

# VIA Policy Handbook

**VIA's Mission: To support homeschool parents in their role as primary educators of their children by coordinating the availability of solid Catholic tutors providing authentic Catholic academics.**

## **Tutors:**

Tutors are hired by the parents to support their child's education at home. They are not employees of VIA. Neither the tutor nor VIA can guarantee your child's success as we are not an individualized tutoring service or a school. Tutors will communicate homework necessary for students.

## **Parents:**

Parents are the primary educators of their children, thus they are responsible for supervision of coursework, and assigning grades and credits earned. The parent and student are responsible for working with the tutor on any missed work or tests. Parents are to see that students arrive and are picked up on time.

## **Students:**

Students are to arrive to class on time and to complete the coursework at home. They are required to maintain the Code of Conduct and adhere to behavior and dress codes. Students may be dismissed for not following these codes at any time.

## **Communication:**

A parent's e-mail is required for communication. These e-mails will be used by VIA administration and will be given to the tutors of the classes your child is participating in so that they can communicate with you directly. The student's email address may also be submitted as an additional address, but the parent's email must be given in order to register.

The e-mail address for VIA is [veritas.in.academia@gmail.com](mailto:veritas.in.academia@gmail.com)

## **Course Cancellation by VIA or tutor**

If a class is canceled because the minimum number of students for it is not met, a full refund will be given.

If a tutor is unable to continue tutoring for any reason, classes are not guaranteed to continue. VIA will do our best to find a qualified replacement in a timely manner. However, if one cannot be found, the tutor will refund on a prorated basis based on the number of classes missed.

## **Class Registration Canceled by student:**

50% refund if canceled after the last drop day (see VIA calendar for the date) and before the first class of the semester is held.

25% refund if canceled after the first class and before the second class of the semester is held.

No Refund will be given if canceled after the completion of the second class.

## **Arrivals and Departures:**

Everyone must enter / depart through the main Parish Hall door at all times. No other doors are to be used except for emergency purposes.

- All students should report to the dining hall in the morning (not before 8:30 a.m.) for morning prayer at 8:40 and will be dismissed to their first period classes from there. Students arriving throughout the day for other class periods should wait in the dining hall until their class begins. No loitering in the halls or the bathrooms.

-Students are expected to arrive to class on time and be picked up on time. NO students are allowed in the building without a parent until 8:30 a.m. and must be off the premises by ten minutes after their last class, unless permission is granted by VIA administration or onsite monitor

**Parent Supervision:**

7th-12th Grade Students may be on campus without parents

- 7th-12th grade students should be either in class, study hall, family study in the dining hall, or under adult supervision in the gym during open gym time.
- VIA does not keep track of students arriving and departing throughout the day.
- VIA will not keep track of whether or not your child is permitted by you to leave the premises and/or ride with another student.
- VIA is not responsible for students outside of the building unless with a supervising tutor for a tutor-led event.

4th-6th Grade Students

- When not in class, 4th-6th Grade Students must be under their parent's supervision.
- Parents of children in this age group may leave campus only while their children are in class.

3-6 and 6-9 year old students

- Parents of children in this age group MUST stay on campus while their children are at VIA (even while children are in class). This is necessary because VIA is neither a registered school nor a daycare.
- Children in this age group MUST be under their parent's supervision when they are not in class. This means parents must be WITH their children when they are in the gym, dining hall, nursery, or on the playground.
- Students in this age group must be picked up from class by a parent at the end of the class period. The tutor will dismiss the children into their parent's care and supervision.

**Parking:**

Parking for VIA is in the parking lots and side streets only. Please do not park in the adoration chapel parking spaces.

**Building Policies:**

- Only students, tutors, and parents picking up children from class should be beyond the top of the ramp. No parents or children should be loitering in the upper hallway. This is out of respect for both classes in session and the Ss. Peter and Paul Parish staff.
- If Ss. Peter and Paul needs the VIA class space and group areas for certain events, such as funerals, VIA will accommodate those needs.
- Per Ss. Peter and Paul Parish Policy, no children under the age of 18 are allowed in the kitchen
- No food in the classrooms unless approved by a tutor.
- PLEASE NOTE: Ss. Peter and Paul have their offices in the same building; students and parents are to be respectful of this and keep the noise down, minimizing conversations in the hallways.

**Lunch / Social Time:**

The dining hall is the only place students may be during lunchtime unless an adult is with them or permission is given by the onsite monitor or tutor. VIA is not responsible for students outside of the building or those who leave the premises for lunch.

- Any children younger than 7th grade may only be at lunch if accompanied by their parent.
- Lunches must be brought from home. Please bring what you need from home (utensils, napkins, etc.).

**Ss. Peter and Paul supplies are not for VIA use.**

- Two microwaves will be available to use and both can be found outside of the kitchen
- All families and students must clean up after themselves, throwing away garbage, cleaning up after a spill, helping to clean up tables, floors, etc.

### **Parents, Student, and Siblings Areas**

- The dining hall is used for QUIET FAMILY STUDY both before and after the lunch periods.  
PARENTS, please respect that families are using this room to study and keep the noise level to a minimum.
- A monitored study hall may be available for 7th-12th grade students..
- The library/nursery is available for parents and their young children.
- The gym is available at times throughout the day. No children or students of any age may be in the gym without supervision. Parents MUST monitor their children in the gym during open gym periods. Families MUST pick up and put away the equipment used. Children MAY NOT be in the gym with the lights turned off. No one under the age of 18 is allowed to turn the lights on or off at the breaker box.

### **Code of Conduct**

- Tutors or VIA monitors may dismiss a student from class at any time for disruptive behavior.
- Students are to comply with classroom behavioral expectations set by each individual tutor, which may vary from class to class.
- Students must be respectful of others, including helping when tutors and monitors ask.
- Inappropriate language, public displays of affection, rough housing, and disrespect are not allowed. Anything communicated verbally or nonverbally that is deemed inappropriate is not allowed.
- Modesty in dress is to be used when attending VIA classes - VIA monitors will deem what is appropriate.
- Students must respect property. Repair costs for damaged items/property will be handled on an individual basis.
- Students are not to loiter in the hallways or bathrooms
- Tobacco, drugs, alcohol, weapons, and fireworks are not allowed on the premises.
- Pornography in any form is not allowed on the premises.
- Electronics: No electronic devices including, but not limited to, cell phones, computers, iPods, iPads, iPhones, MP3 players, and cameras are to be used by the students in the building, including during lunch. All electronics must stay in backpacks, turned off at all times, unless permission is granted by an onsite monitor.** A phone will be available for students to call parents for emergency use. On-site Emergency contact number for parents will be provided.

### **Discipline Policy:**

Tutors, monitors and VIA administration have the right to discipline a person for infractions of the above, distracting attire/appearance and in any situation or possession of an item that has not been previously mentioned. The discipline procedure used will be determined on a case-by-case basis and depend on the perceived severity of the offense as deemed by the tutor, monitor or VIA administration. Participation of any person - tutor, student, parent or volunteer - in any VIA class or activity can be terminated by the onsite monitor or VIA administration at any time for any reason at will. If expelled, there will be no refund.

### **Missed Classes**

If a student misses class, they are responsible for getting information or assignments from the tutor. The tutor will not re-teach the lesson to the student. If your child will be missing class, please let the tutor know at your earliest convenience.

### **VIA Class Cancellation/ Bad Weather policy:**

Notification of canceled classes for any reason, including weather, will be sent via e-mail by 7:00A.M. in the morning if at all possible. Note: Students will be coming from many different locations, so weather will vary from place to place. Please use your own discretion based on your location. If one day of classes in the semester is canceled due to weather, there will be no make-up day. If two days of classes in the semester are canceled due to weather, VIA will hold classes on the scheduled make-up day at the end of the VIA spring semester.

## **STATEMENT OF FAITH:**

Families do not have to sign a statement of faith. However, you should be aware that we - VIA, admin, and all of the tutors, who are encouraged to let their faith come through in all of the work, are Catholic and profess the following.

I believe in one God, the Father Almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic, and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

With firm faith, I also believe everything contained in the Word of God, whether written or handed down in Tradition, which the Church, either by a solemn judgment or by the ordinary and universal Magisterium, sets forth to be believed as divinely revealed. I also firmly accept and hold each and everything definitively proposed by the Church regarding teaching on faith and morals. Moreover, I adhere with religious submission of will and intellect to the teachings which either the Roman pontiff or the College of Bishops enunciate when they exercise their authentic Magisterium, even if they do not intend to proclaim these teachings by a definitive act.