



**VERITAS ACADEMY**  
CLASSICAL ▼ CHRISTIAN ▼ COVENANTAL

**2021-2022**  
**PARENT/STUDENT**  
**HANDBOOK**



VERITAS ACADEMY  
CLASSICAL ▼ CHRISTIAN ▼ COVENANTAL

# PARENT/STUDENT HANDBOOK

*All policies approved by the Board of Directors, February 21, 2013, unless otherwise noted.*

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## HISTORY OF VERITAS ACADEMY (SPM 2)

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 fully accredited by the Association of Classical Christian Schools ([www.classicalchristian.org](http://www.classicalchristian.org)).

## FOUNDATIONAL STATEMENTS (SPM 3)

### MISSION (SPM 3.1)

*(Revised September 16, 2015)*

The mission of Veritas Academy is to assist parents in the education of their children by cultivating truth, goodness, and beauty in students through a distinctly Christ-centered, classical, and covenantal education.

### FOUNDATIONAL COMMITMENTS (SPM 3.2)

*(Revised September 16, 2015)*

The foundational commitments of a classical, Christian, and covenantal school (or any other school) distinguish it as an institution and are the standards against which all new ideas and practices are tested. They are the core values to which the school (board, administration, faculty, and families) is committed and for which it is responsible to safeguard and promote for future generations.

1. Christian Worldview: We believe that every aspect of our children's education must be intentionally founded upon biblical truth.

We believe the focal point of all that is, has been, and ever will be is the person of Jesus Christ. We believe that the education of our children begins with this reality. God reveals Himself not only specially in His Word, but also generally in every facet of His creation. All knowledge is therefore interrelated and teaches us about God's character, wisdom, and power. Ultimate reality exists only in Him, the Creator and Sustainer of all things, and therefore truth can be understood only as it relates to Him, the God of Truth and Sovereign Lord over all. The Scriptures teach that the fear of the Lord is the beginning of wisdom and knowledge. We believe therefore that every aspect of our children's education must be intentionally grounded in and integrated with biblical truth.

At Veritas Academy biblical truth is understood and applied from the perspective of historic orthodox Protestantism in general, and Westminster Presbyterianism in particular.

2. Classical Liberal Arts: We are committed to the traditional and long established, exemplary forms and standards in education handed down from ancient and medieval educators.

We are committed to a classical liberal arts education; the traditional and long established, exemplary forms and standards in education handed down from ancient (Greek, Roman) and medieval educators. Our methods and curriculum are modeled on the medieval Trivium. The Trivium is understood as an approach to instruction in which the tools of learning are imparted to students in stages that correspond with their natural pattern of cognitive development (grammar –the tool of knowledge, logic –the tool of reasoning, and rhetoric –the tool of communication). The goal of the Trivium is to educate students not in what to think primarily; but in how to think thoroughly, maturely and biblically. We understand that the liberal arts of antiquity denoted the education “worthy of a free man” (Latin liber, “free”) –an education intent upon cultivating wisdom, virtue, and eloquence through the pursuit of truth, goodness, and beauty. We emphasize and seek to preserve and pass on to successive generations the richness of our Christian and Western cultural heritage.

3. Covenantal Family Based School: We seek to assist parents in their God-given task of educating their children in the Lord.  
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 God has granted to parents the responsibility and authority for raising their children, including the responsibility of educating them. We seek to assist parents in this God-given responsibility. We also believe that God’s work in the life of children occurs primarily in the home and through the ministry of local churches. We purpose to be an extension of the home and churches --educators who function as agents and servants of parents and churches. We endeavor to provide a model of educating children in which parental involvement is encouraged, indeed, even required. We are committed to fostering a covenantal community of like-minded families, who, with our faculty and staff, encourage one another in their calling to bring up their children “in the discipline and instruction of the Lord.”
4. Wisdom and Virtue: We believe that true education culminates in wise and virtuous students who are being conformed to the image of Christ.  
We believe each child is a living and eternal soul to be nourished, not a product to be manufactured. The purpose of education is not instilling knowledge alone, nor is it merely providing vocational skills. The purpose is inculcating wisdom and virtue in the life of each student. We seek true wisdom that begins with the fear of the Lord, is rooted in the Scriptures, and encompasses all of human experience. We aspire to virtue that reflects the moral excellence of Christ, expresses itself in faithful obedience to God, and demonstrates love to others. Wise and virtuous students will become understanding, thoughtful, and courageous leaders in our homes, churches, and communities.
5. God-Honoring Excellence: We are dedicated to teaching and learning with excellence as unto the Lord.  
We believe that all instruction must encourage students to love and honor God through their academic endeavors. God commands us to love Him with all our heart, soul, mind, and strength. Students must be challenged at all levels to do quality academic work "heartily, as unto the Lord" because God is worthy of their best. We employ gifted teachers who possess a passion for learning, a passion for teaching, and a passion for Christ. We want our students to possess a love of learning and be well equipped for their future callings.
6. Appropriate Forms and Habits: We believe that true education recognizes that hearts and minds are shaped not only by ideas and knowledge, but also by practices, habits, routines, and liturgies.  
We seek to deliberately develop a culture in the school in which every idea, truth, and concept has its fitting visible expression. We seek not the artificial formality of the arrogant, nor formality for formality’s sake, but rather a wise attention to form that continually favors appropriateness over casual and comfortable complacency. We believe that true education recognizes that hearts and minds are shaped not by ideas and knowledge only, but also by practices, habits, routines, and liturgies.

## **APPROACH (SPM 3.3)**

*(Revised September 16, 2015, and November 13, 2017)*

Our approach to classical, Christian, and covenantal education then flows from our Foundational Commitments.

### 1. Condensed Day Format

Veritas provides academic instruction in a condensed day format in which lessons and instruction in core academic subjects (e.g. reading, penmanship, grammar, math, science, history, literature, and Latin) are provided during a shortened school day. The condensed day format efficiently uses classroom time during school hours, enables parental involvement in the student’s education, and maximizes the family’s role in shaping the child’s faith and character.

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

Afternoons are devoted to home-based academic work, requiring involvement of parents. While Veritas provides the bulk of academic instruction in the classroom and does not expect parents to teach formal lessons at home, Veritas does desire parents to be involved in their child’s education. Parental engagement in the afternoons will vary depending on the age of the student (more for younger and less for older students), ability of the student, and nature of the assignment. 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 students are not spending a full day sitting in a classroom, more time may 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 at Veritas Academy.

Late afternoons and evenings are generally free for family-based activities and enrichment pursuits. Music lessons, athletics, ballet, civic clubs, and other such activities may be enjoyed more than might otherwise be possible.

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

## 2. Trivium Based Instruction

Grammar – Grades K-6: During the Grammar phase, when children are particularly adept at memorization, we challenge them by providing substantial subject matter for them to memorize. Each subject has its own grammar. In science, children memorize facts about nature. In math, children memorize times tables. In Latin, teachers emphasize vocabulary. Throughout each year in Grammar School, Veritas students learn the factual foundation of each subject. We use songs, chants, and rhymes to help children enjoy the learning experience.

Logic – Grades 7-8: The Logic phase involves ordering facts into organized statements and arguments. During these middle school years, when students are beginning to think independently and often develop a propensity for argument, Veritas teaches students to argue well and reason clearly. The study of formal logic helps students understand the fundamentals of a good argument. Practice in making written and oral arguments in all subjects helps to further develop these skills. Again, each subject has its own logic. In science, we use the development and testing of hypothesis. In math, we develop a student's ability to logically orient numbers through the more abstract concepts of algebra and geometry.

Rhetoric – Grades 9-12: Rhetoric is the art of communicating well. Once a Veritas student has obtained a knowledge of the facts (grammar) and developed the skills necessary to arrange those facts into arguments (logic), he develops the skill of communicating those arguments to others (rhetoric). During the high school years, students become concerned with expression, articulation, and creativity. Classical education helps students develop their minds to think and articulate concepts to others. Writing papers, researching, and orating ideas are skills required in all subjects. Veritas leverages these skills through the final requirement of the defense of a senior thesis.

While each component has a primary focus during a particular phase, all skills are developed during all levels. A second grader will develop certain skills in logic and rhetoric. A high school student will still acquire extensive grammar level knowledge in specific subjects (e.g. chemistry). Emphasis is simply placed on different phases during different ages.

## **GOALS (SPM 3.4)**

*(Revised September 16, 2015)*

Our aim, in conjunction with the family and church, is to graduate young men and women who:

1. Love God with all their heart, soul, mind, and strength;
2. Evaluate all human knowledge and experience in the light of the Scriptures;
3. Are equipped to engage and shape the culture with the Truth of Scripture;
4. Listen carefully, reason soundly, articulate precisely, and speak persuasively;
5. Have mastered a core body of knowledge and are capable of discussing great ideas;
6. Possess a life-long passion for learning and know how to apply the tools of learning;
7. Lead and serve their family, church, community, and nation with humility, gratitude, and grace.

## **STATEMENT OF FAITH (SPM 3.5)**

*(Revised September 16, 2015)*

The mission, commitments, 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.

Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as defined by the 66 canonical books of the Old and New Testaments, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Veritas Academy's faith, doctrine, practice, behavioral standards,

policy, and discipline, our board of directors is the final interpretive authority on the Bible's meaning and application.

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

1. We believe that the Bible is the inspired word of God, free from error, and our only infallible rule of faith and practice.
2. 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.
3. We believe that this Triune God created all things and governs all things, decreeing and determining "whatsoever comes to pass."
4. 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.
5. 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.
6. 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.
7. We believe that justification is a gift of God's free and unmerited grace received by faith alone apart from good works.
8. 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.
9. 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.
10. 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.
11. 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.

#### **STATEMENT ON SANCTITY OF LIFE, MARRIAGE, GENDER, AND SEXUALITY (SPM 3.6)**

*(Approved September 16, 2015)*

1. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically and mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
2. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complimentary genders and sexes together reflect the image of God (Gen 1:26-17). Rejection on one's biological sex is the rejection of the image of God within that person.
3. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Cor 6:18; 7:2-5; Heb 13:4). We believe that God commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.
4. We believe that any form of sexual immorality (including adultery, fornication, homosexual; behavior, bisexual conduct, bestiality, incest, and use of pornography) is contrary to the Bible's teaching, is sinful, and offensive to God (Matt 5:18-20; I Cor 6:9-10).

5. We believe that in order to preserve the function and integrity of Veritas Academy as a Christian school under the authority of the Scriptures, and to provide a biblical role model to our students and school community, it is imperative that all persons employed by Veritas Academy in any capacity, or who serve as volunteers in any capacity, agree to and abide by this Statement on Sanctity of Life, Marriage, Gender, and Sexuality (Matt 5:16, Phil 2:14-16, I Thes 5:22).
6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are not allowed, are to be repudiated, and are not in accord with Scripture and the beliefs of Veritas Academy.

#### **NON-DISCRIMINATION POLICY (SPM 4)**

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.

#### **ASSOCIATION OF CLASSICAL & CHRISTIAN SCHOOLS MEMBERSHIP (SPM 5)**

*(Approved October 21, 2015. Revised November 13, 2017, Revised October 27, 2020)*

1. Veritas Academy will maintain membership in the Association of Classical and Christian Schools (ACCS). Maintenance of membership in the ACCS by Veritas Academy is conditioned upon the ongoing commitment of the ACCS 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.
2. The following are the minimum requirements for membership in ACCS, to which Veritas Academy is committed. All schools must:
  - a. Be private and classical Christian.
  - b. Operate a school with classrooms (physical or digital) and teachers where students are sent by their parents to be instructed. Nontraditional models like "University"™ model schools, or online schools qualify.
  - c. Serve some combination of grades k-12.
  - d. Commit to providing or finding a path to full k-12 classical Christian education for students.
  - e. Serve more than one family. Homeschools qualify as individual affiliates. Homeschool co-ops that offer high school diplomas may qualify.
  - f. Not discriminate on the basis of race, color, or national/ethnic origin.
  - g. Support the work and mission of the ACCS.
  - h. Agree with the ACCS statement of faith.
  - i. Not affirm unbiblical family relationships.
  - j. Conform to the trivium in the grades that you serve, as well as providing, at a minimum, two years of instruction in Latin or ancient Greek for each student and one year of formal logic and one year of rhetoric in the secondary.
  - k. Not accept government funding sufficient to compromise the classical Christian mission should the government funding be withdrawn in the future.
  - l. Agree with the ACCS definition of classical Christian education (see ACCS website) and implement it insofar as you have the ability and resources.
3. As the Board deems beneficial, Veritas Academy may join other organizations or associations, so long as membership does not hinder the school from fulfilling its Mission, Foundational Commitments, and Goals.

## CURRICULUM GOALS (SPM 6)

*(Revised November 13, 2017; Revised October 29, 2019)*

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.

1. **Bible:** We seek to:
  - a. Teach the students to understand the Bible as God’s Word.
  - b. Encourage the students to 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 students a unified and comprehensive narrative of redemptive history from Genesis to Revelation. Teach students to understand 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.
2. **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. Provide a progression of writing instruction beginning with imitation, building to independent writing in a clear, focused way, and culminating with supporting a debatable point using skills of argumentation and logic.
  - c. Put a major emphasis speaking by requiring the students to give oral presentations often and correctly in each subject area.
  - d. Introduce the students to many styles of writing using the Bible, classics, and other high-quality literature.
3. **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 through twelfth grade. Have students read a wide variety of classics instructing them about the cultural and ideological contexts of these works so that they may cultivate a deeper understanding of those particular literary and historical time-periods.
  - 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, reading with other subjects, such as history and science, by exposing students to relevant classic works of literary merit (both fiction and non-fiction) at each grade level.
  - e. Foster a life-long love of the Scriptures, love of learning, love of reading, and a love for high-quality literature, after being taught to recognize the characteristics of such literature.
  - f. We aim to instruct and encourage the students to read with an appropriate balance of enjoyment and critical thinking so that they may evaluate all things in light of Scriptural truth, recognizing and guarding against error while allowing their hearts and minds to be formed by the true and beautiful.

4. **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.
5. **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. Cultivate an understanding of the broad ideas and movements that have driven history so that students may recognize patterns in the way God works and in the way humans think and behave so that students will grasp how history has formed our present day lives and how it instructs us in wisdom as we look to the future.
  - 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. Require students to memorize timelines, important speeches, and critical historical facts for each historical era.
  - e. 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.
  - f. 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.
6. **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.
7. **Science:** We seek to:
  - a. Teach that God created the Heavens and the Earth by His Word 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, materialism, 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.

- 8. 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. Cultivate high aesthetic standards and an understanding of the transcendence of God-ordered beauty through the curriculum, school culture, and school decor.
  - d. Teach and model that the standards of Truth, Goodness, and Beauty are humane, intertwined, and God-given.
  - e. Introduce the students to the works of the creative masters in Western culture. Teach students that the classical forms of music, art, performance, and architecture are less likely to reflect modern false values connected with individualistic expression.
  - f. Equip the students to knowledgeably use a variety of art media and techniques.
- 9. Music:** We seek to:
- a. Instill musical knowledge and ability that will prompt students to think musically with an eagerness to engage in this art in their future.
  - b. Nurture a biblical understanding of music, its essential role in worship, how it communicates in various ways, and the significance of sound in our lives.
  - c. Expose students to a wide variety of excellent music, including the great music of the Church. They will regularly learn hymns and psalms in order to expand their repertoire of music with which to praise the Lord.
  - d. Systematically instruct students in the language of music through fundamentals of singing, reading, playing, and writing music.
  - e. Study music history in the context of world history, art, and literature, exploring its significance in general revelation.
  - f. Expose students to adult musicians to encourage them to pursue further vocal or instrumental training.
- 10. 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.

**APPLICATION OF THE TRIVIUM (SPM 7)**

The following material is drawn from the essay *The Lost Tools of Learning*, by Dorothy Sayers. This chart illustrates how the classical Trivium will be applied at Veritas Academy.

<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 7-8	Grades 9-12
Approx. ages 4-7	Approx. ages 8-11	Approx. ages 12-13	Approx. ages 14-18
<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>

**CODE OF STUDENT CONDUCT (SPM 8)**

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.

### **CELL PHONES AND PERSONAL ELECTRONIC DEVICES POLICY (SPM 8.1)**

*(Approved October 27, 2020)*

The following policy governs the possession and use of all personal electronic devices by students while on school grounds.

1. Student cell phones, smart phones, and smart watches (and similar hand-held or wearable devices with internet, email, or texting capabilities) are permitted on school grounds but must be turned off and stored in student backpacks, satchels, or purses during school hours. (Occasional accidental failure to turn off a stored device will not result in student discipline.)
2. Student cell phones, smart phones, and smart watches (and similar devices) may be used during school hours only with the explicit permission of a teacher. Usage of these devices on campus prior to (before 8:00 am) and after school hours (after 1:30 pm) must be limited to essential purposes (e.g. arranging transportation with a parent, but not to check social media or view videos).
3. No video game devices (dedicated), electronic toys, or e-readers are permitted on school grounds.

4. Notebook computers and tablets are permitted on campus for academic usage only with the explicit approval of a teacher. Notebooks and tablets that are used on campus must have internet filtering software installed and must be used only in public view in approved classroom space.
5. The school reserves the right to confiscate any device that is used improperly or without permission on school grounds. Confiscated items will be stored in the headmaster's office until retrieved by a parent. Students who violate this policy may be subject to disciplinary action at the discretion of the administration.
6. The school reserves the right to inspect at any time the content of any device brought onto campus by a student. Any student who uses any device on campus to access inappropriate/immoral materials will be subject to disciplinary action at the discretion of the administration.

#### **IN LOCO PARENTIS (SPM 9)**

*(Approved October 21, 2015)*

1. *In loco parentis* is defined as "in place of the parents." At all levels, the Veritas Academy Board, administration, teachers, and staff acknowledge that the school does not function above parental authority, but rather with delegated authority (*in loco parentis*) from the parents.
2. The Veritas Academy Foundational Commitment #3 (Covenantal Family Based School) describes our belief that God has granted to parents the responsibility and authority for raising their children, including the responsibility of educating them. We seek to assist and support parents in this God-given responsibility. We seek to operate as an extension of the family.
3. The implementation of our Foundational Commitments and pursuit of our Goals is never intended to supplant the responsibility and authority of parents to raise their children in the Lord. We intend to fulfill these Foundational Commitments and Goals through partnering with and supporting parents who are already dedicated to such goals in their respective households.
4. The school will seek to fulfill the obligations we have with regard to this policy primarily through careful admission procedures, faithfulness to our stated educational mission, and biblical discipline.

#### **GRIEVANCE AND COMMUNICATIONS (SPM 10)**

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Veritas Academy's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

Students or Parents to Teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or the student
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student advances the concern to the administrator, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the Headmaster.
4. If there is still no resolution, the parents should request in writing a hearing from the Veritas Academy Board. The request will be passed through the Headmaster.

Parents to Headmaster or administrator:

1. If parents have a concern about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate administrator.
2. If the problem is still not resolved, the parents should appeal the decision to the Headmaster.
3. If there is still no resolution, they should request in writing a hearing from the Veritas Academy Board. The request will be passed through the Headmaster.
4. This procedure applies to Board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

Volunteers to Staff or Administration:

1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
2. If the problem is not resolved, the volunteer may appeal the decision to the Headmaster.

3. If there is still no resolution, the volunteer should request in writing a hearing from the Veritas Academy Board. The request will be passed through the Headmaster.

General:

1. It is understood that if any disputes arise which are not specifically covered by this policy, the general pattern of procedures established by this policy will be followed.
2. The lines of communication for dealing with grievances shall also apply to positive feedback and constructive ideas for improving the school. The communication should be directed to the person primarily responsible for the issue at hand.
3. 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.

## **STUDENT DISCIPLINE (SPM 11)**

1. Philosophy of School Discipline
  - a. All discipline will be based on biblical principles (e.g. confession, repentance, reconciliation, restitution, forgiveness, law and grace, etc.).
  - b. Misbehavior shall be viewed from a spiritual and Scriptural perspective with the goal of shepherding the child's heart toward a God-pleasing life.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. Students will not be subject to corporal punishment at Veritas Academy. Administration of corporal punishment, when necessary, shall be the responsibilities of the parents.
  - g. 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.
2. Misconduct and Discipline:
  - a. There are five basic behaviors that will automatically necessitate discipline from the school administration. Those behaviors are:
    - i. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
    - ii. Dishonesty in any situation while at school; including lying, cheating, stealing.
    - iii. Rebellion e.g. outright disobedience in response to instructions.
    - iv. Fighting e.g. striking in anger with the intention to harm another student.
    - v. Obscene or profane language including taking the Lord's name in vain.
  - b. 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:
    - i. 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.
    - ii. The third incident will be followed by a meeting with the student, student's parents, administration, and, if necessary, the teacher.

- iii. 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.
    - iv. Should a fifth incident arise, the student may be subject to expulsion from the school.
  - c. 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.
- 3. 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:
  - a. Parents will be notified immediately after the decision for expulsion.
  - b. 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.
  - c. Transfer of school records will be arranged within a week following expulsion if financial obligations to the school have been satisfied.
  - d. Appeals may be made first to the administration and then to the Veritas Academy Board.
- 4. 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.
- 5. Re-enrollment: At the discretion of school administration, a student may be 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 headmaster, with appeal to the Board, will make a decision based on the student's attitude and circumstances at the time of re-application.

## **STUDENT AND STAFF RELATIONS (SPM 12)**

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

- 1. 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.
- 2. 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 (I Peter 2:12).
- 3. 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.
- 4. 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.)
- 5. Staff members shall not travel alone in a car with one student without explicit permission from the parent of the student.

## **PARENT-TEACHER COMMUNICATIONS (SPM 13)**

- 1. 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.

2. Informal conferences will be arranged as needed for both full-curriculum and part-time teachers
3. 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.
4. 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.
5. 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).

## **SECONDARY DOCTRINE (SPM 14)**

*(Approved October 21, 2015)*

1. This policy applies to all Veritas Academy teachers, in their capacity as teachers at Veritas Academy.
2. Secondary doctrine is defined as any doctrinal issue which is not addressed in the Westminster Standards (Westminster Confession of Faith, with its Larger and Shorter Catechisms), the Veritas Academy Statement of Faith Summary, and the Veritas Academy Statement on Sanctity of Life, Marriage, Gender, and Sexuality.
3. Any classroom discussion of secondary doctrine should be on an informative and respectful level. Teachers must be careful not to speak to the students in a manner that would cause offense to their parents. Teacher must always be mindful of the covenantal responsibility and authority of parents over their children. The same care and respect must also be shown on matters of primary doctrine in which views differ from the Westminster Standards and the school's statements, yet are within the bounds of historic and creedal Christian orthodoxy.
4. The presentation of all other sides of an issue is encouraged.
5. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

## **CONTROVERSIAL SUBJECTS (SPM 15)**

1. The purpose of this guideline is to help Veritas Academy to balance and align our dedication to 1) respecting the convictions of parents and teachers in various academic and/or sensitive subject areas, 2) achieving our goal of teaching all subjects in the light of a comprehensive Christian worldview and 3) fulfilling our Mission, Foundational Commitments, Goals, and Statement of Faith.
2. 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 include environmentalism, partisan politics, etc.
3. 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.
4. 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:
  - a. As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
  - b. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
  - c. 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 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.

5. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
6. 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.
7. 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.

## **HOLIDAY OBSERVANCE (SPM 16)**

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

1. 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).
2. 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).
3. 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.
4. Halloween will be ignored at Veritas Academy. Other holidays (President's Day, Valentine's 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.
5. Interpretation and application of these holiday observance guidelines shall be the responsibility of the Headmaster.

## **ATHLETIC PHILOSOPHY (SPM 17)**

*(Revised October 21, 2015)*

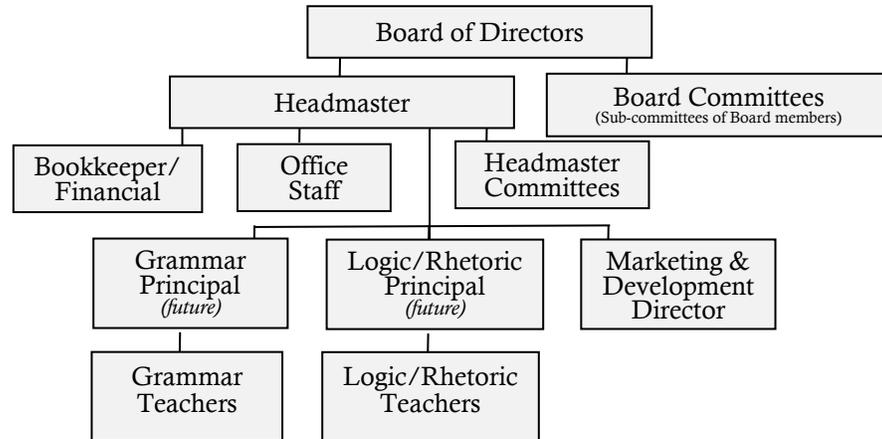
1. Our academic and athletic programs are not structured to be in competition with one another. We reject as a false dichotomy the idea that either the academics must serve athletics or vice versa. Our Mission, Foundational Commitments, and Goals statements express the educational mission of our school, and we seek to use both academics and athletics as instruments to help us accomplish those goals.
2. If any element of our program begins to threaten our ability to fulfill our educational goals or vision statement, then that element will be altered or eliminated in order to deal with the threat.
3. Our athletic and physical education activities are considered an important component of our classical and Christian curriculum. We recognize that the training of the body has been part of the classical approach to education from the very beginning. Further, our understanding of the Christian worldview does not permit us to artificially limit a course of training to the mind only. Our goal has always been to educate our students in all aspects of life, with the Scriptures at the center of all things as the point of integration. We have the same standard for our athletic program and physical education classes and see this point of integration as particularly important.
4. This policy applies to all physical education classes and athletic clubs and teams.

## **ORGANIZATIONAL STRUCTURE (SPM 18)**

*(Revised October 21, 2015)*

1. Definitions of Administrative Entities
  - a. The Veritas Academy Board consists of at least seven but not more than nine, appointed Board members. Detailed operational guidelines and responsibilities of the School Board are presented in the Veritas Academy Bylaws.

- b. The School Headmaster is appointed and hired by the School Board to manage the day-to-day operations of the School and to provide timely information to the Board regarding long-term decisions on curriculum, operations, school policies, budgeting, and facilities planning, student admissions, and school programs.
  - c. Veritas Academy Principals are hired by the Headmaster with the consent of the Board and are directly responsible for managing the day-to-day operations of their Schools (including such duties as managing teachers and aides, class scheduling, student discipline,) and for providing input to the Headmaster regarding curriculum, school policies, budgeting, and facilities planning.
2. An organizational chart (allowing for future growth and development in staffing) for the management and operation of Veritas Academy is presented below:



### TRANSPORTATION (SPM 23.1)

1. Students will be transported to and from field trip destinations generally in parent or teacher-owned, parent or teacher-driven vehicles utilizing child restraint and/or booster seats when needed (as required by GA law). For field trips in close proximity to the school facilities, students may walk to the field trip destination. For ALL field trips ALL reasonable precautions will be exercised to ensure the safety of the students.
2. Any driver who transports Veritas Academy students or personnel or agents on official field trips, outings or events must do the following before being permitted to transport Veritas students or personnel or agents.
  - a. Must provide a photocopy of a valid driver's license.
  - b. Must sign field trip chaperone form (or complete documents required by the Independent Presbyterian Church for operation of the church van.).
  - c. Must certify that he has at least \$100,000 liability for bodily injury per person, at least \$300,000 liability per incident for bodily injury for all vehicle occupants, and at least \$50,000 liability for property damage insurance coverage on the vehicle he will be driving on the field trip or outing or event.
  - d. Must certify that he has not had more than two moving traffic violations in the past three years.
  - e. Must certify that he has never had his driver's license revoked or suspended, never been charged with DUI/DWI, and never been charged with reckless driving.
3. Reimbursements: Generally, parents will not be reimbursed for the costs of transportation (fuel, parking, tolls, etc.) to official school field trips, outings, or events. Parent provision of transportation is always voluntary. Reimbursement may be provided for expenses associated with trips over 80 miles (round trip miles) with PRE-approval from the Headmaster.

### SCHOOL SPONSORED EVENTS (SPM 23.2)

1. School-sponsored events are defined as "events which are organized by a Veritas Academy staff member acting in their official capacity and approved by the Headmaster or an Administrator."
2. School sponsored events must be consistent with the goals of Veritas Academy.
3. School sponsored events require the attendance of a staff member from Veritas Academy.

4. Attendance at school sponsored activities is generally limited to students who are currently enrolled in Veritas Academy. Exceptions may be granted by the Headmaster or an Administrator.
5. Timely information about school-sponsored activities must be provided to the parents. All written communication regarding an event must be submitted to the Headmaster or a Principal for approval prior to being sent to the parents.
6. The Headmaster or a Principal must approve all proposed activities, approve the number of chaperons required, and approve a date for the event.
7. Only school-sponsored activities (i.e. events under the complete authority and control of Veritas Academy) will receive support (supplies, funding, supervision, promotion assistance, etc.) from Veritas Academy.

## **STUDENT HEALTH AND MEDICATION (SPM 23.4)**

*(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, lice, 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
5. Medication Administration
  - a. All medication (prescription and over-the-counter) taken by students must be administered by one of the following:
    - i. A Veritas Academy staff person designated by the Headmaster.
    - ii. Parent(s) of the student.
  - b. 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.
  - c. 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.
    - i. 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.
    - ii. 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."
  - d. 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.
  - e. 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.
  - f. 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.

## **SOCIAL MEDIA POLICY (SPM 23.6)**

*(Approved November 13, 2017)*

1. All electronic communications and activity on social media shall be conducted in accordance with the Veritas Academy Code of Conduct (School Policy #8). This applies to all teachers, staff, and students.
2. All electronic communications and activity on social media shall be conducted in accordance with the Veritas Academy Computer Use Policy (School Policy #23.5).
3. All posts to the school's social media accounts and all electronic communications on behalf of the school must be approved by the Headmaster and/or the Marketing and Development Director.
4. Veritas Academy social media accounts, blogs, website, and electronic communication may be used only for school related matters. The school's social media accounts, blogs, website, and electronic communication shall not be used to promote products, businesses, services, or issues that are not explicitly sponsored or sanctioned by the school.
5. Personal information such as birthdates, social security numbers, addresses, phone numbers, and any other information that is considered personal, private, or confidential, shall never be published on social media, blogs, or on the school website. Photos of students shall not be posted on social media, blogs, websites, or by other electronic communication without explicit permission from the parent (i.e., signed "media release" form). Personal information beyond the student's first name shall never be posted with photos.
6. All social media activity, blog posts, website, and electronic communications shall respect trademark, brand, and copyright restrictions of the school and other applicable entities.
7. All social media activity, blog posts, website, and electronic communications shall comply with the terms, conditions, and user agreements of the pertinent social media service or website.
8. The school may, at its sole discretion, delete comments, block followers, and otherwise restrict access and feedback to its social media, blogs, and website.
9. All employees are asked to exercise discretion and sound judgement in visibly and publicly associating only with social media groups and issues which are consistent with the mission of Veritas Academy.
10. An individual's right to active engagement and participation in the community must be balanced with the school's right to manage public communications issued in its name or on its behalf. When posting online (social media, blogs, etc.) employees, students, and parents may not state or imply their connection to the school in any way without the prior written consent of the Headmaster. (i.e., If a teacher posts a personal message on a blog or social media site, he must not sign the post, "John Doe, Faculty Member at Veritas Academy.") Likewise, when making personal, non-school related posts online, a school email address should not be provided in the message or for reply purposes.

## **INCLEMENT WEATHER (SPM 23.8)**

*(Revised December 17, 2014, and November 13, 2017)*

1. 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.
2. 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.
3. During times of inclement weather (or other school closing emergencies), Veritas Academy will communicate announcements regarding starting delays, early dismissals and cancellations by email, social media, and on local media outlets (when applicable).

## **TUITION AND FEE COLLECTION (SPM 24.1)**

*(Revised November 13, 2017; Revised September 25, 2018; Revised October 29, 2019)*

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 or on the designated bank-draft date per the electronic payment arrangement. 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 or at the next available electronic bank draft date, 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' obligations to the school.
5. In the event of unanticipated circumstances beyond the family's control (e.g. loss of employment, relocation, illness, or injury) substantially affecting the parents' ability to meet financial obligations 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. All requests to adjust or waive payment obligations must be submitted to the board in writing.
6. If the parent(s) withdraws a contracted student(s) from Veritas Academy for reasons other than those delineated in #5 above, the parent(s) shall be required to pay the balance that would be due on the date of the withdrawal plus an additional monthly (one-twelfth of the total tuition) payment. For example, if the student is withdrawn in the month of July, the parents shall be required to pay the balance due to date (June and July payments of one-twelfth each) plus the August payment of one-twelfth of the total tuition. If the student(s) is withdrawn in October, the parents must pay the monthly payments for June to October (five payments of one-twelfth each) plus the November payment of one-twelfth of the total tuition. If a student under contract for the upcoming year is withdrawn from enrollment for the upcoming year at any point during the spring through June 30, the parents shall be required to pay two one-twelfth payments. The balance due shall be based on the date of withdrawal relative to the June to May twelve month payment cycle and not pro-rated based on the number of school days attended by the student.  
  
Tuition not refunded as a result of withdrawal from Veritas Academy (tuition paid beyond amount due for days of school attended) may, at the board's sole discretion, if the family applies for re-admission to Veritas Academy within 12 months of withdrawal, be applied to (refunded toward) the returning student's tuition obligation upon re-admission.
7. Student records i.e. report cards, transcripts, etc., shall not be released to the parent or sent to another school if the family has an outstanding balance for tuition or fees.

#### **TUITION ASSISTANCE (SPM 24.2)**

1. At Veritas Academy, we believe that families from all income levels should have the potential 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 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 (e.g. [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 when making financial aid determinations.
2. 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.

3. 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.
4. 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.

## **FUNDRAISING (SPM 24.7)**

*(Approved October 21, 2015)*

1. This policy is limited to the fundraising activities of Veritas Academy. It does not apply to the generation of assets or revenue through the provision of educational or ancillary services to patrons. The guidelines for acknowledgement of funds received from these activities will be followed as outlined in the Receipt of Gifts Policy.
2. Definitions of Fundraising Activities
  - a. Direct sales: "activities generating assets by the provision of goods or services to the donor."
  - b. Gifts: "assets received without regard for the provision of goods or services to the donor."
3. The Development Director and/or Headmaster should be apprised of all fundraising activities at or by the school.
4. Direct solicitation to parents to contribute funds for any in-class or committee sponsored event or effort for fundraising purposes is forbidden unless approved by the Headmaster or Development Director.
5. All fund-raising activities must be approved by the Headmaster.
6. Generally, students are prohibited from direct participation in raising funds (e.g. direct solicitation for the annual fund or selling candy bars for the scholarship fund) in the school's regular budget (e.g. for financial aid scholarships or operations).  
 Students are not prohibited from performing (reciting, singing, speaking, acting, etc.) or assisting (decorating, set-up, serving, ushering, etc.) at official school fund-raising events.  
 Students may voluntarily participate in raising funds for specific "non-budget" projects or events such as study tours, service projects, and the like.

## **FAMILY AND STUDENT ADMISSIONS (SPM 27)**

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 student shall be able to give a credible testimony of a saving relationship with Christ, be a member in good standing of a local church, and be in essential agreement with the Evangelical Statement of Faith in section 9.1, C of the Bylaws.
2. Although parents are not required to agree with the School's Statement of Faith (Westminster Standards), 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.
3. 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 Mission, Foundational Commitments, Approach, and Goals 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.
4. Each family must read the school's Statement on the Sanctity of Life, Marriage, Gender, and Sexuality, and the Code of Student Conduct Policy and agree that their children will abide by the moral standards and institutional preferences therein.
5. Each family is required to have their pastor (or similar church leader) submit a completed Pastor Recommendation Form affirming the family's Christian testimony and local church membership.
6. Both parents must read the Student/Parent Handbook prior to completing an application for admissions.

7. 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.
8. 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.
9. 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.
10. 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.
11. Two Letters of Recommendation must be completed by teachers and/or administrators from the most recent school attended (preferably one teacher and one administrator).
12. 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 enrolling student must participate in the family interview.
13. 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. New students, particularly older students, will also be evaluated for Christian character, academic motivation, love of learning, and desire to attend Veritas.
14. 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.
15. 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). An enrollment contract will provide a record of the agreement between parents or legal guardian(s) and Veritas Academy and specify the duties and responsibilities of each party pertaining to the admission of the family's children to Veritas Academy. All financial arrangements between the family and the school must be clearly understood before the admissions process is considered final. An enrollment contract will be issued and signed annually. Each parent will read and sign the Parent Contract. The original will be retained in the student's permanent file and a copy will be provided to the parent(s). This Parent Contract is to be completed before the student starts classes at Veritas Academy.
16. Parents are required to attend the annual parent orientation meeting held at the beginning of the new school year. After acceptance to Veritas, parents will be required to submit emergency contact information and other pertinent documents prior to the first day of school.
17. 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.

#### **HOME STUDY PROGRAM DECLARATION (SPM 28.1)**

1. Veritas Academy is a non-traditional 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 3.3 Approach). 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 declare 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.
2. Veritas will give ample instructions and reminders to parents for completing the Declaration of Intent form on the GA DOE website. Completing the Declaration of Intent to homeschool is the legal responsibility of the parents.

3. Families in South Carolina with students enrolled at Veritas will be instructed to follow the applicable guidelines and requirements for home educating students per the South Carolina Department of Education.

### **ATTENDANCE (SPM 28.2)**

*(Revised October 21, 2015, Revised October 27, 2020)*

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

1. Attendance records for the students are reported on the report card each grading term.
2. Short-Term Absences: If a student needs to be absent from school for one to two days for any reason, planned or unplanned, the parents should notify the teacher and the school office by note or phone as soon as possible.
3. Long-Term Absences: If a student is going to be absent for three or more consecutive days for any reason, planned or unplanned, the parents should notify the teacher and the 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. For a planned absence (in which the student wishes to complete school work in advance) the parent must notify the teacher at least one full week prior to the absence.
4. Make-Up Work: It is the parent's responsibility to make arrangements with the teacher and take the initiative in completing the missed work.
  - a. 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).
  - b. Make-up work submitted after the due date (after the allotted number of days) will not be accepted for credit.
  - c. Parents are not to give tests to their children at home without prior explicit approval from the teacher.
5. Maximum Allowed Absences: Apart from extreme and unusual circumstances, ten absences in a given semester is the maximum allowed without consequence. If fifteen absences per semester are exceeded:
  - a. Grammar and Logic School students may not be promoted to the next grade.
  - b. Rhetoric School students may not receive academic credit for the courses in the semester in which these absences occur.
  - c. A Logic/Rhetoric School student must take semester final exams before a semester grade will be given. A student who is absent during a final exam will receive an incomplete (grade of I) in the course until the missed exam is completed.
6. The Headmaster, in consultation with the parents and the student's teacher(s), may make exceptions to the above policy.

### **TARDY (SPM 28.3)**

*(Revised October 29, 2019)*

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. ALL parents must pick up their children no later than 10 minutes after class dismissal.

### **GRADING AND GRADING SCALE (SPM 28.4)**

*(Revised November 14, 2013)*

1. 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.

- a. 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%).
- b. 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.
- c. 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.
- d. 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”.
- e. 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.
- f. 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.
- g. 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.

## 2. Grading Scale

### 1<sup>st</sup> - 2<sup>nd</sup> 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

## 3. Grading Guidelines

- a. Typically a minimum of ten grades per grading term should be used to determine each subject's grade.
- b. 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.
- c. Term grades should be based on the following:
  - i. Tests, Quizzes, Homework, Projects, Book Reports, Classwork, etc.
  - ii. Virtually all assigned work done for/in class should receive a recorded credit toward a grade.
  - iii. 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.
  - iv. The final grade must be based primarily (at least 50%) on student performance on assessments (test and quizzes) that measure mastery of curriculum objectives.
  - v. "Extra Credit" or "Bonus" work shall not be given.
  - vi. Participation in class discussion may also be graded. If so, daily participation should be recorded on a consistent basis.
  - vii. Projects, depending on the scope of the assignment, may be used in place of tests.
- d. 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.
- e. 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.)
- f. Variety in the amount and kind of testing, assignments, and homework is highly encouraged.
- g. Teacher's comments will be included in a separate section on the report card.

#### **GRADE REPORTING (SPM 28.5)**

1. 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.
2. Teachers shall communicate frequently and regularly with parents about each student's academic performance and work habits in the classroom.
3. 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.
4. Parents are responsible to attend the Parent/Teacher conferences to become informed of their child's progress.

#### **SEMESTER/FINAL EXAMS (SPM 28.6)**

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 (SPM 28.7)**

1. 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.
2. 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).
3. Logic and Rhetoric School (7th-12th 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 (SPM 28.8)

*(Revised December 19, 2013, December 17, 2014, and February 17, 2016, Revised August 25, 2020)*

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).
2. Complete high school level academic credits equivalent to the following:
  - 4 credits of language (2 credits of Latin plus 2 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 logic and/or rhetoric (Must include 1 credit of logic or 2 credits of rhetoric. Seniors must take Rhetoric II (*senior thesis*).)
  - 1 credit of Bible, apologetics or theology
  - ½ credit of art
  - ½ credit of music
  - 24 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 upon admittance to Veritas.
5. Dual credit coursework from a college or university and/or online coursework from a recognized academic institution providing substantive formal high school level instruction (full academic year, with assignments, exams, formal objective grades, report card, etc.) may qualify for academic credit at Veritas for courses that are not provided at Veritas. Dual credit courses or online coursework may not substitute for courses taught at Veritas Academy. Generally, non-Veritas courses accepted for credit will be limited to languages and mathematics.

Students who wish to take a dual-credit course at a university or college or an online course from a recognized academic institution must submit a completed Alternate Course Request form to the Veritas Academy school office by August 1 of the applicable school year.

6. 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 (SPM 28.9)**

1. 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.
  - a. Homework begins with the reading lists assigned to students in each grade. All Veritas students should devote at least one hour daily to reading.
  - b. 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.
  - c. 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.
2. Policy
  - 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 (SPM 28.10)**

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 (SPM 28.11)

*(Revised December 17, 2014, Revised November 13, 2017, Revised July 21, 2020)*

1. 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.
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.)
2. Honor Roll and Headmaster's List
  - a. Grammar School: Full-curriculum students who achieve all grades of "B+" or higher for a semester are placed on Honor Roll. Those who achieve all grades of "A" for a semester will be placed on the Headmaster's List.
  - b. Logic and Rhetoric School: Full-curriculum students who achieve a grade-point average of 3.33 or higher for a semester are placed on the Honor Roll. Students who achieve a grade-point average of 3.67 or higher for a semester are placed on the Headmaster's List.
  - c. Honor Roll and Headmaster's List achievement shall be recognized at the end of each semester (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 both semesters of a school year shall receive an award certificate at the end of the year.
3. Valedictorian and Salutatorian

The valedictorian and salutatorian for the graduating class shall be determined using the following criteria:

  - a. Cumulative Grade Point Average ('GPA') for core courses (Literature, History, Science, Math, Latin, Logic, Rhetoric, Bible, Art, and Music) at Veritas Academy or another ACCS accredited school shall be the only criteria.
  - b. Transfer credits from other schools (high school, college, or online) will not be factored into determining valedictorian and salutatorian. Transfer credits from another accredited ACCS school will be factored.
  - c. Students must have attended Veritas Academy for grades 10-12 (three full years, six semesters) to be considered for valedictorian or salutatorian.
  - d. A salutatorian shall be selected only for graduating classes of eight or more students.
  - e. All valedictorians and salutatorians will be given consideration for speaking at graduation. Student speeches are subject to administrative review and approval.

## **LEARNING DISABILITY (SPM 28.12)**

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

1. Definitions:
  - a. 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.
  - b. 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.
2. 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.

## **CLASS SIZE (SPM 28.13)**

*(Approved January 16, 2014)*

1. Low student-teacher ratios shall be maintained at Veritas Academy to allow teachers to offer personal attention to the students. The school shall have the goal of no more than ten (10) students per classroom in pre-kindergarten, twelve (12) students per classroom in kindergarten, sixteen (16) students per classroom in the first and second grades, and eighteen (18) students per classroom in the third through twelfth grades.
2. These numbers assume one teacher per classroom.
3. The number of students per classroom may be increased or decreased (by one or two students per classroom) at the discretion of the headmaster in consultation with the pertinent teacher(s).
4. Factors such as overall class dynamics, individual student needs, family needs, physical room size, and teacher needs shall be considered in decisions regarding the number of students per classroom.
5. If the number of students in a classroom exceeds the above numbers by more than two students, the classroom will be staffed with a teacher's assistant or the group of students will be divided into multiple classrooms.

## **ACADEMIC PROBATION POLICY (SPM 28.14)**

These guidelines is intended to provide additional motivation to students whose academic achievements are not up to their capability. If implementation would be counterproductive to this end, the administration may decide not to place a student on probation. A written record explaining this decision will be signed by the administration and placed in the student's file.

Secondary students (7<sup>th</sup>-12<sup>th</sup> grade) are required to maintain at least a 2.0 grade-point average during any two, consecutive quarters. Exceptions will be made for students who have a grade point average of less than 2.0 but have not failed any courses during the quarter in question.

1. Grade point averages (GPA's) for each secondary student will be calculated at the end of each quarter. Only core courses will be used in the GPA calculation. (Elective courses, independent study courses, and specialty courses such as art, music and physical education are not included in the GPA calculation.)
2. If a student's GPA is at or below 2.0 (i.e. a "C" average), that student will be placed on academic probation during the following quarter. A parent-teacher conference will be arranged at this time.
3. If at the end of the next quarter the student's GPA (for the quarter) has not risen to at least a 2.0, that student will be expelled.
4. Students who are on academic probation are ineligible to participate in extra-curricular activities.

## **REQUIREMENTS FOR ART AND MUSIC INSTRUCTION (SPM 28.15)**

*(Approved April 1, 2015)*

1. All Veritas Academy students are required to take a minimum of one year of art instruction and one year of music instruction at each stage of the Trivium (Grammar (1st-6<sup>th</sup>), Logic (7<sup>th</sup>-8<sup>th</sup>), & Rhetoric (9<sup>th</sup>-12<sup>th</sup>)).
2. Grammar Art and Music:
  - a. Classes are provided one period each week during the extended-day program (12:25-1:45 pm, Monday–Thursday each week).
  - b. Art and music classes may be taken any year between 1st and 6th grade. Students may take art and/or music for more than the minimum one year.
3. Logic & Rhetoric Art and Music:
  - a. Classes provided on Fridays during regular school hours. Classes will meet approximately one hour and fifteen minutes one time each week.
  - b. In Logic School (7<sup>th</sup>-8<sup>th</sup>) students must take art during one year and music during the other year.
  - c. In Rhetoric School (9<sup>th</sup>-12<sup>th</sup>) students must take art during any one year and music during any one year in Rhetoric School. Students may take art and/or music for more than the minimum one year.

## **UNIFORM AND DRESS CODE (SPM 29)**

*(Revised December 17, 2014)*

1. General Rationale for a Dress Code
  - a. 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).
  - b. Pressures felt by children to compete in areas of dress are destructive to the unity of the school and the body of Christ.
  - c. 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).
  - d. 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).
  - e. Our children are serving as witnesses and ambassadors both for the Lord Jesus Christ and the school. Student appearance is a reflection of both.
2. Specific Rationale for Uniforms
  - a. 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.

- b. 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.
  - c. 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.
3. Uniform Policy: 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.
4. General Dress Code for All Students and Staff
- a. Shirts are to be tucked in at all times.
  - b. Shoes designed for laces are to be worn with appropriate, tied laces.
  - c. No open-heeled or open-toed shoes are permitted.
  - d. All skirt and skort hem lengths must be no shorter than 2 inches above the top of the knee cap.
  - e. Excessive jewelry and excessive make-up are not permitted.
  - f. Earrings and necklaces are not permitted on boys.
  - g. 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.
  - h. All students must keep their hair neatly groomed and conservatively styled. Boys' hair must be cut so that the eyebrows, earlobes, and shirt collar are visible at all times.
  - i. Unnaturally colored/dyed hair and visible tattoos (temporary or permanent) are not permitted.
  - j. 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.
  - k. Any outlandish or distracting clothing, jewelry, makeup, hairstyle, nail polish, or appearance will not be permitted.
  - l. 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.
5. 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.

## **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 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

*The Liberal Arts Tradition (Revised 2019 Edition)*, by Ravi Jain and Kevin Clark

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

Classical Academic Press ([www.classicalacademicpress.com](http://www.classicalacademicpress.com))

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

## DAILY SCHEDULE

Pre-Kindergarten

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

Kindergarten

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

Grammar School (1st -6th Grade)

8:00 am-12:00 pm           Classes

12:00-12:25 pm           Lunch

12:25-1:45 pm           Electives

Logic & Rhetoric Schools (7th -12th Grade)

8:00 am-11:20 pm       Classes

11:20-11:50 am       Lunch (time varies)

11:50am-1:30 pm       Classes

1:45-3:05 pm           Electives

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

## CARPOOL DROP-OFF GUIDELINES

1. 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.
2. 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.
3. 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.

## CARPOOL PICK-UP GUIDELINES

1. 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).
2. 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.
3. 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.
4. PK-6th grade children will be picked up beginning at 12:00 PM and not later than 12:10 PM.
5. 7th-12th grade children will be picked up beginning at 1:30 PM but not later than 1:40 PM.

6. Students involved in electives or study hall will be picked up at 1:45 or 3:05 PM and not later than 1:55 or 3:15 PM respectively.
7. 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. Study halls are not available to prekindergarten students. Kindergarten students may stay for study hall only if they have an older sibling taking an extended-day course.

## **LUNCH**

Veritas Academy does not provide lunch. Logic and Rhetoric students and K-6th 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.

## **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:

1. 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 (unless otherwise directed by the teacher).
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. Binders of any kind are allowed for writing assignments.

## **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.

## **ALMA SCHOOL MANAGEMENT SOFTWARE**

Veritas Academy uses the Alma software system to manage a database of our students and families. This system is also used to send school-wide emails and for teachers to record grades. We post mid-term grades at the mid-point of each quarter and generate report cards at the end of each nine-week quarter.

Parents will be provided with an Alma account that will allow access to mid-term grades and for reports cards. Information on how to log in will be provided by the school office during the first several weeks of the school year. Our school office will be glad to answer any questions you may have regarding Alma.

We have found that providing continual access to Alma grades to parents of grammar level students has put undue pressure on teachers to post grades instantly. Also, it has encouraged parents to focus unduly 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.

Parents of students in the 6<sup>th</sup>-12<sup>th</sup> grade are given continual access to their student's gradebook after the first mid-term progress report.

## **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 put in the uniform inventory or given to charity.

## **REQUIRED FORMS**

The Veritas school office will distribute a number of very important forms that must be completed by parents prior to the first day of the school year. The forms will be emailed to parents in early August. Hard copies are available from the school office. Parents are asked to complete the forms and submit them at Parent Orientation.

Mandatory Forms (must be completed by first day of school)

- Emergency Information and Release Form
- Carpool Permission
- Family Email Preferences
- Field Trip Permission
- Extra-Curricular permission (required for athletics)
- Sports Physical (required for athletics)

Optional Forms

- Medication Administration
- Media Release
- Grandparents Day Information

## **EXTENDED-DAY PROGRAM**

Veritas Academy offers optional course in art, music, physical education, drama, and chess in the afternoons.

1. Registration: Parents must complete the registration form to enroll their students in extended-day classes. Please provide your preferences for courses for your children in writing. Requests to enroll by email or phone will not be accepted.
2. Students may take one art, and/or one music, and/or physical education and/or chess class.
3. Enrollment in these classes will be open for two weeks in early May. Enrollment will be first come-first served. Once the limit is reached in a class, then students will have to be enrolled in the other section. Students (including area home-school students) may enroll in Ext-Day courses after May 29 ONLY if spots are available.

4. All extended-day classes are 80 minutes long (1 hour and 20 minutes).
5. All K-6 students will dismiss no later than 1:45 PM unless they are waiting in a study hall for an older Logic/Rhetoric School sibling who is taking an Ext-Day class from 1:45 to 3:05 PM.
6. Physical Education classes are generally held at Forsyth Park.
7. No Ext-Day courses for Pre-Kindergarten or Kindergarten students. K students may stay after for a study hall ONLY if they have a sibling taking an afternoon class.
8. Study Halls are available only to students whose sibling(s) is taking an extended-day course or is in the Logic/Rhetoric School and who must wait for their parents to pick them up when their sibling's class is over. K students may stay after for study hall ONLY IF they have a sibling in one of the courses. The intent of the study halls is to accommodate parents who might have multiple pick-up times (one child may stay after in study hall while a sibling takes a class). It must not be used merely as "child-care" just so parents can pick-up their children later in the afternoon rather than earlier even if they are not enrolled in extended-day classes. Veritas is not a full-day school and does not provide "aftercare."
9. Chess class is provided by a third party chess-instructor who is part of our regular teaching staff. He operates a "Chess Club" at our facilities one afternoon each week. There is a fee for participation in this chess club. The Chess Club offers a novice class and an advanced class.
10. Extended-Day classes generally begin the second week of school and do not meet during final exam weeks (last week of 1<sup>st</sup> semester and last week of 2<sup>nd</sup> semester).

## **ATHLETICS PROGRAM**

*(Revised November 16, 2016)*

1. Veritas Academy offers a variety of sports opportunities throughout the school year for students 5th - 12th grade. These athletic endeavors provide the students with a way to develop their God-given physical abilities, character, and discipline as well as to enjoy camaraderie with fellow students as they seek after a common goal.
2. Parents and students are asked to thoroughly review the practice and game commitments involved with each sport prior to signing up to play that sport.
3. Registration for teams is available at Parent Orientation and during the school year prior to the beginning of the respective seasons.
4. There is a participation fee for each student for each season that must be paid prior to the first practice.
5. Transportation for athletes to practices and games is the responsibility of parents.
6. Medical physical examinations by a licensed physician are required for any athlete to participate in school sports.
7. Students must submit an Extra-Curricular Permission slip signed by their parent(s) before they can participate in any extra-curricular activities.
8. Academic credit in "Physical Education" will be given to 9<sup>th</sup>-12<sup>th</sup> grade students who participate in Veritas athletics. Students will receive 0.5 credits per sport or club per season for participation in a sport or club that practices and/or plays at least 2x/week for at least eight weeks. Physical education credits are not required for graduation, nor do they not count toward graduation requirements. Academic credit will be considered on a case by case basis for participation in non-Veritas athletics whenever Veritas does not provide a comparable option (e.g. ballet or area home-school leagues). Physical education credits shall be issued on a Pass/Fail basis and shall not be factored into grade point averages.
9. Veritas anticipates offering the following sports this year:

### Fall Sports:

Girls Middle School Volleyball	5th-7th grade	August-October
Girls Varsity Volleyball	8th-12th grade	July-October
Boys Middle/High School Flag Football	6th-7th grade	August-October
Co-ed Cross Country	6th-12th grade	August-October

### Winter Sports:

Boys Basketball	5 <sup>th</sup> 06th grade	November-March
Co-ed Archery	5th-12th grade	November-March
Co-ed Swimming	7th-12th grade	October-January

Spring Sports:

Co-ed Golf

5th-12th grade

February/March-April

Co-ed Running Club

5th-12th grade

March-May

Co-ed Track

5<sup>th</sup>-12<sup>th</sup> grade

March-May