



# VERITAS ACADEMY

CLASSICAL ▼ CHRISTIAN ▼ COVENANTAL

## 2015-2016 PARENT/STUDENT HANDBOOK

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# 2015-2016 Parent/Student Handbook

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*All policies approved by the Veritas Academy Board, February 21, 2013 unless otherwise indicated*

## HISTORY

Veritas Academy began in the spring of 1997 as an informal meeting of parents who were interested in a school that would combine the strengths of classical Christian education and home-schooling. In the fall of 1997 they began to organize classes (primarily Latin) for home-school students. Throughout the year the group of parents continued to meet and pray, leading to formal organization in the spring of 1998.

A second academic year began in the fall of 1998 with expanded course offerings. A full-curriculum, half-day academic program followed in the fall of 1999, in addition to elective classes for home-school students.

Since 1997, we have continued to develop our program to serve families seeking classical Christian education with a format and culture that honors the role of parents in the education of their children. Our purpose is to assist parents in providing for their children an education that is Christian, classical, and family-based. In pursuing this vision Veritas has grown and added grades for a full program. Since 2005 an athletic program has been developed for the Logic School (grades 7-8) and Rhetoric School (grades 9-12).

Veritas Academy is a non-profit (501(c)(3), Reformed and Presbyterian Christian learning center offering grades pre-kindergarten (K4) through twelfth grade to Christian families in the Savannah, Georgia area.

Veritas Academy is a member of the Association of Classical Christian Schools ([www.accsedu.org](http://www.accsedu.org)) and is accredited by the Georgia Accrediting Commission ([www.coe.uga.edu/gac/](http://www.coe.uga.edu/gac/)).

## MISSION

The mission of Veritas Academy is to assist parents in teaching their children to think, speak, and act Christianly, and to seek, discern, and apply Truth all their lives by providing an education of excellence that is Christ-centered, classical, and covenantal.

## PHILOSOPHY

Our philosophy of education elaborates our mission.

Veritas Academy is a Christian school. All of the academic disciplines, without exception, are taught from the perspective of Christian truth as understood by orthodox Protestantism in general, and Westminster Presbyterianism in particular.

Veritas Academy is a classical school. By this we mean that it is classical in content and methodology. The core of the curriculum is an integrated study of the humanities. History is studied in depth and its time-line provides the structure to which we peg great and time-proven literature, music, and art. Latin is required of all

full-curriculum students beginning with the third grade level. Methodologically we follow the classical Trivium of grammar (with substantial memorization at the elementary school level), logic (learning to argue correctly in middle school), and rhetoric (emphasizing polished oral and written presentations in high school).

Veritas Academy is family-based and covenantal. We recognize parents are responsible for the education of their children, and this role should not be usurped. Parental involvement is encouraged, indeed, required. Consequently Veritas Academy at the Grammar Stage is a half-day school, requiring considerable at-home involvement by parents. We are, in addition, a home-school friendly institution, seeking to assist home-schooling parents in the education of their children. A majority of our classes are open to home-school students to plug-in as needed.

### Kindergarten

We believe that the purpose of kindergarten (and pre-kindergarten) is to (1) establish a learning foundation in mathematics and reading and (2) to introduce young children to the experience of going to school. It is supplemental to the training, teaching and playtime they receive at home. Pre-Kindergarten and Kindergarten offer a structured classroom environment for a limited duration in which four and five-year olds can learn basic math and phonics. It is not intended to be an academically demanding environment.

### Grammar School

The first stage of the Classical Trivium model is grammar. This stage generally corresponds to elementary grades. Children at this age have not yet developed high reasoning skills. But they do have a wonderful facility for memorization. They are concrete thinkers and sponges for information. Consequently, memorizing the “grammar” of each of the academic disciplines is emphasized: math (addition, subtraction, division, multiplication); language (letters, grammar rules, vocabulary); history (names, dates, places), etc.

### Logic School

The second stage of the Classical Trivium model is Logic. This stage corresponds to middle school. At about this age children begin to think abstractly and analytically. Consequently, at Veritas they are taught to reason properly. Formal logic and debate taught. The underlying reasons and relationship between the various facts of the academic disciplines are explored.

### Rhetoric School

The final stage of the Classical Trivium model is Rhetoric. Typically high school students are concerned with creativity, expression, and communication. The Trivium builds on this natural inclination by teaching

students how to speak and write with eloquence and grace. Students are taught how to effectively communicate what they have learned in both oral and written forms.

## APPROACH

Our approach then flows from our philosophy.

**Mornings** are taken up with academic classroom work, which is pursued with the utmost seriousness. This includes mathematics, language arts, Latin, history, and science.

**Afternoons** are devoted to home-based academic work, requiring considerable involvement of parents. Veritas provides a significant list of books that are to be read at home. It is our intention that every family set aside a daily “quiet” hour devoted exclusively to reading. Our expectation is that since every afternoon is not being spent sitting in a classroom, large blocks of time will be committed to reading, homework, and other educational activities. Elective courses in art, music, drama, and physical fitness are also made available in the afternoons.

**Late afternoons and evenings** are free for family-based activities and enrichment pursuits. Music lessons, athletics, ballet, scouting, and other such activities may be enjoyed at a more leisurely pace than would otherwise be possible.

Thus we combine the substantive academics of classical education with the family-engagement emphasized by home-educators.

## GOALS

Our aim, in conjunction with the family and church, is to produce the following kind of students:

- Disciples of Christ who love God and His word,
- Scholars who love to learn,
- Readers who love books,
- Leaders who love the family,
- Citizens who love their nation,
- Members of the Body of Christ who love the church, and
- Missionaries who love the lost.

In summary, our goal is to educate students to be godly, wise, virtuous, eloquent, highly literate leaders of the family, the church, the school, and the nation.

## STATEMENT of FAITH

The purpose, philosophy, approach, and goals described above flow from the faith commitments of Veritas Academy. The program at Veritas is the direct consequence of its theological convictions.

The Westminster Confession of Faith, with its Larger and Shorter Catechisms, is the doctrinal foundation upon which the Veritas Academy is built. We believe it is a faithful, comprehensive, and reliable exposition of Biblical teaching. The theology of the Confession is the bedrock of our Christian worldview and gives shape and substance to the entire curriculum. The following may serve as a convenient summary:

### Statement of Faith Summary

- We believe that the Bible is the inspired word of God, free from error, and our only infallible rule of faith and practice.
- We believe that there is one God in three persons, Father, Son and Holy Spirit, who are of the same substance, equal in power and glory.
- We believe that this Triune God created all things and governs all things, decreeing and determining “whatsoever comes to pass.”
- We believe that man is created in the image of God, and yet is fallen in Adam. As a consequence, he is under the power of sin, spiritually dead, cursed of God, and unable and unwilling to save himself.
- We believe in the dual nature of Christ. Jesus Christ, eternal Son of God, was conceived by the Holy Spirit, born of the virgin Mary, and is truly God and truly man. He lived a sinless life, was crucified, died, and was buried. On the third day He rose again from the dead, ascended into heaven, and is seated at the right hand of God.
- We believe that on the cross Jesus Christ bore the sins of His people, accomplishing the salvation of a multitude which no one can number, and that salvation may be found nowhere but in Him.
- We believe that justification is a gift of God’s free and unmerited grace received by faith alone apart from good works.
- We believe that the theme of “covenant” provides the framework for understanding the Scripture; that there is one basic covenant of grace; that Old Testament and New Testament believers are saved by faith in the mediator of the Covenant, the Lord Jesus Christ; that the moral law, summarized in the Ten Commandments, is the law of the Covenant, and normative for believers in both eras.
- We believe that the three primary means by which God’s grace in Christ comes to us are the Word (especially the preached word), the sacraments, and prayer. Furthermore, these means have been entrusted to the visible church, the house and family of God, outside of which (the church) there is no ordinary possibility of salvation.
- We believe that God’s covenant is family-based,

embraces believers and their children in God's redemptive purposes, and provides the key for understanding the status and duties of parents and children in the home, the church and school.

- We believe that Jesus Christ now rules over all creation from the right hand of God, and will one day return in glory to judge the living and the dead, and consummate His eternal kingdom.

#### **NON-DISCRIMINATION POLICY**

Veritas Academy does not discriminate on the basis of race, color, national or ethnic origin in any employment practice, educational program, or any other Academy-administered program, activity or service, nor does it discriminate on the basis of race, color, national or ethnic origin, in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

#### **THE ASSOCIATION OF CLASSICAL AND CHRISTIAN SCHOOL (ACCS)**

The primary mission of the Association of Classical & Christian Schools ([www.accsedu.org](http://www.accsedu.org)) is to promote, establish, and equip schools committed to a classical approach to education in the light of a Christian world view grounded in the Old and New Testament Scriptures.

Requirements for all member schools:

1. All member schools must subscribe to the Confession of Faith adopted by the ACCS.
2. All member schools must demonstrate conformity to the *Trivium* as set forth in the ACCS Mission statement.
3. All member schools must demonstrate a commitment to furthering the work of the ACCS, its goals, purposes, mission, and objectives.
4. All member schools must pay annual dues.

Veritas Academy is a member of ACCS, and as such enjoys the full benefits of membership.

#### **SUGGESTED READINGS IN CLASSICAL AND CHRISTIAN EDUCATION**

*The Case for Classical Christian Education*, by Douglas Wilson

*Recovering the Lost Tools of Learning*, by Douglas Wilson

*The Lost Tools of Learning (essay)*, by Dorothy Sayers

*On Secular Education*, by R. L. Dabney

*The Well-Trained Mind*, by Jessie Wise and Susan Wise Bauer

*The Seven Laws of Teaching*, by John Gregory

*The Abolition of Man*, by C. S. Lewis

*Why Johnny Can't Read (or Why Johnny Still Can't Read)*, by Rudolf Flesch

*Ideas Have Consequences*, by Richard Weaver

*Of Education*, by John Milton

*Classical Education*, by Gene Edward Veith, Jr. and Andrew Kern

*Education, Christianity and the State*, by J. Gresham Machen

*Foundation of Christian Education*, by Louis Berkhof and Cornelius Van Til

*The Paideia of God*, by Douglas Wilson

*On Christian Doctrine*, by Augustine

*Wisdom and Eloquence*, by Robert Littlejohn and Charles Evans

Association of Classical and Christian Schools ([www.accsedu.org](http://www.accsedu.org))

Veritas Press ([www.veritaspress.com](http://www.veritaspress.com))

## TRIVIUM APPLICATION CHART

The following material is drawn from the essay *The Lost Tools of Learning*, by Dorothy Sayers. It illustrates the application of the classical Trivium at Veritas Academy and Rhetoric School.

<b>Beginning Grammar (Pre-Polly)</b>	<b>GRAMMAR (Poll-Parrot)</b>	<b>LOGIC (Pert)</b>	<b>RHETORIC (Poetic)</b>
Grades K-2	Grades 3-6	Grades 7-9	Grades 10-12
Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>
<ol style="list-style-type: none"> <li>1. Obviously excited about learning</li> <li>2. Enjoys games, stories, songs, projects</li> <li>3. Short attention span</li> <li>4. Wants to touch, taste, feel, smell, see</li> <li>5. Imaginative, creative</li> </ol>	<ol style="list-style-type: none"> <li>1. Excited about new, interesting facts</li> <li>2. Likes to explain, figure out, talk</li> <li>3. Wants to relate own experiences to topic, or just to tell a story</li> <li>4. Likes collections, organizing items</li> <li>5. Likes chants, clever, repetitious word sounds</li> <li>6. Easily memorizes</li> <li>7. Can assimilate another language well</li> </ol>	<ol style="list-style-type: none"> <li>1. Still excitable, but needs challenges</li> <li>2. Judges, critiques, debates, critical</li> <li>3. Likes to organize items, others</li> <li>4. Shows off knowledge</li> <li>5. Wants to know "behind the scenes" facts</li> <li>6. Curious about Why? for most things</li> <li>7. Thinks, acts as though more knowledgeable than adults</li> </ol>	<ol style="list-style-type: none"> <li>1. Concerned with present events, especially in own life</li> <li>2. Interested in justice, fairness</li> <li>3. Moving toward special interests, topics</li> <li>4. Can take on responsibility, independent work</li> <li>5. Can do synthesis</li> <li>6. Desires to express feelings, own ideas</li> <li>7. Generally idealistic</li> </ol>
<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>
<ol style="list-style-type: none"> <li>1. Guide discovering</li> <li>2. Explore, find things</li> <li>3. Use lots of tactile items to illustrate point</li> <li>4. Sing, play games, chant, recite, color, draw, paint, build</li> <li>5. Use body movements</li> <li>6. Short, creative projects</li> <li>7. Show and Tell, drama, hear/read/tell stories</li> <li>8. Field trips</li> </ol>	<ol style="list-style-type: none"> <li>1. Lots of hands-on work, projects</li> <li>2. Field trips, drama</li> <li>3. Make collections, displays, models</li> <li>4. Integrate subjects through above means</li> <li>5. Teach and assign research project</li> <li>6. Recitations, memorizations</li> <li>7. Drills, games</li> <li>8. Oral/written presentations</li> </ol>	<ol style="list-style-type: none"> <li>1. Time lines, charts, maps (visual materials)</li> <li>2. Debates, persuasive reports</li> <li>3. Drama, reenactments, role-playing</li> <li>4. Evaluate, critique (with guidelines)</li> <li>5. Formal logic</li> <li>6. Research projects</li> <li>7. Oral/written presentations</li> <li>8. Guest speakers, trips</li> </ol>	<ol style="list-style-type: none"> <li>1. Drama, oral presentations</li> <li>2. Guide research in major areas with goal of synthesis of ideas</li> <li>3. Many papers, speeches, debates</li> <li>4. Give responsibilities, e.g. working with younger students, organize activities</li> <li>5. In-depth field trips, even overnight</li> <li>6. World view discussion and written papers</li> </ol>

## CURRICULUM GOALS

This section summarizes the Veritas Academy curriculum goals for various subject areas. Please note that these goals are broad and general goals that apply to various subjects across grade levels. More detailed curriculum goals and objectives for specific grades may be found in our curriculum guides.

### I. **Bible:** We seek to:

- A. Teach the students to understand the Bible as God's Word.
- B. Have the students read the complete actual text of Scripture for themselves rather than only prescribed verses.
- C. Have the students memorize significant portions of Scripture for lifelong application.
- D. Teach the events of Scripture in the context of overall Redemptive History.
- E. Encourage the students to understand Scripture verses in their context, using good interpretation principles.
- F. Let the Scriptures speak for themselves, having Scripture interpret Scripture, with clarification and illustration by the teacher only as needed.
- G. Encourage each student to come to the Father, through the Son, by the power of the Holy Spirit, and grow by faith in his knowledge and love of God.
- H. Teach the concepts of Creation, Fall, and Redemption, which are essential components of a Christian worldview.

### II. **English:** We seek to:

- A. Equip every student with the skills necessary for good writing and speaking, including correct spelling and grammar, pleasant style, clarity, proofreading, editing, presentation, articulation, etc.
- B. Put a major emphasis on good writing and speaking by requiring the students to write and give oral presentations often and correctly in each subject area.
- C. Encourage clear thinking by the students by requiring clear, focused writing.
- D. Introduce the students to many styles of writing using the Bible, classics, and other high-quality literature.

### III. **Reading:** We seek to:

- A. Teach students to read correctly beginning in Kindergarten using phonics as the primary building blocks for instruction.

- B. Introduce the students to high quality children's literature and "Great Books" beginning in first grade. Have students read a wide variety of classics.
- C. Instruct and assess at each grade level to ensure an age-appropriate level of proficiency, comprehension, and fluency in oral and silent reading. This includes the proper use of word-attack skills (the skills to pronounce and read a new word encountered while reading).
- D. Integrate, wherever possible, other subjects into reading, such as history and science.
- E. Foster a life-long love of learning and high-quality literature, especially the Scriptures, after being taught to recognize the characteristics of such literature.

### IV. **Latin:** We seek to:

- A. Instruct students in the vocabulary, grammar and syntax of the Latin language, equipping them to read Latin texts extemporaneously by the twelfth grade.
- B. Reinforce the student's understanding and application of the principles of language and proper grammar being taught in our traditional English grammar classes.
- C. Cultivate learning skills and logical thinking skills inherent in the study of Latin.
- D. Enhance the student's understanding of the history and writings of the early church and Western Civilization through the reading of Latin texts.

### V. **History/Geography:** We seek to:

- A. Teach the students that God is in control of history and its ultimate outcome.
- B. Enable the students to see God's hand in all of history specifically by illustrating the effect that God's people have had on history.
- C. Broaden the students' understanding of history and geography by gradually deepening their level of exposure and research into various topics and source documents as the students mature from kindergarten through elementary school into high school.
- D. Encourage the study of history through exposure to original texts and source material rather than foster dependency on third party commentary in textbooks. Promote honest debate of historical issues.
- E. Make history and geography "come alive" for the students through the use of many forms of information and research, e.g. biographies,

illustrations, field trips, guest speakers, music, art, food, architecture, etc.

**VI. Mathematics:** We seek to:

- A. Ensure that the students have a thorough mastery of basic mathematical functions and tables.
- B. Emphasize a conceptual as well as practical understanding of math through the frequent use of story problems.
- C. Illustrate God's unchanging character through the timeless, logical mathematical systems He gave to man through His gift of reason.

**VII. Science:** We seek to:

- A. Teach that God created the Heavens and the Earth *ex nihilo* (out of nothing) in six days, allowing that Christians may reasonably differ on their interpretation and application of Genesis chapter one.
- B. Teach that God created man specially in His image and that Darwinian evolutionary theory is false.
- C. Teach the students that because God made the universe, it has inherent order, which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to the student the intrinsic laws, systems, and truths God put into Creation.
- D. Teach that the worldviews of scientism and naturalism are inconsistent with a Biblical worldview. Teach that Scripture and Science, and Faith and Reason are not contradictory or conflicting matters, but are entirely compatible within the Christian worldview.
- E. Treat the study of science as a "means to an end", not an end in itself. That is, curiosity, observation, experimentation, demonstration, and research should be emphasized as the process and way of using science, as opposed to mere lecture and the mere study of facts. By the time the students enter secondary-level science, they should be extremely familiar with the scientific method, through repeated practice.
- F. Use many forms of instruction to teach scientific concepts and methods, e.g. a large variety of experiments, demonstrations, research projects, field trips, guest speakers, etc.

**VIII. Art:** We seek to:

- A. Teach all students the basic fundamentals of drawing to enable them to create adequate renderings.

- B. Encourage the students to appreciate and imitate the objective beauty of the Creation in their own creative works.
- C. Introduce the students to the works of the creative masters in Western culture.
- D. Equip the students to knowledgeably use a variety of art media and techniques.

**IX. Music:** We seek to:

- A. Train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.
- B. Systematically instruct students in the fundamentals of vocal and instrumental music.
- C. Nurture an understanding of and appreciation for vocal and instrumental music of the highest spiritual and musical integrity found throughout history.
- D. Encourage the students to select some area of music, vocal or instrumental, to pursue on their own.

**X. Physical Education:** We seek to:

- A. Teach fundamental loco-motor and manipulative skills through exercise, games and activities.
- B. In cooperation with the families, encourage the students to knowledgeably establish and maintain good health and nutritional habits.
- C. To enhance biblical patterns of behavior through activities requiring cooperation, teamwork, and general good sportsmanship.

**CODE OF STUDENT CONDUCT**

Veritas Academy has developed a Code of Student Conduct based on a practical mixture of 1) the principles of virtue from Scripture, 2) institutional preferences which foster an environment conducive to achieving the school's goals, and 3) expectations for a climate of mutual respect, love and encouragement among students, faculty, and staff. All students are expected to abide by the Code of Student Conduct. All administrators, staff, and faculty are expected to abide by these same standards as they apply to adults. Students who do not follow this code will be subject to disciplinary action.

1. Since God is holy and since His name is to be revered, students are expected to treat worship, prayer and class discussion with proper reverence. Jokes, songs, conversation or behavior that treat the Lord's name, character, or institutions with triviality are not permitted.
2. Since appropriate response to authority is biblically mandated and critical to the shaping of a child's life, students must obey their parents, school policy and all instructions from the Veritas Academy staff and its



supporting adults, promptly, willingly, completely and cheerfully. Talking back, arguing and undue familiarity with Veritas Academy staff will not be tolerated. An atmosphere of mutual respect and courtesy will be maintained between students and staff.

3. Since fidelity to the truth is commanded by God and is the core of all meaningful relationships, students will demonstrate honesty in all their dealings with one another and the staff. Students will respect the property and belongings of others.
4. Since God created male and female in His image, equal in personhood, yet distinct in their manhood and womanhood and complementary in their roles, male students will show honor for female staff and students by demonstrating gentlemanly etiquette at all times (e.g. boys shall hold doors open for female staff and students) and female students will show respect for male staff and students by exhibiting ladylike etiquette at all times. Romantic attachments between male and female students will not be encouraged at Veritas Academy. Co-educational competitive sports and athletic activities involving significant physical contact between players will be prohibited at the school.
5. Since whatever we do, we are to do it heartily, as to the Lord, and not unto men, students will work diligently on all of their school work, striving to do their best at all times. Items and devices that distract students from their educational pursuits, such as personal electronic devices, games, toys, roller skates, skateboards, and the like are not permitted on school grounds. Cell phones are permitted on school grounds, but must be turned off during school hours. Laptops and tablets are permitted for academic use only.
6. Since working with others involves self-discipline and gratitude, students will be prompt in their arrival to class and school activities. Students will refrain from actions that distract others from their academic pursuits and refrain from harmful and rough physical contact with other students such as hitting, punching, tripping, wrestling, and the like.
7. Since Veritas Academy cares about the health and well-being of its students and staff, the possession and use of drugs, alcohol, tobacco or weapons of any sort is strictly forbidden on school grounds.
8. Since words have a power and integrity of their own and since God expects man to be stewards of thoughts and expressions, students will refrain from language and actions which are vulgar, inappropriate and demeaning to either God or mankind. Teasing, criticizing, put-downs, insults and name-calling are not permitted.

9. Since our physical facilities and school materials exist as God's provision and since some activities are inconsistent with responsible stewardship, students are expected to treat all school materials (e.g. textbooks) and facilities with respect and care. Students are expected to be aware of and avoid the off-limits areas of the building and grounds. Students are expected to keep the school's campus neat and clean. Chewing gum is prohibited on school grounds.
10. Since students are to conduct themselves in a manner consistent with biblical principles of purity and holiness, students shall refrain from all forms of inappropriate sexual behavior. All immoral sexual activity, including fornication, viewing of pornography, immodest dress, and homosexuality is forbidden among Veritas students. Public displays of affection in the context of boy-girl relationships (e.g. holding hands, kissing, etc.) are not permitted on school grounds.
11. Since spiritual disciplines (e.g. hearing the Word preached, participation in communion, prayer, worship, Bible study, and fellowship) are essential to Christian growth and discipleship, all students will strive to maintain a faithful daily walk with Christ and be active in their parents' local church.
12. Since our students serve as ambassadors for Christ and representatives of the school, it is expected that students will conduct themselves accordingly at all times, whether they are at school or away from school.

#### **CONFLICT RESOLUTION AND GRIEVANCES GUIDELINES**

We consider it a great privilege to serve families in educating their children from a classical, Christian and covenantal perspective. We are committed to upholding and supporting each family's authority in the lives of their children. This kind of relationship requires clear communication. We recognize that in this relationship there lies a great temptation to talk to others (gossip) about a specific issue or person rather than take direct action to resolve conflicts in a manner consistent with Scripture (Matthew 18 and James 3). We believe Scripture teaches that conflicts should be handled respectfully, graciously, discreetly and carefully, while believing and speaking the best about each individual involved. Veritas Academy staff, administration and Board will abide by these same principles in communicating with parents and students.

**Parents/Students to Teacher:** If an issue should arise about the classroom, the parents or students (if the student is mature enough, generally in the upper school) should speak directly to the teacher. If the issue is not satisfactorily resolved, the parent may bring the concern to the Headmaster. If the student advances the concern

to the Headmaster, he must have permission from his parents to do so.

**Parents to Headmaster:** If an issue should arise about a matter related to the general operation of the school (apart from the operation of a classroom) the parents should speak directly to the Headmaster. Parents and students may also present concerns about an individual teacher's classroom, if the matter was not resolved with the specific teacher. If the issue is not satisfactorily resolved, the matter may be taken before the school Board in writing.

**Parents to Board:** If an issue has not been satisfactorily resolved with the Headmaster, the parents may present their concerns in writing to the Board chairman requesting a hearing at the next regularly scheduled Board meeting.

While clear communications between the school and families can break down with negative issues, they can break down with positive issues as well. Often parents will have an idea on how to improve the school, but are not sure how to share it. In this case, the same principles should be applied. If a parent has an idea about how to improve a classroom, he or she should talk to the teacher. If a parent has an idea about how to improve the school in general, he or she should talk to the Headmaster. It is always best to communicate directly with the person primarily in authority over the issue at hand. The Board will not serve as the initial contact on school related issues. No individual Board member may speak on behalf of the Board unless specifically authorized by the Board to do so on a specific issue.

#### **PARENT-TEACHER COMMUNICATION GUIDELINES**

Formal parent-teacher conferences will be scheduled following the mid-term progress reports for the first and second nine-weeks grading term. At least one parent of every full-curriculum pre-kindergarten to sixth grade student MUST attend the conference during the first grading term. Attendance in the second conference for Pre-K to sixth grade parents is optional, but strongly encouraged. Logic and Rhetoric School parents are also strongly encouraged to attend scheduled parent-teacher conferences.

Informal conferences will be arranged as needed for both full-curriculum and part-time teachers

Teachers will inform parents about what is happening in their child's classroom. Vehicles for accomplishing this include weekly notes (Pre-K-5th Grades), periodic updates (6th-12th Grades), mid-term progress reports, quarterly report cards, parent-teacher conferences (for full-curriculum students), and informal interaction.

At the beginning of the school year, individual teachers will inform parents how they would like to be contacted outside of school hours. Parents are responsible for

reading and following through on all teacher communications.

Parents are also asked to show consideration of teachers' family and church commitments by not contacting them late in the evening (after 8:00 PM) or on Sundays (in honor of the Lord's Day).

#### **DISCIPLINE GUIDELINES**

All discipline will be based on biblical principles (e.g. confession, repentance, reconciliation, restitution, forgiveness, law and grace, etc.). Misbehavior shall be viewed from a spiritual and Scriptural perspective with the goal of shepherding the child's heart toward a God-pleasing life. It is also understood that parents are ultimately responsible for their child's behavior even while the child is at school. These discipline procedures shall have the function of placing the responsibility of discipline on the parent. The parents shall be generally responsible for administering all forms of corrective punishment.

Practically, the vast majority of real and potential discipline problems will be dealt with at the classroom level. The kind and amount of discipline (within these stated guidelines) will be determined by the teachers and administration. The specifics and nature of each discipline incident and the individual personality of the student involved will be considered in the administration of discipline.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process; therefore, these policies must be adhered to. Students will not be subject to corporal punishment at Veritas Academy. As in all other areas of the education at Veritas Academy, love and forgiveness will be an integral part of the discipline of a child. It is because we love that we discipline.

#### **Misconduct and Discipline:**

There are five basic behaviors that will automatically necessitate discipline from the school administration. Those behaviors are:

1. **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school; including lying, cheating, stealing.
3. **Rebellion** e.g. outright disobedience in response to instructions.
4. **Fighting** e.g. striking in anger with the intention to harm another student.
5. **Obscene or profane language** including taking the Lord's name in vain.

If for any of the above behaviors or other reasons a teacher deems it necessary for a student to receive discipline from the administration, the following accounting will be observed. Within the entire school year:

1. The first **two** times a student is sent to the administration for discipline the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be expected.
2. The **third** incident will be followed by a meeting with the student, student's parents, administration, and, if necessary, the teacher.
3. Should a **fourth** incident arise, a **two-day suspension** may be imposed on the student. The student will be required to make-up all classroom assignments and tests missed during the suspension period.
4. Should a **fifth** incident arise, the student may be subject to expulsion from the school.
5. The administration may, at their discretion, demonstrate leniency when appropriate or in case of severe infractions, bypass the above office-visit process and impose an immediate suspension or expulsion on a student who is not making progress in correcting serious misbehavior.

**Expulsion:**

The Veritas Academy school Board and Headmaster realize that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate the behavioral problems the student is having, the administration is empowered to expel the student. The procedure will be as follows:

1. Parents will be notified immediately after the decision for expulsion.
2. The student will turn in all school texts/materials, clear out his/her desk and locker, and be picked up by his/her parents the same day.
3. Transfer of school records will be arranged within a week following expulsion if financial obligations to the school have been satisfied.
4. Appeals may be made first to the administration and then to the Veritas Academy Board.

**Serious Misconduct:**

If a student should commit an act with such serious consequences that the school deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any flagrant act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours or when school is not in session.

**Re-enrollment:**

At the discretion of school administration, a student may be  
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refused re-enrollment for the following school year. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion, but a decision that re-enrollment is not in the best interest of the student and/or the school.

Should the expelled student desire to be re-admitted to Veritas Academy at a later date, the school Board will make a decision based on the student's attitude and circumstances at the time of re-application.

**STUDENT AND STAFF RELATIONS GUIDELINES**

To facilitate professional, friendly, and biblical relationships between staff members and students, the following guidelines shall be observed.

- A. Staff members are to remember that they serve as professional, adult role models before the students (Titus 2:7, 8). Relationships between staff members and students are to be friendly and courteous, but never familial or intimate.
- B. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety (1 Peter 2:12).
- C. Flirtation, sexual innuendoes, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
- D. If it is necessary for a staff member to spend time alone with a student or staff member, especially with a student of the opposite sex, it should be arranged that they are easily visible to the public (e.g. an open door, windowed room, etc.)
- E. Staff members shall not travel alone in a car with one student without explicit permission from the parent of the student.

**HOLIDAY OBSERVANCE POLICY**

Observances of holidays at Veritas Academy shall be conducted according to the following guidelines:

- A. Veritas Academy recognizes the necessity of joy and thankfulness in the Christian life. The school will seek to provide students with opportunities for joyous celebration and thankful recognition of God's providence and blessing in their individual lives (e.g. birthdays and personal accomplishments) and in history (Columbus Day and Memorial Day).
- B. The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and

resurrection) and Christmas (the incarnation of Christ) rather than the secular elements (Santa and the Easter Bunny).

- C. The school is not “against” secular images and symbols. These are matters of personal conscience and Christian freedom for each family. The school simply chooses, as a Christian school, to de-emphasize secular elements in its recognition of holidays.
- D. Halloween will be ignored at Veritas Academy. Other holidays (President’s Day, Valentines Day, etc.) shall be observed when their recognition is deemed spiritually and/or academically beneficial to the students and consistent with the Veritas Academy philosophy of education.
- E. Interpretation and application of these holiday observance guidelines shall be the responsibility of the Headmaster.

### CONTROVERSIAL SUBJECTS POLICY

The purpose of this guideline is to help Veritas Academy to respect the convictions of parents and teachers in various academic and/or sensitive subject areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview. A controversial subject is a subject which Christian families and churches commonly consider divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. Examples: environmentalism, partisan politics, etc.

- A. If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial or obviously of a sensitive nature and discussion of that subject will not help achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all. When appropriate, as it benefits the students, the teacher may explain to the students the reasons for not discussing the topic.
  - B. If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
    - 1. As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
    - 2. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
    - 3. As appropriate (i.e. pertinent to the stated objectives of the class), direct the students' attention to original writings, historical source documents, and other informed sources on each side of the subject concerned. This may be done in
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a variety of forms, such as a research paper, guest speakers, reading differing authors, etc. The teacher shall encourage the students to become knowledgeable of the most widely held views on the topic.

- 4. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
- C. Due to the sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology and to biblical principles and references as they arise in appropriate class contexts. Teachers will always defer to parental authority and responsibility when such matters arise.
- D. The teacher is to remember that according to Scripture and the goals of Veritas, he is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy and sound teaching practices, he must exercise restraint in the expression of his personal opinions and encourage a gracious and scholarly attitude in the students.

### HOME STUDY PROGRAM DECLARATION

Veritas Academy is a home-school learning center that operates on a condensed day schedule. While our academic year includes 180 school days, our daily schedule is shortened for reasons discussed above (see Philosophy and Approach statements). We do not meet the same number of hours each day as a typical private or public school. Consequently, parents of all students enrolled at Veritas (K-12) are required by law to register as a home educator and submit a Declaration of Intent form to the Georgia State Department of Education (DOE) by September 1 of each school year.

We strongly encourage you to submit your form online. The web address for GA DOE form is <http://www.gadoe.org/External-Affairs-and-Policy/AskDOE/Pages/Home-Study-DOI.aspx>. Registering online ensures that your form will go to the correct address and be processed quickly. Please note that some fields on the form are optional. The optional fields request information not required by law. We suggest that you follow the law.

Follow the directions at the DOE website for submitting the form. Upon submitting the Declaration of Intent form, a “Thank You for Your Submission” screen will appear. To print/save a copy of the Declaration of Intent with your 36 unique character digital parent signature select "HERE" in red text. You will need a copy of this form with the 36

character "parent signature" in order for your students to get a driver's permit or license.

Families in South Carolina will be required to follow a different set of guidelines. Please visit the South Carolina Department of Education website for more information (<http://ed.sc.gov/agency/programs-services/125/>).

## GRADING SCALE AND GUIDELINES

Revised November 14, 2013

### Philosophy of Grading

Our goal at Veritas is not simply for students to get “good grades.” Our academic goal is for students to master the content and requisite skills of each subject to the best of their God-given ability. Our goal is true learning and genuine education. In and of themselves, grades have relative unimportance. Grades are one measure of the student’s mastery of the curriculum objectives. They are intended to provide teachers, students, and parents a “snapshot” of the students’ progress. A report card grade is one estimate of what the student knows and understands – not how hard he works or how well he behaves.

The assumption is that each course or subject at Veritas consists of a body of knowledge and/or skills which constitutes its 100% capacity. The purpose of a grade is to give a percentage of how much a student has mastered relative to complete mastery (100%).

One of Veritas Academy’s greatest strengths is academic excellence. Our curriculum goals are relatively rigorous and demand much effort from every student. We have “set the bar high” in our academic standards. The “average” student may have to work very hard to get average grades at Veritas. We define an average grade as a “C.” Parents of students who must work harder to keep up with the academic demands may well need to limit extracurricular activities, spend extra time helping with school work, or even secure an outside tutor to assist the student.

Students transferring into Veritas, especially into higher grades, will sometimes find that good grades are harder to come by at this school. A grade of “C” may represent average achievement at Veritas, but may also represent excellent effort by a given student. That student who is working at their highest potential should not be made to feel inferior by a parent's unreasonable expectation for higher marks. If you want uniformly high grades, this may not be the school for you. If you want high achievement, it is.

An “A” is defined as excellent; “B” as above average; “C” as average; “D” as below average; “F” as failing. Students typically receive number grades on most assignments and letter grades on report cards. Grade point average is calculated and published on each logic and rhetoric student report card. The highest report card grade a student can obtain in any subject is a “100”.

Report cards will also include assessments of the student’s work/study habits and behavior. Work/study habits relate to neatness of work, timeliness of work, completeness of work, ability to work independently, follow directions, and use free time well. Behavior concerns whether the student follows rules, accepts responsibility, is considerate of others, and has a cooperative and helpful spirit.

### Testing

We believe that, in general, contemporary American educators spend too much time testing and too little time teaching. We encourage our teachers, therefore, to avoid “teaching to the test.” The test should never be seen as an end in and of itself. Tests, exams, and quizzes are mere tools for improving and assessing student mastery of the curriculum content and skills.

Personal observation by the teacher, class discussion, evaluation of projects, and writing assignments are also important methods of assessment. Testing is also a legitimate means of motivating students to seriously pursue their studies. Veritas teachers, therefore, will employ tests, quizzes and exams judiciously as they seek to impart knowledge and wisdom to their students.

### Grading Scale

#### *1st-2nd Grade and Enrichment Classes*

E = Excellent/Outstanding – highly exceeding expectations

VG = Very Good -exceeding expectations

S = Satisfactory – meeting expectations

N= Needs Improvement, but making progress.

Continued time and effort needed.

U = Unsatisfactory –Making little or no progress

#### *3<sup>rd</sup> - 12<sup>th</sup> Grade*

94-100%	A	77-79%	C+
90-93%	A-	73-76%	C
87-89%	B+	70-72%	C-
83-86%	B	67-69%	D+
80-82%	B-	63-66%	D
		60-62%	D-
		below 60%	F

### Grading Guidelines

1. Typically a minimum of ten grades per grading term should be used to determine each subject's grade.
2. All academic/objective grading at Veritas Academy will use a criterion-referenced base for evaluations. That is, objective standards will be used to judge student performance. Grading on a "curve" will not be done.
3. Term grades should be based on the following:
  - a. Tests, Quizzes, Homework, Projects, Book Reports, Classwork, etc.

- b. Virtually all assigned work done for/in class should receive a recorded credit toward a grade.
  - c. Assignments that are graded and credited primarily for completion, effort, or diligence (e.g. daily Math homework) shall constitute no more than 20% of the student's final grade in a subject for any given term.
  - d. The final grade must be based primarily (at least 50%) on student performance on assessments (test and quizzes) that measure mastery of curriculum objectives.
  - e. "Extra Credit" or "Bonus" work shall not be given.
  - f. Participation in class discussion may also be graded. If so, daily participation should be recorded on a consistent basis.
  - g. Projects, depending on the scope of the assignment, may be used in place of tests.
4. Whenever appropriate teachers must include spelling, neatness and grammar mechanics in the grading of assignments in all subjects. These elements shall make up no more than a maximum of 10% of the total grade on any given assignment.
  5. Late assignments will not be accepted, but rather counted as missed assignments. Teachers should set a standard that allows the student to miss a specified number of assignments (maximum of 10% of total assignments) for a particular subject in a grading term without penalty to their overall grade. (E.g. If 20 homework assignments are given in the term, the teacher may allow the student to miss one or two assignments without penalty. When averaging the grade the teacher would count only 18 or 1 grades, eliminating the one or two missed assignments or lowest grades.)
  6. Variety in the amount and kind of testing, assignments, and homework is highly encouraged.
  7. Teacher's comments will be included in a separate section on the report card.

#### **GRADE REPORTING GUIDELINES**

Mid-Term Progress Reports shall be issued at the middle of each grading term (nine week quarter). Report Cards shall be issued at the end of each nine week quarter.

Teachers shall communicate frequently and regularly with parents about each student's academic performance and work habits in the classroom.

Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing (F) or unsatisfactory grade (U) for the grading term. Failure of the teacher to notify parents of a failing or unsatisfactory (PreK-2<sup>nd</sup>) grade will not, however, result in the alteration of the grade.

Parents are responsible to attend the Parent/Teacher conferences to become informed of their child's progress.

#### **SEMESTER/FINAL EXAMS**

For Logic and Rhetoric School students, the last four days of every semester are devoted to comprehensive Final Exams for each core subject. The final exam counts as 20% of the overall semester grade. The 2<sup>nd</sup> and 4<sup>th</sup> quarter report card average includes the final exam grades; thus it is the semester average that counts for Honor Roll and Headmaster's List in those two quarters.

#### **PROMOTION POLICY**

##### Pre-Kindergarten -2<sup>nd</sup> Grade

Pre-Kindergarten through second grade students enrolled in Veritas Academy must meet the following basic criteria for promotion to the next grade:

- A. Behavioral maturity for the next grade as defined by consistent age-appropriate ability to follow classroom routines, obey teacher instructions, handle conflict appropriately, and stay on task during academic work.
- B. The child must demonstrate reading and math readiness for the next grade by achieving 80% of the reading and math objectives for the grade they are completing.

##### Grammar School (3<sup>rd</sup> – 6<sup>th</sup> Grade)

Grammar school students currently enrolled in Veritas Academy must meet the following basic criteria for promotion to the next successive grade:

- A. Earn a "C" grade for the year in Reading, Math and Grammar.\*
- B. Earn a passing grade for the year in at least three of the other academic subjects (Latin, Science, Writing/Spelling, Penmanship, and History).\*  
\*Exceptions may be made depending on the circumstances.
- C. The teacher and Headmaster may, on occasion, recommend that a student not be promoted even if the minimum standard above is met (e.g. when a student earns a "D" average in the majority of subjects).

##### Logic and Rhetoric School (7<sup>th</sup>-12<sup>th</sup> Grade)

Students in the seventh to twelfth grade must earn a passing grade (avg. for the year) in all core subjects (Math, Science, English, History, Latin, and Bible or Logic) and must complete the year with a 1.67 GPA (C-).\*

\*Exceptions may be made depending on the circumstances.

## GRADUATION REQUIREMENTS

Revised December 19, 2013 and December 17, 2014

To receive a diploma from Veritas Academy, a student must:

1. Attend Veritas Academy full-time for the senior year (minimum of one full academic year). Transfer credit is determined upon admission. Dual credit coursework may qualify for academic credit at Veritas for courses that are not provided at Veritas (e.g. a senior may take a college level Calculus 2 course at a local college if that course is not offered at Veritas the year needed. A student may not take a college course to replace a course provided at Veritas.)
2. Complete high school level academic credits equivalent to the following:
  - 4 credits of language (Latin or other)
  - 4 credits of math (including pre-calculus)
  - 4 credits of science (biology, chemistry, physics, and an elective)
  - 4 credits of history
  - 4 credits of literature
  - 2 credits of traditional logic and/or rhetoric
  - 2 credit of Bible, apologetics or theology
  - ½ credit of art
  - ½ credit of music
  - 25 total credits
3. Maintain a minimum overall grade-point average of C (2.00).
4. Exceptions to credit and course requirements may be made for students transferring into the 10th, 11th, or 12th grade from other schools or from home school. Transfer courses and credits from incoming students will be evaluated on a case-by-case basis.
5. One credit shall be equivalent to 3-4 hours of instruction per week for two semesters (36 weeks). One-half credit shall be equivalent to 1.25-1.5 hours of instruction per week for two semesters (36 weeks).

## HOMEWORK PHILOSOPHY AND GUIDELINES

### Philosophy

The classroom experience is central to learning, but it must be supplemented by individual study, which is often best done at home. The shorter day format at Veritas allows for, even demands, significant work at home. Having our students do individual study at home, leaves more classroom time for teaching.

For Veritas students, homework begins with the reading lists assigned to students in each grade. All Veritas students should devote approximately one hour daily to reading.

Beyond the daily reading students should expect to be assigned study, writing, and practice exercises to reinforce what is learned in the classroom. Veritas teachers construct homework assignments carefully, always seeking to give assignments that require minimal time with maximal effect. Our teachers try to coordinate homework to avoid an unreasonable accumulation of assignments.

Additionally, students benefit from extra practice in new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice. Repeated, short periods of practice or study of new information is often a better way to learn than one long period study.

### Guidelines

- A. The emphasis in assigning homework shall be quality, not quantity. Teachers shall strive to keep homework at a reasonable level.
- B. Students who do not use the time wisely in class will typically spend time completing classroom exercises at home in addition to completing regularly assigned homework.
- C. The necessity for doing homework will vary from grade to grade and from student to student. It is to be expected that older students will spend more time on homework than younger students. It is also to be expected that the focused, diligent, and/or stronger students will generally spend less time on homework. Students who are significantly challenged by the assignments or who do not wisely use the time given in class to complete assignments will most likely spend more time doing homework.
- D. "Weekly Homework Assignment Sheet" (or similar form of communication) will be used in the elementary grades and a student-owned assignment book will be used in the secondary grades.
- E. Normally, extra homework is not to be assigned over weekends or over holidays and vacation periods. Homework equivalent to a regular weeknight's quantity may be assigned for Friday after school.
- F. If a student consistently spends an excessive amount of time on homework, the teacher who assigned the homework should be informed promptly so that corrective measures can be taken. If a student is routinely spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will contact the parent to discuss strategies for

improvement. The Headmaster should be consulted next if these steps do not remedy the situation.

## STANDARDIZED TEST ADMINISTRATION

Veritas Academy shall annually administer a nationally standardized academic achievement test (e.g. Stanford or ERB-CTP) to all students in (at minimum) the third, sixth, and ninth grades. The test may be administered to students in other grades when deemed beneficial by the Headmaster.

## HONORS AND AWARDS PROGRAM

*Revised December 17, 2014*

### Philosophy

We believe that God is glorified when His people use to the utmost the gifts He has given them. We believe a student will excel at Veritas Academy only by faithfully using the academic/intellectual gifts bestowed upon him or her by God, the giver of all good gifts.

The recognition of people who are faithful in using the particular gifts given them by God is endorsed in the Scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, I Timothy, etc.). We believe that God has established Veritas Academy as an academic institution, and therefore it is proper for Veritas Academy to recognize those who use the academic gifts God has given them for superior academic achievement. Therefore, we seek to publicly recognize those students who accomplish the necessary prerequisites to receive the applicable award/honor set forth below.

We recognize that the glory for all human achievement goes to God. We therefore seek to teach our students and their families the appropriate way to give glory to God for the accomplishments that He allows them and others in the school to achieve.

Because we recognize the propensity of human nature to sin, we will seek through the way we approach our honors and awards program both (a) to teach the students who receive honors or awards to give the glory to God and not become prideful and (b) to teach those who do not receive honors or awards not to covet the gifts God has given to others, but rather to be thankful to God for the particular gifts He has given to them. We recognize that many students who do not meet the necessary prerequisites below are equally faithful in using the academic abilities God has given them.

Formal honors and awards will be given to students in the third grade and above. All core academic subjects that are objectively graded (A-B-C-D-F) will be used in honors determinations. Grades from afternoon electives will not apply to this program. The honors and awards are as follows: (Other awards/honors may be recognized as appropriate.)

### Honor Roll and Headmaster's List

Grammar School: Full-curriculum students who achieve all grades of "B+" or higher are placed on Honor Roll. Those who achieve all grades of "A" will be placed on the Headmaster's List.

Logic and Rhetoric School: Full-curriculum students who achieve a grade-point average of 3.33 or higher in any quarter are placed on the Honor Roll. Students who achieve a grade-point average of 3.67 or higher are placed on the Headmaster's List.

Honor Roll and Headmaster's List achievement shall be recognized at the end of each academic quarter (e.g. listed in a print publication of the school or verbally named in a school assembly). Students on the Honor Roll and Headmaster's List for all four academic quarters shall receive an award certificate at the end of the year.

## LEARNING DISABILITY POLICY

This policy applies to all students in all the classrooms of Veritas Academy.

### **Definitions:**

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, special program, or specialized staff in order to provide the educational services desired by the parents, e.g. Down's syndrome, deaf/mute, blind, etc.

Learning Disability: Any condition in a potential student which does **NOT** require a separate classroom, special program, or specialized staff in order to provide the education services desired by the parents and meet the regular academic requirements of Veritas Academy, e.g. hyperactivity, attention deficit disorder, dyslexia, etc.

### **Policy:**

- A. Children with a severe learning disability will not be admitted to Veritas Academy due to the lack of adequate staff, resources, and facilities.
- B. Children with learning disabilities may be admitted to Veritas Academy provided they meet all regular admissions requirements and are capable of functioning successfully in a "traditional classroom" setting.
- C. Children with learning disabilities (diagnosed or undiagnosed) will be required to meet the same academic and behavioral standards as all other children in their grade level.
- D. Children with learning disabilities (diagnosed or undiagnosed) will be given as much individual instruction and encouragement as their classmates – no more and no less.
- E. Veritas Academy may make minor classroom accommodations (seating location, allowing use of voice recorders or laptop computers, etc.) to assist students with learning disabilities. Accommodations will be made only for students with learning



disabilities that have been clearly diagnosed by a licensed and certified educational diagnostician. Securing a diagnosis of a learning disability will be the responsibility of the parent(s) of the student. The parent(s) of the student will also be responsible, financially and otherwise, for providing any and all special equipment, supplies and tutors needed to accommodate the student.

- F. Veritas Academy reserves the right to decline any accommodation to a student with a learning disability, if it deems the accommodation to be a hindrance to the learning experience of other students in the school or if it deems that the accommodation may compromise the school's academic standards.

## **UNIFORM AND DRESS CODE POLICY**

*Revised December 17, 2014*

### **General Rationale for a Dress Code**

1. Being overly concerned with clothing and outward appearances is contrary to God's will for us as revealed in Scripture (1 Sam. 16:7; Matt. 6:19-21; James 4:4; 1 John 2:15-17).
2. Pressures felt by children to compete in areas of dress are destructive to the unity of the school and the body of Christ.
3. Everything in our lives, including our clothing, should reflect the order of the Godhead and the order He has created in the world (1 Corinthians 14:40).
4. Clothing should be modest and not draw attention to the individual (1 Timothy 2:9) and should reflect differences in the sexes (Deuteronomy 22:5).
5. Our children are serving as witnesses and ambassadors both for the Lord Jesus Christ and the school. Student appearance is a reflection of both.

### **Specific Rationale for Uniforms**

1. Uniforms are a positive discipline in the school, and Veritas Academy emphasizes the value of a disciplined learning environment. Just as dressing up, even wearing uniforms, is a part of the workday for parents, wearing a school uniform is a signal to the child that it is a time for hard work and studious activity.
2. Uniforms prevent problems associated with the subjective interpretation of a dress code policy. Uniforms will eliminate any confusion about what is acceptable, modest and appropriate by the school's standards.
3. Uniforms tend to decrease the cost of student clothing. Our uniform vendor provides economical and durable items. Often parents need only purchase two or three sets of uniforms to last throughout the school year and often these items can be handed down to other children.

### **Uniform Policy**

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A detailed list of specific clothing items and vendor information for the student uniforms may be obtained from the school office. Certain uniform items must be purchased from the designated suppliers and other items may be purchased from wherever desired.

### **General Dress Code for All Students and Staff**

- Shirts are to be tucked in at all times.
- Shoes designed for laces are to be worn with appropriate, tied laces.
- No open-heeled or open-toed shoes are permitted.
- All skirt and skort lengths must be long enough to touch the top of the kneecap.
- Excessive jewelry and excessive make-up are not permitted.
- Earrings and necklaces are not permitted on boys.
- Piercings and jewelry in pierced body parts, with the exception of earrings for girls, are not permitted. Girls may have only one piercing in the lower lobe of each ear.
- All students must keep their hair neatly groomed and conservatively styled. Boys' hair must be cut so that the eyebrows, collar, and earlobes are visible at all times.
- Unnaturally colored/dyed hair and visible tattoos (temporary or permanent) are not permitted.
- Outerwear coats and jackets are not to be worn in the building during the school day. Sweatshirts and sweaters worn during the school day must be approved uniform wear.
- Any outlandish or distracting clothing, jewelry, makeup, hairstyle, nail polish, or appearance will not be permitted.
- For school events for which uniforms are not required and at school on days for which uniforms are not required (e.g. "Jeans Days") student clothing must be clean, neat, modest, and appropriate to the occasion.

### **Uniform and Dress Code Policy Enforcement**

The school faculty and Headmaster will enforce the Uniform and Dress Code Policy. Interpretation and application of the Uniform and Dress Code standards will be the responsibility of the Headmaster. Students not complying with the Uniform and Dress Code Policy will be required to rectify their appearance immediately. Cheerful, consistent compliance is expected. Students who violate the Uniform and Dress Code Policy, either by action or by challenging and rebellious attitudes, will be subject to disciplinary actions.

## **TARDY POLICY**

Students are expected to be present and punctual for every class. All full-curriculum students should be in their classrooms by 8:00 AM every school day. Students may begin arriving at 7:45 AM. Anytime beyond 8:00 AM is considered tardy. Part-time students may arrive ten minutes before the start of each class.

It is expected that every child will be picked up on time. Parents of full-curriculum elementary students should be at the school at 12:00 PM and parents of secondary students at 1:30 PM unless their children have electives or study hall. Part-time parents must pick up their children no later than 10 minutes after class.

## **ATTENDANCE POLICY**

A student enrolled at Veritas Academy is expected to be present and on time every day school is in session.

The school calendar for Veritas Academy is announced in the preceding spring.

Attendance records for the students are reported on the report card each grading term.

**SHORT-TERM ABSENCES:** If a student needs to be absent from school for one to two days for any reason, the parents should contact the school office by note or phone as soon as possible.

**LONG-TERM ABSENCES:** If a student needs to be absent for three or more consecutive days, the parents should notify the teacher and school office in writing explaining the circumstances. This will permit the teacher(s) to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.

**PLANNED ABSENCES:** We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all school-work to be completed within the time specified by the teacher. We recommend that students complete their assignments prior to planned, extended absences. This eliminates the need to work on vacation and complete make-up work.

**MAKE-UP WORK:** Students may take make-up tests and submit any other make-up work to their teacher. It is expected that the child or the parents will discuss these arrangements with the teacher and take the initiative in completing the missed work. Students must complete missed work within a period of days equivalent to the number of days absent plus one (1) day (e.g. a student absent two days has three days after he returns to school to complete missed work). Parents are not to give tests to their children at home without prior explicit approval from the teacher.

## **Maximum Allowed Absences**

Apart from extreme and unusual circumstances, ten absences in a given semester is the maximum allowed without consequence. If ten absences per semester are exceeded:

Grammar and Logic School students may not advance to the next grade.

Rhetoric School students may not receive academic credit for the courses in semester in which these absences occur.

The Headmaster, in consultation with the student's teacher(s), may make exceptions to the above guidelines.

## **INCLEMENT WEATHER POLICY**

*Revised December 17, 2014*

- A. Because Veritas Academy does not provide transportation service, the responsibility for getting children safely to and from school rests on parents and their designated representatives. Parents are therefore responsible for discerning if road conditions during inclement weather or other emergencies allow for safe travel.
- B. In the event of inclement weather, even if Veritas Academy is officially open for classes, parents who do not believe road conditions in their area permit safe travel should not attempt to get their children to school. They should keep their children at home and notify the school that they are doing so.
- C. During times of inclement weather (or other school closing emergencies), Veritas Academy will communicate announcements regarding starting delays, early dismissals and cancellations by email and on local media outlets. All such announcements will also be posted on the school voice mail by 6:30 AM of the effected day.

## **STUDENT HEALTH AND MEDICATION POLICY**

*Revised December 17, 2014*

1. It is expected that students are sent to school healthy, well-rested, and ready for class. Students with fevers, diarrhea, contagious viruses, severe colds, and the like will be sent home to avoid infecting others. Students should be fever-free for 24 hours before returning to school.
2. Students who are lethargic, tired, and unable to do their schoolwork will be sent home for needed rest and recuperation.
3. Parents must provide the school with emergency numbers of friends and/or family who can pick up their child from school if the child becomes ill.
4. Other forms necessary for student health records can be obtained from the school office. They are:

- a. Emergency Form: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency.
- b. Medication Administration Form: see below.

**Medication Administration**

1. All medication (prescription and over-the-counter) taken by students must be administered by one of the following:
  - a. A Veritas Academy staff person designated by the Headmaster.
  - b. Parent(s) of the student.

No student will be permitted to administer any form (prescription or over-the-counter) of medication to himself or any other student except as indicated below.

2. Students who require medication on an as needed basis through the use of an inhaler or Epi-Pen will be permitted to self-medicate if the following conditions have been met.
  - a. A physician has determined that the student should carry the medical inhaler or Epi-Pen on his person and self-administer the medication. Physician’s orders need to be on file with the school office.
  - b. Parents must complete the prescription medication administration form and indicate that: “the student is able to self-administer and carry the inhaler/ Epi-Pen and has been trained in its use.”
3. Prescription and over-the-counter medication will be administered to students only at the written request of the parent. Parents must complete a Medication Administration Form before any medication can be distributed to a student. Any request for administration of medicine must include the student’s name, description/type of medication, dosage of medication and the time(s) it is to be given. All medications, prescription and over-the-counter, must be in the original pharmaceutical container labeled with the student’s name and dosage directions.
4. Upper School students may be permitted to carry and self-administer some over-the-counter medications (e.g. Advil or Tylenol) with written parental permission.
5. Over-the-counter cough drops and throat lozenges may be carried and taken by students with a hand-written note from their parents or with verbal permission from the parents to the student’s teacher. Over-the-counter cough drops and throat lozenges do not require completion of a Medication Administration Form.

**PREPAID TUITION POLICY**

This policy applies to any situation in which a family desires to prepay their tuition fees.

Acceptance of a student for enrollment constitutes a significant financial commitment on the part of the school (textbooks, personnel, supplies). Therefore, all prepaid tuition fees are non-refundable and non-transferable regardless of the circumstances. Any “unused funds” (monies remaining as a result of a student discontinuing enrollment for any reason) will be calculated and acknowledged as a gift with a receipt to the donor.

**TUITION AND FEE COLLECTION POLICY**

The objective of this policy is to ensure that tuition and fees are collected in a timely manner and to establish a process whereby unpaid tuition and fees can be collected as timely as possible. This process must be followed unless specific other arrangements have been made with the Headmaster or his delegate and the family involved. Good faith will be presumed on the part of the families unless subsequent circumstances indicate no positive action can be expected. Late tuition and fees are defined as tuition and/or fees not paid by the tenth of each month.

The following process is to be followed in the collection of late tuition & fees:

1. Monthly tuition payments are due the first day of the month. In the event that tuition and/or fees are not paid on the due date, a fee reminder will be sent to applicable families.
2. If the tuition and/or fees are still not paid or arrangements made within the following 10 days, the Veritas Academy administration will personally contact the students’ parents. The essential elements or agreements made at that time will be recorded and filed. If an agreement is not made and adhered to, and payment is not received after 45 days of the original due date, students will be expelled, grades will be withheld, and records will not be released until payment is received.
3. Tuition and/or fees not paid in a timely manner will be subject to a late fee of \$20 per occurrence and returned checks will be subject to a fee of \$30 per occurrence. VERITAS ACADEMY reserves the right to demand payment in the form of cash or money order/certified check after the first occurrence of a returned check.
4. Neither the dismissal by Veritas Academy, nor absence of the student(s), or withdrawal by the parent of the student, shall diminish the parents’ obligation to pay the total and full amount of ALL tuition and fees due the school for the entire school year as set forth in the enrollment contract.
5. In the event of exigent circumstances substantially

affecting the parents' ability to meet payment obligation to Veritas Academy or affecting the student(s) ability to attend Veritas Academy, as determined by the Board in its discretion, the Board may adjust, waive or otherwise alter the payment obligations.

6. Any "unused funds" (monies remaining as a result of a student(s) discontinuing enrollment for any reason) will be calculated and acknowledged as a gift with a receipt to the donor.
7. If the parent(s) withdraw the student(s) from Veritas Academy for non-exigent circumstances, the parents shall be released from the financial obligations of the enrollment contract only if there are sufficient students to fill the affected classroom to capacity (Capacities: Pre-K & K =10, 1<sup>st</sup> & 2<sup>nd</sup> grade = 14, 3<sup>rd</sup> grade and above =15 students).

### **TUITION ASSISTANCE POLICY**

At Veritas Academy, we believe that families from all income levels should have the opportunity to enroll at the school. Thus, Veritas Academy actively seeks donations to fund our financial assistance efforts. We provide tuition assistance to families on a first-come, first-served basis. Levels of financial assistance offered will depend on a number of factors including total (gross) family income, number of family members, number of children enrolled at Veritas Academy, and any additional extraordinary financial circumstances. An outside consulting service ([www.FactsTuitionAid.com](http://www.FactsTuitionAid.com)) will be used to assist Veritas Academy in accurately determining a family's level of financial need for tuition assistance. The school administration will review the recommendations made by the consulting service and award financial aid accordingly.

It is expected that families will pursue every other available means of financial assistance (family, local scholarship funds, etc.) prior to applying for aid directly from Veritas Academy. If other assistance is available to a family, the school expects the family to utilize it to make more of the school's funds available to other families in need.

Generally, every family will be expected to pay a minimum of fifty percent (50%) of the total tuition, regardless of the amount of assistance for which they qualify.

If a family qualifies for assistance from other scholarship sources or financial aid funds (other than Veritas Academy), these funds will be used to reduce the amount of assistance taken directly from Veritas Academy and will not necessarily reduce the family's tuition obligation to the school. Generally, every family must pay at least the minimum amount determined by the FACTS assessment.

To apply for financial assistance, simply complete the financial aid application (available online at

[www.FactsTuitionAid.com](http://www.FactsTuitionAid.com)) and submit it according to the enclosed instruction sheet. Returning families who submit applications for tuition assistance by the established deadline will be given first priority in the distribution of financial aid. New families who submit applications for tuition assistance early in the Veritas Academy admissions process will be given next priority in the distribution of available funds. The Board will have final authority to allocate financial aid.

### **ADMISSIONS PROCEDURES AND GUIDELINES**

1. Since Veritas Academy is a covenantal school (whose purpose, as noted, is to serve Christian parents who are striving to educate their children to the glory of God), at least one parent or guardian of each child must credibly profess faith in Jesus Christ as the only way of salvation, subscribe to the essential doctrines of historic Christianity, and be a faithful member of a Bible believing church. Both parents should have a clear understanding of the biblical philosophy and functioning of Veritas Academy. Both parents must read the Statement of Faith and accept that it constitutes the doctrinal beliefs of the school and agree to have their children taught in accordance with the Statement of Faith.
2. Parents must understand the school's commitment to parental responsibility for their child's education. Veritas Academy exists to assist parents in the godly training of their children, not to take over responsibility for the education of their children. Both parents must understand and be in agreement with the educational Philosophy and Approach of Veritas. Both parents must agree to collaborate with the teachers in being engaged in and responsible for the home-based academic work assigned to their students.
3. Each family is required to have their pastor (or similar church leader) submit a completed Pastor Recommendation Form.
4. Both parents must read the Student/Parent Handbook prior to completing an application for admissions.
5. The parents must be committed to cooperating with the policies of the school Board. This is most important in the areas of discipline and schoolwork.
6. All children applying for admission to Pre-Kindergarten and Kindergarten must demonstrate academic and developmental readiness. A child must reach the age of four (4) years by August 1st of the year in which he enters Pre-Kindergarten at Veritas Academy. A child must reach the age of five (5) by August 1st of the year in which he enters Kindergarten at Veritas Academy.
7. Children entering subsequent grades will be admitted to a grade based on having successfully completed the previous grade at home or at another school and

having performed satisfactorily on an Admissions Assessment Tests for the grade to which they are applying.

9. For applicants entering 1st grade or above: Academic portfolios, copies of standardized achievement test scores, and recent report cards for each student that is applying must be submitted with the Application for Admission. As part of the application process and evaluation, Veritas Academy will also examine the student's records and transcripts from previous schools attended.
10. Two Letters of Recommendation must be completed by teachers and/or administrators from the most recent school attended (preferably one teacher and one administrator).
11. Upon receipt of the completed Admission Application, Supplemental Questionnaire, Pastor Recommendation form, School Letters of Recommendation, other required documents, and application fee (and financial assistance application if applicable), a family interview with the Headmaster will be scheduled. At the interview, the family's questions about Veritas Academy will be answered and the school's expectations will be clarified. Each parent and student must participate in the family interview.
12. New students will be assessed in Reading, Writing, Math, and Grammar to determine their academic readiness for the program at Veritas Academy. Assessment results and prior records will be used to determine the suitability of the Veritas Academy program for the student's needs. Students who perform below the standards for entrance into a particular grade level may be recommended for placement in a lower grade.
13. The school will contact the parents with the decision regarding acceptance. If accepted, the family will receive a letter of acceptance and an Enrollment Contract. The school will also notify parents with respect to decisions regarding any requests for financial assistance.
14. The Enrollment Contract must be signed and returned to the school with the Enrollment Deposit (one-twelfth of the total tuition obligation for the family). All financial arrangements between the family and the school must be clearly understood before the admissions process is considered final.
15. Parents are required to attend the annual parent orientation meeting held at the beginning of the new school year.
16. The child should understand that his parents have delegated their authority to Veritas Academy while the child is in school. He is therefore subject to the instruction and discipline of the teachers and staff while in school.

17. After acceptance to Veritas, parents will be required to submit emergency contact information and other pertinent documents prior to the first day of school.

### **ATHLETICS PHILOSOPHY**

We believe that athletics is an integral part of the educational experience. Our goal is to develop the student-athlete physically and socially, but most importantly spiritually. The Bible says in I Corinthians 6:19-20, "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own. You were bought at a price. Therefore, honor God with your body."

In support of our mission statement, we will aid our students in developing their God-given physical abilities. Our goal is to produce students who glorify God through their sportsmanship and performance. We strive to teach commitment, self-discipline, sacrifice, respect, responsibility, and cooperation.

Veritas Academy strives to offer diverse athletic opportunities for our students. Our Logic School teams participate in the activities of the Savannah Parochial Athletic League (SPAL). As a member of SPAL, we compete in several sports against other private schools in Savannah. In addition to our SPAL membership, Veritas Academy also participates in the NFL Flag Football program and independently schedules games with other private schools and homeschool teams in basketball and other sports.

At the Rhetoric School level, we field a team in Girls Volleyball and Boys Basketball, which compete independently in competition with other local schools. In athletics as well as in academics we strive to do all to the glory of God.

Although we value athletics, athletics are a function of academic life. Therefore, to participate in an athletic competition, all students must have attended school if it was in session on the day of an athletic event. Without an extenuating circumstance, students cannot miss school and yet participate in a game.

### **DAILY SCHEDULE**

Pre-Kindergarten

8:00 am-12:00 pm, 2 days or 5 days per week

Kindergarten

8:00 am-12:00 pm, 3 days or 5 days per week

Grammar School (1<sup>st</sup>-6<sup>th</sup> Grade)

8:00 am-12:00 pm      Classes

12:00-12:25 pm      Lunch

12:25-1:45 pm      Electives

## Logic & Rhetoric Schools (7<sup>th</sup>-12<sup>th</sup> Grade)

8:00 am-12:00 pm	Classes
12:00 pm	Lunch
12:30-1:30 pm	Classes
1:45-3:05 pm	Electives

All students should arrive between 7:45 am-8:00 am.

### **DROP-OFF PROCEDURE**

- Students are to be dropped off at the W. Oglethorpe Lane door for school no earlier than 7:45 AM. They must be in their classroom ready to begin the school day at 8:00 AM.
- At 8:00 AM all doors will be locked for safety sake. Please “buzz” the West Oglethorpe Lane door for admission if you need to obtain entrance during school hours.
- Parents may, if they desire, accompany their primary age children to class, but must not delay the prompt start of class at 8:00 AM.

### **PICK-UP PROCEDURES**

Prior to the first day of school, Veritas must have on file the “Permission to Pick-up Child from School” form filled out and signed by the parent(s).

Photo ID will be required to release the child to any non-parent. Parents must notify the school in advance if someone not on their permission form is planning to pick up a child from school.

For safety and courtesy reasons, parents are asked:

- Not to use cell phones while in the drop-off/pick-up line.
- Proceed down the carpool line at less than 5 MPH.
- Not to enter the carpool line too early (i.e. before the designated time to pick up their children).
- If possible, load and unload children from the passenger side of your vehicle, especially at IPC Grammar School entrance.
- If you arrive early, do not park beyond the last parking meter as this area is designated for the flow of pickup traffic.

PK-6<sup>th</sup> grade children will be picked up beginning at 12:00 PM and not later than 12:15 PM.

7<sup>th</sup>-12<sup>th</sup> grade children will be picked up beginning at 1:30 PM but not later than 1:45 PM.

Students involved in electives or study hall will be picked up at 1:45 or 3:05 PM and not later than 2:00 or 3:15 PM respectively.

It is very important that Veritas Families not park in the Independent Presbyterian Church parking lot while conducting Veritas business; this includes drop-off and pick-up of students. The church’s space is limited... thank you! This includes families that are IPC members.

### **STUDY HALL**

Study Halls from 12:25-1:45 PM and 1:45-3:05 PM are available for families who have children with different dismissal times as an aid to parents desiring one pick-up time. Afternoon study halls shall not function as after school child care. The main activity of study hall is for students to work on their homework.

### **LUNCH**

Veritas Academy does not provide lunch. Logic and Rhetoric students and K-6<sup>th</sup> who participate in afternoon electives should bring their own bag lunches.

### **LICENSED MEDIA**

Strict copyright laws protect the rights of owners of copyrighted media used by schools and households. DVDs, CDs, videos, audiocassettes, and other printed or recorded materials used at Veritas may be used only in the legal manner for which they were licensed.

### **TEXTBOOKS**

All loaned textbooks and other assigned non-consumable materials remain the property of the school. If these materials are lost or damaged beyond what is considered normal wear parents will be charged an amount equivalent to the depreciated replacement cost of the book. Students must refrain from writing anything in the text books or other school owned materials.

### **SUPPLIES**

The school provides school texts and many other printed materials. In general, students are to supply their own paper, binders, pencils, pens, crayons, paperback dictionary, ESV Bible, backpack, and other supplies as required by the teacher. A separate classroom supply list is provided which details other items the student must provide.

### **PERSONAL ELECTRONIC DEVICES, CELL PHONES, AND COMPUTERS**

The following regulations govern the possession and use of electronic devices (notebook computers, tablets, e-readers, cell phones, PDAs, mp3 players, and the like) by students while on school grounds.

### Video Games, MP3 Players, Etc.

Students are not allowed to bring video game devices, mp3 players, e-readers, and the like onto school grounds without explicit prior approval. The school reserves the right to confiscate all such items if brought on campus. Confiscated items will be stored in the school office until retrieved by the parent. In addition, students may also be subject to disciplinary action at the discretion of the administration.

### Cell Phones and Smart Phones

While the school understands a parent's right to give a cell phone to his child, students are not allowed to use their phones during the school day. All cell phones must be turned off and placed in the student's backpack before entering the school building and must remain off and in the student's backpack during the entire school day. If a student needs to call their parents during school hours, he may do so only with explicit permission from a teacher. Cell phones that are used during the school day without permission will be confiscated and stored in the school office until retrieved by the parent.

### Student Use of Computers at School

Student use of a laptop, notebook, tablet or similar personal computing device at school is allowed only under the following conditions:

- a. Permission must be granted by the Headmaster or teacher.
- b. Proof of an approved filter must be given prior to use.
- c. Laptops/Notebooks/E-Readers can be used only in designated locations approved by classroom teachers.
- d. Devices must be used solely by the owner.

### Right of Inspection

The school reserves the right to inspect at any time the content of all electronic devices and materials brought on campus by Veritas students.

### Access to Inappropriate Materials (Zero Tolerance Policy)

Any student who uses electronic devices to access inappropriate materials in the school building will be subject to immediate suspension or expulsion from the school. The length of the suspension or decision to expel is solely at the discretion of the administration. The same policy also applies to accessing inappropriate materials through print media.

### Using Computers at Home for School Work

Grammar School students will handwrite all assignments unless otherwise specified by the teacher. Teachers will require assignments to be completed using the penmanship style taught in class (PreK-2<sup>nd</sup> –manuscript, late 2<sup>nd</sup>-6<sup>th</sup> -cursive).

Logic and Rhetoric School students may either type or handwrite their work depending on the nature of the

assignment.

Internet Use: When gathering information for research assignments, students may use one internet source for every two published sources. All sources should be properly cited.

## **RESEARCH AND WRITING STANDARDS FOR THE RHETORIC SCHOOL**

Style Guidelines: In the interest of consistency, all Rhetoric School students must follow the following standards for formal writing assignments. They must be:

3. Typed, on white, 8½" x 11" paper, using Times New Roman font.
2. Margins must be: 1" top, bottom, left and right side
3. Name of class, school name, teacher's name, student's name and date must appear in the upper right corner or on a cover sheet.
4. Bibliographies, footnotes or endnotes must follow the latest edition of The Chicago Manual of Style or Turabian's Manual for Writers. For online reference to Chicago/Turabian style of bibliography, see <http://www.wisc.edu/writing/Handbook/DocChicago.html>.
5. Papers should be stapled in the upper left corner. NO binders of any kind are allowed.

## **USE OF CALCULATORS**

While calculators have become a common tool in math classes and sometimes appropriate and necessary, our teachers are careful not to allow or encourage student dependency upon their use.

Students need continual practice in maintaining and developing mental skills. They should use a calculator at the teacher's discretion. Parents should likewise encourage their children to follow this guideline for homework.

## **RENWEB SCHOOL MANAGEMENT SOFTWARE**

Veritas Academy uses the RenWeb software system to keep a database of our students and families. This system is also used to send school-wide emails and for teachers to post homework and enter grades. We generate progress report cards through RenWeb every quarter. If parents have Internet access, they can access RenWeb by going to [www.renweb.com](http://www.renweb.com) and logging on as a parent. Information on how to log in will be provided in the parent packet given out at Parent/Student orientation. Our school office will be glad to answer any questions you may have regarding RenWeb

Parents will be emailed a link to RenWeb for the mid-quarter progress report and after reports cards. This

link will allow parents access to the gradebook for two weeks after progress reports/report cards are generated. We have found that providing parents continual access to RenWeb grades has put undue pressure on teachers to post grades continually. Also, it has encouraged parents to focus on a grade rather than looking at the actual test or assignment that earned the grade. This is counterproductive to our emphasis on obtaining knowledge rather than “good grades” as noted earlier.

#### **LOST AND FOUND**

The Veritas Academy office or the child’s classroom will keep any lost item. Please be sure that any clothing, books, book bags, and other items are labeled with the child’s name. This is especially important for uniform items since they look alike for everyone. If any unlabeled item is unclaimed at the end of the school year, it will be sold in the uniform store or given to charity.