Student Fees and Supplies	24
Textbooks	24
Fees	25
Extracurricular Activities	25
Eligibility	25
Clubs	26
Special Events	26
Sports	26
Student Publications	26
Volunteers	27
Volunteer Background Checks	27
Volunteer Confidentiality	27
Visitors	28
Sign-In	28
Parent Visits	28
Classroom Observations	28
Guest Speakers	28
Property Liability	29
Inclement Weather	29
Withdrawals	29
SECTION 2: ACADEMIC POLICIES	30
Curriculum Introduction	30
Homework	30
Late Homework	31
Grading	31
Reporting Student Progress	34
Teacher Conferences	33

Student Placement	33
Promotion & Retention	33
Kindergarten-5th Grade	34
Academic Honesty	34
Plagiarism	34
Cheating	35
Student Services	35
State Assessments	35
Sensitive subjects	36
Religion	36
Videos in the Classroom	37
SECTION 3: ADDITIONAL POLICIES & PROCEDURES	38
Admissions and Enrollment	38
Admissions Eligibility	38
Limited Availability	38
Field Trips	39
Extended Field Trips	39
School Communication Procedures	40
Parent Communications to Administration, Faculty, and Staff	40
General Communication with the School Community	40
Social Media	41
Communicating with Parents with Joint Custody	41
Student Network Use	41
Security Checks	42
Emergency Policy	42
Facility Use	42
Parent Service Organization	43
Long-Term Suspension and Expulsion Policies and Procedures.....	43
SECTION 4: GOVERNANCE & MANAGEMENT	46
Board of Directors	46
Board Responsibilities and Obligations	46
Board Meetings	46
Communication to the Board	47
Role of the Headmaster	47
Chain of Command	47

Grievance Policy	48
Grievance Related to the Classroom	48
Grievance Related to Administration	48
Records Requests	49
SECTION 5: PRIVACY	50
Family Educational Rights Privacy Act (FERPA)	50
Student Information	51
PARENT ACKNOWLEDGEMENT	52
Honor Code	52
Parent Pledge	52
Student Pledge—To be signed by all students in grades 5-12	52
APPENDICES:	53
Appendix A: Change Log	53
Appendix B: Traffic Map	54
Appendix C: School Calendar	55

INTRODUCTION

Mission

The mission of Veritas Classical Academy is to educate the minds and inspire the hearts of young people toward moral character and civic responsibility.

Virtues

- **Courage:** Remain steadfast when you are afraid. Practice perseverance when the work is difficult.
- **Moderation:** Practice patience and self-control. Think before you speak. Keep your temper under control.
- **Justice:** Follow the rules. Help others, and treat them fairly and with respect.
- **Responsibility:** Take pride in your work and your duties. Hold yourself accountable even when others do not.
- **Friendship:** Be kind and generous. Learn how to get along well with others.
- **Prudence:** Deliberate before you act. Practice good judgment.
- **Wisdom:** Cultivate a thirst for knowledge about the most important things.¹

Affiliation with Hillsdale College

The Hillsdale K-12 Education Office is a project of Hillsdale College devoted to the education of young Americans. Through this office and its initiatives, the College supports the launch of K-12 classical schools that will train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

Reform of American K-12 education, to be successful and good, must be built on a foundation of classical liberal arts learning—the kind of learning best suited to a free society and most needed for its preservation. The work of Hillsdale K-12 Education is an important step in that direction.

To advance the founding of classical charter schools, Hillsdale College works with select school founding groups of local citizens who care deeply about education, who plan to apply for a charter, and who prove themselves capable of starting and governing a school. When a founding group's interests and abilities are a good match, Hillsdale will assist in creating and implementing the school's academic program, providing the curriculum design and teacher training. This support, along with guidance on the shaping of a vibrant and ennobling school culture, will provide the foundation for these new schools to promote a liberal and civic education in America's public schools.²

Veritas Classical Academy is a Hillsdale College Candidate Member School, a relationship that offers our school ongoing access to curriculum, training, and resources. For more information on Hillsdale K-12 Education, visit k12.hillsdale.edu.

¹ Founders Classical Academy of Leander

² BCSI Brand Standards Guide 1.0

A Note from the Headmaster

Dear Parents,

Welcome to Veritas Classical Academy. I want to extend our thanks to you for choosing this school for your child. Here at Veritas, we firmly believe that parents are the primary educators of their children, and we are grateful that you have trusted us to come alongside you in the education of your children. Veritas Classical Academy exists to educate the minds and inspire the hearts of young people toward moral character and civic responsibility. This is no small task, but it is one we believe we can accomplish together, a community of teachers and families guided by this common end.

We know that in choosing a classical education for your child, you are choosing a more difficult path, but one which culminates in great treasures for those who walk it faithfully and purposefully. At Veritas Classical Academy, we have committed ourselves to an old-fashioned approach to education, an approach rooted in real things which proved their worth long ago and remain just as powerful today. This path is neither short nor easy, but generations of travelers found it the surest road to wisdom and understanding, the true purposes of education. As Dr. Kathleen O'Toole has said, "We want to really know things, not just appear to know them."

Veritas stands in sharp contrast to many fashionable education models because we believe that knowledge and wisdom are worth having for their own sake, not for what you can do with them. We hope that Veritas Classical Academy graduates are exceptional, as the graduates of classical schools frequently are. But we hope they are more than exceptional engineers, writers, or scientists, exceptional workers and economic producers. We hope they are exceptional people. Exceptional at what they do, yes. But more exceptional still in who they are and who they will become: young men and women. The highest accolades, a 36 on the ACT, elite college acceptance, full-ride scholarships, all these ring hollow when awarded to a person who lacks moral virtue, because none of them make up for a bankrupt character. We believe our task is to teach young men and women to be virtuous, to be good, to be excellent people. To be people worthy of the honors, ready for the freedom, and prepared for the challenges, their lives will hold. We believe that a person's moral character is the most precious possession they have, and we desire to train our students to steward theirs well.

In choosing Veritas Classical Academy, you have entrusted us with one of the most valuable and serious tasks a person can be given: to join you in the education of your child. To honor that trust, we join other academies in the Hillsdale Member School network in making the following promises: "We promise to treat your students' education as an end in itself. We promise to help them learn to be virtuous, not just credentialed. We promise to educate them to be thinkers, not merely to train them for a particular profession. We promise to challenge them to help them see what they are capable of. We promise to pursue the truth without shame and without agenda. We promise to help your students know themselves, and to help them cultivate their minds and their characters in accordance with virtue."³

³ Founders Classical Academy of Leander, Family Handbook, 2019-2020, 9-10.

We humbly ask for your support of our school, in the community at large and with your children. This type of education cannot take place without close partnership between the school and its families. We ask that you get to know us, our curriculum, our philosophy and vision, and classical education in general. We hope that you will tour and visit the school (often!). We hope that you will volunteer and take advantage of opportunities to be involved in our community. And we hope you will come to us when questions arise, whether it be about curriculum or teaching methods or anything else.

We hope you will be an example to your students of all the virtues we seek to teach: courage, justice, moderation, wisdom, prudence, friendliness, and responsibility. You are your student's first and most lasting example of these things, and we cannot teach them without you. Help them to see the connection between good habits and good character. And help them to understand that learning, that curiosity, that wonder, that growth of understanding and wisdom are not just for the young, but for all of us.

I could not be more grateful to have you and your family as a part of our school community this year, and I look forward to the promise of an excellent year together.

Sincerely,

Jonathan Gray

Founding Headmaster

SECTION 1: SCHOOL LIFE & DECORUM

School Hours

School Hours: Monday-Friday 7:45 a.m. – 3:15 p.m. (K-5); Half-Day: 7:45 a.m. – 12:30 p.m.

Front Office: Monday-Friday 7:15 a.m. – 3:45 p.m.

Closed weekends and during school holidays

Summer Office Hours: Monday-Friday 8:30 a.m. – 3:00 p.m.

Phone: (123) 456.7890

Email: info@veritasclassical.com

Attendance email: FrontDesk@veritasclassical.com

Student Drop-Off and Pick-Up

Students should begin arriving no earlier than 7:15 a.m. Faculty, staff, and volunteers will be at the front of the campus in the morning to escort our younger students from their vehicles to the building. Other staff will be inside to supervise students on their way to class. At 7:45 a.m. our doors will be locked to ensure the security of students and staff. Students will be released from class at 3:15 for pick-up.

Carline

Procedures for drop-off and pick-up give priority to the safety and security of all students. Parents are expected to cooperate fully to ensure that the process is safe and orderly. The school will release students only to parents, legal guardians, or adult designees.

The adults driving through the carpool line are expected to serve as role models by always exhibiting courteous behavior. Please share these policies and procedures with anyone who will be picking up your student as everyone in the car line is expected to know and follow the procedures.⁴

Parents will enter carline from the East side of campus (See Appendix B for Map). The family placard should be clearly visible by carline staff through the car's windshield. Staff will assist students in entering and exiting vehicles and in crossing traffic lines to ensure student safety. In the afternoons, staff will identify vehicles upon entry using the visible placard, and then notify staff inside to release the student to the pickup line. Please follow all staff directions while proceeding through the drop-off/pick-up lines.

Parking

The school will communicate designated parking spaces. Employees and parents are asked to adhere to the parking plan. The school has established five "five-minute parking only" spaces near the entrance to the main office to facilitate carline needs, deliveries, etc. Parents and visitors who will remain at school for more than 5 minutes should park in the designated visitor spots in the rear of the lot.

⁴ Atlanta Classical Academy, Family Handbook, 2018-19, 42.

Attendance

Classical education is highly interactive and requires consistent and punctual attendance. Because the classical approach relies heavily on classroom discussion among students and teachers, most work done in class cannot be made up if a student is absent. For this reason, parents should exercise prudence and make every reasonable effort to ensure that students do not miss class, including restricting trips to the allotted breaks.

Absences

Planned absence during the school term is highly discouraged. Any such absence must be requested at least one week in advance and in writing. The Headmaster may require that the student obtain comments from teachers about the impact of the absence before the request for an excused absence can be granted, and may require evidence or a commitment that the time will be made up in some way. We discourage doctors' and other appointments during the school day when avoidable. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades.

In the Grammar School, missing two clock hours equals one half-day absence and missing four clock hours equals one full day absence.

Students must attend 90% of a class in order to receive credit for that class. This threshold includes both excused and unexcused absences. If a student is not physically present in class, regardless of the reason, the student's total attendance percentage is reduced. Students who do not attend 90% of a class are in danger of failing the class because of absences and will be referred to the Headmaster.

Excused Absences

The following will be considered excused absences:

- Absences for medical reasons
- Absences for documented mental or emotional disabilities, with a note from a doctor or specialist
- Pre-arranged absences of an educational nature
- Important family events
- Attendance at any school-sponsored activity for which a student is eligible
- Bereavement (notify school if absence will extend beyond three days)
- Court appearances
- Religious holidays and observances
- The School may require suitable proof of excused absences, including written statements from medical sources.

Make-up Work

Students may complete homework and other assignments that they miss during excused absences. Excepting major assignments (see below), students returning from

an excused absence will have two additional days for each absent day to make up work that was due during or immediately after the absence. For example, if a student has an excused absence on Monday, then he has until Wednesday to turn in any work due on Monday or Tuesday; if a student has an excused absence on Thursday and Friday, then work due on Thursday, Friday, or Monday is not due until Thursday of the following week.

The extra time is intended to allow students to catch up on any missed notes or lessons prior to turning in related material. Students are responsible for retrieving notes and assignments for themselves, preferably from a classmate, and are expected to be respectful of their teacher's time.

An absence on the date of a major assignment, such as a test or major paper, will not extend the deadline of that assignment if the student is absent only on that day. In cases of a single-day excused absence, the student must complete the assignment the day of his or her return. In cases of a multi-day absence, teachers will work with students to determine an appropriate deadline for major projects and a makeup time for tests.

Extended Excused Absences

Veritas Classical Academy recognizes the individual nature of extended excused absences including, but not limited to, such situations as acute or chronic illnesses/injuries, a terminally ill family member, or a death in the family. Families can expect to be informed by the Headmaster or his designee of the general expectation of the faculty related to the completion of assignments and, as applicable, to the student's status for promotion to the next grade.

To Report an Absence

Parents must alert their student's teachers and the front office by 7:45 am for every day a child is to be away from school in order to be excused. To notify teachers, please email your student's teachers directly. To notify the front office, email frontdesk@veritasclassical.com or call the Front Desk directly at (123) 456-7890. Please include your child's name and the reason for his or her absence in your email. If a parent fails to notify the office of a student's absence, the absence will be coded as unexcused.

Please notify the school every day your child is to be away from school. Office staff will place calls daily to parents for unaccounted absences.

Unexcused Absences

Absences are unexcused when parents do not follow the procedure to excuse absences noted above, when a student is unaccounted for, or if a student does not make a reasonable effort to come to school on time. Such absences are liable to disciplinary action, up to and including suspension. Students will not receive credit for homework and assignments that they miss during unexcused absences.

If a student is unexcused absent for 5 or more days in a school semester, the student may be classified as habitually truant according to Wisconsin law.⁹ When the parent does not explain sufficiently the reason for unexcused absences, a parent conference will be required, and credit will be withheld. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents or guardian of the student

⁹ s. 118.16(1)(a), Wis. Stats.

receiving an unexcused absence will be notified by the school of the unexcused absence.¹⁰

Truancy

A student who is absent from school without permission will be considered truant and is subject to disciplinary action. Specifically, Wisconsin law defines truancy as “any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of compulsory school attendance law.”¹²

Tardiness/Early Release

Each tardy or early release prevents students from engaging their classes appropriately. In order to get the most from class, students must begin and end on time. Tardiness refers to any occasion in which a student arrives after 7:45 a.m. or at the established school start time. Early release refers to any occasion in which a student leaves before 3:00 p.m. or the established school finishing time.

Three (3) tardies or early releases make one absence. These may be excused, but the total number does count against the 90% attendance record necessary for receiving credit in a class.

In order for a tardy or early release to be excused, it must follow the guidelines for an excused absence. For an excused tardy, the front office must be notified prior to 7:45 a.m. on the day of the tardy, except in cases of extreme extenuating circumstances.

An unexcused tardy or early release is subject to the same provisions as an unexcused absence, and students will not be offered make-up opportunities for schoolwork missed during this time. Students who are habitually tardy will be referred to the School Leader for potential disciplinary action.

Releasing a Student from School

Veritas Classical Academy’s campus is closed during the school day to encourage friendship among all our students. Students will only be released to people who are their parents or legal guardians, unless we have received written permission to release the student to another adult.

Students may not be taken from the school or playground unless parents have signed them out in the office.

In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

School-sponsored activities require a teacher or sponsor to be responsible for the students. Students may only leave the activity or event with their own parent unless prior written authorization is given to the teacher or sponsor.

¹⁰ Ibid.

¹² S. 118.16(1)(c), Wis. Stats.

Early Drop-off and Late Pick-up

Students may not be dropped off before 7:15 a.m. and must be picked up by 3:45 p.m. Students with siblings in clubs or athletics must still be picked up or wait outside with a parent/guardian at 3:45 p.m.

Students who are still on campus and not participating in a club or athletics at 3:45 p.m. must wait for a parent/guardian in the front office. The late fee for pick-up after 3:45 p.m. is \$10 for the first minute and \$1 per minute thereafter.

Uniform and Personal Appearance

A school uniform is crucial to a successful classical school, accomplishing three key goals. First, it diminishes the burden of thinking about clothing and fashion that can become all-encompassing for many students. This removes distractions in the classroom and redoubles focus on the task at hand. Second, it helps students take school more seriously by acknowledging that, through dress, we respect fellow classmates, teachers, and the common enterprise of education. Third, it develops school identity and pride. All students are therefore expected to adhere to the school uniform policy.

When questions about particular aspects of the uniform arise, the student is expected to follow the general and leading spirit of the policy, which is to diminish distractions, show respect, and elevate the tenor of the school.

Students must be in uniform in order to attend class. Students not in uniform will be sent to the office. The office will keep limited inventory of basic uniform items that a student may be permitted to wear in order to meet uniform requirements and return to class (in most cases with a tardy slip). Loaned items will be carefully tracked and must be returned in clean, like-new condition. In the event that the office does not have appropriate uniform items for a student out of uniform, the student must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home. These absences are not excused.

[Donald's Uniform](#) is the sole uniform provider for ALL uniform pieces. The uniform and dress code policy is: students will dress according to the mandatory and optional items listed on the Board-approved uniform policy for boys and girls, respectively, plus the following series of directives. The details of the school uniform, including ordering information, may also be found on the Veritas Classical Academy website.

Grade	<i>Note: Students must wear a uniform item with the academy crest.</i>
-------	--

K-5	<p>Girls</p> <ul style="list-style-type: none"> - Plaid jumper with crest (navy or black cotton shorts must be worn underneath); or navy slacks with black belt, from approved vendor - If wearing jumper: White Peter Pan collared shirt (long- or short sleeved) - If wearing slacks: White or light blue polo shirt with crest - Navy cardigan or sweater vest with crest - Opaque white or navy tights/leggings or socks (if wearing jumper), or navy or white dress socks (if wearing pants) - All-black or all-white shoes
K-5	<p>Boys</p> <ul style="list-style-type: none"> - Navy slacks with black belt - White or light blue polo shirt (long- or short-sleeved) with crest - Navy sweater vest or cardigan (regular or light weight), with crest - Navy or white socks (logo free), black dress belt - All-black or all-white shoes

Additional Uniform Provisions

- Students may wear their own outerwear (coats, sweaters, vests) while outdoors. If a student is cold in school building, he or she should wear one of the long sleeve uniform items, or one of the uniform outerwear items.
- All students must be in uniform at all times.
- No non-uniform clothing pieces are permitted in the building.
- All shirts must be tucked in.
- Skirts and shorts shall fall no higher than 2 inches above the knee as measured when the student is standing.
- Leggings or tights may be worn underneath clothing but must be ankle length or footed in a solid color—gray, navy, white, or black. Leggings are not to be worn without other bottoms on top.
- Girls will wear gym shorts or compression shorts underneath their skirt, which shall not visible when the student is standing.
- Students may use any backpack as long as it is clean and tasteful and free of distracting or offensive decoration.

- Hair must be clean, neat, and styled traditionally. Only natural colors are allowed. No unusual or radical hairstyles. Hair accessories must be uniform colors (navy blue, plaid, or white). Novelty hair items are not allowed. Boys' hair should not come lower than the eyebrows in the front or lower than the top of the shirt collar in the back.
- All girls' and boys' polo shirts may have the top button un-buttoned. All other buttons must be buttoned.
- All students 2nd Grade and above must wear a belt when wearing slacks.
- Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. chains or collars). Students may wear no more than two necklaces at one time. Students are permitted a maximum of two earrings per ear on the earlobe, and earrings must not be larger than a quarter. No stretched piercings (gauge) or holes may be visible.
- Tattoos must be covered at all times.
- Makeup and nail polish must look natural. Colors such as black, yellow, rainbow, etc., are not acceptable.
- Hats and sunglasses are not to be worn in the building. Hats include visors and bandanas. Religious headgear is permitted when worn for religious purposes.
- Non-marking tennis shoes are required for P.E. class and/or sports in the gym. K-6 students will not change for P.E.
- Shoes and shoelaces should be all-white or all-black. Shoes must be closed-toed, closed-heeled tennis or dress shoes; boots, sandals, moccasins, and slippers are not permitted.
- Good personal hygiene is required at all times. This includes wearing neat, clean clothing. Strong/offensive body odors are inappropriate. Clothes may not be ripped or torn. Boys should be clean-shaven and sideburns should not extend lower than the earlobe.
- The use of perfumes, oils, and body sprays by students should not inhibit the learning environment and smells should not be detectable in the course of a normal school routine. Smells of this nature that saturate a room often cause headaches, exacerbate allergies, and cause a disruption to the learning environment. Should this occur, students will be excused to the front office to call home.
- Should a student require reasonable uniform alterations based on religion, disability, or medical condition, please contact administration.
- All school-sponsored events, including after school and on weekends, are subject to school uniform policy.

Uniforms and Financial Assistance

VCA will not allow financial need to limit access to the School, and this includes access to uniforms. At minimum, the School will fund one complete uniform set for children whose families qualify for financial assistance.

Lost and Found

The student Lost and Found is in the front office. Students are responsible for retrieving their misplaced items. Due to limited space, all unclaimed items will automatically be donated to either Goodwill or the school uniform store on the 30th of each month.

Toileting

All students of Veritas Classical Academy must be independent in toileting. On occasion students may have accidents. When an accident occurs, it is the responsibility of the parent to assist the child and to provide clean clothing. If there are repeated accidents, a meeting with the parents, the Headmaster, and the school nurse will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

Discipline

Virtues and General Expectations for Behavior

At Veritas Classical Academy we seek virtue in all its forms, and we focus specifically on the classical virtues of courage, moderation, justice, responsibility, friendliness, prudence, and wisdom. We hope that regular recurrence to these virtues in our learning, social interactions, and discipline will help students learn self-governance and strive toward excellence in all areas of life.

The emphasis on virtue at Veritas Classical Academy is not primarily intended as a discipline policy: we aspire to excellence for its own sake, because it is good, and because we are made better as we aspire to it. We have bound our commitment to virtue into an Honor Code that we ask our families and students to sign as a common pledge.

Honor Code

The VCA Honor Code: A Veritas Classical Academy student is honest in word and deed, dutiful in study and service, and respectful and kind to others. The student aspires to excellence in prudence, justice, moderation, courage, and wisdom.²⁰

At the end of the Family Handbook is a separate page with the Honor Code and a place for parents and students to sign as a pledge of acceptance and agreement. At least one parent from each family is required to sign the pledge. All students in grades 5 or above are also required to sign it.

The Purpose of Discipline

²⁰ Taken from "Honor Code Explanation," a document prepared by BCSI personnel for the February 21, 2018 School Leader Conference at Hillsdale College.

The main purpose of all discipline is to teach moral and intellectual virtue. Self-discipline arises from a desire for virtue, and without that desire, a student will falter when laws and rules are silent.

A secondary purpose is to foster an orderly and disciplined environment in which all students can learn and develop friendships. Order and discipline are the foundation for a thriving school culture.

Any departure from proper decorum may result in disciplinary action. Because not all students respond to the same arguments, incentives, or punishments, any discipline policy must be at once equal to all students and consistently applied, and also fitted to both the nature of each individual student and the circumstances in which any misbehavior occurs.

Disciplinary Action

Disciplinary action ranges from verbal warnings to suspension and will be used to promote both a student's self-discipline and an orderly environment for all. Even when more serious discipline like a suspension is necessary, the purpose is not to punish but to educate.

VCA's discipline policy is designed to create a safe, joyous, and productive learning environment, VCA recognizes that there may be times where natural consequences for inappropriate actions may occur. When a student acts in violation of school rules, directions given by a teacher or administrator, or the VCA Honor Code, the school has implemented the following, but are not limited to, depending on the behavior:

LEVEL 1 Behaviors (Parents may be notified by school when behaviors in this Level occur)

- Engaging in minor disruptive or disrespectful behavior
- Failing to follow directions
- Arriving late to school/class or violating the school's attendance policy
- Violating the Dress Code
- Littering on school grounds or causing minor damage to school property
- Going to an area within the school building (e.g., other classrooms, the Main Office, stairwells) without permission or at undesignated times
- Inappropriate noise levels in lunchroom, gym, or during arrival or dismissal
- Being unprepared for class which includes, but is not limited to, failing to complete homework, having all necessary class materials, etc.
- Failing to obtain required signatures on assignments or documents as requested

Possible School Responses, Interventions or Consequences

- Verbal or Written Warning by School Staff
- Reminders of Appropriate Behavior and Task at Hand – Redirection
- In-class behavior protocols (see below)

- Conversation with the Principal or Dean of Scholars
- Parent/Guardian Contact
- Nonparticipation in a school activity (which may include, but is not limited to, enrichment or extracurricular activities, sports, school events, or trips)
- Written Assignment and/or Reflection
- Community Service Assignment
- Recommended Counseling
- Silent Lunch
- Loss of Privileges
- Other In-School Disciplinary Action

LEVEL 2 Behaviors (Parents will be notified by school when behaviors in this level occur)

- Committing repeat Level 1 Behaviors
- Using school equipment without permission, improperly, or in an unsafe manner
- Unauthorized use of a cell phone
- Verbally or physically disrespecting a fellow scholar, whether in person or through the use of the Internet, social media, or other technology, by teasing, name-calling, being rude, mocking, taunting, or engaging in similar behavior
- Verbally or physically disrespecting faculty, staff, community members, or other adults whether in person or through the use of the Internet, social media, or other technology, by being disrespectful or rude, ignoring instructions, refusing to accept a consequence, or engaging in similar behavior
- Consistently arriving late to school or class, or violating the school's attendance policy
- Disrupting class or educational process repeatedly (which includes, but is not limited to, making excessive noise in a classroom, failing to participate, refusing to work with partners, etc.)
- Leaving class, school-related activity, or school premises without the school's authorization
- Posting, viewing, or distributing inappropriate or offensive materials
- Making, transmitting, or distributing a recording without consent
- Inappropriate physical contact, including hitting, slapping, horseplay, or play fighting

Possible School Responses, Interventions or Consequences (these include Level 1 and/or the following)

- Conversation with the Headmaster
- Parent/Guardian Contact
- Poor Behavior Slip (see below)
- Meeting with VCA staff, scholar, and a parent/guardian
- Nonparticipation in a school activity (which may include, but is not limited to, enrichment or extracurricular activities, sports, school events, or trips)
- A verbal or written apology to the school community
- Written Assignment and/or Reflection
- Community Service Assignment
- Counseling Support
- Silent Lunch
- Detention
- Suspension

LEVEL 3 Behaviors (Parents will be notified by school when behaviors in this level occur)

- Committing repeat Level 2 Behaviors
- Seriously disrespecting a fellow scholar, faculty, staff, or other community member, whether in person, in writing, or through the Internet, social media, or other technology, by using profanity, making racial slurs, engaging in sexual harassment, or using any foul or discriminatory language or gestures
- Exhibiting blatant and repeated disrespect for school policies, community, or culture
- Violating Technology, Internet Safety, and Social Media Acceptable Use
- Forgery
- Lying or providing false or misleading information to school personnel
- Engaging in academic dishonesty (which includes, but is not limited to, cheating, plagiarizing, copying another's work, utilizing AI technology inappropriately, or colluding or engaging in fraudulent collaboration)
- Tampering with school records, documents, or materials
- Falsely activating a fire alarm or other disaster alarm
- Making threats of any kind, whether in person or through the use of the Internet, social media, or any other technology
- Vandalizing or misusing school property or property belonging to any member of VCA (which includes, but is not limited to, writing on desks, writing on school books, damaging property)

- Stealing or knowingly possessing property belonging to another person without proper authorization
- Throwing, slamming, or pushing classroom materials, doors, furniture, or other objects
- Engaging in excessive physically aggressive behavior, fighting, or repeated inappropriate physical contact
- Repeatedly failing to attend class, school, or any school activity or event or repeatedly violating the school's attendance policy, including missing mandatory academic intervention
- Repeatedly making, transmitting, or distributing a recording without consent and/or recording acts of excessive physical aggression

Possible School Responses, Interventions or Consequences

- Conversation with the Headmaster
- Parent/Guardian Contact
- Pink Slip (see below)
- Meeting with VCA staff, scholar, and a parent/guardian
- Nonparticipation in a school activity (which may include, but is not limited to,, enrichment or extracurricular activities, sports, school events, or trips)
- A verbal or written apology to the community
- Written Assignment
- Reflection
- Community Service Assignment
- Counseling Support
- Silent Lunch
- Detention
- Suspension
- Behavioral Contracts
- Police Contact

LEVEL 4 Behaviors (Parents will be notified by school when behaviors in this level occur)

- Committing repeat Level 3 Behaviors
- Committing an infraction after repeated suspensions or other disciplinary actions

- Engaging in gang-related behavior (which includes, but is not limited to, wearing gang apparel, making gestures, or signs)
- Destroying or attempting to destroy school property or property belonging to any member of VCA
- Engaging or attempting to engage in inappropriate, unsafe, or unwanted physical contact, including, but not limited to, sexual harassment, sexual misconduct, and physical or sexual assault
- Engaging or attempting to engage in stalking, intimidation, bullying, discrimination, harassment, coercion, or extortion of any member of VCA
- Using social media, technology, or any web-based tool to impersonate, create false profiles/personalities, accessing systems without authorization (hack), or engage in similar deceitful behavior on any platform or school-issued or personal device.
- Defaming members of VCA community, scholars, or staff
- Threatening violence or harm (including claiming to possess a weapon)
- Engaging in behavior that creates a substantial risk of or results in injury/assault against any member of VCA community
- Gambling
- Possessing, selling, sharing, or using alcohol, tobacco products (including cigarettes, E-cigarettes, and vaping), or illegal or controlled substances
- Participating in an incident of group violence
- Possessing anything that could be considered a dangerous object
- Engaging in any criminal or illegal activity
- Stealing

Possible School Responses, Interventions or Consequences

- Meeting between VCA staff, scholar, and a parent/guardian
- Nonparticipation in a school activity (which may include, but is not limited to, enrichment or extracurricular activities, sports, school events, or trips)
- Written Assignment
- Reflection
- Community Service Assignment
- Counseling Support
- Suspension
- Behavioral Contracts
- Police Contact

- Expulsion

Notifying Parents

The School will notify parents of discipline problems that escalate to the level of a Poor Behavior Slip, rising to a Level 2. The School may also notify parents of lesser infractions, especially in cases involving a recurring problem. When a student is removed from the class for being disruptive, the school shall contact the parent(s) or legal guardian(s) as soon as possible to request his, her, or their attendance at a conference, which will include the student.

In-Class Behavior Protocols

In-class behavior protocols are informal tracking systems which may result in consequences (e.g. poor participation grades and/or small assignments) or rewards meant to correct student behavior. These mechanisms that teachers use for correcting and habituating student behavior may vary based upon the nature of the class (e.g. PE vs. History class) and the age of the students.

Poor Behavior Slips

When student misbehavior rises to a Level 2, where parents will be notified, a student will receive a Poor Behavior Slip from a teacher or administrator. Poor Behavior Slips will be sent home to be signed by parents. See Level 2 Possible Responses for details of consequences.

Detention

Students may receive detention in consequence of misbehavior which falls within Level 2 or higher. Detention will occur after school or during lunch. During lunch detention, students will generally be permitted to do homework and eat their lunch quietly. After-school detention is a more serious consequence, and students will not be permitted to do homework during this time and will be assigned other appropriate tasks. Detention takes precedence over any extracurricular activity. Students who miss detention will need to make it up and serve another detention, and their behavior may be considered to have escalated to the next behavioral Level.

Restraint

If a student is disruptive to the point where the student's behavior poses a clear, present, and imminent risk to the physical safety of the student and others, school faculty and personnel are authorized to use physical restraint or seclusion if it is the least restrictive intervention feasible.²² Any VCA staff member who uses restraint will be trained in physical restraint. The school shall contact the parent(s) or legal guardian(s) as soon as possible after physical restraint or seclusion is used. Complaints regarding the use of restraint or seclusion should follow the grievance process as outlined in this Handbook.

Suspension and Expulsion

As an independent public charter school constituting its own school district, Veritas Classical Academy has authority to suspend or expel a pupil. In cases of this sort, the

²² S. 118.305, Wis. Stats.

school will follow the policies outlined in the Suspension and Expulsion Policies section of this handbook.

Bullying

VCA has zero-tolerance for bullying, harassment, intimidation, and/or bodily harm, adhering to the definitions established by state laws.

Threats of violence and physical, verbal, or sexual harassment are illegal and will result in parent/legal guardian contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and recommendation of long-term suspension or expulsion.

The term "bullying" means an act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate "bodily harm"²⁴; or
3. Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person "substantial bodily harm"²⁵
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

The term "bullying" applies to acts that occur on school property, on school vehicles, or at school related functions or activities or by use of data or software that is accessed through School computers, networks, or other technologies. The term also applies in instances of "cyber-bullying" involving VCA students, even if the technology in use does not belong to the School.

Parents, please call VCA administration if your child reports being a victim of repeated behaviors that might be bullying. Conflict is normal in a child's life. To help distinguish between normal conflict and bullying remember bullying behavior is: repeated, intentional, and involves a real or perceived imbalance of power. If you think your child has been the victim of bullying or harassment, please contact the Headmaster. Incidents of bullying or harassment can be reported to administration via the front office at **123.456.7890.28**

Public Displays of Affection

Public displays of affection, which consists of physical displays of romantic or intimate behavior between individuals, are not allowed on campus and during school-related activities, and are liable to disciplinary consequences.

²⁴ Within the meaning of s. 939.22(4) Wis. Stats.

²⁵ Within the meaning of s. 939.22(38) Wis. Stats.

Electronic Devices

Electronic devices must be powered off and may not be used during the academic school day, including drop-off and pick-up, without express staff permission. Students may not keep electronic devices on their person during the academic school day. If a student must bring a cell phone or other electronic device to school, he or she must keep it in a locker for the entire day including during recess, lunch, passing periods, and study halls. Such devices include but are not limited to laptops, portable audio devices, head/earphones, hand-held video games, cell phones, and any other device or accessory with wireless or cellular capabilities, including but not limited to watches and eyewear. Exceptions will be made for necessary medical devices and at the Headmaster's discretion.

Any student who is using a phone or other electronic device during the day will have that device confiscated until the end of the day. If there is reasonable suspicion that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, including VCA policies, the device may be powered on and searched.

Students who break this rule will be subject to fines and other disciplinary action. Veritas Classical Academy is not responsible for the damage, loss, or theft of these items.

Lunch and Snacks

School Meals & Lunchtime

Applications for free or reduced meals are available in the front office.

Lunchtime provides an opportunity to relax, play, and restore the body and mind. Students must talk quietly and behave calmly during lunch.

Snacks

We understand that young students require snacks to keep them going during the day, and teachers in Grades K-2 will set aside a time in the morning during which students can enjoy a quick bite to eat. Parents are responsible for sending students to school with a small, healthy snack that can be eaten in a couple of minutes. We ask that students bring things that can be eaten without utensils and without creating a mess.

With the exception of water bottles and K-2 snacks, food and drink are not permitted in the classrooms or libraries.

Students may not chew gum.

Birthday Celebrations

If you would like to bring birthday treats in for your student's class, please coordinate with the classroom teacher several days in advance. Our students' academic days are carefully scheduled, and we cannot accommodate last-minute celebrations.

Parents will consult the teacher or PSO classroom parent to determine if any food allergies exist in the classroom.

Medication and Medical Care

Administration of Medication

Veritas Classical Academy is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the Headmaster, his/her designee, the school nurse, or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. Office staff will make this form available to parents/guardians.

School nurses or other employees may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether or not such student has a prescription for epinephrine. In such circumstances, any school employee who administers auto-injectable epinephrine to a student, or provides epinephrine to a student for self-administration, is not liable for any injury that results from the administration or self-administration, pursuant to Wisconsin Statute.³⁴

Students may not bring ANY medication to school. This includes cough drops, pain medication, etc.

Student medical records

Student health records will be maintained in locked or password-protected files in order to maintain confidentiality. All health records will be managed by the Assistant Headmaster and any appropriate, designated staff (such as the nurse) and will only be released to service providers as allowed and dictated by district and state regulations.

Illness and Injury at School

VCA will:

- Participate in workshops, in-services and/or training offered by local authorities regarding student health
- Use Wisconsin forms for health services
- Require part-time nurses and volunteers to have completed training in CPR/first aid, diabetic education, medication administration, and AED training, as required.

Parents will be informed when a student reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child vomiting or with a temperature of 100°F or higher will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

Students who are sent home with a fever or vomiting may only return to school when they have been fever- or vomit-free for 24 consecutive hours.

³⁴ s. 118.2925, Wis. Stats.

Medical records and enrollment

In order to complete the enrollment process, parents shall submit all required immunization records and health forms.

Parent/guardian obligations

Parents shall, at all times, ensure that the school has updated medical information on file. It is the parent's/guardian's responsibility to keep this information updated.

It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school.

Food allergies

VCA is not a peanut-free school. The School will, however, establish a table in the cafeteria for students with allergies, and teachers/monitors will ensure that this peanut-free zone is enforced.

Any student with a diagnosed nut allergy is required to keep epinephrine injectors with the school nurse. The prescription must be current, and injectors must be provided in their original packaging.

Sick students

Sick children should not be in school. Any child who has a fever or is contagious (e.g., with pink eye, strep, the flu) should be kept home. Before a student may return to school, fevers must resolve and the student must be symptom-free without medication for 24 hours.

Lice Policy

Lice is an extremely contagious issue that can easily spread through a school. Children suspected of lice (scratching heads, visible lice or nits) will be checked by trained staff in the privacy of the clinic. Should lice be found, siblings may be checked as well. Children suspected of having head lice may not attend school. Parents will be notified of the situation and asked to pick up their child. VCA's policy requires that no lice or nits (white eggs) be present when the child returns to school. The absence of lice and nits will be verified by trained VCA staff. Proof of treatment must be furnished before the child is readmitted to class. Students will be rechecked within 10 days of treatment to see if further treatment is necessary. If a head lice issue prevents a child from attending school, VCA will provide missed work within 24 hours for the student to complete.

Student Fees and Supplies

Textbooks

Veritas Classical Academy provides students in 5th grade and up with paperback copies of some literature books free of charge. Students are encouraged to annotate these books as they read them with the class and add them to their home libraries when the class is finished. If you have questions about whether a book is yours to keep after the school year, please ask your child's teacher.

VCA takes on the extra expense of providing students with some literature books free of charge because we hope to cultivate a love of reading, and because annotation is an important skill. If you would like to make a donation to the school to help offset the cost of these books, please make a check payable to Veritas Classical Academy in the

amount of \$60 (the cost per child of literature books alone) or any amount you choose. Donations are optional.

Other textbooks belong to the school and must be used year after year. Students are issued textbooks at the beginning of the year and are expected to keep them in good condition. Textbooks that travel home with the student should be carefully covered in paper (not cloth) at the beginning of the year and returned to the teacher when the class has concluded.

Students who do not return their textbooks or who return them damaged will pay for the cost of replacing the textbooks out of their textbook deposit. In the case that the textbook deposit is exhausted or reimbursement has not been made for lost or damaged materials, no further materials will be issued to that until the past due fees are paid.

Fees

The School will charge a textbook deposit fee when students enroll. If students maintain the good condition of their textbooks, this deposit will be refunded upon graduation or unenrollment from VCA.

From time to time the school may charge fees to its families for the purpose of funding expenses related to athletics, transportation, classroom supplies, band, orchestra, art, elective courses, activities, field trips, etc. All charges and fees must be authorized by the Headmaster. All financial obligations must be rectified prior to registration for the upcoming school year. If a fee is not paid in a timely manner, the amount of the fee may be subtracted from the student's textbook deposit. Students with outstanding balances will not be issued report cards or be permitted to complete registration for the next school year. In cases of financial hardship, parents should inquire with the School office about receiving a fee waiver.

Extracurricular Activities

We encourage students to participate in as many extra-curricular activities as they can reasonably manage, knowing that academics comes first. Every member of a club or team has a responsibility to his or her teammates to show up on time ready to participate, and to remain in good academic standing, and to display Veritas Classical Academy's core virtues as ambassadors for the school.

Extracurricular activities may charge a participation fee and athletic events may charge an attendance fee for spectators. These funds will be used to pay for uniforms, equipment, instruments, fees for invitationals, and other miscellaneous items.

Each coach or club leader will set rules by which each student must abide in order to participate.

Eligibility

Extracurriculars enrich a student's life at the school. Veritas Classical Academy's goal is to encourage students to prioritize academics, but also to provide meaningful opportunities to compete and flourish as young men and women. Participation in extracurricular activities, however, is a privilege that is contingent on school attendance, academic performance, and good behavior.

Only enrolled students may participate in VCA extra-curricular activities, though the Headmaster may grant exemptions in specific circumstances and for specific events.

Students participating in any school-sponsored event or extracurricular activity falling on a regular weekday must have been in attendance at school the day of the event, otherwise they will be disallowed from participating in the event. Additionally, students who are considered truant based on this policy manual may be disallowed from participating in any extracurricular activities sponsored by the school.

Students with either two Ds or one F are ineligible to participate in extracurricular activities. Grades are based upon regularly scheduled progress reports, which occur at the mid-point and end of each academic quarter. Ineligible students will not become eligible until the following progress report or later.

Student athletes may still practice at the discretion of the coach if they are ineligible to compete.

Any student who receives three pink slips in a semester will be ineligible to participate in extracurricular activities for the remainder of the semester. Any student who receives five pink slips in a year will be ineligible for participation in extracurricular activities for the remainder of the year.

Ultimate discretion on eligibility is the responsibility of the Headmaster.

Clubs

The school will sponsor a number of student clubs that enhance the curriculum of the school and are in keeping with the school's mission. The school will not sponsor clubs that are open to only part of the student body, including clubs for students with particular religious or political views.

All clubs must be approved by the Headmaster and have an active faculty sponsor.

Special Events

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event or party must be approved by the Headmaster a minimum of 3 weeks prior to its scheduled date. Approval for one year does not carry over to the next.

The school will host various social events in the course of a regular school year. Students are expected to follow School rules and the Honor Code at these events, and attending students are subject to school disciplinary procedures. Eligibility to attend these events is based upon the same guidance given for all extracurricular activities, though the Headmaster may make specific exceptions.

Sports

All student-athletes will need to complete a physical and sign a release form before they will be allowed to participate in any school-sanctioned sport activity, including practice. These forms are available in the front office and on the school website.

VCA encourages students to participate in sports outside of the school day, whether in a program Veritas partners with or at another school if we do not offer the sport in question.

In all cases, a student's academic needs and performance are the foremost priority and take precedence over athletics. Similarly, disciplinary consequences will take precedence over athletics.

Veritas Classical Academy will make every effort to develop a modest athletics program that focuses on sportsmanship and the school's core virtues. The school will consider adding new sports by weighing student interest, the number of potential participants, the school's general capacity to support new sports and teams, and the likelihood of a sport's longevity in the culture of the school.

Student Publications

Student publications must uphold VCA's mission, philosophy, core virtues, and policies. The purpose of such publications is to inform the Veritas community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted, subject to prior review by the Headmaster. Employees of the school or parents may not use student media to proselytize their own views. The Headmaster acts as the final editor in all cases.

Volunteers

Veritas Classical Academy rests on a partnership between the school and families who choose to enroll their students. Volunteering is a crucial element in that partnership. VCA relies on volunteers during carline, at lunch and recess, in the classroom, and in other events sponsored by the school.

The classical model of education prioritizes the role of the teacher in the classroom, direct instruction, and Socratic conversation. For these reasons, the school's volunteering needs are primarily in assisting teachers in their administrative and supervisory tasks.

The school also seeks qualified and interested parents to help with clubs, chaperone activities, and assist the school in developing a culture of respect and responsibility.

Volunteer Background Checks

If an adult plans to volunteer with students (such as coaching, field trip chaperones, student tutoring, etc.) the individual must complete a volunteer registration form. If the adult will be responsible for student supervision, the parent must go through an additional background check, the cost of which the parent is responsible for paying. The school conducts the complete background check to ensure the individual is clear of any conduct in their past that would prevent them from working with children.

Volunteer Confidentiality

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential.

If a volunteer has a concern involving something that is witnessed, observed, or overheard, it may only be discussed with the faculty members involved or the Headmaster. The matter may also be brought to the attention of the Board of Directors by following the grievance policy explained in this manual. Under no circumstance is it acceptable for a volunteer to confront a teacher about an issue when students are present.

If a volunteer disregards the confidentiality policy, the privilege of volunteering may be revoked.

Visitors

Sign-In

VCA has a mandatory sign-in procedure for all visitors on campus, including parents. Any visitor to campus between the hours of 7:15am and 3:45pm must first report to the school office, and will be required to furnish a federal or state-issued photo ID. The visitor's information will be stored in an electronic database to document visitors to the school. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.

Visitors must check in with the front office and provide identification each time they visit the school, not just the first time. A visitor badge will be issued to the visitor and must be displayed conspicuously during the visit.

In the unlikely event that a registered sex offender attempts to gain access to the school, the authorities will be notified immediately. If a person who is a registered sex offender is visiting the school because he or she has a child enrolled at VCA, that person will be supervised by school staff at all times during a school visit and will not have access to children without direct supervision.

Parent Visits

Classrooms, the lunchroom, and the recess areas are closed to parents during the school day except school volunteers or parents who have scheduled a formal observation. Parents and family members are welcome to join their child for lunch. Please sign in at the office to obtain a badge prior to joining your student in the lunchroom.

During the school day, it may be necessary for a parent to drop off lunch or a forgotten item. Parents making deliveries should stop by the front office. One of the office staff members will be happy to deliver the item.

All of our teachers welcome parent/teacher conferences as long as they are scheduled in advance and on their calendar. To schedule a meeting with a teacher, please contact him or her via email.

Classroom Observations

We encourage parents to visit our classrooms to learn more about classical education and discover ways to contribute to their children's education at home. Beginning October 1 of each school year, classroom visits are available to parents by appointment.

Parents may schedule a formal observation of a student's class with the front office and check in at the office before the observation begins. A normal parent observation in K-5 will last for two subjects at a time.

Guest Speakers

Guest Speakers must be screened by the Headmaster. The screening may include an interview of the guest by the Headmaster or designee. Parents must be notified prior to guest speaker presentations, including religions covered in the academic sequence. Parents may have students excused from such presentations and understand that the

student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker and indicate an option on the permission slip for student to be excused.

Property Liability

The school is not responsible for any property lost while at school or school events.

Inclement Weather

When weather threatens a school closing, you may tune into one of the local news stations to find out if VCA will be closing. We will follow the decisions of the Chippewa Falls Unified School District when making our decision. If you see that the district schools are closed, then so are we. If the local district has a delayed opening, then so do we. Please stay informed of the weather conditions and do not bring your child to school unnecessarily. If the school is closed there will not be a school employee on campus. As possible, VCA will also notify parents of school closures by email and other electronic methods.

Withdrawals

We are always sorry to have a student move from VCA. To facilitate withdrawal of students from School, we ask that parents advise the School office of an intended withdrawal three days prior to leaving. A parent is required to meet with a school administrator to sign the withdrawal paperwork prior to the student's departure. This will provide adequate time for contacting teachers, closing the student's records, and preparing transfer documents. All charges, fines, and fees must be paid prior to withdrawal, and textbooks must be returned.

SECTION 2: ACADEMIC POLICIES

Curriculum Introduction

The curriculum of Veritas Classical Academy is based on the curriculum scope and sequence offered by the BARNEY CHARTER SCHOOL INITIATIVE of Hillsdale College. This curriculum is used throughout the network of BCSI-affiliated schools, of which Veritas Classical Academy is an affiliate. While VCA has and will continue to make curricular adjustments in order to reflect local circumstances and requirements, our School has committed to embrace and uphold the following key characteristics:

1. The centrality of the Western tradition in the study of history, literature, philosophy, and fine arts;
2. A rich and recurring examination of the American literary, moral, philosophical, political, and historical traditions;
3. The use of explicit phonics instruction leading to reading fluency, and the use of explicit grammar instruction leading to English language mastery;
4. The teaching of Latin;
5. The acknowledgement of objective standards of correctness, logic, beauty, weightiness, and truth intrinsic to the liberal arts;
6. A culture demanding moral virtue, decorum, respect, discipline, and studiousness among the students and faculty;
7. A curriculum that is content-rich, balanced and strong across the four core disciplines of math, science, literature, and history;
8. A faculty where well-educated and articulate teachers convey real knowledge using traditional teaching methods rather than “student-centered learning” methods;
9. The effective use of technology without diminishing the faculty leadership that is crucial to academic achievement; and
10. A plan to serve grades K through 12.⁵⁴

Homework

Homework is an important part of a classical education. Students who do not actively and consistently contribute to their own education, both in class and at home, will fall behind and sell themselves short. Homework takes place in the home, with all of the distractions that come with it. We encourage parents to provide a calm, quiet place for their children to complete their work. Television, music, movies, and video games seldom contribute to real learning, and we suggest that these be restricted while students are studying. At best, this will extend homework time beyond what one would typically need and at worst will hinder real learning.

Every student will have some homework every day. Students in grades K-6 should spend 20 to 30 minutes every evening reading, whether or not reading homework is assigned.

⁵⁴ Adapted from BCSI 10 Points and Model Mission, version 7.

We encourage you to choose a book to read as a family and make a little progress on it every night.

As a general rule, a student can expect 10 minutes of homework per grade level plus additional time for reading. So, a 1st grader will have approximately 10 minutes of homework per night (plus reading time)

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, the varying abilities of the students, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor.

It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load. Nonetheless, teachers will make every effort to give assignments well in advance, and students will be encouraged to work on those longer assignments steadily, so that students are able to manage their homework along with other activities and adequate sleep. In the upper school, students will often have the opportunity to take a study hall, thus reducing the amount of time at home that must be devoted to homework.

For poor or uncompleted work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. Students are expected to complete all their homework.

Late Homework

One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their school work, it is essential that students complete their work on time. Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework without penalty up to 7 days. Homework will not be sent home nor will credit be awarded for any work done during periods of unexcused absence.

In grades 3-5, homework submitted one day late will receive 75% credit and two days late will receive 50% credit. Homework submitted more than two days late will not receive credit. In grades K-2, late homework will be treated as an in-class discipline issue, and students may be required to serve lunchtime or recess detention in order to complete assignments.

Grading

Grading is not the be-all and end-all of education. If anything, some students put more emphasis on grades than their teachers do. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. Veritas Classical Academy will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged.

In Kindergarten and 1st grade we will use the following marks:

E = Excellent performance

S = Satisfactory performance

N = Performance needs improvement

U = Unsatisfactory performance

Beginning in 2nd Grade, the following grading scale is used:

Grade	Grade Scale	GPA
A+	97-100%	4.00
A	93-96.9%	3.85
A-	90-92.9%	3.70
B+	87-89.9%	3.30
B	83-86.9%	3.00
B-	80-82.9%	2.70
C+	77-79.9%	2.30
C	73-76.9%	2.00
C-	70-72.9%	1.70
D+	67-69.9%	1.30
D	64-66.9%	1.00
D-	60-63.9%	0.70
F	0-59.9%	0.00

Students will receive report cards every 9 weeks. A semester grade for a class is the average (rounded to a tenth) of the numeric grades (percentages) from the two quarters in that semester.

In order to calculate a GPA, numeric grades are converted into points based on the grading scales above. Points are awarded for each class at the end of a semester. The semester GPA is calculated by totaling those points and averaging them by the number of classes taken that semester. A final GPA is determined by adding all the points from each semester and averaging them. GPAs are rounded to a hundredth.

Reporting Student Progress

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the school will inform parents of their student's academic progress in the following ways:

- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Progress reports will be available at the midpoint of the quarter and sent home if a student has earned a D in two or more classes, or earned an F in one or more classes. In such cases, a student will be ineligible for extracurricular activities.
- Report cards will be mailed or sent home quarterly.
- Once a semester, parent-teacher conferences will occur to discuss the student's academic progress.
- Parents have the ability to review student progress via online access to Veritas Classical Academy's teachers' grade books.

In general, grades will be posted within seven business days after the due date unless otherwise notified by teacher on the syllabus. Parents are able to monitor missing

assignments online. Parents are encouraged to notify the teacher and the Headmaster if there is no assignment/grade information for a particular academic subject or course.

Teacher Conferences

Parent teacher conferences happen at the end of the first and third quarters. At the end of the second and fourth quarters teachers provide extensive comments on students' report cards. During the school year, a parent/teacher conference may be scheduled at any time a parent or the teacher thinks one is necessary. To schedule a conference with a teacher, please contact him or her via email.

Student Placement

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. Veritas Classical Academy will respect the promotion and retention decisions from the school from which a student transfers. If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be asked to enroll in the grade level deemed appropriate by the teacher and Headmaster. If the parent chooses that the student be placed at the grade level in which the student originally enrolled against the advice of the teacher and Headmaster, a signed document of this choice will become part of the student's permanent file.

Promotion & Retention

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not allow satisfactory progress in the next higher grade. In certain cases—especially the academic cases detailed below— school administration may recommend or require that a student be retained.

Kindergarten-5th Grade

A student will be considered for promotion only if he or she can read at or above grade level and is competent in the other core subjects (English, Math, History, Science, and in sixth grade, Latin). Students in Kindergarten through second grade must achieve minimum levels of mastery with the English phonograms taught in the VCA phonics and literacy curriculum. If a student has a U (K-1st) / F (2nd-5th), or 2 or more N's (K-1st) / D's (2nd-5th) in the 3rd academic quarter of the year, the academic team will meet with parents/guardians to discuss the conditions for the student's promotion at the end of the year.

Students who fail end of course exams in reading or math may be retained at Headmaster discretion. Per Wisconsin Act 20, any students promoted from 3rd to 4th Grade must be at or above grade level in reading. If a student is not at grade level in

reading by the end of 3rd grade, the student may be retained or the school will provide appropriate reading instructional supports in accordance with Act 20.⁶⁵

Academic Honesty

Plagiarism

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his or her own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment.

Whenever a student has been caught plagiarizing, the following process will be followed.

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the student.
- The teacher will inform the Headmaster of the plagiarism.
- A disciplinary referral will be issued.
- Either the teacher or the Headmaster will inform the student's parent of the plagiarism.
- The student will receive an F (an automatic zero) on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.
- Instances of plagiarism may be placed in the student's permanent record.

Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are examples of cheating. The use of Artificial Intelligence by students to complete assignments is another form of cheating. The same process outlined for plagiarism will be followed for instances of cheating, including that students caught cheating will fail the assignment. A student who allows others to copy his or her work will also be held accountable in the same fashion.

⁶⁵ See s. 118.33(5m), Wis. Stats.

A disciplinary referral will be issued if cheating has occurred. High school students found guilty of academic dishonesty or similar serious offenses may, when applicable, lose their status as valedictorian or salutatorian.

Student Services

In furtherance of our mission and in order to meet federal guidelines, Veritas Classical Academy admits all students, based on available seats, without knowing the special needs of any student before a seat is offered.

VCA will offer a continuum of special education services and placements for the special needs of students. VCA provides in-class accommodations, pull-out tutoring, and resource time for students with special needs. We also contract with providers for therapeutic services (occupational therapy, speech and language therapy, counseling) that the school cannot offer on its own.

When a child with special needs is accepted into VCA, the family will be informed of the services and staffing levels provided by the school. If a child has special needs that the VCA staff cannot adequately address with the current staffing and services, the school will convene an IEP meeting to discuss the provision of comparable services and/or other appropriate school placement and services.

VCA's Student Services program rests on three pillars of instruction: explicit phonics instruction, arithmetic skills, and organization. Since classroom time is crucial for all students to develop these skills, Student Services will create and lead resource class time for students who need extra help. The goal is to reinforce what is learned in the classroom and to help the student develop independence.

State Assessments

The state of Wisconsin requires standardized testing (Wisconsin Forward exam) in reading and math for grades 3-8, as well tests for science in grades 4 & 8, and social studies in grades 4, 8, & 10. While we are required to participate in these exams and will take them seriously when they arrive in the spring, our approach differs from that in many public schools and deserves a comment.

Our curriculum is not designed around the state assessments and our teachers do not "teach to the test." We do dedicate some time to test preparation, but to do so excessively would detract from the classical course of study that VCA provides. Test preparation has less to do with content than it does with the form and manner in which test questions are written, as well as the order in which certain subjects are placed in the general state curriculum. Our curriculum in Grammar School math, for instance, follows a rational order that deepens and broadens student knowledge, but not in an order that aligns perfectly with the math subjects in the state exams. In order to do well on these assessments, we will supplement our curriculum where necessary.

Exams by Grade

3rd Grade: Mathematics and Reading

4th Grade: Mathematics, Science, Social Studies, and Reading

5th Grade: Mathematics and Reading

Please consult the school calendar for the testing schedule. On state testing dates, campus is closed and students may not be picked up early from school. Please plan accordingly.

Sensitive subjects

Sensitive subjects are defined as contemporary problems, issues, or questions of a political or social nature where there are entrenched differences of opinion and passions run high. Sensitive issues will be explored only when emanating from some part of the curriculum in grades 9 through 12. When these subjects come up, teachers will present an impartial view of all sides of the issue without proselytizing. Contemporary sensitive issues will not be discussed in the elementary school without Headmaster approval.

Religion

Western civilization has had and continues to have an ongoing, vigorous, and thoughtful conversation concerning the place of religion in human life. We will encourage such discussions as they arise from the material that students engage, and will respect the diverse viewpoints that such a topic elicits, so long as those views are offered respectfully and with the solemnity they merit.

In the course of history and literature classes, VCA curriculum will include texts, stories, histories, and beliefs connected to Judaism, Christianity, Islam, Buddhism, and Hinduism. Knowledge of these topics is crucial to understanding the modern world and much of our own history. Teachers will address these topics without either advocating or undermining religion in general or any specific faith.

Employees will not discuss their personal lives on sensitive matters with students.

Videos in the Classroom

From time to time, videos or other media may be used to support a classroom lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Headmaster to show a video more than 15 minutes in length.

Students will not be shown a full movie in class without prior parent permission.

SECTION 3: ADDITIONAL POLICIES & PROCEDURES

Admissions and Enrollment

For current enrollment information, including grades offered, class sizes, admissions deadlines, and enrollment lotteries, please visit the school's website at veritasclassical.com.

Admissions Eligibility

Veritas Classical Academy is open to all students who reside within the state of Wisconsin, subject to availability. At the time of enrollment and re-enrollment, students will be required to demonstrate permanent Wisconsin residency. Students whose residence is not fixed or regular will be evaluated on a case-by-case basis in keeping with governing state and federal laws.

VCA will not discriminate on the basis of sex, race, religion, national origin (including limited-English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in administration of its educational policies, admissions policies, athletics, and other school-administered programs.⁷⁶

Students expelled from another school will be admitted at the discretion of the Headmaster. The Headmaster will admit students who are being processed for expulsion and/or suspension on a case-by-case basis. In general, students facing suspension and/or expulsion for discipline problems related to drugs, alcohol, or violent behavior will not be admitted.

Admission forms and deadlines will be available in the school office and at veritasclassical.com.

Limited Availability

VCA will determine the number of seats to be offered in each grade on an annual basis. While it is our expectation that such numbers will be determined prior to the Open Enrollment period, the school may decide to revise these numbers prior to the beginning of the new school year.

Open Enrollment will be held during the spring semester each year; exact dates will be posted at veritasclassical.com and available in the school office. Families of enrolled students who wish to re-enroll will be required to submit a re-enrollment form for each student prior to or during the open enrollment period in order to secure each seat.

At the end of the Open Enrollment period, the school will admit students in the following order:

1. Current students who have submitted re-enrollment forms.
2. Applicants who are next-of-kin to any teachers, staff, board members, or school founders.⁷⁸
3. Applicants who have siblings already admitted to the school.
4. All other applicants.

If the number of applicants exceeds the number of available seats in any grade, a random lottery process will be used to select admitted students from the pool of applicants. The lottery will also establish the order of the waitlist.

The school may, by direction of the Headmaster, establish more seats in any grade in order to accommodate applicants who are next-of-kin to any teachers, staff, or board members, provided this does not make the population of staff &/or board member-related students greater than 10% of the overall student body.

Once students are admitted at the end of the open enrollment period, families will receive notice via mail and, if possible, via phone and/or electronic communication.

⁷⁶ s. 118.13(1) Wis. Stats.

⁷⁸ Per s. 118.40(3)(g)3. Wis. Stats., children of school founders, governing board members, and full-time employees given enrollment preference may not exceed 10% of the school's total enrollment.

Families will have three weeks from the date on which notices are mailed to submit enrollment paperwork. If families do not submit enrollment paperwork by the due date, then they forfeit the offered seat. Seats that become available after the enrollment period will go first to waitlisted students—in the order established by the lottery— and will then become available on a first-come, first-served basis.

The school will allow enrollment for open seats after the start of each school year, but only until such date as is determined by the Board of Directors.

Field Trips

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Headmaster at least two weeks prior to their proposed date. The field trip planner will work with administration to ensure that all procedures are followed.

A permission slip must be signed and returned to the teacher by the parent/guardian of each student prior to the field trip. Students may be required to pay a fee to attend field trips. School uniforms are required on all field trips unless specifically noted otherwise and approved by the Headmaster. Students who have received 4 or more Pink Slips may not attend field trips without an accompanying parent.

Extended Field Trips

An extended field trip is one that requires an overnight stay. All extended field trips require Board approval a minimum of 90 days (180 days outside U.S.) prior to the proposed trip. All students attending the extended field trip must have Headmaster approval. For Upper School students, the trip must include coursework and/or lesson plans and all students must be awarded credit and a letter grade, which will be based on the accompanying coursework as well as their behavior on the trip. All extended field trips must have liability insurance protecting all the trip attendees, the school, and the Office of Educational Opportunity. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees by trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with administration to ensure that all procedures are followed.

School Communication Procedures

Parent Communications to Administration, Faculty, and Staff

Veritas Classical Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation must follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with the Administration, Faculty, and Staff:

- Scheduled face-to-face meeting
- Scheduled phone call
- Message (given to the front office)

- Voice Mail
- Email

VCA employees will not use social media or text messaging to communicate with parents or students, nor will they contact students directly.

During the school day and both immediately before and after school, teachers have their minds on teaching or imminent meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than try to communicate through an impromptu conversation. Parents who are in the building for another reason should not use their access to faculty to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

VCA teachers and administrators will respond to parents as quickly possible. In general, parents should expect to hear from a teacher or staff member within twenty-four business hours of contacting the school (excluding weekends and holidays). While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way. During busy periods, the Headmaster may require an extra day to respond to correspondence.

General Communication with the School Community

The Headmaster must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community.

We ask parents to be responsible in sharing information about the school, and to consult the school website and school staff when asking questions or raising concerns. We also ask that parents be responsible when seeking out information about the school, especially online.

The official outlets for school information are limited to the following:

1. The school website, veritasclassical.org
2. The official monthly newsletter
3. The official Facebook page, facebook.com/veritasclassicalwi
4. Correspondence from school administration, including emails and postal correspondence
5. Notices sent home with students and/or distributed by the school office

The school disclaims any responsibility for information from third-party websites, social media pages, or entities outside the school.

Social Media

VCA recognizes the utility and necessity of maintaining a social media presence and therefore regularly updates its official Facebook page at facebook.com/veritasclassicalwi. This page is intended to provide regular communication with the school community and beyond as we share information, celebrate our successes, and tell our stories. We invite parents to “like” or “follow” our page to receive updates. Any important notifications from VCA that are posted on our Facebook page will also be provided to parents by some other timely means of communication.

In the interest of privacy, VCA will limit the sharing of personal information about students on our Facebook page, and VCA staff and faculty will not discuss a student's personal record in any format on social media, including direct messages.

In the interest of clarity and prudence, VCA will avoid lengthy or controversial replies to comments on our Facebook page. It will be the usual practice of VCA to invite questions and grievances posted on our official Facebook page to be brought to the school through our direct channels. VCA reserves the right to delete comments that are inappropriate, quarrelsome, or out of place.

While VCA is aware that other social media pages connected to the school community exist or may exist, we disclaim any authority or responsibility for these pages or the content posted therein.

Furthermore, we encourage parents and other members of the school community to use social media for the positive support of the school and avoid using it for fomenting a culture of dissent. VCA administration does not review independent pages and will not recognize complaints until they are registered through formal channels.

VCA retains the right to enforce school policies and commitments insofar as these are implicated on social media and in the social media use of parents, students, teachers, and staff.

Communicating with Parents with Joint Custody

The school will recognize and communicate with parents with joint custody upon written request, signed by both parents or a court order. In the case of school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

Student Network Use

Students at Veritas Classical Academy shall not have access to the internet without staff supervision and will not have the network or wireless passwords.

We recognize the need of supervising network use to protect our students. It is our goal to provide these services in as safe an environment as possible. Network access is a privilege, and all students are expected to practice proper and ethical use of these systems.

The use of these systems is monitored, without an expectation of privacy, and subject to administrative review at any time. It is intended that these resources will be used to pursue intellectual activities in support of research and education.

VCA does not assume responsibility for system failures that could result in the loss of data.

It is the policy of VCA to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection

Act, blocking shall be applied to visual depictions of material deemed obscene, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Security Checks

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.⁸⁵

Emergency Policy

The Administration shall maintain a stand-alone Emergency Operations Plan, which shall be available for reference in the School office.

Facility Use

The Headmaster will be the approving authority for all third-party uses of the school fields, building, and facilities. All third-party users will be required to carry insurance and appoint a representative acceptable to the Administration who is capable of executing the school's emergency and security procedures.

Parent Service Organization

Veritas Classical Academy's Board establishes the Parent Service Organization (PSO) to support the school's mission. PSO teams and activities will be designed to help the school flourish in and beyond the classroom. Largely, the PSO consists in a series of task-oriented teams whose purpose is to marshal parent volunteerism in achieving defined goals that improve the life of the school.

All parents, adult family members, teachers, staff, and community members are encouraged to volunteer on a team and attend regular meetings. PSO meetings are an excellent opportunity to obtain information and engage in discussions about the school.

The PSO may serve as a fundraising arm of the school, but it will not be a stand-alone, tax exempt, non-profit organization. VCA is itself a non-profit organization with 501(c)(3) status.

The Headmaster reserves the right to create, remove, or dissolve PSO teams and leadership in accordance with immediate priorities and the long-term flourishing of the school.

Suspension and Expulsion Policies and Procedures

⁸⁵ S, 118.325, Wis. Stats.

As an independent public charter school, Veritas Classical Academy has authority to suspend or expel a pupil. In cases of this sort, the school will follow the policies outlined below.

Suspension

Prior to suspending a student, the student will be told the reason for the proposed suspension and given an opportunity to explain their conduct. The parent or guardian of a suspended student will be given prompt notice of the suspension and the reason for the suspension. A student may be suspended for up to (5) five school days. However, if a notice of an expulsion hearing has been sent, the pupil may be suspended for up to 15 consecutive school days. Parents/guardians must make arrangements with the school for alternate instruction for the student during their suspension.

Parents/guardians and student must meet with the Headmaster prior to the student return to school. During these meetings, the parent/guardian, student, and school administration will discuss the student conduct, the impact it had on the school community, and ways to prevent it in the future.

Should a parent/guardian feel the suspension of their student was unfair, unjust, or inappropriate, given the nature of the offense, the parent/guardian may, within five school days following the commencement of a suspension, have a conference with the school district (VCA) administrator or his/her designee.

If the school district (VCA) administrator or his/her designee finds that the child was suspended unfairly or unjustly, or the suspension was inappropriate given the nature of the offense, or the child suffered undue consequences or penalties as a result of the suspension, reference to the suspension must be removed from the child's records. The finding will be made within 15 days of the conference.

Any suspension involving a student with an IEP or 504 plan will follow all applicable state and federal law.

Expulsion

As an independent public charter school, Veritas Classical Academy also has authority to expel a pupil. A pupil may be considered for expulsion from school for conduct listed in the Level 4 Behaviors section above.

Before the VCA Board of Directors expels a student, evidence must be presented to the board to establish that the facts alleged in the notice of expulsion hearing are true; that since the grounds for expulsion listed in the notice of hearing are met and that the board is "satisfied that the interest of the school demands the pupil's expulsion."

In the case of students with an IEP or 504 plan who are under consideration for expulsion, a manifestation determination review will be conducted prior to the disciplinary hearing. Conduct that is found to be a manifestation of a student disability may not be the basis for expulsion from VCA.

Expulsion and Disciplinary Hearings

When the administration recommends expulsion, a student will be provided with a hearing prior to expulsion. If a student is recommended for a hearing, the following will be implemented:

1. Notification. The student and parent/guardian will receive written notice of Hearing at least 5 calendar days in advance of the hearing. The notice will include:

- a. A detailed description of the conduct for which the student is being expelled;
 - b. The date, time, and location of the hearing;
 - c. Notice that the hearing will be conducted by an IHO and recorded;
 - d. Notice that the administration and student have the right to present evidence at the hearing including witnesses, documents, and video recordings;
 - e. Notice that the administration and student have the right to ask questions of the other party at the hearing;
 - f. Notice that the student may be represented at the hearing by legal counsel; and
 - g. Notice that at the conclusion of the hearing, the Headmaster, upon recommendation of the IHO, may issue an order of expulsion which includes the length of the expulsion, up to age 21, as well as conditions for early reinstatement, if any.
2. Hearing. At the hearing, the student has the rights outlined in the notice of hearing. The hearing will be led by the Headmaster in front of the IHO and will be audio-recorded. Within 48 hours of the hearing, the IHO will notify the student and the student's parents/guardians in writing of the decision. The student's suspension will continue through the date of the decision.
3. The decision will include:
- a. A determination regarding expulsion from VCA;
 - b. The length of the expulsion which may be up to age 21;
 - c. Conditions for early reinstatement, if any; and
 - d. Rights to appeal.

If an Individualized Education Program (IEP) is in place, services will be made available to the student during the term of expulsion. A student may appeal an IHO's decision by submitting an appeal to the CEO and VCA Board of Directors within thirty (30) days of the hearing in writing. This appeal must be substantiated with new evidence which was not heard at the time of the hearing. The Board may convene a subcommittee of the full Board, including a minimum of three members, to consider the appeal and act on behalf of the full Board to issue a final decision. Notice of the decision will be provided to the student and parent/guardian in writing within thirty (30) days of the scheduled Board meeting. If a student is not expelled from VCA, the student will return to school. Students will be required to repair the harm to individuals and community caused by their actions and work to restore relationships with the individuals most impacted.

SECTION 4: GOVERNANCE & MANAGEMENT

Board of Directors

Veritas Classical Academy (the “School”) is a Wisconsin nonstock, non-profit corporation, recognized as a 501(c)(3) organization by the Internal Revenue Service. The corporation is governed by its Board of Directors (the “Board”). The Board operates in accordance with its bylaws and using the principles of policy governance. The Board has entered into a Charter Agreement with the Office of Educational Opportunity. The bylaws and Charter Agreement are available on the School’s website, veritasclassical.com.

Board Responsibilities and Obligations

The Board is the governing body of the school and is responsible for overseeing the effective, faithful execution of the mission. The Founding Board created Veritas Classical Academy specifically to implement a traditional, classical, liberal-arts education guided by the following mission:

To educate the minds and inspire the hearts of young people toward moral character and civic responsibility.

The Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the program.

Board Meetings

In compliance with the state’s Open Meetings Laws, the Board will:

- Establish a set schedule of meetings;
- Post meeting dates in a conspicuous location, including the School website (date, time, location);
- Post agendas not more than 2 weeks in advance but at least one week before a meeting;
- Post and place 24-hour notice for emergency called meetings and state the reason for the emergency meeting in the notice;
- Provide specific agendas for meetings to advise the public of the matters expected to come before the Board. Matters not on the agenda can be addressed if not anticipated before the meeting by amending the agenda.
- Keep minutes of all Board Meetings, including members present, description of motions or proposals, and a record of votes.

The Board welcomes public comments at each regular Board meeting. Community Comments are limited to 2 minutes. To ensure the accurate representation of the comments in the Board’s meeting minutes and to ensure that the Board can accurately address the issues presented, it is requested that these comments also be submitted in writing. Grievances or discussions involving specific personnel will not be entertained at a public meeting.

For information about Special Meetings or Executive Sessions of a regular meeting, refer to the VCA Board Bylaws and Policy Manual.

Communication to the Board

The role of the Board is to oversee the school but not to manage its daily affairs, so the Board will generally defer to the Headmaster to address questions, complaints, and grievances brought to the attention of school leadership. Furthermore, while the Board possesses overall control of the school, the Board's collective authority is not held by individual Board Directors acting alone. The Board does, however, recognize that accountability and good governance sometimes require that communication be brought to the Board directly. In such cases, the Board directs that the communication be submitted in writing to both the Board Chair and the Board Secretary. Such communication can be addressed accordingly and delivered to the School or sent via email to chair@veritasclassical.com and secretary@veritasclassical.com. Communication can also be provided verbally during the public comment period at a regular meeting of the Board (see above). The Board kindly requests that members of the VCA community refrain from approaching individual Board Directors with concerns or grievances that should be brought to a specific teacher, the Headmaster, or the whole Board. Any communication to the Board should follow the Grievance Policy detailed below.

Role of the Headmaster

The Headmaster will implement a traditional, classical, liberal-arts curriculum. The Headmaster makes final decisions on curriculum, subject to the approval of the Board of Directors. The Headmaster, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.

Chain of Command

The Board has established a chain of command whereby all authority for the management of the school rests with the Headmaster, and he has the sole responsibility of reporting to the Board and managing the operations of the School. It is the expectation of the Board that the Headmaster will establish a chain of command within the School to assist him or her with its operations.

In all communication to the School, the Board expects the VCA community to observe the chain of command and direct communication accordingly. The practice of following the chain of command in communications with the school on matters concerning particular students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. VCA understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator. If further communication is warranted after speaking with the Headmaster, then the parent should refer the matter to the Board, as needed.

The Board is not the first point of contact and therefore will refer communications that seek response or action to the appropriate members of the Administration.

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than can an administrator or board member. We understand that some parents are “conflict averse” and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with the Headmaster initially. For example, parents may have questions or concerns about the overall homework load or a particular way of teaching, such as the Socratic method. As a result, it is easier and more expedient to speak to the Headmaster first. In these cases, however, it is always better for the parent to have as much specific information as possible so the Headmaster can act on that information.

Grievance Policy

Grievance Related to the Classroom

VCA firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the Administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else.

1. The Teacher: Parents should schedule a meeting with the teacher through the office. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his or her own.

2. The Headmaster: If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the Headmaster.

3. The Board: If the grievance cannot be resolved with the Headmaster, the parent should refer the matter to the Board, preferably in writing.

Grievance Related to Administration

For grievances regarding an administrator who reports to the Headmaster, the grievance should be directed to the individual first, then the Headmaster. If necessary, grievances left unresolved by the Headmaster should be submitted in writing to the Board. Grievances regarding the Headmaster should be directed to the individual first, then in writing to the Board.

Records Requests

Per state law, most charter schools are subject to public records requests. Because such requests are common, it is in the best interest of each school to develop policies and procedures for how and when to respond. The federal standard for open records requirements is the Freedom of Information Act (FOIA), which is why public records requests are often referred to as “FOIA Requests.” In most cases, the federal statute does not apply to charter schools—but every state has its own controlling statute, and

these generally do apply to charter schools. In Wisconsin, the controlling statute is referred to as the “Open Records Law.”⁹⁷

VCA follows the following procedures for open records requests:

- The request must clearly specify which records are being requested, including the subject matter and the time periods.
- The request should provide contact information for the requester.
- The request should be directed to the Headmaster, either by mail or email.
- VCA will review the request and respond within a reasonable time frame, usually within 10 business days.
- Some records are exempt from disclosure, such as student and employee records protected by privacy laws.
- The requester may be able to inspect records in person or receive electronic copies if available.
- VCA may charge for the actual, direct costs of copying records. The requester will be notified of these fees before records are shared.

⁹⁷ ss. 19.31-19.39, Wis. Stats.

SECTION 5: PRIVACY

Family Educational Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to a student's education records. These rights include the following:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the Headmaster or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Headmaster or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Student Information

All student records are maintained in a secure location and access is limited to the Headmaster and those whose role involves the maintaining of a student's record.

Students' names, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school.

Classroom activities and events sponsored by the school occasionally are photographed or recorded for use by the school, by the media, or by other organizations operating with approval from the school Headmaster. Photos and videos help the school to share information within the school community and our mission beyond our immediate community. We request that all parents sign the VCA photo/video release waiver included with VCA enrollment paperwork, but respect the rights of parents who do not wish for photos and videos of their students to be shared.

Student names will not be listed alongside their pictures on the school website or in VCA advertising publications.

PARENT AND STUDENT ACKNOWLEDGEMENT

I, _____ (*printed name of parent*), do hereby recognize receipt and review of the Veritas Classical Academy Family Handbook, 2025-26. As a parent of a child enrolled in VCA, I agree to abide by these terms and support the mission and operations of the school.

Signature: _____ Date: _____

Honor Code

A Veritas Classical Academy student is honest in word and deed, dutiful in study and service, and respectful and kind to others. The student aspires to excellence in prudence, justice, moderation, courage, and wisdom.¹⁰⁰

Parent Pledge

I have carefully discussed the VCA Honor Code with my child and he/she understands what it means. I pledge to encourage my child to be honest in word and deed, dutiful in study and service, and respectful and kind to others. I will help my child aspire to excellence in prudence, justice, moderation, courage, and wisdom.

Name(s): _____

Signature(s): _____

Date: _____

Student Pledge—To be signed by all students in grades 5-12

I understand the VCA Honor Code and have discussed it with my parent(s). I pledge to be honest in word and deed, dutiful in study and service, and respectful and kind to others. I will aspire to excellence in prudence, justice, moderation, courage, and wisdom.

Name: _____

Signature: _____

Date: _____

¹⁰⁰ Taken from "Honor Code Explanation," a document prepared by BCSI personnel for the February 21, 2018 School Leader Conference at Hillsdale College.

Appendix A: Change Log

This is version 1.0 of the VCA Family Handbook. The handbook and the policies herein were adopted for use by the VCA Board of Directors for use during the 2025-26 school year on July 28, 2025. Future changes to the handbook and policies contained herein will be noted in this Appendix.

7/28/25: Added Half-Day release time to Section 1: **School Hours**. – J.G.

7/28/25: Changed Section 1: *Additional Uniform Provisions* bullet #17 from “Shoes, socks, and shoelaces should be mostly white, black, blue, brown, or gray.” to “Shoes and shoelaces should be all-white or all-black.” – J.G.

Appendix B: Traffic Map



Appendix C: School Calendar

Semester 1

2025

R&R Weekend (No HW)	Half Day
National Holiday	School Events
No School	First/Last Day of Academic Quarter

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

29 - Meet the Teacher/Back to School Open House

September

1 - Labor Day
2 - First Day of School
11 - K-2 Curriculum Night
18 - 3-5 Curriculum Night
19 - Half Day In Service
29 - Mid-Quarter Grades Posted
30 - Singapore Night

October

10 - Half Day In Service
13 - Columbus Day - No School
23-24 Fall Break Days
26 - Q1 Grades Posted
27 - First Day of Q2
27-31 Parent/Teacher Conferences

November

7 - Half Day In Service
11 - Veterans' Day - No School
24 - Mid-Quarter Grades Posted
26-28 - Thanksgiving Break

December

12 - Half Day In Service
16 - Winter Fine Arts Night
22-Jan 2 - Winter Break

Semester 2

2026

R&R Weekend (No HW)	Half Day
National Holiday	School Events
No School	First/Last Day of Academic Quarter

January						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

January

- 1 - New Year's Day
- 2 - Winter Break
- 4 - Q2/S1 Grades Posted
- 5 - First day of Q3
- 16 - Half Day In Service
- 19 - MLK Day - No School

February

- 2 - Mid Quarter Grades Posted
- 13 - Half Day In Service
- 16 - Presidents' Day - No School

March

- 16-20 Spring Break
- 22 - Q3 Grades Posted
- 23 - First Day of Q4
- 23 - FORWARD exam window 3-5
ELA Math, 4 Science & Social Studies
- 27 - Half Day In Service

April

- 3 - No School
- 17 - Half Day In Service
- 27 - Mid-Quarter Grade Posted

May

- 4-8 - Teacher's Appreciation
- 25 - Memorial Day
- 28 - Spring Fine Arts Night

June

- 5 - Last Day of School
- 14 - Q4/S2 Grades Posted

