



2011-2012

**Veritas Academy
&
Veritas Rhetoric School**

**Parent - Student
Handbook**

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Veritas Academy Academic Calendar 2011-2012

First Semester	
August 10-12	Teacher Orientation
August 15-17	Teacher Pre-Planning Days
Tuesday, August 16	Parent Orientation, 7PM
Thursday, August 18	First Day of School, 1st Quarter Begins
Monday, September 5	NO SCHOOL - Labor Day
Monday, September 19	1st Quarter Progress Reports
Friday, October 7	Teacher Work Day/Student Holiday
Friday, October 21	1st Quarter Ends
Friday, October 28	1st Quarter Report Cards Distributed
October 31-November 4	Parent-Teacher Conferences
Friday, November 11	NO SCHOOL - Veterans Day
November 23-25	NO SCHOOL - Thanksgiving Break
Wednesday, November 30	2nd Quarter Progress Reports
December 19-January 1	NO SCHOOL - Christmas Break
Monday, January 2	School Resumes
January 10-13	1st Semester Final Exams for Logic and Rhetoric Schools
Friday, January 13	2nd Quarter Ends

Second Semester	
Monday, January 16	NO SCHOOL - MLK Day
Friday, January 20	2nd Quarter Report Cards Distributed
Monday, February 13	3rd Quarter Progress Reports
Friday, February 17	Teacher Work Day - Student Holiday
Monday, February 20	NO SCHOOL - Presidents' Day
Friday, March 16	NO SCHOOL - 3rd Quarter Ends
March 21-23	Standardized Testing
Friday, March 23	3rd Quarter Report Cards Distributed
March 26-30	Parent-Teacher Conferences
April 2-9	NO SCHOOL - Easter Break
Friday, April 27	4th Quarter Progress Reports
Monday, May 28	NO SCHOOL - Memorial Day
May 29-June 1	2nd Semester Final Exams for Logic and Rhetoric Schools
Friday, June 1	Last Day of School - 4th Quarter Ends
June 4-5	Teacher Post-Planning Days
Friday, June 8	4th Quarter Report Cards Distributed

VERITAS ACADEMY BOARD

Mr. and Mrs. Will Brodmann (Liz)
Mr. and Mrs. Vernon Buchman (Rebecca)
Mr. and Mrs. Frankie Daniell (Judy)
Dr. and Mrs. David Gobel (Fun)
Mr. and Mrs. Rick Mullinix (Susan)
Rev. and Mrs. Terry Johnson (Emily)
Mr. and Mrs. Ryon Rambo (Lee)
COL (USA Ret) and Mrs. Eric Robyn (Sally)
Mr. and Mrs. Chris Warren (Marnie)

VERITAS ADMINISTRATION

COL Eric Robyn, US Army Ret	Headmaster, Veritas Academy
Mr. Chip Welch	Head of School Veritas Rhetoric School
Mr. Brent Beaumont	Dean of Academics
Mrs. Angie Copetillo	Grammar and Logic School Principal
Mrs. Jaymi Bragg	Marketing/Projects Coordinator
Mrs. Kim Godbee-Glisson	Athletic Director

VERITAS FACULTY

GRAMMAR SCHOOL

Mrs. Judy Daniell	Pre Kindergarten
Mrs. Tricia Barrett	Kindergarten
Mrs. Stacy Knofczynski	Kindergarten
Mrs. Miriam Mayes	Kindergarten
Miss. Pat Brown	1 st Grade
Mrs. Sandra Ward	2 nd Grade
Mrs. Lindsay Arant	3 rd Grade
Mrs. Angie Wilkins	3 rd Grade
Mrs. Leigh Weikert	4 th Grade
Mrs. Carrie Beth Atkinson	5 th Grade
Mrs. Patricia Darrow	6 th Grade Math
Mr. and Mrs. Terry Johnson	6 th Grade History
Mrs. Courtney Quarterman	6 th Grade Science
Mrs. Fun Gobel	6 th Grade Literature, Grammar, and Composition
Mrs. Dena Holt	Latin
Mrs. Kirstine Flanagan	Latin
Mrs. Katie Beaumont	Bible

LOGIC SCHOOL

Mr. Brent Beaumont	Omnibus Theology I
Mr. Chip Welch	Omnibus II Theology
Mr. Eric Darrow	7 th Grade Omnibus History, Logic I
Mrs. Patricia Darrow	Pre-Algebra, Algebra, Logic II
Mrs. Dena Holt	Omnibus II Literature
Mrs. Judith Rushing	8 th Grade Omnibus History
Mrs. Evelyn Hamilton	8 th Grade Grammar/Composition, Omnibus I Literature
Mrs. Fun Gobel	7 th Grade Grammar/Composition
Mrs. Courtney Quarterman	General Science
Mrs. Kirstine Flanagan	Latin

Mr. Tom Wilkes

Omnibus I History, 8th grade Latin

RHETORIC SCHOOL

Mr. Brent Beaumont

Chemistry, Greek I/II, Junior Paper, Modern Literature,
Great Ideas I

Mrs. Charity Daniels

Algebra II, PreCalculus, Calculus, Biology

Mr. Chip Welch

Theological Foundations, Aesthetics

Mrs. Dena Holt

European History

Mrs. Fun Gobel

Omnibus IV History; Ancient and Medieval History

Mr. Tom Wilkes

Modern European History; Latin I/II; Applies rhetoric/Senior
Thesis

ART, MUSIC AND DRAMA

Mrs. Katie Beaumont

Drama

Mrs. Marissa Lilje

Art

HISTORY

The 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 the classical school and home-school movements. In the fall of 1997 they began to organize classes (primarily Latin) for home-school students. Throughout the year they 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-schoolers. Since 2000, we have continued to serve both the home-schooling community and families that look to us as a real alternative to other local Christian and public schools.

PURPOSE

The purpose of the Veritas Academy is to assist parents in providing for their children an education that is *Christian, classical, and family-based*.

PHILOSOPHY

Our philosophy of education elaborates our purpose.

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

Veritas Academy is a classical school. By this we mean that it is classical in content and methodology. The core of the curriculum is an integrated study of the humanities. History is studied in depth and its time-line provides the structure to which we peg great and time-proven literature, music, and art. Latin is required of all full-curriculum students beginning with the third grade level. Methodologically we follow the classical trivium of grammar (with substantial memorization at the elementary school level), logic (learning to argue correctly in middle school), and rhetoric (emphasizing polished oral and written presentations in high school).

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

Of Kindergarten

We believe that the purpose of kindergarten is to introduce young children to the experience of going to school. It is supplemental to the training, teaching and playtime they receive at home. Kindergarten offers a structured classroom environment for a limited duration in which five-year olds can learn basic math and phonics. It is not intended to be an academically rigorous or demanding environment. Additionally, the assessment of language and motor skills must be considered in the context of the individual child's capabilities.

Of Grammar School

The first stage of the Classical Trivium model is grammar. This stage roughly corresponds to elementary grades. Children at this age have not yet developed high reasoning skills. But they do have a wonderful facility for memorization. Consequently, memorizing the "grammar" of each of the academic disciplines is emphasized: of math (numbers, addition, subtraction, division, multiplication); of language (letters, rules of grammar, vocabulary); of history (names, dates, places, quotes).

Of Logic School

The second stage of the Classic Trivium model is logic. This stage corresponds roughly to junior high. At about this age children begin to argue about nearly everything. Consequently, at *Veritas* they are taught to reason properly. Formal logic is taught. The underlying reasons and relationship between the various facts of the academic disciplines are explored.

Of Rhetoric School

The final stage of the Classic Trivium model is rhetoric. Typically high schoolers are concerned with appearances. The Trivium builds on this natural inclination by teaching students how to speak and write with eloquence and grace. Students are taught how to communicate what they have learned in both oral and written forms.

APPROACH

Our approach then flows from our philosophy.

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

Afternoons are devoted to home-based academic work, requiring considerable involvement of parents. *Veritas Academy's* reading lists are longer than those of most schools. It is our intention that every family set aside a daily "quiet" hour devoted exclusively to reading. Our expectation is that since the afternoon is not being spent sitting in a classroom, large blocks of time will be committed to reading, homework, and other educational activities.

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

Thus we combine the academic seriousness of classical education with the family-focus emphasized by home-schoolers. We have learned from both approaches and believe that we can offer the best of both worlds. The Veritas Academy provides rigorous academic instruction by experienced teachers. Parents are expected to follow a disciplined program of daily religious instruction and read-alouds.

GOALS

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

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

In summary, our goal is to educate students to be what the Reformed/Puritan tradition has historically produced: strong, godly, highly literate leaders of the family, the church, the school, and the nation.

STATEMENT of FAITH

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

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

STATEMENT of FAITH SUMMARY

- We believe that the Bible is the inspired word of God, free from error, and our only infallible rule of faith and practice.
- We believe that there is one God in three persons, Father, Son and Holy Spirit, who are of the same substance, equal in power and glory.
- We believe that this Triune God created all things and governs all things, decreeing and determining "whatsoever comes to pass."
- We believe that man is created in the image of God, and yet is fallen in Adam. As a consequence, he is under the power of sin, spiritually dead, cursed of God, and unable and unwilling to save himself.
- We believe in the dual nature of Christ. Jesus Christ, eternal Son of God, was conceived by the Holy Spirit, born of the virgin Mary, and is truly God and truly man. He lived a sinless life, was crucified, died, and was buried. On the third day He rose again from the dead, ascended into heaven, and is seated at the right hand of God.

- We believe that on the cross Jesus Christ bore the sins of His people, accomplishing the salvation of a multitude which no one can number, and that salvation may be found nowhere but in Him.
- We believe that justification is a gift of God's free and unmerited grace received by faith alone apart from good works.
- We believe the "Five Points of Calvinism" are an accurate account of the human condition (total depravity) and God's saving response (unconditional election, limited atonement, irresistible grace, perseverance of the saints).
- We believe that the theme of "covenant" provides the framework for understanding the Scripture; that there is one basic covenant of grace; that Old Testament and New Testament believers are saved by faith in the mediator of the Covenant, the Lord Jesus Christ; that the moral law, summarized in the Ten Commandments, is the law of the Covenant, and normative for believers in both eras.
- We believe that the three primary means by which God's grace in Christ comes to us are the word (especially the preached word), the sacraments, and prayer. Furthermore, these means have been entrusted to the visible church, the house and family of God, outside of which (the church) there is no ordinary possibility of salvation.
- We believe that God's covenant is family-based, embraces believers and their children in God's redemptive purposes, and provides the key for understanding the status and duties of parents and children in the home, the church and school.
- We believe that Jesus Christ now rules over all creation from the right hand of God, and will one day return in glory to judge the living and the dead, and consummate His eternal kingdom.

We believe that the Westminster Confession of Faith, with the Larger and Shorter Catechisms, are a faithful expression of biblical teaching and adopt them without reservation as the system of doctrine taught in Scripture.

VERITAS ACADEMY ATHLETIC PHILOSOPHY

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

In support of our Veritas Academy mission statement, we will aid our students in developing their God-given physical abilities. We also encourage our parents in maintaining a healthy lifestyle at home. Our goal is to produce students who glorify God through their sportsmanship and performance. We strive to teach commitment, self-discipline, self-sacrifice, self-respect, responsibility and cooperation. Our students are expected to display loyalty and pride in their personal efforts and their school community.

Veritas Academy strives to offer diverse athletic opportunities for all our students. Our Logic School teams participate in the activities of the Savannah Parochial Athletic League (SPAL). As a

member of SPAL, we compete in several sports against other private schools in Savannah. In addition to our membership in the SPAL league, Veritas Academy also participates in the NFL Flag Football program and the Savannah Middle School Golf Program.

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

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

ADMISSIONS PROCEDURES

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 the one true God), at least one parent or guardian of each child must profess faith in Jesus Christ as the only way of salvation, subscribe to the essential doctrines of historic Christianity, and be a faithful member of a Bible believing church. Admission to the Veritas Academy is selective. Only parents and students in agreement with the school are invited to participate. We discriminate on the basis of faith and practice. We do not discriminate on the basis of race, sex, color, national or ethnic origin.

Parents, moreover, must agree to collaborate with the faculty in out-of-classroom instruction. Admission and registration requires the following steps...parents will receive a *Parent Application Checklist* to assist them:

- Complete application packet
- Schedule parent interview- After reviewing the application, a parent and student interview will be requested.
- Upon acceptance, complete a registration form for classes. If the student is full-curriculum or is taking a mathematics or language arts class, he must take a placement test.
- If the class is full, the student will be placed on our waiting list and will be notified should an opening arise.

SCHEDULE

<u>Pre-Kindergarten – 2 classes</u> 8:00 am-12:00 pm	2 Days per week (Mondays and Wednesdays or Tuesdays and Thursdays)
<u>Kindergarten – 2 classes</u> 8:00 am-12:00 pm	3 Day (Mondays, Wednesdays and Fridays) or 5 Day (Monday-Friday)
<u>Grammar School (1st -6th Grade)</u> 8:00 am-12:00 pm (Classes) 12:00-12:30 pm (Lunch) 12:30-1:30 pm (Electives)	5 Days per week (Monday-Friday)
<u>Logic School (7th-8th Grade)</u>	

8:00 am-12:00 pm (Classes)
11:00 am, 11:30 am or 12:00 pm (Lunch)
12:30-1:30 pm Classes
1:30-3:30 pm (Electives)

Rhetoric School (9th-12th Grade)

8:00 am-12:00 pm (Classes)
10:30 am, 11:00 am, 11:30 am or 12:00 pm (Lunch)
11:30-12:00 pm Classes
1:30-3:30 pm (Electives)

All students should arrive between 7:45 am-8:00 am. They are tardy after 8:00 am.

CHILD DROP-OFF PROCEDURE

- Students are to be dropped off at the W. Oglethorpe Lane door for school no earlier than 7:45 AM. They must be in their classroom *ready* to begin the school day at 8:00 AM.
- At 8:00 AM the Dean of Students or his designee will lock all doors for safety sake. Please 'buzz' the W. Oglethorpe Lane door for admission if you need to obtain entrance during school hours.
- If parents wish to accompany their primary age children to class, they may, but must not delay the prompt start of class at 8:00 AM.

CHILD PICK-UP PROCEDURES

- Prior to the first day of school, Veritas must have on file the *Permission to Pickup Child from School* form filled out and signed by the custodial parent(s).
- A notebook will be maintained containing the name of each student and a list of adults beside the custodial parent(s) who have permission from the parent to pick that child up. This notebook will be in the possession of the headmaster or other staff member supervising school pickup and kept in the school office at all other times. ID may be required to release the child.
- Anyone who wishes to pick up a child from school but is not on the list must have a verifiable note or prior phone call by the parent to the school office before being allowed to take the child.
- We are growing in enrollment and that means that we must be more vigilant than ever at drop-off and pick-up times.
- In keeping with this need, parents must observe the following:
 - ✓ **Do not** use cell phones while in the drop-off/pick-up line.
 - ✓ Proceed down the carpool line at **less than 5 MPH**.
 - ✓ **If you arrive early, do not** park beyond the last parking meter as this area is designated for the flow of pickup.

- ✓ **PK-6th grade** children will be picked up **beginning at 12:00 PM and not later than 12:20 PM depending on which carpool lane arrival time was assigned for your family..**
 - ✓ **7th-12th grade** children will be picked up beginning at **1:30 PM but not later than 1:40 PM**...if a family has **both** Lower and Upper school children, they must be picked up beginning at **1:30 PM but not later than 1:40 PM**
 - ✓ Students involved in electives or study hall A(12:00-1:30) will be picked up **beginning at 1:30 and not later than 1:40.**
 - ✓ Students involved in electives or study hall B (1:30-2:30) will be picked up **beginning at 2:30 and not later than 2:40.**
 - ✓ Students involved in electives or study hall C (2:30-3:30)will be picked up **beginning at 3:30 and not later than 3:40.**
 - ✓ A parent **must not** enter the carpool line until it is time to pick up their children.
 - ✓ **A fee of \$10.00 will be charged for late pick-up due to the cost of providing supervision for the children. Late pick-up is defined as routinely picking up a child later than the ten minute window allowed for pick up of that grade level/activity/lane time.**
- ***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.***

ATTENDANCE and TARDINESS

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. For part-time students, the school will allow them to arrive ten minutes before the start of each class. At 8:00 AM the outside door will be locked. To gain access the parents will need to call the office at 238-1222.

It is expected that every child will be picked up on time. This means that full-curriculum parents of elementary students should be at the school by 12:00 PM and parents of secondary students by 1:30 unless their children have electives or study hall. Part-time parents should pick up their children at the end of class or no later than *10 minutes* after class. While unforeseen circumstances can cause delays, such occurrences should be rare. A *\$10 fine* will be levied against parents who routinely fail to pick up their children within *10 minutes* of the stated end of the school day or class. The \$10.00 fee will not be waived for any reason.

STUDENT ABSENCE POLICY

Apart from extreme circumstances, ten absences in a given semester will result in:

- Grammar and Logic School: students will not advance to the next grade.
- Rhetoric School: these absences will result in no academic credit being given for the semester in which these absences occur.

No academic credit will be given for the semester in which these absences occur. In addition, 5 tardies in a semester constitute a full-day absence and will be counted as such on a student's record. If the student is absent due to illness for more than 3 days, parents will need to provide a doctor's excuse for the absence.

STUDY HALL

Study Hall from 12:30-1:30 pm is available for families who have children with different dismissal times. It is an aid to parents desiring one pick-up time. The main activity of study hall is for students to work on their homework. The fee is \$5.50 per day. For more information, please refer to the study hall fee sheet.

LUNCH

Veritas Academy does not provide lunch. Logic or rhetoric students, along with those that participate in afternoon electives, should bring their own bag lunches.

CODE of CONDUCT

The Veritas Academy assists parents principally in the formal, academic education of their children. Parents are principally responsible for their children's conduct; they are God's agents of discipline. Basic manners, morality, and social graces must be taught at home. Faculty and staff will reinforce these values, but will not be responsible for teaching them. Likewise, discipline is properly executed by parents, although school staff may exercise minor discipline in lieu of the parents.

We believe that classes can only be effective when conducted in an atmosphere of mutual respect, fairness, and order. Faculty and staff are expected to exemplify such behavior, maintain high standards of conduct, and execute minor discipline when needed. The following code of conduct is required of all students:

All Veritas Academy students are expected to:

- Respect their teachers, peers and others;
- Obey teachers and staff promptly and cheerfully;
- Maintain an absolute standard of honesty and integrity;
- Exhibit modesty in work, appearance, and deed;
- Speak no unwholesome words; and
- Work and study with diligence.

DISCIPLINE POLICY

Behavioral expectations rightly vary according to the age and maturity of the student. Less is expected of younger children than from older ones. Faculty will exercise discernment, expecting an appropriate degree of maturity from children according to their ability. Nevertheless, the specific principles included in our discipline policy shall be that:

- All discipline will be administered based upon biblical principles, e.g. restitution, apologies (both private and public, when necessary), and swift, but wise punishment so that fellowship can be restored.
- Discipline is normally administered by the teacher in the classroom.
- Unruly behavior of the following kind, however, will necessitate a visit to the office of the Dean of Students:
 - **Disrespect** shown to any staff member.
 - **Dishonesty**, which would include lying, cheating and stealing.

- **Rebellion**, e.g. outright disobedience to instructions from any staff member.
 - **Fighting** with other students or
 - **Obscene, vulgar or profane** language, which would include the taking of the Lord's name in vain.
- During the **office visit** the Principal or the Dean of Students will determine the nature of discipline to be administered. He may require apology, restitution, loss of privilege, or parental conference. The following accounting of **office visits** will be kept.
 - The first **two** times the student is sent to the office the parents will be contacted, and the parents' assistance will be sought to avoid further problems.
 - The **third** office visit will be followed by a conference of the student, his parents, the teacher and the Dean of Students.
 - The **fourth** office visit will require the student to be sent home for the remainder of the school day. This will be waived, and the student may return to class **if** the parent will come to the school immediately and appropriately discipline his child.
 - The **fifth** office visit will result in a two-day suspension.
 - The **sixth** office visit will result in expulsion. The Veritas Board recognizes that this is a serious matter, and wishes to avoid this situation with any family.
 - **Serious Misconduct:** Should a student offense be so serious as to warrant it, the **office visit** process may be bypassed altogether and the student may then be suspended or expelled. Examples of this kind of offense would include, *but not be limited to:* gross violence, immorality, or the use or possession of alcohol or illegal drugs. Students may be subject to school discipline for serious misconduct occurring after school hours. Authorities will be notified, as required by law.

In addition to the above Code of Conduct, the following specific rules apply to all students:

- All students must address faculty and staff with the ordinary titles of courtesy: Mr., Mrs., and Miss.
- Students will stand when another staff member or a school visitor enters a classroom; they may sit again when directed by their teacher.
- No running on the stairs inside and outside of our school facility as well as other high risk locations is permitted. Loud talking or yelling in the school is not permitted.
- Adherence to the uniform code is required. Teachers and staff will vigilantly enforce the dress code.
- No silly or trite references to God, Jesus Christ and/or His work on the cross are permitted.
- All students should be properly seated during class. This means no slouching. Posture denoting a lazy or disrespectful attitude should not be permitted.

The teacher will seek to apply the spirit, and not simply the letter, of the rules of the school. An orderly learning atmosphere will be the norm.

HOME STUDY PROGRAM DECLARATION

Veritas Academy is a home school learning center. By organizing in this way, Veritas is not required to comply with state requirements for the length of the school day. We believe that we can better serve our families with a condensed day for reasons already discussed. Consequently, parents are required to register with the Home Study program of the local school board, submit a monthly attendance record, and provide an annual evaluation. Veritas will aid parents in this simple process.

Even though the Upper school now is meeting five hours daily, the home-school learning center designation has not changed.

Families in South Carolina will be required to follow a different set of guidelines; please contact the office to obtain the name of the South Carolina coordinator.

GRADUATION REQUIREMENTS

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

1. Attend Veritas Academy full-time for at least one full academic year. Transfer credit is determined upon admission.
2. Maintain a minimum overall grade-point average of C- (1.67).

PHILOSOPHY ON GRADING

Our goal at Veritas is not simply for students to get “good grades.” In and of themselves, grades have relative unimportance. They are always arbitrary to some degree. But we utilize grades as a means to an end. The end goal is that students acquire knowledge and wisdom. Grades are a means to spur students on to excellence and to give teachers, students and their parents a snapshot of the students’ progress. A report card grade is an estimate of what the student knows – not how hard he works or how lazy, or whether he is well behaved or not (though behavior does often affect performance), but how much of the subject matter the student has mastered. Grading is not an exact science; it can never give a complete picture of how the student is doing. No teacher can give an exact evaluation of a student’s level of understanding; however, using good judgment, he can arrive at a reasonable assessment of the student’s knowledge and ability based upon performance on assignments, papers, tests, etc.

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 knows compared to the total 100% percent possible.

The generally accepted average for a regular class in the Grammar School should be 75% (a “C”). Because Veritas is an academically rigorous school, at the Logic and Rhetoric stages, the average could be closer to 65-69%, which is construed as a “C.” In a typical class, it is reasonable to assume that the average will fall somewhere around a “C.” If the class is above average in ability, then the class average understandably would be above a C. However, if a teacher has a class of average ability, but has an unusually high grade average, then the teacher may be inflating his grades and/or the material is too easy. Conversely, if the class has average ability but has an unusually low average, then the teacher may be teaching at too difficult a level or not teaching the material well. Either way, grade inflation or deflation are to be avoided. Both give an unrealistic assessment of the student’s ability and knowledge level. This is particularly troublesome when a student who has been used to inflated grades moves into a class which is assessed more realistically and finds his grades plummeting.

Parents will receive both mid-quarter progress reports and report cards each quarter.

GRADING SCALES

1st-2nd Grade and Enrichment Classes Grading Scale

E = Excellent

VG = Very Good

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

3rd Grade-6th Grade Grading Scale

100%	A+	73-77%	C
93-99%	A	70-72%	C-
90-92%	A-	68-69%	D+
88-89%	B+	63-67%	D
83-87%	B	60-62%	D-
80-82%	B-	below 60%	F
78-79%	C+		

7th-12th Grade Grading Scale

95-100%	A	65-69%	C
90-94%	A-	60-64%	C-
85-89%	B+	55-59%	D+
80-84%	B	50-54%	D
75-79%	B-	below 50%	F
70-74%	C+		

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".

Assessment of Classroom Conduct includes evaluation of work/study habits and behavior. Work/study habits relate to neatness/timeliness of work, completeness of work, and ability to work independently, follow directions, and use free time well. Behavior concerns whether the student follows rules, avoids unnecessary talking, accepts responsibility, is considerate of others, and has a cooperative and helpful spirit.

TESTING

We believe that, in general, contemporary American educators spend too much time testing and too little time teaching. We encourage our teachers, therefore, to avoid "teaching to the test." The test should never be seen as an 'end', but only as a 'means' to gaining knowledge. This attitude is encouraged among students and parents.

We recognize, nevertheless, that quizzes, tests and exams can be useful tools in educating children. They are useful as an assessment tool, i.e., they can aid in the placement of a student within a course of study or in assessing a student's progress. It should be remembered, however, that personal observation, discussion and evaluation of projects and writing assignments are equally important methods of assessment. Given the natural sloth of all fallen creatures, 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.

As a service to our parents, standardized testing is offered each year to selected grades. This will help our families evaluate the progress of their students in relation to other students throughout the nation.

SEMESTER/FINAL EXAMS

For Logic and Rhetoric School students, the last four days of every semester are devoted to comprehensive Final Exams for each core subject. The final exam counts as 20% of the overall semester grade. The 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.

HONOR ROLL AND HEADMASTER'S LIST

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

Logic and Rhetoric School: Full-curriculum students who achieve a grade-point average of 3.0 or higher in any quarter are placed on the Honor Roll. In addition, students who achieve a grade-point average of 3.67 or higher are placed on the Headmaster's List.

ACADEMIC WARNING AND PROBATION

A student is placed on *academic warning* for receiving one *F* or two grades of *D+* or lower in a quarter. A student is placed on *academic probation* for (1) receiving two *F*s or three or more grades of *D+* or lower in a marking period, or (2) being placed on *academic warning* for two consecutive marking periods. Any student who is placed on *academic probation* for an entire year must repeat that grade.

HOMEWORK AND READING ASSIGNMENTS

The classroom experience is central to learning but it must be supplemented by individual study, which is often best done at home. This is one reason that Veritas embraces a shorter day in the classroom. For Veritas students, homework begins with the reading lists. All Veritas students should devote approximately one hour daily to reading. Beyond that they should expect to be assigned study, writing and practice exercises to reinforce what is learned in the classroom. Indeed, one of the reasons for Veritas Academy's shorter school day is to enable students to do individual study at home, leaving classroom time for teaching. 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 work.

Estimated average daily duration of homework assignments for all classes:

Pre-K	Homework is optional
K	4 hours/week
1 st Grade	45 minutes
2 nd Grade	1 hour
3 rd grade	1.5 hours
4 th -5 th Grade	2 hours
6 th -8 th Grade	2.25 hours
9 th -12 th Grade	3 hours

For K-5th grade this should be the average of a four day homework week. For the 6th-12th grade a five day homework week is permissible. Teachers in these grades will, however,

avoid giving large assignments due on a Monday unless these were assigned well in advance.

Math teachers will generally assign one-half of the problem sets given in their textbooks for grades 3-12. If a student is doing poorly in math, the teacher may decide to add additional problems as needed.

These guidelines include all assignments, reading and study except for the Read-Alouds and Home Chapel. The guidelines are intended to reflect the work of an average student during an average week.

Teachers will always communicate homework assignments clearly to students in class. Veritas helps in this area by providing a homework notebook to every student at the beginning of the year. Teachers have the option to post homework on RenWeb. They will let parents know their policy at the beginning of the school year.

If a student consistently spends more time on homework than designated above, the teacher who assigned the homework should be informed promptly so that corrective measures can be taken. While homework assignments may on occasion require more than the designated time, 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 review the circumstances. The Dean of Academics should be consulted next if these steps do not remedy the situation.

AUDITING A CLASS

Enrolled Veritas students may choose to audit a class. A request for approval should be submitted in writing to the Dean of Academics at the beginning of the semester. The cost for auditing a class is the same as that of taking it for credit. If a student changes his status from a regularly enrolled student to that of auditor in a class, his financial obligation for that class does not change. Auditors are expected to attend class regularly, dress and behave appropriately, and may be required to participate in any or all classroom activities (possibly including some homework), at the discretion of the faculty member. Auditors are not required to take examinations. If an auditor fails to meet the class requirements, the audited class will not be listed on his record. Students will not receive credit or a grade in an audited class.

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.

USE OF COMPUTERS

1. Computers in the classroom: Many educators and parents see computers as the key to success in this information age. Many schools boast about the number of computers available for student use. We have none. We are not opposed to computers, and some of us use them heavily. We thank God for marvels of email and the internet. Nonetheless, we believe that computers teach nothing, that the medium is often substituted for the message in educational applications of computers and, finally, that personal computers and software are so easy to use and so prone to obsolescence that

we do not want to use valuable class time teaching how to use them.

2. Computers at home:

- a. Typing versus handwriting: Veritas still holds to the view that students should become accomplished in the art of penmanship. From Pre-K to the middle of second grade, students master the manuscript print. From 2nd grade to the 4th grade, students learn to write in cursive with ease. In the 5th and 6th grades, emphasis is given to writing cursive rather than print. In the logic years, we begin to allow students the option to either type or use handwriting. By the rhetoric years, students should follow whatever format the teacher prefers. To summarize, here are the guidelines:
 - i. Grammar school – teachers should not allow students to type any assignments, except under unusual circumstances (e.g. a 5-page paper).
 - ii. Logic School – In 7th and 8th grades, teachers should allow students to either type or handwrite their work.
 - iii. Rhetoric School – From 9th – 12th grades, teachers may require only typewritten work or allow both.

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

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 a standard black, serif font, such as Times New Roman.
2. Margins must be:
 - a. Top: 1"
 - b. Bottom: 1"
 - c. Right and Left sides: 1"
3. Name of class, school name, teacher's name, student's name and date must appear in the upper right corner or on a cover sheet.
4. Bibliographies, footnotes or endnotes must follow the latest edition of *The Chicago Manual of Style* or *Turabian's Manual for Writers*. For online reference to Chicago/Turabian style of bibliography, see <http://www.wisc.edu/writing/Handbook/DocChicago.html>.
5. Papers should be stapled in the upper left corner. NO binders of any kind are allowed.

RENWEB SCHOOL MANAGEMENT SOFTWARE

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

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

PARENT–TEACHER CONFERENCES

A parent-teacher conference will be encouraged for each full-curriculum student. Informal conferences will be arranged as needed for both full-curriculum and part-time teachers.

COMMUNICATION with TEACHERS

Teachers will inform parents about what is happening in their child’s classroom. Vehicles for accomplishing this include weekly notes (Pre-K-5th Grades), periodic updates (6th-12th Grades), quarterly report cards, parent-teacher conferences (for full-curriculum students), and informal interaction. At the beginning of the school year, individual teachers will inform parents how they would like to be contacted outside of school hours. Parents are responsible for reading and following through on all teacher communications, e.g. homework assignments. ***In order to help both parents and teachers consecrate the Lord’s Day, please do not contact teachers on Sundays.***

VISITORS

All visitors (including parents) need to come to the office to obtain a visitor pass name tag before walking throughout the building.

TELEPHONE AND TECHNOLOGY POLICY

No telephones, electronic games, ipods, cameras, or other forms of entertainment are permitted during school hours. Educational technology will be permitted at the discretion of the classroom teacher. Any such items needed after school must be stored in back packs and turned OFF during the school day!

Failure to comply in the aforementioned area will result in the following actions:

- 1) 1st offense: the item will be taken directly to the office and held until the end of the school day.
- 2) 2nd offense: the student will be sent to the office and the parents will be contacted.
- 3) 3rd offense: the Headmaster will meet with the parents and student.

TEXTBOOKS

Students are to treat with care all Veritas textbooks and other material loaned to them for their use. Fines will be levied for any damage beyond normal wear and tear. If a textbook is damaged beyond repair, the parents will be responsible for paying for its replacement.

STUDENT HEALTH

Students should be sent to school healthy, well-rested and ready for class. Students with fever, contagious illnesses, severe colds, and the like must be kept home so as not to infect others. We will not dispense medication. If a child has a fever the parent will be contacted for immediate pick-up from school.

UNIFORM POLICY

All Veritas students must come to school dressed according to our uniform guidelines. Our exclusive uniform source is Land's End. The school code needed for the logo information is 9000-5208-5 and must be used every time. Shoes, belts, and socks may be obtained through other sources but must appear nearly identical to those found in the Lands' End Catalog. (Landsend.com/school) No sneakers, ankle high shoes, boots of any kind are permitted. Also, no open-heeled shoes or "all weather mocks" are allowed. Uniforms must be clean, well-fitted, not wrinkled, and in good condition. Students must wear their uniforms properly. Skirts and 'skorts' must be just at the top of the knee. Shirts must be tucked in neatly at all times and not be "rolled over" at the waist. All outerwear worn inside the building must follow the guidelines below.

The following is a list of appropriate attire:

Boys

Shirts: Short or long sleeve mesh or interlock polo in white or chambray blue. Oxford long or short sleeve in white and blue. All shirts must be monogrammed. *French blue and bleach indigo are not acceptable.*

Pants: Classic khaki pleated chinos, back elastic/snap waist, and pleated w/ reinforced knee. All 7th – 12th grade boys must wear pants. Shorts are not allowed at these grade levels.

Outerwear: Crewneck, V-neck, or fleece jacket, solid vest, cardigan sweaters, or fleece or crew sweatshirts in navy with the Veritas logo.

Shorts: Classic khaki pleated chino, back/elastic, snap or button closure. Only students in pre-K through 6th grade may wear shorts.

Tie: Land's End "Clear Blue" plaid to be worn in 7th grade and up from November 1 until March 17.

Belt: Black or brown, plain or braided.

Shoes: Oxfords, bucks, penny loafers, top-siders, or plain leather loafers in black or brown.

Socks: White or blue **crew** socks--no ankle socks. All socks must be at least 2 inches above the ankle. White socks must be worn with shorts.

Girls

Shirts: The oxford, short or long sleeve, the cotton or knit Peter Pan blouse, the long or short sleeve pinpoint blouse, or the Peter Pan ruffled collar blouse. *Not French blue and no ¾ sleeves.* All shirts must be monogrammed with the Veritas logo.

Skort: Classic navy.

Skirt: A-line in "Clear Blue" plaid or navy; Pleated, "Clear Blue" plaid or navy.

Jumper: "Clear Blue" Plaid or navy

Outerwear: Crewneck, solid vest, fleece jacket, cardigan or v-neck sweaters, fleece or crew sweatshirts in navy with the logo.

Shoes: Mary Jane, t-strap, top-siders, bucks or plain loafers, in navy, black or brown.

Socks: White knee or crew socks. **Girls may wear tights or leggings under their skirts or jumpers during the cold months of November-March. These must be solid white or navy only and purchased through Lands End. Socks may NOT be worn in addition to tights.**

You may use the Land's End website (landsend.com/school) to order or pick up a catalog from the Veritas Academy office.

Veritas Guidelines for Appearance:

- 1) Unusual or heavy makeup and nail polish are not permitted
- 2) No unusual piercings (girls only may have one piercing in the lower lobe of each ear)
- 3) No visible tattoos...real or temporary
- 4) Boys hair: (1) cannot touch collar (2) may have no unnatural coloring or highlights (3) must be neatly combed (4) bangs may not shield or cover the eyes
- 5) Girls hair must be neatly groomed/combed with no unnatural coloring.
- 6) Jewelry must be minimal and not flashy.
- 7) All students are expected to remain well groomed at all times.

Determination of compliance will rest solely with the Veritas Administration. Failure to comply in any of the areas of uniforms and appearance will result in the following actions:

- 1) *1st offense: the office will contact the parent and give through the weekend to address the issue.*
- 2) *2nd offense: the student will be sent to the office and the parent will be contacted to come and pick the student up from school immediately.*
- 3) *3rd offense: the Headmaster will meet with the parents and student.*

TUITION and PAYMENT SCHEDULE

Tuition costs are listed in the Course Listing and Fees handout.

Payment Plans:

OPTION 1: Twelve automatic debits beginning in June through May.

OPTION 2: One lump-sum payment due by May 15. (Lump sum discounts are listed on the fee schedule)

Budgets are set based on early enrollment and are set well in advance of the start of school. By enrolling in Veritas Academy families are assuming responsibility for all financial obligations for the year. All families are asked to sign a Parental Commitment Form detailing these policies when they register.

FINANCIAL ASSISTANCE

Veritas Academy participates in both the ARETE Scholars Fund and Apogee, the Georgia School Choice Scholarship Fund. Scholarship funds are available for qualified applicants. Other partial scholarships may also be available through the school. More information about financial aid and the application process is available at our school website. Financial aid applications will be reviewed as quickly as possible but should be submitted no later than March 1 for the following

VERITAS ACADEMY CONTACT INFORMATION

Office Address:

The Independent Presbyterian Church
Corner of Bull Street & Oglethorpe Avenue
25 West Oglethorpe Lane
Savannah, GA 31401

Mailing Address:

P.O. Box 8332
Savannah, GA 31412
Ph: 1.912.238.1222
Fax: 1.912.234-0566

Website: www.veritassavannah.org

Email: info@veritassavannah.org