



**October 2023**

**VERITAS ACADEMY**  
CLASSICAL ▼ CHRISTIAN ▼ COVENANTAL

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

## 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, Revised October 26, 2021)*

- A. The ultimate basis of the Corporation of Veritas Academy shall be the infallible and inerrant Word of God set forth in the Scriptures of the Old and New Testaments and the system of biblical doctrine of which is essentially summarized in the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms (collectively, “the Westminster Standards”).
- B. 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.
- C. 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, is 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.
- D. The Veritas Academy Statement of Faith is for convenience divided into three sections:
  - (i) Veritas Academy’s primary doctrinal foundation is the Westminster Standards (2007, ISBN 978-0-9793770-0-6). We believe this historic confession is a faithful, comprehensive, and reliable exposition of Biblical teaching. The theology of the Westminster Standards is the bedrock of our Christian worldview and gives shape and substance to the entire curriculum.
  - (ii) Because, for purposes of Christian brotherly love and unity, the Bylaws allow exceptions for some board members (*see* Bylaws section 5.1(B)) and some directors, teachers and staff members (*see* Bylaws section 10.1(c)) to serve without affirming all the doctrines of the Westminster Standards, this section of the Statement of Faith describes the beliefs that those board members and those directors, teachers and staff members must affirm. These beliefs are also contained within the Westminster Standards.
    - (a) We believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ His only Son, our Lord. Jesus Christ was conceived by the Holy Spirit, and was born of a virgin, Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hades, and on the third day He rose again from the dead. He ascended into Heaven, where He sits at the right hand of God the Father Almighty. From Heaven He shall come to earth again to judge the living and the dead. We believe in the Holy Spirit, one holy catholic church, the communion of all true saints, the forgiveness of sins, the resurrection of the body, and the gift of everlasting life. (Apostle’s Creed)

- (b) We believe that God reveals Himself through the creation, preservation, and government of the universe. We believe that God makes Himself more clearly and fully known through the Scriptures, which are the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. These Scriptures are made up of 66 books, from Genesis to Revelation, the authority of which depend not upon the testimony of any man or church and are all to be received as the Word of God.
  - (c) We believe that there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity—Father, Son and Holy Spirit. He is perfectly wise, the overflowing fountain of all good. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of all that has been made.
  - (d) We believe in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
  - (e) We believe that Adam was made from the dust of the ground and formed after God’s image and likeness, which was good, righteous, and holy. Because of Adam’s sin all mankind is in a state of rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
  - (f) We believe that salvation is by grace through faith alone, and that faith without works is dead. We believe that God freely justifies His own, not by infusing righteousness into them, but by pardoning their sins, and by accounting and accepting their persons as righteous, for the sake of Jesus Christ alone.
  - (g) Justification is by grace alone through faith alone and through it the undeserving sinner is clothed with the righteousness of Christ.
  - (h) We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, as the Spirit of Christ within us enables us to do freely and cheerfully what the will of God revealed in Scripture requires to be done. We believe that good works are only those which arise from true faith, conform to God’s Word, and are done for His glory.
  - (i) We believe God has appointed a day when He will judge the world in righteousness through Jesus Christ. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation.
  - (j) We believe in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love and have communion in each other’s gifts and graces.
  - (k) We believe that God defined marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin.
  - (l) We believe that God immutably creates each person to reflect His image as male or female.
- (iii) The following section of the Statement of Faith contains Veritas Academy’s Beliefs on the Sanctity of Life, Marriage, Gender, and Sexuality, which shall be affirmed and adopted by all board members, administrators, directors, teachers, and staff.
- (a) 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.

- (b) 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.
- (c) 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.
- (d) 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).
- (e) 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 the Sanctity of Life, Marriage, Gender, and Sexuality (Matt 5:16, Phil 2:14-16, I Thes 5:22).
- (f) 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)**

*(Revised November 16, 2021)*

Veritas Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

Subject to the United States Constitution and all applicable state and federal laws, Veritas Academy does not discriminate in its employment practices.

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

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

- A. 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.
- B. The following are the minimum requirements for membership in ACCS, to which Veritas Academy is committed. All schools must:
  - (i) Be private and classical Christian.
  - (ii) Not accept government funding sufficient to compromise the classical Christian mission should the government funding be withdrawn in the future.
  - (iii) 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.
  - (iv) Serve some combination of grades k-12.
  - (v) Commit to providing or finding a path to full k-12 classical Christian education for students.

- (vi) Serve more than one family.
  - (vii) Conform to the trivium in the grades that you serve and provide at least two years of Latin or ancient Greek, one year of formal logic, and one year of rhetoric in the secondary for each student.
  - (viii) Support the work and mission of the ACCS.
  - (ix) Agree with the ACCS definition of classical Christian education (see ACCS website) and implement it insofar as you have the ability and resources.
  - (x) Agree with the ACCS statement of faith (see [www.classicalchristian.org/statement-of-faith/](http://www.classicalchristian.org/statement-of-faith/)).
  - (xi) Not discriminate on the basis of race, color, or national/ethnic origin.
  - (xii) Not affirm unbiblical family relationships.
- C. 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.

## 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*, by Keven Clark and Ravi Scott Jain  
 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))

## CURRICULUM GOALS (SPM 6)

*(Revised November 13, 2017, 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 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 CONDUCT POLICY (SPM 8)

*(Revised November 16, 2021, August 22, 2023)*

The lifestyle, words, and deeds of each board members, administrators, directors, teachers, staff members, students, and representatives of Veritas Academy shall exhibit 1) the ethical and moral principles of 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, teachers, staff, and board. Therefore, the following requirements shall apply to all board members, administrators, directors, teachers, staff members, students, and representatives of Veritas Academy:

- A. Since God is holy and since His name is to be revered, all board members, teachers, staff members, students, and representatives of Veritas Academy are expected to treat worship,

- prayer, and discussion of spiritual matters with proper reverence. Jokes, songs, conversation, or behavior that treat the Lord's name, character, or institutions with triviality are not permitted.
- B. Since appropriate response to authority is biblically mandated and critical to a healthy Christian life, all board members, administrators, directors, teachers, staff members, students, and representatives of Veritas Academy must model proper submission to authority and encourage all students to obey their parents, teachers, supporting adults, and school policies promptly, willingly, completely and cheerfully. They shall cultivate and maintain an atmosphere of mutual respect and submission in the school. No student conduct or performance will be concealed from a student's parents.
  - C. Since fidelity to the truth is commanded by God and is the core of all meaningful relationships, all board members, administrators, directors, teachers, staff members, students, and representatives of Veritas Academy will demonstrate honesty and integrity in all their dealings with students, parents, administrators, the board, and one another. Students will particularly demonstrate fidelity to the truth by completing all schoolwork with honesty and integrity. Students will not represent as their own work, content that is not their own work. Students will not cheat, plagiarize, or use artificial intelligence to complete assignments and take assessments.
  - D. 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 administrators/directors/teachers/staff/board members and students will show appropriate honor for female administrators/directors/teachers/staff/ board members and students by demonstrating gentlemanly etiquette at all times and female teachers/staff/board members and students will show respect for male teachers/staff/board members and students by exhibiting ladylike etiquette at all times.
  - E. Since modeling Christian virtue, serving as Ambassadors of Christ, and representing the vision of Veritas to the community are intrinsic to enrollment and employment at Veritas, all board members, administrators, directors, teachers, staff members, students, and representatives of Veritas Academy staff members and students are to dress professionally, modestly, and neatly at all times and in accord with the Uniform Policy for students and Dress Code for teachers and staff. Staff member and student appearance shall be generally "conservative" and never distracting, overly trendy, or worldly. The General Dress Code Policy for students in the Student Parent Handbook will apply to board members, teachers, and staff, as well as students.
  - F. Since Veritas Academy cares deeply about the health and well-being of its students and staff, the possession and use of illegal drugs, alcohol, tobacco, or illegal weapons of any sort is strictly forbidden on school grounds. All board members, administrators, directors, teachers, staff members, students, and representatives of Veritas Academy Staff shall not abuse or illegally use drugs, alcohol, or weapons at any time.
  - G. Since words have a power and integrity of their own and since God expects man to be stewards of thoughts and expressions, all board members, administrators, directors, teachers, staff members, students, and representatives of Veritas Academy will refrain from language and actions which are vulgar, inappropriate and demeaning to either God or mankind.
  - H. Since Christians are to conduct themselves in a manner consistent with biblical principles of purity and holiness, all board members, administrators, directors, teachers, staff members, students, and representatives of Veritas Academy shall refrain from all forms of inappropriate sexual behavior. All immoral sexual activity, including fornication, promiscuity, cohabitation, viewing of pornography, immodest dress, rejection of one's biological sex, and homosexuality, is forbidden.
  - I. Since spiritual disciplines (e.g. prayer, worship, Bible study, and fellowship) are essential to Christian growth and discipleship, all board members, administrators, directors, teachers, staff members, students, and representatives of Veritas Academy will strive to maintain a faithful daily walk with Christ and be active in a local evangelical church.
  - J. Since all board members, administrators, directors, teachers, staff members, students, and representatives of Veritas Academy serve as ambassadors for Christ and representatives of the school at all times, it is expected that they 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.

- A. 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.)
- B. 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).
- C. No video game devices (dedicated), electronic toys, or e-readers are permitted on school grounds.
- D. 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.
- E. 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.
- F. 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.

## **GRIEVANCES AND COMMUNICATION (SPM 10)**

*(Revised November 16, 2021)*

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.

- A. Students or Parents to Teachers:

- (i) All concerns about the classroom must first be presented to the teacher by the parents, or the student
  - (ii) 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.
  - (iii) If the problem is still not resolved, the parents should appeal the decision to the Headmaster.
  - (iv) 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.
- B. Parents to Headmaster or administrator:
- (i) 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.
  - (ii) If the problem is still not resolved, the parents should appeal the decision to the Headmaster.
  - (iii) 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.
  - (iv) This procedure applies to Board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.
- C. Staff to Administration:
- (i) All concerns about the general operation of Veritas Academy must first be presented to the appropriate administrator.
  - (ii) If the problem is not resolved, the staff member may appeal the decision to the Headmaster.
  - (iii) If there is still no resolution, the staff member should request in writing a hearing from the Veritas Academy Board. The request will be passed through the Headmaster.
- D. Volunteers to Staff or Administration:
- (i) If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
  - (ii) If the problem is not resolved, the volunteer may appeal the decision to the Headmaster.
  - (iii) 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.
- E. General:
- (i) 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.
  - (ii) 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.
  - (iii) 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.
  - (iv) If a dispute or grievance concerning any aspect of Veritas Academy's operations between any parties connected in a direct way to the school (students, parents, staff, volunteers, administration and board) cannot be resolved as outlined in this Grievance and Communication Policy such dispute or grievance shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries (complete text of the Rules is available at [www.peacemaker.net](http://www.peacemaker.net)). The parties may mutually agree upon a Mediator or Arbitrator, or in the event they cannot agree, then the Institute for Christian Conciliation shall have the

power to select a Mediator or Arbitrator, and its decision shall be final and binding on the Parties. The Mediator and/or Arbitrator shall be compensated based on the amount of time spent on the case at their regularly hourly rates plus reimbursable out of pocket expenses. The Parties agree to share the cost of mediation or arbitration equally. Judgment upon an arbitration award decision may be entered in any court otherwise having jurisdiction. The Parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this Agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.”

## **DISCIPLINE POLICY (SPM 11)**

*(Revised November 16, 2021, Revised August 22, 2023)*

### **A. Philosophy of School Discipline**

- (i) All discipline will be based on biblical principles (e.g., confession, repentance, reconciliation, restitution, forgiveness, law and grace, etc.).
- (ii) Misbehavior shall be viewed from a spiritual and Scriptural perspective with the goal of shepherding the child’s heart toward a God-pleasing life.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) Students will not be subject to corporal punishment at Veritas Academy. Administration of corporal punishment, when necessary, shall be the responsibilities of the parents.
- (vii) 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.

### **B. Misconduct and Discipline:**

- (i) There are five basic behaviors that will automatically necessitate discipline from the school administration. Those behaviors are:
  - (a) Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
  - (b) Dishonesty in any situation while at school; including lying, cheating, stealing.
  - (c) Rebellion e.g., outright disobedience in response to instructions.
  - (d) Fighting e.g., striking in anger with the intention to harm another student.
  - (e) Obscene or profane language including taking the Lord’s name in vain.
- (ii) If for any of the above behaviors or other reasons (e.g., misbehaviors that are less serious than the above five, but are repeated frequently enough to disrupt instruction) 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:
  - (a) 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.
  - (b) The third incident will be followed by a meeting with the student, student’s parents, administration, and, if necessary, the teacher.



- (c) 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.
  - (d) Should a fifth incident arise, the student may be subject to expulsion from the school.
- (iii) 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 has egregiously violated the Code of Conduct or is not making progress in correcting serious misbehavior.
- C. 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:
- (i) Parents will be notified immediately after the decision for expulsion.
  - (ii) 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.
  - (iii) Transfer of school records will be arranged within a week following expulsion if financial obligations to the school have been satisfied.
  - (iv) Appeals may be made first to the administration and then to the Veritas Academy Board.
- D. 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.
- E. 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.
- F. Veritas Academy also expects adults—whether parents, staff, or visitors—to set an example for students by treating others with love, gentleness, and the highest standards of biblical conduct. Verbal abuse, threatening behavior, flagrant deception, violence, and other flagrant acts in clear contradiction of scriptural commands will not be tolerated at Veritas Academy or at any school events. Veritas Academy reserves the right to discipline adults who engage in misconduct by giving verbal or written warnings, expelling them from campus, removing their children from enrollment at the school, or any other sanction deemed appropriate at the discretion of the headmaster.

## **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, Revised November 13, 2017, November 16, 2021)*

- A. This policy applies to all Veritas Academy teachers, in their capacity as teachers at Veritas Academy.
- B. Secondary doctrine is defined as any doctrinal issue which is not addressed in the Veritas Academy Statement of Faith (Policy 3.5 above).
- C. 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.
- D. The presentation of all other sides of an issue is encouraged.
- E. 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)

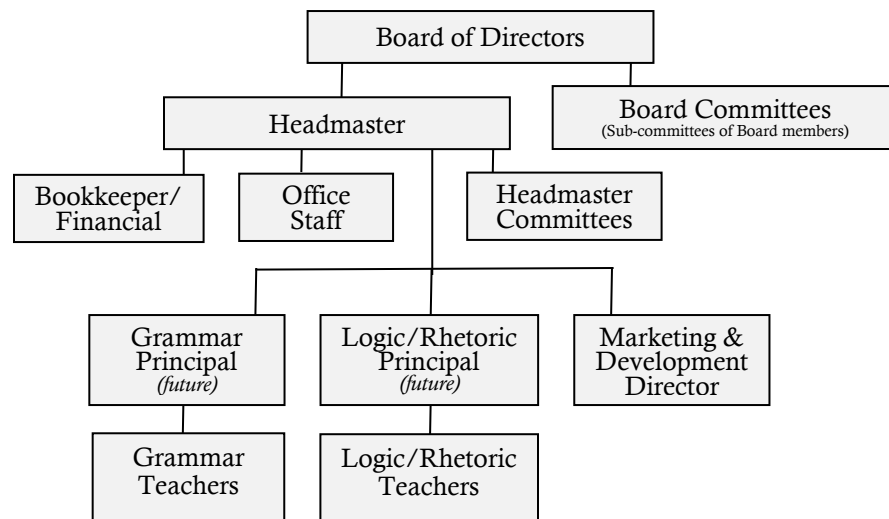
*(Revised October 21, 2015)*

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, August 22, 2023)*

- A. Definitions of Administrative Entities
  - (i) 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.
  - (ii) 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.
  - (iii) Veritas Academy Principals (including deans and other administrative leaders) are hired by the Headmaster with the approval 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:



## **ADMINISTRATIVE PERSONNEL (SPM 20)**

*(Revised October 27, 2020, Revised August 22, 2023)*

### **HEADMASTER (SPM 20.1)**

- A. The Headmaster is the managing director and public representative of Veritas Academy. He represents the Academy and its Board of Directors. He leads the Academy in accomplishing its mission and advancing its vision.
- B. The Headmaster is under the authority of the Board of Directors. He shall be evaluated, supervised, and directed by the corporate Board.
- C. Requirements: The Headmaster must be a man of good reputation, a professing and practicing Christian, an active member in a local church which holds to the doctrines of the Reformed faith as expressed in the Westminster Standards or an acceptable equivalent, an experienced teacher, and an experienced administrator. He should hold an advanced college degree, preferably in the liberal arts; have knowledge of Latin, or other foreign languages; and a strong command of Western history. He should be deeply committed to the principles of Classical Christian education and able to promote these to a wide audience.
- D. Responsibilities: The Headmaster is responsible to manage and oversee the day-to-day operations of the School, including curriculum, instruction, student life, general administration, facilities, communications, admissions, finances, development, and staff management. He is responsible to lead the school such that the Mission, Foundational Commitments, Goals, and Statement of Faith are faithfully applied and advanced. Detailed responsibilities are stated in the Headmaster Job Description.

### **OTHER ADMINISTRATIVE PERSONNEL (SPM 20.2)**

- A. Elementary Principal  
The Veritas Academy Grammar School Principal (and/or other administrative leaders) is hired by the Headmaster with Board approval to manage and administer the elementary school (Grades Pre-K-6) in line with the stated philosophy and goals. The principal's responsibilities and duties are determined by the Headmaster and serve as the basis for the Principal's annual performance evaluation.
- B. Secondary Principal  
The Veritas Academy Logic & Rhetoric School Principal (and/or other administrative leaders) is hired by the Headmaster with Board approval to manage and administer the Logic & Rhetoric school (Grades 7-12) in line with the stated philosophy and goals. The principal's responsibilities and duties are determined by the Headmaster and serve as the basis for the Principal's annual performance evaluation.
- C. Marketing and Development Director  
The Veritas Academy Marketing and Development Director is hired by the Headmaster with Board approval to manage the marketing and development efforts of the school. The Director's responsibilities and duties are determined by the Headmaster and serve as the basis for the Director's annual performance evaluation. General responsibilities include the development and administration of comprehensive plans for fund raising, student recruitment, public relations, and coordinating volunteer help for appropriate events and projects.
- D. Enrollment Director  
The Veritas Academy Enrollment Director is hired by the Headmaster with Board approval to manage all of enrollment efforts of the school. The Director's responsibilities and duties are determined by the Headmaster and serve as the basis for the Director's annual performance evaluation. General responsibilities include serving as the primary point of contact for prospective family, providing an informative and positive experience for prospective families throughout the admission process, and driving strategic initiatives supporting inbound recruitment marketing, family/student retention, and long-term strategic growth and development.

## CONFLICT OF INTEREST POLICY (SPM 21)

*(Approved October 21, 2015)*

- A. This purpose of this policy is to protect the interests of Veritas Academy when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Interested Person (as defined below) or might result in a possible “excess benefit transaction” (as defined in section 4958 of the Internal Revenue Code). This policy is intended to supplement, but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. This policy applies to all Board members, teachers, staff, parents, and students.
- B. Interested Persons are defined as any director, principal officer, or member of a committee with School Board delegated powers, who has a direct or indirect financial interest, as defined below, including but not limited to the School’s Headmaster.
- C. Financial Interest is defined as:
- (i) an ownership or investment interest (direct or indirect, through business, investment, or family) in any entity with which the School has (or causes students and their families to have) a transaction or arrangement,
  - (ii) a compensation arrangement (direct or indirect, through business, investment, or family) with the School or with any entity or individual with which the School has (or causes students and their families to have) a transaction or arrangement, or
  - (iii) a potential ownership or investment interest in, or compensation arrangement with (direct or indirect, through business, investment, or family), any entity or individual with which the School is negotiating (or causing students and their families to negotiate) a transaction or arrangement.
- Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the School Board decides that a conflict of interest exists.
- D. Guidelines for Avoiding Conflict of Interests:
- (i) **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the School Board so that the proposed transaction or arrangement may be considered.
  - (ii) **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the School Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining School Board members shall decide if a conflict of interest exists.
  - (iii) **Procedures for Addressing the Conflict of Interest.**
    - (a) An Interested Person may make a presentation at the School Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
    - (b) The Chairman of the School Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
    - (c) After exercising due diligence, the School Board shall determine whether the School can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. In making its determination, the School Board may consider the views of the School’s Administration concerning the relative quality of the products or services to be provided to the School by different providers.

- (d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the School Board shall determine by a majority vote of the disinterested members of the School Board whether the transaction or arrangement is in the School's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- (iv) The term of any transaction or arrangement approved by the School Board in accordance with this policy may not exceed the then-current School Year.
- E. Violations of the Conflict of Interest Policy.
  - (i) If the School Board has reasonable cause to believe that an Interested Person has failed to disclose actual or possible conflicts of interest, it shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose.
  - (ii) If, after hearing the Interested Person's response and after making further investigation as warranted by the circumstances, the School Board determines the Interested Person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **CHURCH DISCIPLINE POLICY (SPM 22)**

*(Approved October 21, 2015)*

1. The church discipline policy is to be followed whenever an employee of the Veritas Academy, member of the Veritas Academy Board, or contracted Veritas parent comes under church discipline. There are no geographic or time limitations.
2. If any Christian church (i.e. any historically Evangelical church in basic agreement with the Veritas Statement of Faith) exercises church discipline over any church member who is an employee, board member, or contracted parent the following procedure will apply:
  - a. The leaders of the church in question will be contacted and asked to supply the Veritas Academy Board with a written outline of the case and the procedures which were followed. Any other believers who wish to present information to the board may do so.
  - b. The Board will meet to consider the facts of the case. The operating assumption of the Board will be that the church in question did in fact exercise biblical discipline, unless facts are presented which clearly demonstrate violation of the Scriptures, in substance or manner. The Veritas Academy Board will comply with, honor, respect, and implement the discipline, as needed.
  - c. When any church's discipline is honored, the Veritas Academy Board is solely responsible to determine how the discipline will be honored at Veritas. That is, the Board will set the procedures and limits to be followed by Veritas Academy personnel in the implementation of the discipline

## **TRANSPORTATION (SPM 23.1)**

*(Revised November 16, 2021)*

- A. 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 insure the safety of the students.
- B. Regarding transportation for athletics, Veritas Academy requires parents to transport their own child/children. As a school, Veritas does not advocate teens transporting teens or recommend carpooling to any athletic events, games, practices, and related meetings. Parents are solely responsible for planning and executing transportation for their child to athletic events, practices, and related meetings.

- C. 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.
- D. 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.

#### **SERIOUS DISEASE POLICY (SPM 23.3)**

1. The purpose of this policy to establish procedures which are to be followed whenever a serious disease might be introduced into Veritas Academy. This policy applies to all students enrolled at Veritas Academy, and to all employees of Veritas Academy.
2. Serious diseases are defined as those diseases which are potentially life threatening, or which can cause permanent bodily damage, and can be communicated from one person to another (other than genetically). Spinal (or viral) meningitis, AIDS (Acquired Immune Deficiency Syndrome), and pneumonia are examples of the type of diseases herein referred to. Common colds, influenza (mild forms), chickenpox, Strep throat, etc., though unpleasant and contagious, are not to be considered serious diseases.
3. The Headmaster will take every appropriate precaution to reduce the risk of infection of any student or teacher by any known serious diseases. This will include isolating the student(s) who may have the disease, or have been exposed to it.



4. Veritas Academy cannot be held responsible for the communication of any serious disease that was introduced to the school without the knowledge of the administration.
5. Upon receiving reliable information that a student or teacher at Veritas Academy has contracted, or has been in contact with, a serious disease, the Headmaster will immediately contact local health officials and the Disease Control Center in Atlanta, Georgia to obtain more information.
6. The information sought should answer such questions as:
  - a. To what degree is the disease communicable?
  - b. How is it transmitted?
  - c. What is the incubation period for the disease?
  - d. What are the disease symptoms?
  - e. What precautions should the school take?
  - f. What information would be helpful to the school's families?
7. Based upon the answers to the above questions, the Headmaster will determine what actions are necessary. He will then contact the parents of the affected student(s) and share with them the information he has received, as well as the decisions he has made.
8. The student may be asked to remain home for a specific, or for an undetermined, length of time. Expulsion is also an option if the School Board thinks it necessary in order to protect the school staff and students from contact with a disease.
9. Closure of the school may be necessary in extreme cases.
10. If the Headmaster determines that a deviation from this policy is necessary, the matter will be presented to the Veritas Academy Board as soon as possible for a decision.
11. All cases of serious diseases that have affected or could affect the school will be reported to the Board.

## **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.

#### **COMPUTER USE POLICY (SPM 23.5)**

1. Veritas Academy encourages the responsible use of computers, computer networks (including the Internet), portable storage devices and other electronic resources in support of the mission and goals of Veritas Academy. The following policies apply to the use of all Veritas Academy computers and electronic devices, Veritas Wi-Fi networks, Veritas computer networks, school email accounts, school owned software (e.g. MS Office and RenWeb), and all digital, electronic, wireless, and computer media, applications, uses, and equipment owned by Veritas Academy.
2. Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is nearly impossible to control. Veritas Academy has established this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Veritas Academy-owned computer equipment or networks.
3. All use of the Internet must be in support of educational objectives consistent with the mission and objectives of Veritas Academy. Proper codes of conduct in electronic communication must be used. Extreme caution must always be taken in revealing any information of a personal nature.
4. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
5. Exemplary behavior must be exhibited on the network as a representative of Christ's Church and Veritas Academy.
6. The following activities are unacceptable and are prohibited:
  - a. Use of Veritas Academy computing systems for any non-Veritas Academy purpose, including, but not limited to, sending unsolicited email (spam), commercial or for-profit purposes, political lobbying, illegal activities, and accessing the Internet for personal use (personal email, blogging, instant messaging [IM], social networking, etc.). Exception: Veritas Academy faculty and staff may, with discretion and good judgment, make limited use of Internet connectivity for personal reasons, subject to the limitations described in this policy.
  - b. Unauthorized copying of copyrighted material, including, but not limited to: book or magazine content (plagiarism); digitization and distribution of photographs from magazines, books or other copyrighted sources; and copyrighted music.

- c. Accessing Internet content or sending/receiving communications or installing/using software that are inappropriate or contrary to the law of God and the Code of Ethics of Veritas Academy --including, but not limited to, profanity, obscenity, pornography, hate mail, chain letters, harassment, and discriminatory remarks.
- d. Software installation of any kind. Designated Veritas Academy computer support personnel will install software when needed. If software installation is required, submit a request for same to the administration.
- e. Downloading entertainment software or other files not related to the mission and objectives of Veritas Academy for transfer to a user's home computer, personal computer, or other media.
- f. Playing games of any kind, unless specifically authorized by a teacher for instructional purposes.
- g. Establishing network or Internet connections to live communications, including voice and/or video, unless specifically authorized by the Headmaster.
- h. Introducing malicious programs into the Veritas Academy network (viruses, worms, Trojan horses, e-mail bombs, etc.).
- i. Using portable storage devices for any use other than Veritas Academy related work.
- j. Revealing user account password (for any system, internal or external to Veritas Academy) to others or allowing use of user account by others. For Veritas Academy faculty and staff, this includes family and other household members when work is being done at home. Password changes will be required periodically.
- k. Revealing personal information of any kind about another person.
- l. Circumventing, or attempting to circumvent, user authentication or security of any device, network or account.
- m. Accessing, or attempting to access, unauthorized Veritas Academy information.
- n. Communicating confidential Veritas Academy information to unauthorized parties outside of Veritas Academy by any means, including, but not limited to, email, instant messaging (IM), newsgroup posting, or blogging.
- o. Any activity not described herein that is contrary to any Veritas Academy philosophy or policy.

7. Guidelines:

- a. Veritas Academy Rights and Responsibilities: Veritas Academy retains the following rights and recognizes the following obligations:
  - To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
  - To remove a user account on any network or email or software account.
  - To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
  - To inspect student files stored on Veritas Academy computers, student computers, and portable storage devices, e.g. CDs, flash drives, etc.
  - To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Veritas Academy-owned equipment and, specifically, to exclude those who do not abide by Veritas Academy' acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Veritas Academy reserves the right to restrict online destinations through software or other means.
  - To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
- b. Staff Responsibilities

Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Veritas Academy.

Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

8. Violations: Computing system users observing a violation of this policy or a security risk must notify a faculty or staff member immediately. Veritas Academy students found in violation of this policy will be immediately denied access to computer systems until an investigation into the incident is completed and will be subject to disciplinary action as set forth in the Parent-Student Handbook. Parents will be notified immediately if a violation occurs.
9. Exceptions: Any exceptions to this policy must be approved by the Headmaster.
10. Signed Agreements: A User Agreement is to be signed by all adult users and student users above grade 5 and a Parent Agreement is to be signed by parents of all student users.

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

*(Approved November 13, 2017)*

- A. 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 board members, administration, teachers, directors, staff, and students.
- B. All electronic communications and activity on social media shall be conducted in accordance with the Veritas Academy Computer Use Policy (School Policy #23.5).
- C. 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.
- D. 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.
- E. 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.
- F. All social media activity, blog posts, website, and electronic communications shall respect trademark, brand, and copyright restrictions of the school and other applicable entities.
- G. 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.
- H. The school may, at its sole discretion, delete comments, block followers, and otherwise restrict access and feedback to its social media, blogs, and website.
- I. 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.
- J. 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 23.7)**

*(Revised December 17, 2014)*

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 and on social media outlets. All such announcements will also be posted on the school voice mail by 6:30 AM of the effected day.

## **PHYSICAL PRIVACY & SEXUALITY POLICY (SPM 23.9)**

*(Approved November 16, 2021)*

- A. **PURPOSE:** In light of Veritas Academy's Statement of Faith and Parent-Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the Veritas Academy community of their duties with regard to use of restrooms, locker rooms, showers, and any other spaces or facilities where individuals may be undressed in the presence of others.
- B. **DEFINITIONS:**
  - (i) "Sex" means the biological condition of being male or female as determined at birth.
  - (ii) "Member of the Veritas community" means any Veritas Academy employee, volunteer, student, parent, or visitor.
- C. **SINCERELY HELD RELIGIOUS BELIEF ON SEXUALITY:** Veritas Academy's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.
- D. **POLICY:**
  - (i) Notwithstanding any other policy, Veritas Academy restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.
  - (ii) In any other facilities or settings where members of the Veritas community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), Veritas shall provide separate, private areas designated for use by members of the Veritas community based on their sex.
  - (iii) Veritas Academy recognizes there may be instances where members of the Veritas community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Veritas encourages members of the Veritas community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.
  - (iv) Veritas Academy will at all times interact with members of the Veritas community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

- (v) A member of the Veritas community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person’s failure to adhere to their commitment to abide by the behavioral standards established by Veritas which is cause for terminating their privilege of membership in the Veritas community.
  - (vi) To preserve the function and integrity of Veritas and to provide a biblical role model to members of the Veritas community and the community-at-large, it is imperative that all members of the Veritas community agree to and abide by this policy
- E. POSTING: Copies of this policy shall be provided to all Veritas employees, volunteers, students, and parents.

**PURCHASING POLICY (SPM 24.4)**

This policy outlines the procedure to be followed in making purchases for Veritas Academy.

1. The Headmaster will oversee all non-capital purchases made by any agent of Veritas Academy.
2. Any single unbudgeted purchase (capital or non-capital) exceeding \$1000, requires the Board’s approval.
3. All purchases will require a Purchase Order (Purchase Request Form) approved by the Headmaster.
4. Purchase orders must provide the name and item number of the item(s) to be purchased, costs of item(s), estimated shipping charges and taxes, name of preferred vendor, and contact information for vendor (phone, email, and website).

**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.

## **HIRING POLICY (SPM 25.1)**

*(Revised October 21, 2015, August 22, 2023)*

The purpose of this policy is to provide a clear policy describing the steps by which candidates are selected and hired by the Veritas Academy system as employees. This policy covers the interview and selection of a candidate along with the actual sign-up procedures and conditions of employment. All paid employees of Veritas Academy will be hired in line with this policy.

Administrative staff are defined as “employees whose main responsibilities are in administration.”

Teaching staff are defined as “part- or full-time compensated teachers.” Support staff: are defined as “all other staff (e.g., office staff, aides, custodial workers, etc.)”

- A. All full-time staff will have written job descriptions and work agreements. Maintaining these documents is the responsibility of the Headmaster. The Board will approve all new or revised job descriptions and work agreements.
- B. To be hired by Veritas Academy, all teaching and support staff candidates will be screened and interviewed by the Headmaster. The Headmaster may involve other administrators, teachers, Personnel Committee members, and Board members in the interview process as needed. Final hiring approval of teachers and support staff will be the decision of the Headmaster. The Board is to be informed of all hiring of teaching and support staff.
- C. The Headmaster shall be hired by the board and all other members administrative leadership (principals, deans, etc.) shall be hired by the Headmaster with the approval of the Board after a careful consideration of their spiritual, academic, and professional qualifications.
- D. A candidate is not an employee until he has signed the appropriate work agreement for his position.
- E. Veritas Academy requires all staff members to be Christians. Otherwise it is subject to the United States Constitution and all applicable state and federal laws, Veritas Academy does not discriminate in its employment practices.  
  
All teachers hired after 2015 shall possess, at minimum, a bachelor’s degree from an established and reputable institution.
- F. The Headmaster will establish the work calendar for all staff each year, as well as the times of all regular work days.
- G. By March of each year, the Headmaster will inform the Board of anticipated staff retentions and open staff positions for the next school year. Open positions will be advertised throughout the school constituency, among the broader Christian community, in ACCS publications, to Christian colleges, and through public media (e.g. local newspaper or employment websites) as needed to fill the position.
- H. Interviews for qualified applicants will take place as applications are submitted and continue until all open positions are filled. There are no required time frames for posting positions or receiving applications or interviewing applicants.
- I. All screening of applicants and interviewing of candidates for teaching and administrative staff will be conducted by the Headmaster or his delegate(s). It will also be his duty to obtain all appropriate documentation and references regarding the candidate(s).
- J. All employees will clear a federal fingerprint criminal history background check per the Adam Walsh Child Protection and Safety Act of 2006 (sections 151 and 153) and the National Child Protection Act of 1993/Volunteers for Children’s Act.

## **ASSIGNMENT OF PERSONNEL POLICY (SPM 25.2)**

1. All decisions regarding assignment of staff members will be made in the best interest of the staff, students and goals of Veritas Academy.
2. Adequate notice of changes will be given to the personnel involved. The notice must be prior to the signing of the work agreement for the year concerned.
3. The Headmaster will assign or reassign staff for the purposes of staff growth and development. All assignments and reassignments are the decision of the Headmaster.

4. Written job descriptions must be approved by the Veritas Academy Board and used in the assignment and reassignment process. Written job descriptions must be attached to all work agreements.
5. Full-time administrators may teach no more than two full class credits per year. In such teaching they are subject to all policies and guidelines applicable to other teachers in such academic units. Exceptions to the number of classes taught by an administrator must be approved by the Board.

### **COMPENSATION AND BENEFITS POLICY (SPM 25.3)**

*(Approved October 21, 2015)*

This policy contains the salary administration program, and benefit program for the fulltime and part time staff. All direct employee benefits should be addressed herein.

1. Definitions:
  - Fulltime staff: “Grammar teachers who teach at least 4 hours per day, five days per week. Logic and Rhetoric teachers who teach at least four one-credit classes.”
  - Part time staff: “Grammar teachers who teach less than 4 hours per day, five days per week. Logic and Rhetoric teachers who teach less than four one-credit classes.”
  - Administrative staff: “staff whose main responsibilities are administrative leadership”
  - Other employees: “administrative assistants, clerical, janitor, building maintenance, bookkeeper, etc.”
2. Guidelines: The following criteria will be taken into account by the headmaster when determining compensation to employees.
  - a. The overall qualifications of each staff member;
  - b. The years of experience of each staff member, particularly experience in classical Christian education and at Veritas Academy;
  - c. The staff member’s quality of performance in the classroom and overall contribution to the school’s mission during the past year;
  - d. Cost of living increase;
  - e. The actual job being performed, including the market supply and demand for the position;
  - f. The financial/budgetary circumstances of Veritas Academy.
3. Benefits: At present Veritas Academy does not provide any additional employee benefits (e.g. medial insurance or retirement plans).

### **SEPARATION POLICY (SPM 25.4)**

*(Approved October 21, 2015)*

Separation of employees may take place under the following circumstances:

1. Voluntary Separation: Employees may choose to voluntarily resign at the culmination of a standard work agreement period.
2. Unforeseen Circumstances: The Headmaster may approve the voluntary early termination of a contract due to providential circumstances.
3. Non-Renewal of Work Agreement: At the normally scheduled time for re-signing the annual Work Agreements (i.e. employment contract), the employee may not be offered a new Work Agreement by the Headmaster.
  - a. This situation will most often occur when an employee’s work record has not been up to the standards expected, but no cause for immediate dismissal has arisen. (Assuming that reasonable evaluation feedback, training, and assistance measures have been attempted by the appropriate administration.)



- b. An employee whose work agreement is not being renewed is expected to continue to fulfill his job description, comply with school policy, perform his professional duties to the best of his abilities, and conduct himself in a Christ-like manner throughout the remainder of the school year.
4. Dismissal: Immediate dismissal of an employee is always an option that the Headmaster may exercise for discipline. This is to cover unforeseen circumstances of gross misconduct on the part of an employee.
- a. Reasons for dismissal will most likely be for the following: Very low evaluations without acceptable improvement, immorality, mistreatment of or harshness with students, blatant disrespect of parents, other staff or students.  
  
The expulsion from school of an employee's child may also be grounds for separation, at the employee's or the administrator's determination. As part of that determination, the employee's family and home situation may be considered. Separation would be mandatory should the expelled child continue to live in a publicly disreputable manner.
  - b. The procedure for dismissal is:
    - i. A written warning and conference with the immediate administrator, with time for correction specified.
    - ii. A follow-up evaluation conference to be held at the end of the specified time.
    - iii. If adequate improvement is not apparent, immediate dismissal is in order.
  - c. The procedure for a board hearing on a dismissal is:
    - i. The written request of the dismissed employee will be submitted to the Board Chairman through the Headmaster.
    - ii. The Chairman will schedule a meeting for the employee to discuss the dismissal with the Board.
    - iii. The Board will then make a final written report on the matter.
  - a. If a situation arises where a potential conflict of interest could be attributed, a board hearing will be automatically scheduled with the employee.

#### **ADMINISTRATOR QUALIFICATIONS POLICY (SPM 25.5)**

##### 1. Doctrinal Qualifications

All members of the administrative leadership (headmaster, principals, deans, etc.) shall:

- a. Be appointed by the Board after a careful consideration of their spiritual, academic, and professional qualifications.
- b. Be scripturally sound in their teaching and shall lead exemplary lives.
- c. Give evidence of agreement with the doctrines of the infallibility and inerrancy of the Word of God, the Scriptures of the Old and New Testaments, and with the system of biblical doctrine set forth in the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms. Any exceptions to the Westminster Standards must be stated in writing, and if such exceptions are determined to be of a serious nature, undermining the integrity of Reformed Theology, employment shall not be allowed.
- d. Be members of a church which embraces the doctrines of the infallibility and inerrancy of the Word of God, the Scriptures of the Old and New Testaments, and the system of biblical doctrine set forth in the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms.

##### 2. Other Qualifications and Obligations

All members of the administrative leadership (headmaster, principals, deans, etc.) shall:

- a. Affirm that, as part of the qualifications for this position, he is a "born-again" Christian who knows the Lord Jesus Christ as Savior. He must also give testimony that this position is a

spiritual calling and that working at Veritas Academy is God's direction for his life for the term of his contract.

- b. Accept without verbal or mental reservations the Mission, Foundational Commitments, Approach, and Goals of Veritas Academy, and must be committed to upholding them.
  - c. Agree to and accept personal responsibility to serve as a Christian role model to Veritas Academy's students, parents, and employees, both in and out of school, by manifesting Christian virtues and personal decorum, as defined in the Bible. He must agree and accept that certain behaviors including, but not limited to: adultery or other deviant sexual relations; the use of pornographic materials or websites; the use of illegal drugs; the use of profane language; the abuse of alcohol, tobacco, or legal drugs; and habitual gossip, slander, or dissension are grounds for immediate dismissal from employment of Veritas Academy. He agrees to live by the Code of Ethics Policy and the Statement on the Sanctity of Life, Marriage, Gender, and Sexuality.
  - d. Affirm that he has read and will abide by his Administrator Job Description and the policies set forth in the Veritas Board Policy Manual, Faculty and Staff Handbook and Parent-Student Handbook. He also agrees to abide by any additions, changes, or deletions made to school policies at the sole discretion of the Board of Directors without prior notice during this contract year.
  - e. Cooperate in every way with the Veritas Academy Board of Directors and adhere to and support the policies adopted by the Board. The Administrator shall seek to resolve all differences with the Board (or Headmaster) by utilizing biblical principles while always presenting a united front to those outside the Board. He agrees to abide by any decision made by the Board of Directors despite personal objections and refrain from any comments or actions that could harm the reputation of the school.
  - f. Recognize that his authority within the context of the school in no way replaces or supersedes the authority of parents over their children. The Administrator shall strive at all times to support the parents of Veritas Academy students in the exercise of their God-given responsibility for the Christian education of their children.
  - g. Be present at the school on designated school days and shall remain or return after school for any such meetings and conferences as may be required for the administration of the school.
  - h. Strive at all times to understand, appreciate, love, and serve the students at Veritas Academy and shall, to the best of his ability, provide for their fullest spiritual, intellectual, physical, and emotional development.
  - i. Observe appropriate confidentiality in regard to student, parent, staff, and school matters.
  - j. Be fully aware of his obligations under state law regarding child abuse reporting requirements and shall fulfill those obligations.
  - k. Have all of his school-age children enrolled at Veritas Academy. Exceptions may be granted for children who, in the opinion of the Administrator and the Board, cannot have their educational needs met at Veritas Academy.
  - l. Affirm that he is committed to the Mission, Foundational Commitments, Approach, and Goals and policies of Veritas Academy. However, he also agrees that if, at any time during his period of employment, he finds himself out of harmony or sympathy, or in discord or disagreement with the philosophy, standards, or mission of the school, he will immediately make that fact known to the Board of Directors. He further agrees to voluntarily withdraw from my employment, or be subject to termination for cause if the discord, disagreement, or lack of harmony continues.
  - m. Agree to resolve differences with others (parents, fellow-workers, Board of Directors) by following the biblical pattern of Matthew 18:15-17 and the Grievances Policy. Should he have unresolved issues with the employer after utilizing the Matthew 18 principle and the Grievances Policy, he and the employer agree to be bound by the mediation and binding arbitration agreement in his contract and attempt to resolve issues and bring reconciliation.
3. These qualifications shall be included in the administrator's employment contract.

## TEACHER QUALIFICATIONS POLICY (SPM 25.6)

All members of the teaching staff and all department directors (Operations, Admissions, Athletic, etc.) shall be appointed by the Headmaster, with the consent of the Board, after a careful consideration of their spiritual, academic, and professional qualifications.

### A. Doctrinal Qualifications

All members of the teaching staff and directors shall:

- a. Be scripturally sound in their teaching and shall lead exemplary lives in accord with the Veritas Academy Code of Conduct (Policy 8 above).
- b. Give evidence of unreserved agreement with the Veritas Academy Statement of Faith (Policy 3.5 above, all sections).
- c. Be members of a church which embraces the Veritas Academy Statement of Faith (Policy 3.5 above, sections i, ii, and iii), teaching the doctrines of the infallibility and inerrancy of the Word of God, the Scriptures of the Old and New Testaments, and the system of biblical doctrine set forth in the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms.
- d. Exceptions for teachers and directors with respect to agreement with the system of biblical doctrine set forth in the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms (Policy 3.5.D(i)) and/or being members of a church which embraces the system of biblical doctrine set forth in the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms may be applied to less than half of the teaching and directors staff, full-time and part-time. Teachers and directors for whom doctrinal and church membership exceptions to Policy 3.5.D(i) are made shall agree with the Evangelical Doctrines specified in Policy 3.5.D(ii) and be members of a church which is in agreement with the Evangelical Doctrines in Policy 3.5.D(ii).

### B. Other Qualifications and Obligations

All members of the teaching staff and directors shall:

- a. Comply with all applicable policies of Veritas Academy and with all administrative directives. It is also expected that the staff member will meet all qualifications and perform all duties as specified in the pertinent teacher or director job description.
- b. Attend weekly staff meetings, and colloquies as prescribed by the Headmaster. He will attend annual orientation and periodic training, as required and prescribed by the Headmaster.
- c. Assist with the daily co-curricular needs of the school (i.e., Lunch Duty, Recess Duty, Car-Pool, etc.) as assigned by the Headmaster. All staff members will conduct/attend school programs, activities, and special meetings as prescribed by the Headmaster.
- d. Participate with students and/or other teachers and staff in daily prayer, worship, Scripture reading, and biblical discipleship. Devote himself to daily, personal reading and study of God's word and prayer and strive to consistently exhibit love, joy, peace, and spiritual maturity in his daily work and relationships with others in the school.
- e. Follow the Biblical pattern of resolving conflict as instructed in Matthew 5:23-24, Matthew 18 and the Grievance and Communication Policy and will always give a good report. All differences will be resolved by utilizing Biblical principles. He will observe appropriate confidentiality in regard to pupil, parent, board and school matters.
- f. Accept without verbal or mental reservations the Mission, Foundational Commitments, Approach, and Goals of Veritas Academy, and must be committed to upholding them.
- g. Will with the best of his abilities, teach all subjects and perform all duties in accordance with the school's doctrinal and confessional standards.

- h. Serve Christ under the authority of a Christian church whose beliefs and teachings are in fundamental agreement with the Veritas Statement of Faith as required in the Bylaws.
  - i. Agree to and accept personal responsibility to serve as a Christian role model to Veritas Academy's students, parents, and employees, both in and out of school, by manifesting Christian virtues and personal decorum, as defined in the Bible. He agrees to live by the Code of Conduct Policy (Policy 8) and the school statements on the Sanctity of Life, Marriage, Gender, and Sexuality (Policy 3.5.D(iii)).
  - j. Adhere to the *Seven Laws of Teaching* (John Milton Gregory) in their classroom instruction.
  - k. Teach universal integration of subject matter.
  - l. Strive to apply the philosophy and methods of classical Christian education to all instruction in the classroom.
  - m. Provide an orderly teaching environment by consistently enforcing his class rules and the school's discipline policies.
  - n. All children of administration, directors, and full-time teaching staff (greater than two-thirds time) must be enrolled as full-time students at Veritas Academy. Exceptions may be made, per agreement of the board and parent, for children whose educational needs cannot be satisfied by the school (e.g., students with diagnosed learning disabilities). Exceptions may also be made for full-time teachers who desire to homeschool their children in PreK to 1st grade. "Administration" is defined as leadership staff (i.e. headmaster, principles, deans, and the like). (RE: Veritas Academy Bylaws, Section 9.1, Approved by the Board, May 17, 2017).
- C. These qualifications shall be included in the teacher's and director's employment contract.

#### **CHURCH ATTENDANCE POLICY (SPM 25.7)**

- 1. All staff members are required to regularly attend and, within one year of employment, join a local Christian (Reformed or Evangelical) Church (per the criteria in above), therefore being under its care and discipline on a formal basis.
- 2. Questions about which churches meet this criterion will be answered by the Headmaster with appeal to the Veritas Academy Board.

#### **PERSONAL LEAVE POLICY (SPM 25.8)**

*(Revised October 21, 2015)*

- 1. Each full-time employee (administrators and teachers) will be permitted up to five (5) sick days during the term of this contract, two (2) of which may be used as personal days. Sick days are granted for employee illness, employee incapacity due to injury, and illness in the employee's immediate family.
- 2. Personal days will be granted at the reasonable discretion of the Headmaster, with a two-week advance written notice to the Headmaster, excepting personal emergencies. Any leave days beyond the five sick days (including two personal days) will incur a payroll deduction to cover the compensation of substitute teachers, unless otherwise determined by the Headmaster.
- 3. These days will not accumulate or carry over beyond the term of this contract. Unused personal leave days are not redeemable for cash.
- 4. The Headmaster may authorize additional paid leave when he deems it appropriate (e.g. in the event of the death of an immediate family member or necessity of attending an out-of-state funeral).
- 5. Veritas Academy will follow the Family Medical Leave Act (1993) guidelines.

- a. The Headmaster must grant eligible employees up to twelve (12) work weeks of unpaid leave in a twelve (12) month period for medical reasons, for the birth or adoption of a child and for the care of a child, spouse or parent with a serious health condition.
  - b. The law requires that an eligible employee returning from leave be restored to the position they would have been in if they had not taken the leave. This means his previous position or an equivalent position with the same pay, benefits and other terms and conditions of employment.
6. Staff members will receive all school holidays on the annual school calendar including Thanksgiving, Christmas, Spring Break, and Easter vacations, providing all assigned duties have been fulfilled.
  7. No paid vacation days are offered beyond those scheduled on the Veritas Academy School Calendar. Personal leave days may not be taken during the first thirty days of the school year or on critical days of the school year (e.g. during standardized testing week, open house days, etc.) or on days immediately preceding or immediately following school holidays.
  8. Part-time employees will be permitted up to four (4) increments of their working time as sick days, without forfeiture of pay, two (2) of which may be used as personal days. (For example, if a part-time teacher has only two classes per day, he may take personal leave equal to missing each of those two classes a total of four (4) times.)
  9. Professional Development Days: Up to two (2) days may also be taken to attend training conferences, seminars, or visit another classical Christian school for professional growth and development. These days do not accumulate from year to year and must be approved in advance by the Headmaster.
  10. Exceptions to the number of personal days, sick days, or vacation days above may be included in individual contracts for full-time 12 month employees.

## **EVALUATIONS/PERSONNEL FILE POLICY (SPM 25.9)**

*(Revised October 21, 2015)*

This policy applies to evaluations of the administrative and teaching staff excluding the Headmaster.

1. All teaching staff will be formally evaluated (receive a formal written assessment of job performance) at least once a year by an administrator.
2. The written evaluation will be based upon formal and informal classroom observations, as well as the employee's performance of the requirements found in the job description and contract.
3. The written evaluation will be discussed in a conference between the teacher and the valuator. The staff member will be given the opportunity to make a written response, which will become a part of the evaluation. All parties will sign that the conference has taken place.
4. The evaluation, including the employee's response if any, will be placed in the employee's Personnel File which will be maintained by the Headmaster in the administrative offices of Veritas Academy for each staff member of the school
5. A staff member's personnel file will contain the employee's application, a background check report, copies of signed contracts, payroll or financial information, a record of training, a record of disciplinary action and other relevant personal and employment information
6. Under no conditions, unless required by law, will a staff member's personnel file be made public to anyone outside Veritas Academy's Headmaster, Principals and Board.

## **PUBLICATIONS POLICY (SPM 26)**

*(Approved October 21, 2015)*

This policy applies to all material produced by the staff of Veritas Academy in the course of their duties at Veritas Academy, as well as any material produced as the result of special commissioning by Veritas Academy.

1. Commissioned material is defined as material that is produced by a staff member as a result of special arrangement with the administration of Veritas Academy. No commissioning exists without a signed agreement.”
2. Individual staff members have full ownership rights to lecture notes, worksheets, lesson plans, as well as non-commissioned textbooks/workbooks or teacher guides they have written in the course of their teaching duties at Veritas Academy.
3. Veritas Academy has full ownership rights to curriculum guide outlines/objectives, scope and sequences, and materials lists.
4. Veritas Academy retains the right to use "in house" all worksheets, lesson plans and lecture notes. This "in house" use does not include the right to market the material outside the confines of Veritas Academy without prior written agreement with the staff involved.
5. The ownership of commissioned material will be specified by the commissioning agreement.
6. When a staff member signs his annual work agreement, he will sign a statement that he has read and understands this policy, and agrees to the terms of it.

### **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 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.
5. Both parents must read the Student/Parent Handbook prior to completing an application for admissions.
6. 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.
7. 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.
8. Children entering subsequent grades will be admitted to a grade based on having successfully completed the previous grade at home or at another school and having performed satisfactorily on an Admissions Assessment Tests for the grade to which they are applying.
9. For applicants entering 1st grade or above: Academic portfolios, copies of standardized achievement test scores, and recent report cards for each student that is applying must be submitted with the Application for Admission. As part of the application process and evaluation, Veritas Academy will also examine the student's records and transcripts from previous schools attended.
10. Two Letters of Recommendation must be completed by teachers and/or administrators from the most recent school attended (preferably one teacher and one administrator).

11. Upon receipt of the completed Admission Application, Supplemental Questionnaire, Pastor Recommendation form, School Letters of Recommendation, other required documents, and application fee (and financial assistance application if applicable), a family interview with the Headmaster will be scheduled. At the interview, the family's questions about Veritas Academy will be answered and the school's expectations will be clarified. Each parent and enrolling student must participate in the family interview.
12. New students will be assessed in Reading, Writing, Math, and Grammar to determine their academic readiness for the program at Veritas Academy. Assessment results and prior records will be used to determine the suitability of the Veritas Academy program for the student's needs. Students who perform below the standards for entrance into a particular grade level may be recommended for placement in a lower grade. New students, particularly older students, will also be evaluated for Christian character, academic motivation, love of learning, and desire to attend Veritas.
13. The school will contact the parents with the decision regarding acceptance. If accepted, the family will receive a letter of acceptance and an Enrollment Contract. The school will also notify parents with respect to decisions regarding any requests for financial assistance.
14. The Enrollment Contract must be signed and returned to the school with the Enrollment Deposit (one-twelfth of the total tuition obligation for the family). 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.
15. 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.
16. The child should understand that his parents have delegated their authority to Veritas Academy while the child is in school. He is therefore subject to the instruction and discipline of the teachers and staff while in school.

#### **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, page 4). 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, Revised February 23, 2021)*

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. Veritas Academy will establish a calendar of at least 180 days of instruction for each school year. This calendar may be modified or reduced in the event of school closings due to inclement weather, health crisis, or other causes, at the sole discretion of the school's administration and/or board.
3. Unless students are unable to attend due to illness, injury, family travel, or personal emergency (per explicit permission from their parents) all students are required to be in attendance each day during designated hours: 8:00 am to 12:00 pm for Pre-Kindergarten to Sixth grade and 8:00 am to 1:35 pm for Seventh to Twelfth grade students (excepting Pre-Kindergarten students enrolled for three days/week.). Senior students are permitted to miss class periods for which they do not have a Veritas course. (e.g., The senior is taking an alternate language course and not enrolled in the Veritas language course.)
4. 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.
5. 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 schoolwork in advance) the parent must notify the teacher at least one full week prior to the absence.
6. 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.
7. 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.
8. The Headmaster, in consultation with the parents and the student's teacher(s), may make exceptions to the above policy.

### **28.3 TARDY POLICY**

*(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 1:35 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 2nd and 4th 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:

- A. Attend Veritas Academy full-time for the senior year (minimum of one full academic year).
- B. 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

- C. Maintain a minimum overall grade-point average of C (2.00).
- D. 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.
- E. 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.

- F. 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 (both quarters) are placed on the semester Honor Roll. Those who achieve all grades of “A” for a semester (both quarters) will be placed on the semester Headmaster’s List.

- b. Logic and Rhetoric School: Full-curriculum students who achieve a grade-point average of 3.33 or higher for the semester are placed on the semester Honor Roll. Students who achieve a grade-point average of 3.67 or higher for the semester are placed on the semester 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:
- o 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.
  - o 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.
  - o Students must have attended Veritas Academy for grades 10-12 (three full years, six semesters) to be considered for valedictorian or salutatorian.
  - o A salutatorian shall be selected only for graduating classes of eight or more students.
  - o 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 (SPM 28.14)**

*(Approved October 21, 2015)*

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 (G.P.A.'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 G.P.A. calculation.)
2. If a student's G.P.A. 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 G.P.A. (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.

***NOTE: Statements below that are designated "Guidelines" are not formal board approved policies. They function as authoritative guidelines and instruction from the Headmaster to direct the operation of the school in accord with formal policy.***

#### **STUDENT RETENTION GUIDELINES**

These guidelines have been created to compliment and support the school's Promotion Policy and should be used in such manner. The primary purpose of these guidelines is to increase the communication from the school to the home in the instance of a child possibly needing to repeat a

grade. This is to assist the parents, as the final decision-makers regarding their child's education, in making as informed a decision as possible.

Considering and recommending a student for possible retention in a grade is always a very serious matter and every step of the process should be well-documented.

CONSIDERATION: The following questions may help in the initial stages of considering whether or not a student may need to repeat a grade. The following is not intended to be an exhaustive list, but includes samples of some pertinent questions the teacher may want to document and go over with the parents:

1. How old is the child? (Age plays a tremendous role in a child's ability and maturity to succeed in school. The more mature, the easier school tasks become.)
2. What is the sex of the child? (Very frequently boys will have a harder time adjusting to school patterns than girls will. Boys often need more time to mature than girls.)
3. Did the child attend Kindergarten? (Certain school habits and behaviors are begun even in Kindergarten. Depending on where and whether the child attended Kindergarten can reveal some insights to the behavior and aptitude causing the current concern.)
4. What is the home life like for the child? (Things to consider include: saved vs. unsaved, single-parent, divorce, remarriage, working parents, etc. Essentially, is the child's home life one that instills security and love, with predictable patterns of living? The importance and influence of the home is without equal in the life of a child.)
5. Is reading and the love of books evident in the home? (No other single academic factor plays a greater role in the success of a child in school. Do the parents like to read and do/did they read to the child frequently?)
6. Is the cause for concern here primarily behavioral, academic, developmental, or some combination? (If possible, the primary cause for concern should be singled out. Behavioral problems may still indicate retention is necessary, but identifying the concern will help determine the best plan for correction.)
7. Has the child had to repeat a grade before? (If not, this is moot. If so, when and why did the child repeat? Due to the rapid physical growth of a child, we do not recommend a child repeating the same grade more than once. It is also unlikely that repeating two grades would really address the problem.)
8. What are the specific indicators the teacher has identified that give rise to the current consideration? (These should be documented as indicated in the Recommendations section below.)

RECOMMENDATIONS: This section includes the formal communications that, in addition to the normal reporting schedule, should be made when a child is being considered for possible retention.

NOTE: The first three (K-2) years are the most critical years for a child to set the patterns and learn the basic skills that will be built upon in later school life. Retention should be a greater possibility in these years, rather than in upper elementary, in order to give the child more time to mature and master the basic skills before going on.

Therefore, the following timeline and recommended procedures are aimed at the primary grades especially, although not exclusively.

At the time of reporting for:

1. After Mid-term Progress Reports for the first grading term there will be a Parent-Teacher Conference day (mid-October). At that time, a child who has had difficulty (as compared to a normal rate of progress) should have a short, written summary made, in addition to the report card. This summary should identify the specific concerns the teacher has. A copy should go to the parent and the original to the student's file. Any suggestions for additional help the parent may be able to provide should also be noted. Obviously this summary should be gone over with the parents at the conference.
2. After Mid-term Progress Reports for the second grading term (mid-January), if the same concerns still exist regarding the child's progress, another Progress Summary should be written at the time report cards go out. (The teacher should use the appropriate form for this.) Again, the specific concerns should be well documented and described by the teacher. Recommended



actions the parents can take should also be clearly described. The original form goes to the child's file and a copy to the parent to be signed.

3. At the end of the second grading term (mid-March), if the student is still having difficulty, another Parent-Teacher conference for the child in question should be scheduled to discuss the student's progress on the items documented to date. If, in the teacher's opinion, inadequate progress has been made, the teacher should make that clear to the parent, with as much documentation and examples as possible. A written summary of the conference should be made by the teacher and filed. Unless the child cannot meet the criteria for passing the grade (as prescribed in the Promotion Policy), it is not recommended that retention be planned at this time. If there is any possibility that the child could satisfactorily pass the grade, planning retention at this time would be premature.
4. At mid-term of the third grading period (early/mid-April) another conference should be held with the parents to seriously consider retention, if inadequate progress has been made. If the Promotion Policy requirements have not been met, retention will likely be required. If there is some question, the teacher should document his recommendation regarding both retention and activities which the parents could assist the child over the summer. In questionable cases (i.e. not involving the policy), the parents will make the final decision regarding retention. The teacher's recommendation will go into the child's school file along with a documentation of the parents' decision.

## **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 lengths must be long enough to touch the top of the kneecap.
  - 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.

## STAFF DRESS CODE AND DECORUM GUIDELINES

Since modeling Christian maturity to the children, serving as Ambassadors of Christ, and representing the vision of Veritas Academy to the community are intrinsic to employment at Veritas, all staff members are to dress professionally, modestly, and neatly at all times. Staff member appearance shall be generally "conservative" and never distracting, overly trendy, or worldly. Staff members shall comply with directives from the Headmaster regarding specific application and implementation of dress code guidelines. The General Dress Code Guidelines for students in the Parent-Student Handbook will apply to staff, as well as students.

### Women:

1. Slacks, pant-suits, jumpers, dressy capris, dresses or skirts may be worn.
2. Skirts, dresses, and jumpers must be no shorter than two inches above the top of the kneecap.
3. Nice jumpers and skirts are acceptable as long as they are not faded or overly casual.
4. Jean pants, jean-cut\* pants, cargo pants, sweat pants, and the like are not permitted. Inappropriately tight pants are not permitted.
5. Leggings are generally acceptable, but must be worn with a top, dress, or skirt that is at least mid-thigh in length (fingertip length).
6. All tops must meet the "Hand Rule" with regard to the neckline.
7. Tops that expose the midriff area (at any time, in any way) are unacceptable.
8. Form fitting tops (i.e. tops which are tight and clingy) and spaghetti strap tops are not acceptable.
9. Dressy sandals and clogs are permitted. Flip-flop style sandals and athletic shoes are not permitted.

### Men:

1. Dress slacks or dressy-casual slacks with dress shirt and neck tie must be worn each day at school.
2. Jean trousers, jean-cut\* trousers, cargo trousers, and shorts are not permitted.
3. Dress Shoes or dressy-casual leather or leather-like black or brown shoes are acceptable. Athletic shoes, sandals, clogs, hiking shoes/boots are not acceptable.
4. Excepting groomed facial hair (i.e. trimmed beards & moustaches), male staff must be clean shaven on school days (“Shadows not permitted).

**All:**

When appropriate (e.g. field trips) the above guidelines may be relaxed. Teachers may wear nice jeans, cargo pants and casual tops/shirts on these days. Wind Suits and Sweat Suits are never permitted.

\* “Jean Cut” pants/trousers refers to casual pants with exterior (visible) stitching along the seams and patch pockets (pockets that are sewn onto the outside of the pant).

### **GUIDELINES FOR OBTAINING SUBSTITUTE TEACHERS**

In the event (normally unforeseen) of a Veritas Academy teacher needing a substitute teacher for any portion of the day, the following procedures apply:

1. The teacher should contact the Headmaster as soon as possible. The Headmaster will maintain an up-to-date list of substitutes.
2. Copies of lesson plans and any necessary materials should be made available to the substitute by the teacher. The teacher must make every effort to get lesson plans and materials to the school before 7:30 AM. This normally is done by someone emailing or bringing in the materials.
3. Generally the teacher is responsible for securing a substitute, but in the event of serious illness or emergency, the Headmaster will make arrangements for the substitute. If possible, the teacher may make recommendations of preferred subs to the Headmaster.
4. It is the teacher's responsibility to let the Headmaster know how long a sub will be needed (how many days). The teacher should call prior to the end of the first day if the sub will be needed the next day.
5. Substitutes will receive a copy of Guidelines for Substitutes and will be expected to fulfill the teacher's normal supervisory duties.
6. Substitutes will normally receive pay, unless other arrangements are made.
7. The teacher should send the substitute(s) a written Thank-You note after resuming work.

### **RELEASE OF STUDENTS**

Teachers are not to release a student to anyone other than a student’s parent before first checking with the office. The teachers and Headmaster have the responsibility and custody of all the children while they are in school. The office should be made aware of any instance of the legal parent or guardian removing a child during regular school hours. A child is never to be released to anyone until the office is notified and approval is given by the parent(s).

### **PARENT-TEACHER CONFERENCE GUIDELINES**

These guidelines can be applied to almost any scheduled conference with a family, but are specifically intended for use during the planned conferences at mid-terms of the first and second grading terms.

1. Schedule each conference for about 15-20 minutes. Let the parent(s) know this at the beginning of the conference so that they, as well as you, are mindful of the time. If it looks like more time will be needed, schedule another conference when you both will have adequate time.
2. If at all possible, have both parents at the conference. Dads and moms see things differently and frequently are a good balance for each other.

3. Be prepared for the conference: know what you intend to cover, but allow time for some questions. Have a folder of the student's materials to use for illustration of your points.
4. Be positive, especially in the case of a "problem" student. Enlist the parents' help and ideas on ways to improve the situation. For example: what do they do at home?, is a good question. Seek more ways for the home and school to complement each other.
5. Be direct! Don't beat around the bush; if you have a concern or question, state it plainly. Too much time is wasted on vague references and many times the point is lost or misunderstood. The best way to accomplish this is to have the student's applicable class work, or similar examples to show the parents. The more concrete your reference, the better. (KEEP RECORDS/WORKS OF EACH STUDENT; this file will be very helpful.)
6. Sit with the parents, as opposed to behind your desk. It helps open up communication if you are all "equally" sharing. Talk to both parents. The tendency is to talk to just the mom or let her do all the talking. Ask the dads specific questions, especially about discipline.
7. Stay on the point; don't go off on tangents. Also, without being rude, cut the time used on pleasantries. If you don't have much to discuss related to school, say so, thank them, and prepare for the next conference.
8. Listen carefully to the parents! They may say a lot without saying much and it can help you understand their child better. Ask open-ended questions, when appropriate.
9. Write down any action or objectives for the coming quarter. At the end of the conference, remind the parents of any specific actions or objectives. (You'll really impress them by referencing those specifics at the next conference and describing any action taken.)
10. Be sure to write down and follow up on any concerns or questions that will take some research on your part. Check with the Headmaster on any policy-related or confusing issue raised during the conference.
11. NEVER, EVER GET INTO DISCUSSING ANOTHER STUDENT DURING A CONFERENCE, EVEN IF THE COMMENTS ARE POSITIVE. Parents talk to each other and it's very easy to cause unintentional offense through second-hand conversations. This principle applies to all conversations with parents.
12. Be cordial, polite and thank them for coming. Pray with parents only when you believe it would be appropriate.

## **CURRICULUM MATERIALS SELECTION GUIDELINES**

1. No curriculum materials with a secular worldview may be adopted for student use unless all the following conditions have been considered:
  - a. After thorough research there appears to be no biblically-based materials of equal or better quality to the secular materials.
  - b. The secular material's primary document status necessitates it be used to fulfill adopted course objectives.
  - c. After a thorough examination, it is determined that while secular in intent, the materials do not undermine, but rather support broad biblical truths (e.g. a high quality, secular mathematics text, or high quality, timeless literature).
2. All core materials for elementary student use may only be adopted through the following procedures:
  - a. A teacher or the Headmaster may make the recommendation to add or delete a student text. This may be done at any time, but is normally submitted at the end of the school year during the annual evaluation period.
  - b. In most cases, unless it would significantly alter the purposes and objectives of the coursework, the decision for replacement of a text/materials will be left to the Headmaster, teacher(s), any advisory individuals, and in regard to budgetary considerations.

- c. All such substitutions of texts/materials must comply with the above considerations for using secular materials.
  - d. Should a member of the school (parent, teacher, Board member, administrator) wish to challenge the adoption/use of a particular text/material; or if the proposed selections would conflict with (rather than support the previously adopted course objectives) the matter will be referred to the headmaster or curriculum committee for recommended action. Should this not result in a satisfactory solution, the matter will be referred to the Board.
3. When secular materials have been adopted for student use, the following guidelines must be adhered to:
- a. The secular material must be rigorously examined and countered in philosophy with biblical/true perspectives (e.g. presenting the elements of the Theory of Evolution is desirable, but it must subjugated in time and emphasis to the elements of the Creation account), in keeping with the scope of the course.
  - b. Falsehoods and unbiblical philosophies must be always identified as such.
  - c. Biblical principles within and/or related to the course objectives must also be presented to the students (e.g. While using a secular United States history text, the teacher must identify and emphasize the biblical foundations of our country.)

### **IN-CLASS ENTERTAINMENT GUIDELINES**

Because teachers and students will want to have, from time to time, a party or other form of entertainment in the classroom, these guidelines present standards that should provide consistency in the allowance of entertainment in the school. Teachers desiring a deviation from these guidelines should check with the Headmaster prior to allowing the entertainment to take place.

1. Party Guidelines
  - a. Birthday parties should be limited to lunch periods. Parents, if they desire, may bring in treats (e.g. cupcakes) for the entire class during lunch break. If possible, a party could be in honor of several students with birthdays the same week or month.
  - b. ALL parties should take place in the afternoon, except for Kindergarten.
  - c. No party should exceed 45 minutes in length, unless it is coupled with lunch, in which case only 45 minutes of class time may be used.
  - d. If a video is used in conjunction with a party (see Video Usage below), it must fit within the above prescribed time limit.
  - e. Aside from holiday parties (see below), no more than three parties per year are permitted.
  - f. The teacher is responsible for all activities related to an in-class party, even if the students do the planning.
2. Video Usage
  - a. All videos used in class should conform to the principles of propriety listed in Philippians 4:8 and must receive approval by the Headmaster before use.
  - b. Videos may be used in class for two reasons, educational or entertainment.

Educational: Includes historical, documentary, and literary videos. These should be used sparingly, i.e. generally no more than 2 per grading term. No literary video should be shown unless the book has already been read by the students. The time limit above does not apply to educational videos.

Entertainment: No more than one video per grading term will be allowed for entertainment purposes. They must conform to the above time limits.

## **BASIC RULES AND GUIDELINES FOR SCHOOL ORDER**

The following list of school rules are those essential policies that we require all our students to be aware of and adhere to.

### **BASIC BEHAVIOR GUIDELINES:**

1. Students are expected to cooperate with basic Christian standards of behavior and conversation as stated in the Student Conduct Code.
2. There should be no talking back or arguing with teachers or staff. Prompt, complete and cheerful obedience is expected. Requests from the teacher should never have to be repeated.
3. Students are not permitted to bring candy or gum to school.
4. Guns, knives (real or otherwise), and toys (including trading cards) are not allowed on school grounds, with the exception of appropriate toy weapons on history/literature dress-up days. Rhetoric School students may carry a pocket knife with less than a 4" blade with the parents' permission.
5. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
6. Students are expected to treat all of the school's materials and facilities with respect and care. This includes all textbooks distributed to the students. (Students will be charged for lost or damaged textbooks.) All hard cover books must be covered with the student's name written inside the front cover by the end of the first week of school.
7. Students are not permitted to use the school telephone, except in the case of emergencies.

### **CLASSROOM ORDER GUIDELINES**

1. The atmosphere of your classroom is established each morning. If your morning is late, rushed, hastily put together, and generally chaotic, then your entire day will be as well, as so will your students'.
2. Establish morning routines for coats, lunches, homework, communication books, morning work, and other necessary activities for starting the day. This will either be the strength or weakness of your entire classroom because everything you do each day follows your morning.
3. Strive for a room full of busy bees, little talking, much working, diligence and organization. You are the Queen or King Bee.
4. Neatness, precision, excellence (including correct grammar and spelling) counts and should be included in the grading of all assignments.
5. Do not allow papers to pile up from day to day. Parents, students and teachers need to know the results daily.
6. Student work should be returned within two days or at the end/beginning of that week at the latest.

### **PARENTAL COMMUNICATION GUIDELINES**

1. Let parents know of any academic or disciplinary problems as soon as you are aware of them.
2. Develop and maintain an effective system for regular communication with parents (e.g. 'communication sheet' or "communication notebook").
3. Ask parents to come in for a conference before academic or behavioral problems become serious.

### **HALLWAY/LUNCHROOM GUIDELINES**

1. Students walk in lines without talking.
2. Students show respect to all adults (yes sir/ma'am).
3. Students, especially boys, hold doors for teachers and girls.
4. Students demonstrate godly consideration for others in their manners as they apply to lunch, play, study, etc.
5. Students are to eat quietly. They must use their time at lunch efficiently, not eating too fast or too slow, but eating their lunch in the allotted time without "dawdling" and talking excessively.

6. Proper table manners will be observed when eating. Teachers and/or the lunchroom monitor must monitor and instruct in this area.
7. Students will push their chair up to the table and clean up their debris from lunch. Students will be dismissed from lunch in an orderly fashion.

### **MONITORING UNIFORM AND DRESS CODE COMPLIANCE**

1. First Week of School: Students will be warned and informed about dress code and uniform violations. Students who do not yet have uniforms at the beginning of the school year are still required to follow the general dress code guidelines in the handbook. Students without uniforms at the beginning of the school year must wear dressy pants, skirts or shorts and collared shirts (Denim pants/shorts, jean-cut pants/shorts, cargo pants/shorts and tee-shirts are not permitted.).
2. Beginning of Second Week: Uniforms will be required for all students. Parents of students in violation of dress code and uniform policy will be contacted to remedy the noncompliance.
3. Students in frequent and willful violation will be sent to the Headmaster's office and subject to the discipline process outlined in the Discipline Policy of Veritas Academy.

### **PARENT VISITS**

1. ALL visitors, including parents, MUST sign in at the school office.
2. Parents are strongly urged to call ahead to make an appointment if they desire to see a teacher or visit a classroom.

### **FIELD TRIPS**

1. The Field Trip Permission form MUST be signed and returned or students will not be permitted to go on field trips.
2. Teachers are responsible for making sure all drivers and chaperones on field trips have completed the Field Trip Chaperone Form has been completed for all drivers and chaperones.
3. Teachers must have copies of Field Trip Permission and Emergency Information and release Form for each student in their possession whenever students leaves school grounds for a fiddle trip.
4. Uniforms will be required for Field Trips unless other dress is designated.

### **EMERGENCY ALERTS**

These procedures are to be followed in the event of an intruder, severe weather alert or a fire alarm. The procedures for leaving the building will be explained to each class by the classroom teacher at the beginning of the school year. They should also be reviewed periodically by the teacher.

Teachers are to do make sure daily that their Radio Transceiver is plugged in, turned on, with the volume up. Each radio should be locked to transmit the appropriate channel (2.22).

In the event of an emergency one of the following codes will be announced.

#### **Intruder Procedure**

##### **“Code 1 Intruder”**

This announcement alerts that a suspicious person has been sighted in the building. All teachers should secure their classroom by locking the deadbolts. After doing so, they will take a headcount of the students and notify the Headmaster on the intercom. Under no circumstances should the teacher leave the room to retrieve a missing student. The administration will be responsible for that. Teachers and their classes should wait for the “all clear.”

#### **Severe Weather Procedure**

##### **“Code 2 Severe Weather”**

This announcement means that the building is experiencing severe weather (e.g. tornado warning). Teachers should move their students calmly and deliberately to the Basement/Fellowship Hall. After going so, they will take a headcount of the students and notify the Headmaster on the intercom. Under no circumstances should a teacher leave their class to retrieve a missing student. The administration will take care of this.

The Basement/Fellowship Hall is the most secure part of the building in terms of wind damage. Teachers and students should sit and wait quietly for the “all clear.”

### **Fire Alarm and Drill Procedure**

#### **“Code 3 Fire Drill”**

Upon hearing this code, teachers will do a headcount of their class and line up students. Upon leaving the room, teachers will see that there are no students left behind or in the restroom, etc. Teachers will take their cell-phone with them. If there are any missing students, notify the Headmaster. Exit the building using the evacuation route specified for the class. The teacher will keep the class calm as they are led out of the building.

If the stairwell that a class is supposed to take is blocked, teachers will lead the students to another stairwell. After exiting the building, classes will walk to the front of the church and have the students assemble in their designated area. Another headcount will be taken. The organizer on duty will ask for a headcount and check to see that each class is in the designated area. Teachers will wait for further instructions via the radio.

### **Emergency Alerts and Drill Protocol**

1. Stay calm... the students will follow your lead. Hysterics on the part of adults and/or students could lead to tragedy.
2. Count your students multiple times. The Headmaster and/or office staff will do a sweep of the building to look for any unaccounted for adults and/or students.
3. During the first two weeks of school, each alert code will be practiced at least one time. Practice drills will be conducted periodically throughout the school year.
4. The Headmaster is solely responsible for the direction and execution of fire drills. He is also responsible for ensuring that all students have left the building.
5. When a drill is conducted or alert is announced, all teachers must follow the directional plans posted inside each room of the building.
6. Each teacher is expected to ensure that all students have left the classroom and that all windows and doors have been shut. Lights should be turned off.
7. Each teacher must ensure that students walk in line in an orderly fashion, refrain from talking while leaving the building, while standing outside and while re-entering the building.
8. The office manager will check restrooms to ensure that all children have been evacuated.
9. If a drill is conducted or alert issued while the students are in other classrooms (e.g. art, music, or P.E.) the specials teacher will be responsible to take the students to the designated area outside the building where they will be joined by the regular classroom teacher.
10. The Headmaster will be the last person to leave the building after ensuring that all students have been evacuated and all doors closed.
11. The headmaster will check with each teacher to ensure that each student has been accounted for.
12. The headmaster will give teachers the “all clear” signal, allowing classes to re-enter the building. In no event should a teacher or student re-enter the building until the “all clear” signal has been given.

### **ACCIDENT AND INCIDENT EMERGENCY GUIDELINES**

1. In the event of a serious incident or accident, the best reaction is one that has already been planned and practiced beforehand. This is the reason the school holds regular fire drills, for if a fire should break out, the students will do what they have practiced instead of panicking.
2. In the event of a major accident on the school grounds, an adult should remain on the scene while the head of school is informed. All staff members should be familiar with basic first aid.
3. Adults not directly needed to assist the injured student(s) should take charge over other students present and direct them back to class or another appropriate area.
4. Students with unknown or severe injuries should only be moved by a professional medical person.



5. Any emergency should be reported to the school office immediately. An incident report shall be completed and filed with the office manager for all significant incidents. Safety of the students is the highest priority at all times.
6. Only qualified staff members in authority (e.g. administrators, office manager) are to direct procedures for assisting the injured student(s). Other staff members are to assist as directed.

## **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

12:25-1:40 pm Electives

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

8:00 am-11:20 pm Classes

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

11:50-1:35 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 12:15 PM.
5. 7th-12th grade children will be picked up beginning at 1:35 PM but not later than 1:50 PM.
6. Students involved in electives or study hall will be picked up at 1:40 or 3:05 PM and not later than 2:00 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 12:25-1:40 PM and 1:40-3:05 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 or kindergarten students unless they have an older siblings 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. NO binders of any kind are allowed.

## USE OF CALCULATORS

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

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

## 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.

## 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 1:40 PM unless they are waiting in a study hall for an older Logic/Rhetoric School sibling who is taking an Ext-Day class from 1:40 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 the early study hall (12:25-1:40) only if they have a sibling taking a 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 and Robotics clubs are provided by a third party-instructors. They operate clubs at our facilities on Wednesday and Friday afternoon (respectively), but they are not formal employees of Veritas. There is a fee for participation in the clubs.

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).

## **SUBSTITUTE TEACHER GUIDELINES**

*(To be given to each substitute to read prior to their first day of subbing.)*

Thank you for your willingness to substitute teach at Veritas Academy! We deeply appreciate the time and effort involved in your coming to sub -usually on short notice. The following guidelines and procedures are designed to help you understand your role and authority when substituting for a class or grade. Please read them and ask the headmaster any questions you may have. Thanks again for your invaluable help!

### **PROCEDURES**

1. If you have not already filled out a Substitute Sign-up form, please contact the school office and we will supply you with one.
2. Compensation for substitute teachers is paid on a hourly rate. If you want to be compensated you must complete the employment forms (i.e. W-4, I-9, etc.). These forms are available in the school office.
3. Teachers will need substitutes in basically one of two situations: Emergency or Planned situations.

Emergency situations would normally involve illness (never planned!) but it could also include a family emergency, such as a child sick at home, the death or illness of a close relative or similar circumstance. In such cases, the teacher or the principal will call you. Obviously, these situations will not allow much advance notice, but we will do our best to give you as much lead time as possible to make your own arrangements.

In the event a teacher is planning an absence from his normal working hours, he alone is responsible for contacting a sub and making all necessary arrangements. He will inform the headmaster who will be subbing for him.

When you are called, you should be informed of:

- **who** you are substituting for
- **what** class/classes you will cover
- **when** you will be needed, and for how long
- **where** the lesson plans will be

#### **4. Guidelines for Substitute Teachers**

- a) **SCHEDULE:** You should have received a copy of the appropriate daily schedule(s) with these guidelines. Please familiarize yourself with where and what will be happening generally during the time you will be subbing, e.g. assemblies, breaks, etc. The teacher will typically alert you to these details, but it's a good idea to check these schedules as well.
- b) **LESSON PLANS:** On the day(s) you are asked to sub, you should receive a copy of the teacher's lesson plans to follow. If you do not receive these, or if for any reason you have a question about what they are requiring, please don't hesitate to ask the teacher or headmaster.
- c) **DISCIPLINE:** A copy of the Veritas Academy Discipline Policy is attached to these guidelines. As a substitute teacher, you are responsible to enforce them in the classroom. As a general rule, you should send a student to the office if the Discipline Policy is violated.
- d) **STUDENT AND STAFF RELATIONS GUIDELINES:** A copy of the Veritas Academy Student and Staff Relations Guidelines is attached to these guidelines. As a substitute teacher, you are expected to comply with these guidelines in your interactions with the students.
- e) **DAILY TIPS:**
  - i. Tell the students who you are, then start class on time. Students are to be seated promptly, be ready to work, and have their materials ready when the final bell rings at 8:00 am.
  - ii. If you are starting the day, take attendance as soon as possible and send the list to the school office.

- iii. You should use the whiteboard to list the assignments and the order of work the teacher has planned for that day. This will help you and the students keep focused on what is to be done and when. (Take time to read the lesson plans before the students arrive, if at all possible.)
- iv. If you are unclear about either the assignment or the normal routine of the class, ask a student you believe to be responsible. The vast majority of students are anxious to get to work and do a good job so they will usually not mislead you. There are also a few students who enjoy wasting time. Use your best judgment to discern which is which. If you are really puzzled, ask the headmaster for help.
- v. Once the students have begun to work, move around the room frequently, and don't stay at the desk. This encourages the students to stay on task.
- vi. Remember that you are now the teacher. Use your best judgment and knowledge of the school's policies to maintain classroom control. Never express anger or shout at the students.
- vii. Please have the students straighten up the room at the end of the day/class. Windows and doors should be shut and lights turned off at the end of the day.
- viii. A note to the teacher about how the day went would be very helpful. Please mention any especially good students, or any problems you had. This will assist the teacher in future planning.
- ix. Finally, please let the headmaster know if you would be available the next day, if a sub is still needed.

## **Addendum A:**

### **DIRECTOR OF OPERATIONS QUALIFICATIONS AND RESPONSIBILITIES**

1. Be scripturally sound in their teaching and shall lead exemplary lives. Staff members shall not be quarrelsome or given to controversy and dissension.
2. Give evidence of agreement with the General Evangelical Statement of Faith in the Veritas Academy Bylaws, Section 9.1, c. (RE: ACCS Confession of Faith).
3. Comply with all applicable policies of Veritas Academy and with all administrative directives. It is also expected that the staff member will meet all qualifications and perform all duties as specified in the pertinent job description.
4. Attend weekly staff meetings, and colloquies as prescribed by the Headmaster. He will attend annual orientation and periodic training, as required and prescribed by the Headmaster.
5. Assist with the daily co-curricular needs of the school (i.e. Lunch Duty, Recess Duty, Car-Pool, etc.) as assigned by the Headmaster. All staff members will conduct/attend school programs, activities, and special meetings as prescribed by the Headmaster.
6. Devote himself to daily, personal reading and study of God's word and prayer and strive to consistently exhibit love, joy, peace, and spiritual maturity in his daily work and relationships with others in the school.
7. Follow the Biblical pattern of resolving conflict as instructed in Matthew 5:23-24, Matthew 18 and the Grievance and Communication Policy and will always give a good report. All differences will be resolved by utilizing Biblical principles. He will observe appropriate confidentiality in regard to pupil, parent, board and school matters.
8. Accept without verbal or mental reservations the Mission, Foundational Commitments, Approach, and Goals of Veritas Academy, and must be committed to upholding them.
9. Serve Christ under the authority of a Christian church whose beliefs and teachings are in fundamental agreement with the Veritas Statement of Faith.
10. Agree to and accept personal responsibility to serve as a Christian role model to Veritas Academy's students, parents, and employees, both in and out of school, by manifesting Christian virtues and personal decorum, as defined in the Bible. He must agree and accept that certain behaviors including, but not limited to: adultery or other deviant sexual relations; the use of pornographic materials or websites; the use of illegal drugs; the use of profane language; the abuse of alcohol, tobacco, or legal drugs; and habitual gossip, slander, or dissension are grounds for immediate dismissal from employment of Veritas Academy. He agrees to live by the Code of Conduct Policy and the Statement on Sanctity of Life, Marriage, Gender, and Sexuality.

### **PARTICULAR CONDITIONS OF EMPLOYMENT**

1. Strong written and oral communication skills.
2. Excellent interpersonal skills. Demeanor characterized by patience, kindness and cheerfulness.
3. Must be competent in general office skills: typing (60 wpm), filing, record keeping, copying, and answering the phone.
4. Must be able to perform multiple tasks simultaneously and professionally in an active environment.
5. Excellent organizational skills and demonstrated ability to multi-task.
6. Proficiency in applicable computer programs and office tasks.
7. Superior competency in office management and administrative assistant functions.

### **SPECIFIC DUTIES/TASKS**

In coordination with the Headmaster and other office staff (e.g. receptionists and assistants) the office manager shall

1. Act as school receptionist. Greet public (in person/on phone). Answer initial questions, distribute information. Act as "switchboard" for messages to/from staff, parents, mailboxes. Act as general information station.

2. Record daily absences and tardies. Phone parents of daily absentees if a note or call did not come in.
3. Serve as executive assistant to the Headmaster by screening/transferring phone calls and visitors, fulfilling requests/task promptly and passing along necessary information/messages.
4. Receive and process payments, forms, applications, and other documents brought to the school office by students, parents, staff, and visitors. Distribute payments, forms, etc. to applicable personnel (bookkeeper, PTF, Headmaster, Board, etc.).
5. Create, maintain student files, send for new student records, file report cards, standardized test scores, etc. Keep student transcripts current. Create and maintain personnel files (old and current). Type up new information sheets, e.g. class lists, phone lists, applications. Type correspondence, forms, memos etc. as directed by the Headmaster. Maintain mailing lists. Keep all forms up-to-date. Create/label and maintain needed files.
6. Manage the school office. Monitor, order needed office supplies. Collect and distribute postal mail and delivered packages as appropriate to staff. Manage usage and maintenance of copier, computers, wireless network, office machines, and other equipment.
7. Manage inventory, storage, and ordering of all classrooms supplies, textbooks, and materials.
8. Assist the Headmaster with week to week administrative needs of the school, including report card processing, enrollment, parent communications, mailings, etc.
9. Assist in planning, organizing, and printing materials for school events such as parent orientation, Grandparents Day, Christmas program, etc.
10. Serve the needs of teachers, volunteers, parents, and students as needed, per directions from the Headmaster. Assist and coordinate office volunteers as needed. Assist in minor student emergencies, as necessary, call parents, doctor, hospital, as needed.

## **Addendum B:**

### **DIRECTOR OF MARKETING AND DEVELOPMENT QUALIFICATIONS AND RESPONSIBILITIES**

1. Be scripturally sound in their teaching and shall lead exemplary lives. Staff members shall not be quarrelsome or given to controversy and dissension.
2. Give evidence of agreement with the General Evangelical Statement of Faith in the Veritas Academy Bylaws, Section 9.1, c. (RE: ACCS Confession of Faith).
3. Comply with all applicable policies of Veritas Academy and with all administrative directives. It is also expected that the staff member will meet all qualifications and perform all duties as specified in the pertinent job description.
4. Attend weekly staff meetings, and colloquies as prescribed by the Headmaster. He will attend annual orientation and periodic training, as required and prescribed by the Headmaster.
5. Assist with the daily co-curricular needs of the school (i.e. Lunch Duty, Recess Duty, Car-Pool, etc.) as assigned by the Headmaster. All staff members will conduct/attend school programs, activities, and special meetings as prescribed by the Headmaster.
6. Devote himself to daily, personal reading and study of God's word and prayer and strive to consistently exhibit love, joy, peace, and spiritual maturity in his daily work and relationships with others in the school.
7. Follow the Biblical pattern of resolving conflict as instructed in Matthew 5:23-24, Matthew 18 and the Grievance and Communication Policy and will always give a good report. All differences will be resolved by utilizing Biblical principles. He will observe appropriate confidentiality in regard to pupil, parent, board and school matters.
8. Accept without verbal or mental reservations the Mission, Foundational Commitments, Approach, and Goals of Veritas Academy, and must be committed to upholding them.
9. Serve Christ under the authority of a Christian church whose beliefs and teachings are in fundamental agreement with the Veritas Statement of Faith.
10. Agree to and accept personal responsibility to serve as a Christian role model to Veritas Academy's students, parents, and employees, both in and out of school, by manifesting Christian virtues and personal decorum, as defined in the Bible. He must agree and accept that certain behaviors including, but not limited to: adultery or other deviant sexual relations; the use of pornographic materials or websites; the use of illegal drugs; the use of profane language; the abuse of alcohol, tobacco, or legal drugs; and habitual gossip, slander, or dissension are grounds for immediate dismissal from employment of Veritas Academy. He agrees to live by the Code of Conduct Policy and the Statement on Sanctity of Life, Marriage, Gender, and Sexuality.

### **PARTICULAR CONDITIONS OF EMPLOYMENT**

1. Strong written and oral communication skills.
2. Excellent interpersonal skills. Demeanor characterized by patience, kindness and cheerfulness.
3. Must be able to perform multiple tasks simultaneously and professionally in an active environment.
4. Excellent organizational skills and demonstrated ability to multi-task.
5. Proficiency in applicable computer programs and office tasks.
6. Superior ability to lead and organize parent volunteers.

### **SPECIFIC DUTIES/TASKS**

1. Financial Support and Fundraising
  - a. Assist the Headmaster and work in cooperation with the Development and Marketing Committee to encourage increasing amounts of giving to Veritas Academy so that budgetary goals and needs are met for each school year.
  - b. Seek a low cost-to-benefit ratio in all his work, e.g. \$1 cost for every \$10 raised.



2. Personal/Public relations
  - a. Respond to all donated gifts, in writing, and verbally as appropriate, within 48 hours of receipt of the gift.
  - b. Assist the Headmaster in furthering relations with area pastors, churches, educational organizations and community groups.
  - c. Assist the Headmaster in establishing and building personal relationships with current and potential donors to the school, seeking to further their knowledge and support of Veritas Academy.
  - d. Assist the Headmaster in broadening the popular and financial support of the school through fostering the number and depth of relationships with business, church, and community leaders.
  - e. Coordinate with the Headmaster, with the assistance of the Development and Marketing Committee, in planning fund-raising and marketing events for the school. e.g. annual banquet (gala), grandparents' day, pastors' or businessmen's' luncheons, family meetings, etc.
  - f. Assist Headmaster in student recruitment. e.g. answer questions from prospective parents, conduct school tours as needed, coordinate informational presentations to area educational and church groups.
3. Communications
  - a. Provide monthly reports to the Headmaster and Board detailing development and marketing expenditures, results, plans, and efforts.
  - b. Oversee the construction, printing/publishing, and distribution of the school's promotional literature (print and digital), and review any other regular publications from the school going to the public at large.
  - c. Oversee improvements to the school website ([www.VeritasSavannah.org](http://www.VeritasSavannah.org)). Oversee regular updates to the website and school social network sites.
  - d. Respond promptly and graciously to all correspondence directed to his office.
  - e. Oversee and coordinate the efforts of the Development and Marketing Committee (news releases to media outlets, conducting open houses, and other events)
  - f. Construct regular specific group mailings (digital and/or print) to grandparents, pastors, donors etc., containing information pertinent and interesting to the specified group.
  - g. Maintain professional contact with other Christian school development and marketing personnel in order to exchange good ideas.
  - h. Regularly inform all parents and patrons of the school about the available scholarships, fund-raising programs, various giving options, etc.
  - i. Assist school office staff in constructing, building, and maintaining the school's mailing lists.

## **Addendum C:**

### **BUSINESS/FINANCE MANAGER QUALIFICATIONS AND RESPONSIBILITIES**

1. Be scripturally sound in their teaching and shall lead exemplary lives. Staff members shall not be quarrelsome or given to controversy and dissension.
2. Give evidence of agreement with the General Evangelical Statement of Faith in the Veritas Academy Bylaws, Section 9.1, c. (RE: ACCS Confession of Faith).
3. Comply with all applicable policies of Veritas Academy and with all administrative directives. It is also expected that the staff member will meet all qualifications and perform all duties as specified in the pertinent job description.
4. Attend weekly staff meetings, and colloquies as prescribed by the Headmaster. He will attend annual orientation and periodic training, as required and prescribed by the Headmaster.
5. Assist with the daily co-curricular needs of the school (i.e. Lunch Duty, Recess Duty, Car-Pool, etc.) as assigned by the Headmaster. All staff members will conduct/attend school programs, activities, and special meetings as prescribed by the Headmaster.
6. Devote himself to daily, personal reading and study of God's word and prayer and strive to consistently exhibit love, joy, peace, and spiritual maturity in his daily work and relationships with others in the school.
7. Follow the Biblical pattern of resolving conflict as instructed in Matthew 5:23-24, Matthew 18 and the Grievance and Communication Policy and will always give a good report. All differences will be resolved by utilizing Biblical principles. He will observe appropriate confidentiality in regard to pupil, parent, board and school matters.
8. Accept without verbal or mental reservations the Mission, Foundational Commitments, Approach, and Goals of Veritas Academy, and must be committed to upholding them.
9. Serve Christ under the authority of a Christian church whose beliefs and teachings are in fundamental agreement with the Veritas Statement of Faith.
10. Agree to and accept personal responsibility to serve as a Christian role model to Veritas Academy's students, parents, and employees, both in and out of school, by manifesting Christian virtues and personal decorum, as defined in the Bible. He must agree and accept that certain behaviors including, but not limited to: adultery or other deviant sexual relations; the use of pornographic materials or websites; the use of illegal drugs; the use of profane language; the abuse of alcohol, tobacco, or legal drugs; and habitual gossip, slander, or dissension are grounds for immediate dismissal from employment of Veritas Academy. He agrees to live by the Code of Conduct Policy and the Statement on Sanctity of Life, Marriage, Gender, and Sexuality.

### **PARTICULAR CONDITIONS OF EMPLOYMENT**

1. Strong written and oral communication skills.
2. Excellent interpersonal skills. Demeanor characterized by patience, kindness and cheerfulness.
3. Must have high level of competence with bookkeeping practices, financial records, Excel, and QuickBooks and be generally competent in general office tasks (typing, filing, record keeping, answering the phone, etc.).
4. Must be able to perform multiple tasks simultaneously and professionally in an active environment.
5. Excellent organizational skills and demonstrated ability to multi-task.

### **SPECIFIC DUTIES/TASKS**

1. Accounts receivable, including preparation of invoices, recording cash receipts, following-up on delinquent accounts and addressing billing questions, administering FACTS system and reconciling to QuickBooks; rollover data for new school year and assisting new families with enrollment.
2. Accounts payable, including entering vendor invoices, processing disbursements.

3. Payroll, including recording semi-monthly payroll and processing payroll disbursements, updating master file data for new contracts/salary changes, and overseeing Intuit/QuickBooks to ensure that payroll taxes and related filings are handled in a timely manner.
4. Accounting and Reporting, including recording journal entries to ensure that transactions are recorded in the proper period in accordance with Generally Accepted Accounting Principles. Preparing and analyzing monthly and annual financial statements for Headmaster and Board of Directors. Preparing ad hoc reports for PTF. Reconciling balance sheet accounts. Preparing Form 990.
5. Financial Aid Administration, including overseeing FAST application process; providing updates to Headmaster. Working with qualified families to seek scholarship assistance from 3rd party sources, such as Arete and Apogee. Administering scholarship program
6. Budgeting, Forecasting, Treasury Management, and Risk Management, including preparing cash flow forecasts on a period basis to ensure liquidity needs are proactively addressed. Preparing annual budget; Preparing forecasts on a periodic basis; Managing relationship with bank; Overseeing insurance/risk management.

**Addendum D:**

**Informal Teacher Observation and Evaluation**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_ Subject/Lesson: \_\_\_\_\_

A. Lesson Presentation

- Does the teacher know the lesson/truth taught?
- Do the students attend with interest?
- Does the teacher use language common to the student?
- Does the lesson build from known to unknown (new material)?
- Are the students led to be discoverers of truth?
- Are the students required to reproduce in thought the lesson taught?
- Does the teacher review, review, review?

B. Student Learning

- Is there an atmosphere of encouragement?
- Does the teacher measure student progress adequately and with various means?
- Are the curriculum objectives being followed?

C. Classroom Management

- Is there consistent gracious and firm implementation of discipline?
- Is the classroom neat, clean, organized, and used creatively to reinforce learning?
- Are lesson plans thoughtfully and clearly written?
- Is parent communication effective, regular, and frequent?

D. Teacher

- Does the teacher demonstrate punctuality, compliant attitude, humility, attention to duties, proper appearance, commitment to excellence, maturity in relationships, and grace toward students?



2. Teacher encourages student inquiry using comparison, analysis, imagination, etc. and is patient with student discovery.
3. Teacher uses questions (What? Where? Why? How? Etc.)

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**F. LAW #6: Law of the Learning Process**

1. Teacher uses a variety of thought- and interest-provoking techniques; e.g. questioning, illustrations, applications, etc.
2. Teacher requires students to restate the meaning of the lesson in their own words - insists upon original thinking.
3. Teacher cultivates independent learning and research.

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**G. LAW #7: The Law of Review and Application**

1. Teacher begins with a review of material already familiar to the students -- to perfect and confirm knowledge.
2. Teacher ends the lesson with a review and application of truths learned.
3. Teacher models/instructs how to review and apply information taught.

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**V. STUDENT LEARNING**

- A. The teacher recognizes various levels of student ability within class and addresses concerns appropriately.
- B. The teacher readily and genuinely praises students for academic and other accomplishments.
- C. The teacher uses a variety of means to measure student progress.
- D. The students are making adequate progress in the pertinent curriculum objectives.

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**VI. PLANNING/COMMUNICATIONS**

- A. The teacher's plans show creativity and a good use of the time in class.
- B. The teacher's plans are clearly written and turned in on time.
- C. The teacher's planning obviously uses the curriculum guide for timing and content.
- D. The teacher evaluates and returns student work in a timely fashion.
- E. The teacher communicates effectively and frequently with parents.

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Evaluator Comments:

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Evaluator Signature:

Teacher Comments:

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Teacher Signature:

Objectives for Next Evaluation:

## Addendum F:

### Classroom Management Checklist

Teacher: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_ Date: \_\_\_\_\_

When requested, please make a copy of this form and check off the items below, as they apply to your classroom. Then submit the completed form to the Headmaster.

KEY: Y = YES, N = NO, N/A = Not Applicable to my class

#### I. ROOM MAINTENANCE

- A. ROOM DECOR: (assuming the restrictions on posters, bulletin boards, and decorations in our classrooms)
1. Does your room have recent student work displayed? \_\_\_\_\_
  2. Do you have high quality posters or displays pertinent to current studies? \_\_\_\_\_ Do you change the posters and displays periodically? \_\_\_\_\_
  3. Have class rules been explained and posted in a high visibility location? \_\_\_\_\_
  4. Is your room a pleasant working area? \_\_\_\_\_ Does it normally have an organized appearance (i.e. is there "a place for everything, and everything in its place")? \_\_\_\_\_
- B. ROUTINES:
1. Do the students know what their responsibilities are for keeping the classroom neat and functioning? \_\_\_\_\_
  2. Do you regularly check areas where students store their books and supplies for neatness and care of materials? \_\_\_\_\_ Are there consequences for messes and rewards for good care? \_\_\_\_\_
  3. Are daily time schedules followed well? \_\_\_\_\_

#### II. ASSIGNMENTS/TESTS

- A. ASSIGNMENTS/HOMEWORK:
1. Are assignments posted (e.g. on a white board) or handed out in writing with date due? \_\_\_\_\_
  2. Do you make sure students write down assignments in their homework planners? \_\_\_\_\_
  3. Do you make sure students understand assignments? \_\_\_\_\_
  4. Do you consider ways to make assignments interesting? \_\_\_\_\_
- B. TESTS:
1. Are the students informed at least a week prior to a test? \_\_\_\_\_
  2. Do you stick to the date? \_\_\_\_\_
  3. Are reviews frequent and complete? \_\_\_\_\_
  4. Are the students given study sheets, or taught how to make one by you? \_\_\_\_\_
  5. Are the test contents valid (test only what was taught and reviewed)? \_\_\_\_\_
  6. Are the parents informed prior to all tests? \_\_\_\_\_
  7. Do your tests require a variety of skills/knowledge/applications vs. uniform questions? \_\_\_\_\_  
Do your students know how much the tests count in their grade? \_\_\_\_\_

#### III. LESSON PLANNING

- A. OBJECTIVES:
1. Do you regularly use the school's curriculum guide to develop your lesson plans? \_\_\_\_\_
  2. Do you consider the order of the curriculum objectives in your planning? \_\_\_\_\_
  3. Do the students have a grasp of the major goals of each subject area (why is this important)? \_\_\_\_\_  
(as appropriate for the age level.)
  4. Have you laid out broad, 'mile marker' term/year goals? \_\_\_\_\_
  5. Do your daily plans include specific objectives and the times for each subject/area? \_\_\_\_\_
- B. TEXTS/MATERIALS:
1. Do you rely only on the texts for your plans? \_\_\_\_\_ Do you consider other resources to supplement the text? \_\_\_\_\_
  2. Have you become familiar enough with your texts/materials to prioritize sections (vs. just following

- content pages)? \_\_\_\_\_
3. Do you encourage the students to read and research in the texts themselves, vs. telling them everything? \_\_\_\_\_
  4. Have you kept an accurate inventory of the texts/materials listed in your curriculum guide? \_\_\_\_\_
- C. APPLICATION:
1. Can the students demonstrate their knowledge of the material in a variety of ways? \_\_\_\_\_
  2. Do you involve the students in finding ways to use newly acquired knowledge? \_\_\_\_\_

**IV. PARENT INVOLVEMENT**

- A. COMMUNICATIONS:
1. Are the parents in your class regularly (at least weekly) informed of class work/assignments? \_\_\_\_\_
  2. Do you assist your students in a system of getting notes and papers home? \_\_\_\_\_ Do the parents know the system? \_\_\_\_\_
  3. Are the parents informed quickly when there is a significant success, failure, or discipline problem in class? \_\_\_\_\_
- B. INVOLVEMENT:
1. Do you have a room mom? \_\_\_\_\_
  2. Do the parents know how they can help in the classroom? \_\_\_\_\_
  3. Do you have parents helping in the room? \_\_\_\_\_
  4. Do you occasionally make assignments that involve the home and the parents? \_\_\_\_\_

**V. DISCIPLINE**

- A. Do you consistently enforce school/class rules? \_\_\_\_\_
- B. Do you use the 3 checks on the chart system? \_\_\_\_\_
- C. Do your students know the consequences of misbehavior? \_\_\_\_\_
- D. Do you try to use encouragement vs. just rebukes to build a good discipline atmosphere? \_\_\_\_\_
- E. Do your students know you love them? \_\_\_\_\_
- F. Do you know your students well enough to know when problems are beginning? \_\_\_\_\_ Do you know how to diffuse the problems? \_\_\_\_\_

**VI. SUMMARY COMMENTS:**

If desired, please use this space and the back of the form to comment or expand on any of the above answers. Please refer to the appropriate section and letter.

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