

SCHOOL HANDBOOK

2010-2011

VERITAS CHRISTIAN ACADEMY

A Ministry of Lakewood Baptist Church

4011 Lakewood Drive, Phenix City, Alabama 36867

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**Train up a child in the way he should go: and when he is old,
he will not depart from it. Proverbs 22:6**



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Dear Parents and Guardians of Veritas Academy Students,

It is my honor to welcome you and your family to Veritas Academy and to thank you for entrusting your children to us for a portion of their spiritual and academic training. I am truly blessed that God has led me to Veritas and know I will be blessed each day by the presence of your children.

Every subject we teach is influenced by the Bible and by Christian principles. We believe God entrusted parents with the primary responsibility of raising-up spiritual, mature and disciplined children. Our purpose at Veritas Academy is to partner with parents in achieving God's plan for each child.

The School Handbook is intended to provide a statement of the basic perspectives of Veritas Academy. It seeks to answer the most frequently asked questions about the policies and procedures of the School. Commitment to the School Handbook by parents and students enables the Academy to run on a smooth, safe, and orderly basis. We ask that you read the entire Handbook and share with your child the portions that he/she should understand, specifically the policies concerning discipline and the dress code.

Successful educational experiences for your children are dependent upon your involvement as parents and upon an open line of communication with the staff and faculty of Veritas. Your suggestions are vital for a healthy, growing program and we ask that you always feel free to share your thoughts, praises and ideas for improvements.

Your prayers are coveted for our faculty and staff as we undertake the important task of helping to train your children to become children of God through Jesus Christ, our Lord and Savior. We pray for your constant enthusiasm and support as we help our students become all that God has planned for them to be.

In God's Love,

Meredith Curtis
Administrator

MISSION STATEMENT

The mission of Veritas Christian Academy is to provide an environment that integrates strong Christian values with a quality education. Veritas seeks to discover the individual needs of the whole child focusing on spiritual, intellectual, mental, physical, and social growth. Our desire is to equip our students so that they will continue to grow in their love for Jesus Christ and become lifelong learners and doers of his word.

VISION STATEMENT

We aim to educate our students to think clearly and listen carefully with discernment and understanding; to reason persuasively and articulate precisely; to be are capable of evaluating their entire range of experience in the light of the Scriptures; and to do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritual gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Veritas. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom and their work fits into the whole; what they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealing. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all endeavors.

OUR STATEMENT OF FAITH

1. About God: God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.
2. About the Father: He is all-powerful, all knowing, all loving, and all wise. He reigns with providential care over the universe and the flow of human history goes according to His purpose and plan.
3. About Jesus: Jesus Christ is the Son of God. He is co-equal with the Father. Jesus has eternally existed and became man at His incarnation. He lived a sinless human life and offered himself as the perfect sacrifice for the sins of all people by dying on a cross. He bodily arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.
4. About the Holy Spirit: He is the third person of the Trinity. He guides men into all truth, exalts Christ, convicts of sin, righteousness and judgment, cultivates Christian character, comforts believers, bestows spiritual gifts by which believers serve God and seals the believer until the day of final redemption. His presence in the lives of believers is the assurance of God to bring us into the fullness of the stature of Christ.
5. About Creation: God created the universe and everything that exists in six literal days, according to Genesis 1-2. Evolution is a belief system (not science) that contradicts the clear teaching found in Genesis 1-2.
6. About Scripture: The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is verbally inspired by God, it has salvation for its end and is truth without any mixture of error.
7. About Human Beings: People are made in the image of God and are the supreme object of God's creation. All humans are marred by attitudes and actions of disobedience toward God called sin. Sin separates people from God and causes many problems in life.
8. About Salvation: Salvation is God's free gift offered to sinners, but it must be accepted by faith. One can never make up for his sin by self-improvement or good works. Only by trusting Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When one turns from his self-ruled life and places his faith in Jesus he is saved. Eternal life with God begins the moment one receives Jesus Christ into his life by faith.
9. About Eternal Security: Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If one has been genuinely saved, then one cannot "lose" his salvation. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.
10. About Eternity: People were created to exist forever. We will either exist eternally separated from God in hell by sin or eternally, with God in heaven through forgiveness and salvation found only in Jesus Christ. To be eternally separate from God is hell. To be eternally in union with God is eternal life. Heaven and Hell are real places of eternal existence.

11. About Baptism by Immersion: We believe that scriptural baptism occurs when one is completely immersed under the water after salvation. Jesus was immersed and all baptisms in the New Testament were by immersion. These two facts set the standard for baptism today. Baptism has no saving power but is the first act of obedience symbolizing (1) the believer's faith in the death, burial, and resurrection of Jesus, (2) the believer's death to sin and resurrection to walk anew in Christ, and (3) the Christian's belief that he will die, be buried, and that Jesus will resurrect him from the dead.
12. About the Lord's Supper: The Lord's Supper is a symbolic act of obedience whereby believers remember the death of the Lord Jesus and anticipate His second coming. The bread is symbolic of His body and the juice represents His blood.
13. About Tithing: We believe in giving the tithe—ten percent of our income—as the biblical standard of giving. According to the Scriptures, we are to give cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.
14. About Evangelism: It is the duty of every born again follower of Jesus Christ and for every church to endeavor to make disciples of all men everywhere. It is the command of Christ for every believer to seek to win the lost to Christ by personal effort and by all other methods in harmony with the gospel of Christ.
15. About the Church: A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by their common faith and fellowship with Jesus. A local church is to observe the two ordinances: (1) Baptism and (2) the Lord's Supper. The church should exercise its God-given gifts and extend the gospel to the end of the earth. The church is an autonomous body serving under the Lordship of Christ. All members are equally responsible as they serve alongside the scriptural officers of the church-- the pastors and deacons.
16. About Christian Unity: To live in harmony with other believers is clearly the teaching of the New Testament. It is the responsibility of each believer to endeavor to live in fellowship with each member of the congregation. It is further the responsibility of each member to bring all gossiping and backbiting to an end.
17. About Abortion: Man is created in the image of God and is fully human life at the moment of conception (Genesis 1:26; Psalm 139:13-16; Jeremiah 1:5). Abortion is a violation of the biblical mandate to preserve and protect human life (Exodus 20:13); abortion also violates the second great command, *"You shall love your neighbor as yourself"* (Matthew 22:39).
18. Sexual Immorality: We as Christians are called to lead moral and upright lives. Although we are called to live in the world we are not to be of the world. When Jesus becomes Lord of our lives, we are clearly in disobedience to God when we engage in fornication (sex before marriage), adultery (sex with someone other than one's spouse), cohabitation (living with someone outside of marriage with whom one has a romantic relationship), homosexuality, or pornography (Job 31:1, Prov. 5, Rom. 13:12-14, 1 Cor. 6:9-20, Heb. 13:4). Complete chastity before heterosexual marriage is the standard that God expects and anything else is disobedience to God.

Lakewood is also in complete agreement with the revised 2000 Baptist Faith & Message.

PHILOSOPHY OF EDUCATION

Believing that all knowledge is from God, the members of Lakewood Baptist Church established Veritas Academy, so that children would receive an education in a sphere that recognized this truth to be the factor which integrates all learning. It is not proper to speak of the spiritual and the secular as if they were divided. **All of life is religious.** Everything a child learns had God as its point of reference. The child is taught a viewpoint of the world and life from God's perspective. This is called a Biblical or Christian world and life view. Because Veritas Academy teaches that God and His truth are the basis for learning, the child is challenged to respond to God in faith with an appropriate use of God-given abilities and his acquired skills and The School attempts to develop in each child the awareness that the use of his knowledge and skills had direct bearing on three fundamental relationships in life: the child's relationship 1) to God, 2) to others (including one's self) and 3) to the environment (creation). As awareness develops, knowledge increases, and skills sharpen, a child is increasingly prepared to fulfill God's vocation in a life of service to God and to his fellow man.

As humans, we all have sinful natures which lead us to worship and glorify things other than God and which keep us from honoring God as our Lord and from responding to Him appropriately. When God's redemption through Jesus Christ is applied by the Holy Spirit, we are enabled to accept God's perspective and to respond to His calling appropriately. This is why the task of Christian education is never complete without the saving works of Christ begin accomplished in a child's life.

It is important, therefore, that the ministry of Veritas Academy be well rounded, pointing the child to Jesus Christ and His redeeming work, helping him to have a proper appreciation for himself and his fellow man, encouraging him to academy excellence, and enabling him to take his proper position in creation as one who bears the image of God and exercises dominion over God's world.

We believe that the Bible clearly instructs parents, not the Church or State to "bring children up in the discipline and instruction of the Lord". The Church's commission is to spread the Gospel and to train believers (Matthew 28:18-20). The State has been directed to enforce God's law and to protect the innocent (Romans 13). The Church trains parents and the State protects families. The family raises and educates children (Ephesians 6:1-4).

We seek to individually challenge children at all levels and teach them how to learn by using the Classical Christian education method which includes Latin instruction.

Above all, parents can be confident that the students that have been entrusted to the Academy will be loved with Christ's love.

CURRICULUM

The Kindergarten program is designed to help our students develop positive feelings towards the school setting by exposing them to the important readiness skills that prepare them for first grade instruction. The students will be exposed to a number of concepts, sound/letter relationships, and will begin reading during Kindergarten.

In the elementary grades, subjects are integrated and remind the student that all things hold together in Christ. Reading skills, proper penmanship and spelling, and understanding and correct computation in math are emphasized in these grades, as well as science and social studies. In addition to these basic studies, physical education classes are scheduled each day; art classes are scheduled every two weeks; music classes are scheduled weekly and library time is scheduled weekly. Latin classes become a part of the curriculum in the 3rd grade.

The supplies brought prior to the start of the school year, covers most supplies the students will need. Individual teachers may ask students to furnish additional supplies from time to time. If this occurs, the parents will be notified of the need in advance.

ACADEMY GOALS: A CLASSICAL AND CHRIST-CENTERED EDUCATION

CHRIST CENTERED

In all its levels, programs, and teachings, Veritas Academy seeks to:

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17)
- B. Provide a clear model of the biblical Christian life through our staff and ministry team.
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15)
- D. Emphasize grammar, dialectic and rhetoric in all subjects (see definitions below);
- E. Encourage every student to develop a love for learning and live up to his academic potential;
- F. Provide an orderly atmosphere conducive to the attainment of the above goals.

Definitions:

Grammar: The fundamental rules of each subject.

Dialectic: The ordered relationship of particulars in each subject

Rhetoric: How the grammar and logic of each subject may be clearly expressed

WHAT DO WE MEAN BY CLASSICAL?

Classical Christian education is a method of teaching which revolves around three stages of learning called the *trivium*, a Latin word which literally means “the three-fold way”. It refers to the three stages of learning designed by God that coincide with a child’s mental development as he matures. As instructional stages, the *trivium* follows this progression: the *grammar* stage, emphasizing memorization and corresponding to the elementary grades; the *dialectic* stage, emphasizing understanding and analytical thinking and corresponding to middle school grades; and the *rhetoric* stage, emphasizing expression and abstract thinking and corresponding to the later junior high and high school years.

Definitions:

- A. **GRAMMAR**, the stage in which the child has a natural affinity for storing tremendous amounts of information, from nursery rhymes to math facts, and recalling that information at will. Children at this stage automatically zero in on concrete facts and are not developmentally able to grasp abstract thoughts. Students will memorize math facts and demonstrate that by computations; memorize phonics and spelling rules and demonstrate that by being able to read and spell correctly; and so on. They have the ability to believe what they have been told as the truth and do not necessarily have the ability to reason.
- B. **DIALECTIC**, the stage in which the student is learning to reason. In the grammar stage, facts are learned; in the dialectic stage, the student tries to understand these facts and begins to relate those facts to one another in a significant way. It is at this stage that students are naturally inclined to question what they have learned in the grammar stage. The science of “**logic**” is taught at this stage and gives the student the tools he needs to question accurately and arrive at valid conclusions. We teach each student to learn to question and reason while maintaining an attitude of honor and respect.
- C. **RHETORIC**, the stage in which self-discovery and expression are the primary concerns of the student and where the intellectual abilities flower. In the grammar stage, facts are learned; in the dialectic stage, these facts are begun to be understood; and in the rhetoric stage, the student learns to express what they now understand in the most compelling manner possible. Abstract thinking reaches its height; the unknown can now be explored because the unknown is now understood and the mental jump can be made from the natural to the spiritual.

Doug Wilson’s book “Recovering the Lost Tools of Learning:” is available in the school office for \$15.00. Parents are strongly encouraged to buy and read this book.

PARENTAL INVOLVEMENT

As a support and extension of the family unit, the Academy considers the family to be of first importance to a child. God indicates through His word, the Bible, that the family is the most important human institution He designed. He compares it to the relationship believers have with Christ and the Father. At Veritas, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school. Below are just a few of the more common ways we do this.

1. Visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)
2. Assist in the classroom, regularly or infrequently. (Again, arrangements should be made with the teacher concerned.)
3. Act as chaperone on field trips and/or library visits.
4. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
5. Share your experiences, trips, vacations, as they may relate to an area of study in a class.
6. Volunteer your help in the preparations for the many tasks related to fundraisers.
7. Help host class parties at home or in the classroom.
8. Attend all Parent-Teacher Conferences that are formally conducted after the first and third grading quarters each year. Informal conferences are welcome and will be granted at the parent's request.
9. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.

PROGRAM OF INSTRUCTION

School Hours: 8:30 am – 2:30 pm

Students who wish to eat breakfast at school should arrive between 6:30 and 7:50 am. **Students will be taken to their classrooms at 8:10; please be sure they arrive in time to be completely finished with their breakfast at 8:10.** Students arriving before 7:30 need to go to the Lakewood Child Development Center; students arriving between 7:30 and 8:10 need to go to the Fellowship Hall.

AFTER SCHOOL PROGRAM

Arrangements must be made for students at dismissal time each day. Parents may choose to pick their children up at that time or place them in the After School Program. After school care is provided on the premises at Lakewood Child Development Center and is available until 6:00. The cost is \$5.00 per day; a late fee of \$1.00 per minute will be charged to your account for every minute that your child is not picked up after 6:00. **If a student's parent does not pick them up at 2:45, the After School Teacher will walk the student to the CDC for After School Care and your account will be charged the applicable costs.**

ADMISSION AND WITHDRAWAL: Policies and Procedures

ADMISSION PROCEDURE

1. The Academy does not discriminate on the basis of race, sex, color or national origin in the administration of its policies, admissions, scholarships or any other school-directed programs and activities.
2. Priority for registration will be given to students currently enrolled at Veritas and slots for new students will be considered in the order in which applications are received.
3. Applications for enrollment will be accepted at any time.
4. Payment of the registration, book and testing (if applicable) fee is necessary to hold a spot for your child.
5. Being toilet trained is necessary for admittance.
6. An immunization certificate issued by the local health department is to be submitted.
7. Student academic records from former schools are to be submitted.
8. Testing may be required of a transfer applicant to determine placement in the program or if the School can meet the child's needs.
9. If it is determined that a child's needs can be met and space is available, the child may be admitted if the parents affirm their support for the School's Christian philosophy of education and rules and procedures. If no space is available, the child's name will be placed on a waiting list. The Academy is not obligated to honor the registration of students if there are not sufficient numbers to fill a class.

ADMISSION REQUIREMENTS FOR THE STUDENT

1. A child must have reached the age of five years by September 1 of the fall in which he would be entering kindergarten.
2. A student entering first grade must have reached the age of six years by September 1 of the fall in which he would enter Veritas Academy (seven years old for admission to second grade).
3. If a student has successfully completed the previous school year and his/her schoolwork and behavior compare favorably to the comparable grade at the Academy, the student will likely be placed in the grade for which he is applying. However, if through the administration of the entrance exam or other evidence, it is determined that the student may not be adequately prepared for the next sequential grade level, it may be necessary that he/she repeat the previous grade.

ADMISSION REQUIREMENTS FOR THE PARENT

1. Though not required to be Christians, the parents of students in Veritas Academy should have a clear understanding of the biblical philosophy and purpose of Veritas Academy. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program.
2. The parents should be willing to cooperate with all the written policies of Veritas Academy. This is most important in the area of discipline (see Discipline Guidelines and School Rules) and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

WITHDRAWALS AND CANCELLATIONS: MONETARY OBLIGATIONS

1. If cancellation occurs within seventy-two (72) hours of enrollment, all money paid will be refunded.
2. If cancellation occurs after seventy-two (72) hours of enrollment, but before classes begin, a refund will be made of all money paid except the book fee, registration fee, and testing fee.
3. A full refund is due for students whose contracted educational services are denied before classes begin.
4. When withdrawing a student from the Academy, a withdrawal form must be secured from the office, completed and signed by the parent and returned to the office.
5. If a student is withdrawn before the end of the school year at the parent's request, the parent is responsible for tuition through the school year. No proration of days attended will be made.

FINANCIAL RESPONSIBILITY: (Please read thoroughly)

Payment of tuition and fees is to be made in accordance with terms specified in writing and supplied to the parents and must be made monthly unless special arrangements have been approved by the Ministry Team. A schedule of tuition and fees can be obtained through the school office.

All payments should be made monthly unless special arrangements are made.

Payments are due by the tenth (10th) of each month and are considered delinquent after the fifteenth (15th) of the month. A late fee of \$25 per child will be charged on your tuition account for payments received after the fifteenth (15th) of each month.

If an account is not paid in full by the end of the calendar month in question, the child is suspended from school until the balance is paid, unless satisfactory arrangements for payment have been made.

LEARNING DISABILITIES POLICY

DEFINITIONS

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

Learning Disability: Any condition in a potential student or student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents, e.g., hyperactivity, Attention Deficit Syndrome, Dyslexia, etc. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

GUIDELINES

1. Children with a severe learning disability will not be admitted to Veritas Academy due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

STUDENT EVALUATION

The evaluation of students is on going on a day-to-day basis. The purpose of evaluation is to ascertain the strengths and to identify the weaknesses for remediation. Evaluation is never an end in itself. The Academy's reporting system is designed to keep parents regularly informed regarding the process of their children.

1. **Progress Reports** are issued mid-way through each grading period, indicating whether or not students are doing satisfactory work (satisfactory work is defined as grade C or higher).
2. **Report Cards** are issued four times a year for all students. The evaluation reflects the student's performance in relation to grade level expectations.
3. **Parent/Teacher Conferences** are scheduled with parents shortly after the end of the first and third grading periods. Additional conferences may be scheduled at any point in the school year at the request of the parent or the teacher. A parent desiring a conference should contact the teacher by note or call the Administrative Assistant to set up an appointment that is mutually convenient.
4. **The Grading Scale** used is as follows:

"A"Excellent.....90-100
"B"Good.....80-89
"C"Fair.....70-79
"D"Poor.....60-69
"F"Failure.....Below 60

5. **Standardized Tests** are administered annually in all grades except 1st grade and kindergarten, giving an objective assessment of student performance in relation to students in the same grade throughout the country. Results of the tests are supplied to parents. Such tests also serve to assess the school's program of instruction.

6. **Promotion** to the next grade level is dependent upon a student's satisfactory completion of grade level expectations and the teacher's recommendation.

- A. **Provisional promotion** to the next grade level may be granted by the Administrator conditioned upon a student's satisfactory completion of a summer course of remedial study or tutorial instruction.
- B. **Retention:** The decision to retain a student in the same grade for the next school year is made by the Administrator. Such a decision will be rendered out of concern for the success of the student, the demands upon the teachers, and the integrity of the Academy. The teacher will inform the parents that a student may be retained as early in the school year as possible.

HOMWORK

Teachers may assign some amount of homework to many of its students at any given time. Below are the primary reasons or causes for homework being assigned:

1. Students often need some amount of extra practice in specific 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.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
3. Since Veritas Academy recognizes that parental involvement is critical to a student's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who have been given adequate time to complete an assignment in class and did not use the time wisely. Homework will serve as a corrective and practical purpose in this situation.

The general objectives of homework are to reinforce classroom instruction, practice mastery of skills, and apply acquired skills and knowledge. Homework is not necessarily assigned each day and the Academy does not have fixed guidelines for homework. The teachers are encouraged to assign only so much homework as is necessary to meet general objectives and to allow the average student adequate time to pursue outside interests.

Normally homework will not be assigned on Wednesdays, over the weekend, or over holidays and vacations. Students who are new to the school and/or "catching up" in their studies may need to invest more time as they transition into the school.

ATTENDANCE

PHILOSOPHY

One of the goals of the character training at Veritas Academy is to cultivate responsible behavior in all areas of a student's life. Part of that responsible behavior is reflected in attendance and punctuality.

Students will be counted present if they attend a minimum of three and one-half (3 ½) hours for the day on full days and two (2) hours on early dismissal days.

EXCUSED ABSENCES

1. Excused absences include those caused by illness or injury; doctor, dentist, or other professional appointments; and family emergencies, such as illness or death.
2. Excused absences may also include those are planned; e.g. when a student must accompany the family on out-of-town business or other special family occasions. We will gladly cooperate with families taking their children from school for vacations, trips, etc., however, when extended circumstances voluntary (versus emergency or illness) we expect prior arrangements to be made with the teacher.
3. Make-up of missed work as determined by the teacher is the responsibility of the student and should be completed within two weeks following the absence.

UNEXCUSED ABSENCES

Any absence other than those mentioned above is an unexcused absence. Accumulation of, or a pattern of unexcused absences will result in a parent conference to correct the problem.

TARDINESS

Being on time helps develop personal discipline, allows preparation for instruction, and demonstrates an interest in the importance of others over self. The students are expected to be present when school begins. Tardies are excused when they are in keeping with reasonable prudence; i.e., doctor's appointment, automobile delays or breakdowns en route to school, or temporary illness. A student will be granted five (5) grace unexcused tardies. Every five (5) unexcused tardies will constitute one day's absence from school.

MAXIMUM ABSENCES

In the event that the total number of absences, whether planned or unplanned, is equal to or exceeds thirty (30) days in one school calendar year, the student will not receive credit for that school year and will be retained.

HONORS AND AWARDS

REASONS FOR FORMAL HONORS AND AWARDS

1. The recognition of good work is endorsed in the Scriptures from the writings of Solomon (Proverbs) to those of Paul (Romans, Ephesians, I Timothy, etc.). Therefore, we seek to publicly recognize those students accomplishing the necessary prerequisites to receive the applicable award/honor.
2. We hope to encourage the motivation to good work among all the students by demonstrating to them that such work is not overlooked or taken for granted, but rather it is noticed and commended.
3. We want to draw public attention to the high-quality of work being done by our students to the glory of God and their parents.

ACCOMPLISHMENTS AND CORRELATING HONORS/AWARDS BESTOWED

ACCOMPLISHMENT

HONOR/AWARD GIVEN

All "A's" in a quarter period	Placement on Honor Roll A/certificate
All "A's with not more than 2 "B"s in a quarter period	Placement on Honor Roll A/B/certificate
All year placement on "A" Honor Roll	Medallion received at Awards Assembly
"A" Average for each subject all year	Certificate received at Awards Assembly
All year placement on "A/B" Honor Roll	Medallion received at Awards Assembly
Most Academically Improved	Certificate received at Awards Assembly
Outstanding Example Award	Medallion received at Awards Assembly
98% + and 100% attendance in school year	Medallion received at Awards Assembly
Top Reading points earned in grade	Certificate received at Awards Assembly
Graduating kindergartners	Special graduation for Kindergarten (in addition to the above awards)

Other awards and/or honors may be bestowed throughout the year as deemed appropriate by the Administrator and the Faculty.

PARENT-SCHOOL RELATIONS

SCHOOL COMMUNICATION

From time to time, notices from teachers and the Veritas Academy Ministry Team will be sent home with the students. Teachers will supply parents with notices relative to classroom activities and other important information. Parents need to be on alert so that they receive all such notices.

CLASSROOM VISITING

Parents are welcome to visit the classrooms. Such visits should be cleared in advance with the teacher and the Administrative Assistant or the Administrator and all visitors must sign in at the Office.

COMPLAINT PROCEDURE

Occasional misunderstandings may arise between the parent and the Academy. Lack of communication between those involved make problems more difficult to resolve. The Veritas Academy Ministry Team has adopted the following policy, derived from Matthew 18, to address misunderstandings or perceived offenses:

1. All questions, problems, or complaints should be brought **to the individual involved** to seek a resolution to the problem.
2. If the situation is not resolved through direct contact, the problem should be brought to the person(s) having immediate authority over the first person.
3. The Veritas Academy Ministry Team will serve as final mediator in any difficulties that may arise. A letter may be written to the Ministry Team and submitted to the Administrator describing the problem and steps taken to resolve the problem. The Ministry Team will review the letter and contact the person(s) submitting it.

ADMINISTRATIVE POLICIES AND PROCEDURES

CHECKING STUDENTS OUT OF SCHOOL

Occasionally a student must leave school early because of appointments that must be scheduled during school hours. When this is necessary, the parent is to send a **written note** to the student's teacher **on the day** of the appointment telling the time the student is to be checked out.

STUDENT RECORDS

The Academy maintains a permanent cumulative file for each student. Records of health, grades, and standardized tests make up the main content of a file. The confidentiality of these records is closely guarded. Access to a student's cumulative record is given to a member of the staff only as needed under conditions specified by the Administrator.

Veritas Academy will release the contents of the cumulative record to another school system upon receipt of a request in writing and **only if the student's account is up to date**.

TEACHERS

Selection of teachers is based on their religious experience, practical experience and specialized education. Each instructor's qualifications are on file in the school office.

FIELD TRIPS

Field trips are taken to enhance instruction. Parents are always notified in advance of a planned excursion away from the campus, and a signed permission slip will be required. Transportation is usually provided in privately owned vehicles drive by parents and/or teachers or on a church bus with a certified driver.

CHAPEL

Chapel is held once a week. This is a time for spiritual refreshment and encouragement through signing and the hearing of God's word from selected speakers. We welcome your recommendations from those you know who may be interested in speaking during our devotional time. Occasionally, a particular class may take responsibility in presenting a Chapel program.

CHURCH SCHOOL ENROLLMENT FORM

Alabama Code Section 16-28-7 requires that a Church School Enrollment Form be filed with the office of the public school superintendent by the parent of any child age seven to sixteen enrolled in a church operated Christian school. For convenience, local school superintendents allow Veritas Academy to issue this form.

HEALTH

CURRENT TELEPHONE NUMBERS

It is imperative that parents notify the school office of any change in **home, work, or emergency** telephone numbers. Those numbers are kept on file for immediate reference. Lack of any one of the current numbers could affect a child's welfare in the event of an emergency.

IMMUNIZATION FORM

A certificate of Immunization and a Certificate of Second MMR from a physician, the health department, or a former school must be on file before a child can attend class. In order to continue class attendance, a child's immunizations must remain current with Health Department Guidelines.

ADMINISTRATION OF MEDICINE

Any medication to be taken at the school by a student will be administered by the Administrative Assistant or the Administrator. When medication is sent from home, a signed note from the parent should also be sent stating the purpose of the medication, how often it is to be taken, and in what quantity. Ibuprofen or acetaminophen will be administered to a student by the Administrative Assistant or the Administrator if there is a signed form on file or if the parent gives permission by phone.

FIRST AID

First aid treatment will be rendered for minor injuries. If there is the slightest indication of a serious injury, the parents are contacted. If an emergency medical situation arises and the office fails in its attempts to reach the parents, medical treatment for the child will be secured in accordance with the information on the Registration Form or from qualified medical personnel through local emergency services.

ILLNESS

An ill student should not be sent to school because his body is not capable of meeting the demands of the classroom and his classmates run the risk of catching the illness. If a student is prescribed antibiotics, the student should be kept at home until he has been medicated for at least twenty-four hours. The Administrator may prohibit a student's attendance because of a contagious disease or condition and may outline to the parents the conditions under which the student may return. Students who become ill at school will be cared for temporarily until the parents can arrange transportation home.

HEAD LICE

If a student shows evidence of head lice, the parents will be called and the student will be sent home with written instructions for treatment. After proper treatment, the student may return to school. Upon returning to the Academy, the student will be examined by a school official in the presence of the parent to determine if further treatment is necessary.

SAFETY

TRAFFIC PATTERNS

In order to insure maximum safety for all the students during pick-up at dismissal times, traffic patterns are established by the Administrator. The specific patterns are supplied to parents before the opening day of school. For the safety of all students, please observe the procedures and stay in line, even after you child gets into our out of the car.

INCLEMENT WEATHER

From time to time, it may be necessary to cancel school, to close early, or to delay its opening because of hazardous driving conditions due to inclement weather. When such conditions exist, listen for radio and television communications. We will follow the directives for the **Phenix City Public Schools**.

SEVERE WEATHER

There are certain procedures that Veritas Academy must follow when the local area is under a severe weather alert. All students will be sent to the most secure shelter areas at the facility if a tornado **warning** is received. Only when the alert expires or is downgraded to a **watch** will school be dismissed. **We will not dismiss a student during a tornado warning.**

EMERGENCY DRILLS

Fire, tornado, and intruder drills will be conducted periodically so that students and staff will be properly prepared and panic will not ensue should these circumstances occur.

PROCEDURES FOR EMERGENCY DRILLS

1. **FIRE:** In the event of fire, the building will be evacuated and 911 will be called. The teachers will ensure that all students are accounted for. The teachers will notify the Administrator immediately if a child is missing and the Administrator will then take appropriate action.
2. **SEVERE WEATHER:** In the event of severe weather, the Administrator or Assistant Administrator will notify all staff. Students will be moved to interior hallways and will remain there until the threat is over.
3. **INTRUDER:** If there is a reason to believe that a dangerous intruder is on campus, a lockdown will be initiated and 911 will be called. Once the Administrator has been informed of a situation, the staff will be instructed to carry out lockdown procedures. Teachers will go to their classrooms and ensure that all students are accounted for. Exterior and interior doors will be locked and students will be moved to a designated area in the room. Teachers and students will remain in the classrooms until the area is known to be secure.
4. **OUTDOOR ENVIRONMENTAL HAZARD:** The Administrator or the Administrative Assistant will inform the staff of the situation. If possible, teachers will move all students to the Fellowship Hall. This area will be secured and the Church/Veritas administrators will monitor the situation via television and/or radio. When the area is deemed safe, teachers will return to their classrooms.

DISCIPLINE: Philosophy

The Bible clearly teaches that parents are primarily responsible for the discipline, training and instruction of their children. A school can assist parents in their God-given responsibilities; however, Veritas Academy cannot assume the task which God charges to parents. The school can only serve parents as their appointed and authorized representatives in a child's training during the hours a student is in the school's care.

In formulating a philosophy of education and discipline, the school has attempted to align itself, as closely as possible, to the Bible's instructions to parents to discipline their children in the nurture and admonition of the Lord, so as to reinforce and support, at school, the training children should receive at home.

God expects parents and other authorities to discipline children, so as to produce children who become more self-disciplined, requiring less supervision as the mature. God's ultimate purpose in charging parents and authorities with this task is to prepare children to respond to God in faith until salvation and to live in harmony with His commandments, as set forth in the Bible.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist also for students. During school hours and at school-related and school-supervised functions, students are to respond to school faculty and staff members with the same obedient and respectful spirit that should be present when they respond to their parents. Any failure to maintain a Biblical attitude of respect and obedience to school standards will result in disciplinary action, which is appropriate to the violation. The school expects parental support in the administration of such disciplinary action.

SCHOOL RULES

The following lists of school rules are those essential policies that we require our students to be aware of and adhere to:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. No chewing gum, electrical music devices, gaming devices, guns, or knives are allowed on school grounds. All cell-phones are to be cut off and out of sight at all times.
4. It is our strong belief that the elementary school is not the place in which romantic relationships between students should be cultivated or initiated. Public displays of affection are unacceptable and completely discordant with the goals of the school.
5. Students are expected to treat all of the school's materials or facilities with respect and care. This includes all books distributed to the students. (Students will be charged for lost or damaged books.)
6. Cheating is widespread in academia today. We believe that teaching students to do their own work and keep their eyes on their own papers should begin in the elementary years. Cheating is unacceptable at Veritas, is a violation of our Honor Code and is defined as:
 - copying an answer
 - working together on an assignment that was intended to be completed individually
 - looking on another student's paper during a test
 - not reporting cheating known cheating by another student. Anyone who does not report cheating is also guilty as an accomplice to that cheating and will face the same consequences as the cheater. Any cheating will be punished by a suspension of the student.
7. Talk only with permission.
8. Sit properly and get permission to get up
9. Be kind and respectful, keeping hands, feet, and objects to yourself. Only use kind, true, acceptable words.
10. Follow all classroom rules given by your teacher.

VIOLATION OF RULES

Any violation of school rules will subject a student to disciplinary action. In every case, appropriate disciplinary action requires the admission of error, restitution or reconciliation, and appropriate censure.

DISCIPLINE POLICY

The objective of the following guidelines is to ensure consistent Biblical discipline at the Academy and the policies apply to all students enrolled at Veritas Christian Academy. The manner and amount of discipline will be determined by the teachers and if necessary, the Administrator and the Ministry Team. Discipline will be administered in the light of the student's issue and attitude. All discipline will be based on Biblical principles, e.g. restitution, apologies, restoration of fellowship and prayer. The vast majority of discipline issues are to be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of a student.

I. Individual teachers, for the most part, will handle discipline cases in their own ways in harmony with their own methods. These could range from reprimands to punishments, including but not limited to, missing a free time or special event, doing a chore, or writing an essay. When a teacher's corrective measures have not achieved desired ends, the cooperation and assistance of the parents/guardians will be sought to achieve acceptable student behavior.

II. Office Visits: There are seven basic behaviors that will **automatically** necessitate discipline from the Administrator (versus the teacher). Those behaviors are:

1. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e. outright disobedience in response to instructions.
4. **Fighting**, i.e. striking in anger with the intention to harm the other student(s).
5. **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.
6. **Possession during the school hours of a cell phone or other device not necessary for classroom activity.**
7. **Possession of a knife, firearm or weapon of any sort.**

During the visit with the Administrator, the Administrator will determine the nature of the discipline. The Administrator may require restitution, missing a free time or special event, doing a chore or writing an essay, work, parental/guardian attendance during the school day with their student, or other measures consistent with Biblical guidelines which may be appropriate. If for any reason a student receives discipline from the Administrator, the following accounting will be observed during each semester.

The method and amount of discipline will be determined by the teachers, and if necessary, the Administrator and the Veritas Academy Ministry Team. The discipline will be based on biblical principles, e.g. restitution, apologies (public and private), restoration of fellowship, etc. The vast majority of discipline problems are to be dealt with at the classroom level. **Love and forgiveness will be an integral part of the discipline of a student.**

1. The first TWO times a student is sent to the Administrator for discipline, the student's parent/guardians will be contacted immediately afterward and given the details of the visit. Their assistance and support in averting further problems will be sought.
2. The THIRD office visit will be followed by a meeting with the student's parents/guardians, Administrator and teacher.
3. Should the student require a FOURTH office visit, a **one-day suspension** will be imposed on the student.
4. Should the student require a FIFTH office visit, a **three-day suspension** will be imposed on the student.
5. If a SIXTH office visit is required, the student will be expelled from the school.

III. Expulsion: The Ministry Team realizes 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/guardians not be able to eliminate behavioral problems before a sixth office visit during a semester, the student will be expelled. The Pastor and the Ministry Team are to be informed of all suspensions and must be consulted before any expulsions.

IV. Serious Misconduct: Should a student commit and act with such serious consequences that the Administrator 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 violent/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of Scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

V. Readmittance: Should the expelled student desire to be readmitted to the Academy at a later date, the Ministry Team or its delegated committee will make a decision based on the student's attitude and circumstances at the time of re-application.

ETIQUETTE GUIDELINES

1. Boys hold doors for girls.
2. Girls get in line first.
3. Lines must be straight and silent.
4. Lunchroom etiquette:
 - a. Enter lunchroom quietly.
 - b. Girls are seated first and then boys are seated.
 - c. Quiet talk after prayer.
 - d. Politeness and manners must be exercised during mealtime,
 - e. Remain in seats until dismissed
5. Speak clearly and politely to the teacher, other adults and to each other. In the classroom, do not speak unless called upon by the teacher.

DRESS CODE

It is the goal of the Veritas Academy dress code to help students choose appropriate clothing for the purpose of Christian education. Clothing is not Christian or non-Christian, but we have been provided with Biblical principles to use in exercising personal responsibility for dress and appearance. (Romans 12:1, 1 Corinthians 11:24-25, Ecclesiastes 2:1)

SHIRTS

Cobalt blue or white collared shirts with the Veritas insignia on the left chest are required. Shirts may be short sleeved or long sleeved. Boys in the 3rd grade through 8th grade should have their shirts tucked in their pants/shorts and should wear belts that have belt loops. On cold days, Veritas sweatshirts are permitted to worn over the Veritas collared shirts.

If no uniform shirts are available in the Veritas office, they should be ordered from Lands End as follows:

- Go to www.landsend.com.
- Click "School Uniform Polos" on left side of page.
- Select style and size of the polo you prefer (see Size Chart to make sure you order appropriate size for your child). YOU MUST ORDER COBALT BLUE OR WHITE, THESE ARE THE TWO ONLY ACCEPTABLE COLORS FOR VERITAS UNIFORMS.
- At "Preferred School Program", enter 900137795. (If you misplace this number, you may find it by clicking "Find your Preferred School Number and/or Dress Code".)
- At "Logo Preference", click the drop down menu and select "Va Veritas Academy" to add the Veritas logo. LOGO MUST BE ON SHIRT FOR UNIFORM TO MEET VERITAS' DRESS CODE.
- Complete your transaction.
- NOTE: Land's End asks that you allow 7-10 business days for embroidered items so be sure to place your order according to their guidelines.

PANTS AND SHORTS

Pants and shorts may be khaki, white, black or gray. Girls may also wear yellow and may wear capris or skorts in the above colors. Boys and girls may wear navy blue with white shirts. Pants and shorts must be worn at the waist with no holes or writing on them. Shorts may not be short than 4 inches above the knee. Shorts may not be extremely baggy so as to have gaping leg holes.

MISCELLANEOUS

- **HAIR:** A student's hair must be clean, neat, and styled in such a way that is appropriate to the student's gender.
- Clothing **MUST** cover students' stomachs, backs and chests fully.
- **TENNIS SHOES** must be worn for PE.
- **NO MAKEUP:** Girls K – 4th grades.
- **NO DISTRACTING MAKEUP:** Girls 5th – 8th grades.
- **BOYS:** No earrings.
- **FRIDAY DRESS:** Students will be allowed to wear blue jeans or blue jean shorts in lieu of dress pants or shorts. Jeans or shorts must meet the previously mentioned requirements for uniform wear.

The Administrator has final discretion in all matters of dress and hairstyle.

VERITAS ACADEMY SCHOOL CALENDAR 2010-2011

August 2-5	Teacher Work Days
August 5	Back to School Night
August 12	First Day of School
September 6	Labor Day Holiday
September 16	Progress Reports
September 30	Fall Pictures
October 3	Veritas Sunday
October 5	PTA
October 11- 15	Fall Break
October 15	End of 1 st Nine Weeks
October 21	Report Cards
November 11	Veteran's Day Holiday
November 18	Progress Reports
November 19	Thanksgiving Lunch with Parents
November 24- 26	Thanksgiving Break
December 8	PTA/Christmas Program
December 15	Half Day/End of 2 nd 9 weeks/Christmas Parties
December 16- January 2	Christmas Holidays
January 3	First Day Back to School
January 6	Report Cards
January 17	Martin Luther King Holiday
February 3	Progress Reports
February 15	PTA
February 21	President's Day Holiday
March 4	End of 3 rd 9 Weeks
March 8	Spring Pictures/Cap and Gown Pictures
March 10	Report Cards
March 28- April 1	Spring Break
April 12	PTA
April 14	Progress Reports
April 11- 15	Spirit Week
April 18- 21	SAT/OLSAT
April 22	Good Friday Holiday
May 11	Awards Day/6 th Grade Graduation
May 12	Kindergarten Graduation
May 13	Half Day/End of Year Parties/Report Cards

EMAIL CONTACT LIST

www.veritaspc.org

www.LBCPC.org, Lakewood Baptist Church

www.cdpc.org, Lakewood Child Development Center

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