VERITAS

educational and enrichment classes for home-schooling families

2026-2027

Student Handbook

TABLE of CONTENTS

Veritas Mission/Vision and Statement of Faith ***3***

General Policies and Procedures ***4***

APPENDIX

Gospel Clarification ***16***

Important Note:

There is no way to possibly anticipate every organizational, ethical, or moral situation/conflict, nor do we attempt to. Rather, these are a basic set of guidelines based on the truth that we are to love the Lord God with all our heart, soul, and mind, as well as love our neighbors as ourselves.

Any issues that arise and are not specifically covered in this handbook will be addressed by leadership, who strive to make decisions based on Biblical principles.

"All scripture is breathed out by God and is profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work."

II Tim. 3:16.

VERITAS STATEMENT OF FAITH

Who we are and what we believe.

MISSION: *(Why are we here? Who are we?)*

We are a Christ-centered, evangelical community of home educated families dedicated to collectively providing our children with an excellent academic experience that will prepare them for advancement in life after high school by offering a variety of educational and enrichment classes in a safe and loving environment. We strive to provide these opportunities through the God- inspired talents of our diverse membership. We co-labor with each other and God to achieve excellence by serving each other through our strengths. *"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." 1Peter 4:10*

VISION: *(How to do it?)*

With affordable tuition we endeavor to provide a strong academic yet creative outlet that will challenge the students to apply their faith to their understanding of the world. We strive to embrace the entire home school experience by equipping our teachers, encouraging one another, and laboring together to provide excellence in the service of our Lord. We achieve the enriched academic learning by structuring our classes to target the Ohio CORE Graduation Requirements and by offering membership driven electives as well as providing opportunities for additional social interaction in a Christian environment. We require at least one parent in each family to personally oversee/participate in the education of their own children.

STATEMENT of FAITH:

- We believe the Bible alone, both old and new testaments, to be the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed.
- We believe in the literal six days of creation.
- We believe that there is one God, eternally existent in three persons, Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection in His ascension and His personal return in power and glory.
- We believe that the Holy Spirit is a divine person proceeding from the Father and Son, and is therefore eternal, and of the same essence, majesty, and glory with the Father and Son. We believe therefore that the Holy Spirit is truly God.
- We believe salvation is a gift from God offered to all man by grace alone, not by works, and is accepted by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins.** PLEASE REFER TO OUR "Gospel Clarification" in the APPENDIX.
- We believe in the existence of a personal devil who is working in the world to destroy the souls of men. We believe that all believers should live in such a manner as not to bring reproach upon their Savior and Lord.
- We believe in the sanctity of human life as created by God.
- We believe the marriage covenant was created by God and is only between one man and one woman.
- We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. Further, we believe that God forbids any attempt to alter one's gender by surgery or appearance.
- We believe it is our obligation as believers to witness by life and word to the truths of the Gospel and proclaim these to all mankind.

- We believe in that "blessed hope", the personal return of the Lord Jesus Christ, for His redeemed one; and in His return to earth, with His saints, to establish His Kingdom. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment.
- We believe God, in His word, has given parents the responsibility and authority to educate their children in a godly manner.

VERITAS GENERAL POLICIES AND PROCEDURES

Absences/Attendance

If you must be absent due to illness, death in the family, or vacation scheduled during the school year, **please notify the Care and Events person as soon as possible so that she may arrange for a substitute. Lead teachers will be expected to provide their substitutes with lessons plans, etc. for the timeframe they are absent.**

Notification of Absence:

- Send a text to Care and Events person before your intended absence. She will send a reply to verify she has received your request and will schedule a substitute teacher to cover your class. In most cases this will be the aide that is assisting in your class, so please go over your TWO substitute lesson plans with them before you place it in your mailbox. ****If you know early of a date that you will have to miss, please let Care and Events person and your aide, if applicable, know ASAP.**
- **Members MUST provide reason for absence. If a reason is not given, absence will be treated as unexcused**.
- **Parents need to notify their student's teacher of absence as well to keep up with missed work/assignments.**

Unexcused absences are limited to 3 total. *Unexcused absences include vacation, outside appointments, or anything else other than illness or death in the family*. If you fail to show up and fail to notify a member of the leadership team, **you may be expelled from VCHG**. **Missing more than three days in a year's time will result in the following disciplinary action:**

- ***4th absence*: Teaching credit revoked for the year. Member will be billed for any credit already given for the year.**
- ***5th absence*: Seniority points revoked and member is returned to new member status.**
- ***6th absence*: All claims on previously taught classes are forfeited. Member is not allowed to lead teach the core classes the following year.**
- ***7th absence*: expulsion from Veritas**

It is imperative that appointments for home deliveries, home repairs, doctor/dentist and the like are **NOT** scheduled during Veritas class times.

Families not participating in VCHG will not be allowed inside the VCHG building during operating hours unless signing in as a visitor. Please see "Student Visitor" section for details.

All members are to be on church grounds all three hours of coop for AM classes, and both hours for PM classes.

Bereavement: One additional absence will be given. A second absence can be approved by Leadership discretion.

Tardy Policy :

All members must be in our assembly or assigned classroom by 8:40 am or will be considered tardy. Doors will now be locked at 8:40am.

All members must remain at Veritas until the end of the day they have chosen. (half/full). Leaving early will also be counted as a tardy.

- 3rd tardy: a friendly warning will be placed in your mailbox.
- 4th tardy: will result in 1 unexcused absence
- The process repeats after the 4th tardy.

Assembly

Parents and students (K-6th grade) are to arrive by 8:40 am and assemble in the sanctuary promptly at 8:45am. **Any pre-class duties such as copies, classroom setup, etc. are to be completed prior to assembly time.** Nursery and Pre-school teachers are to be in their classes by 8:40AM and do not attend assembly unless there is a special event. **All parents are to attend assembly and will sit behind the classes if not a 1st hour lead teacher or aid. 1st hour teachers/aides sit with their classes.**

Daily Schedule

8:45-8:55 AM	Opening Assembly
9:00-9:55 AM	1st Period
10:00– 10:55 AM	2nd Period
11:00 – 11:55 PM	3rd Period
12:00 – 12:35PM	Lunch
12:40PM – 1:35PM	4th Period
1:40PM – 2:35PM	5th Period

Auditing

A student can audit any class. The student is to follow the syllabus and complete each week's assignments to be able to participate in class discussion and activities. All tests, quizzes, and homework are to be graded by the parent, not the teacher. Therefore, all grades are kept by the parent. Additionally, the teacher is not allowed to require any written work be turned into him/her. If, at any time, a student becomes a distraction in a class, he/she may be permanently removed from the class at the discretion of leadership. Any student auditing must fill out the auditing form on the website and turn

it into the teacher. The student may not switch back to non-audit after their official choice has been made.

Upper Level Assembly

Upper level assembly is held in the gym from 8:45-8:55 AM for 7th graders and up to socialize. In the last week of each trimester, Veritas will have food and beverages brought by parents. Food and beverages should not leave the meeting area.

Babysitter Fee (Begins January 2027)

Due to rising costs across the board, any member bringing a child to Veritas that does not live in the member's home (or a child they are not actively homeschooling), will have to pay a fee. This fee will be $50 per trimester, per child.

Commitment

VCHG is planned for a typical school year beginning the last Tuesday in August. The commitment between the members and VCHG should also be for one year. VCHG is a cooperative; free hours will not be guaranteed. Members may choose between half-day (3 periods) or full-day (5 periods) options. In order to participate in the full day, members must commit to all 5 periods. Applicants are considered for membership only if they have a child entering pre-k or higher.

Concealed Carry

Concealed Carry is permitted at North Fairfield Baptist Church. Member must have a copy of license on file with director, be a member for one full year at Veritas, and apply for permission with TCBC. Weapon must be on person at all times, not in bag/purse.

Conflict Resolution

> ***Matthew 18:15-20 "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector."***
>
> ***1 Corinthians 4:21 "What do you want? Shall I come to you with a rod, or in love and spirit of gentleness?"***

Personality conflicts and misunderstandings can happen in any group. Using Matthew 18: 15-20 as our Biblical example please follow these guidelines if you find yourself in the middle of a conflict with another member:

- If you have been offended, go directly to the other person(s) involved. Do not talk to others about the conflict.
- With gentleness and humility, explain what has offended you.
- Seek resolution. Resolution is achieved when all parties involved reach mutual agreement, understanding and forgiveness.
- If you do not believe resolution has been reached, go to a member of the leadership team and explain your situation. We will assist you in every way possible to resolve any/all conflict.
- Although every effort will be made to resolve conflict between individual families and/or between the leadership and members, the leadership of VCHG reserves the right to terminate the membership of any family for any reason they see fit by majority vote (within leadership) without refund.

Copier

No PERSONAL copies are to be made.

Curriculum

A small portion of funds is budgeted for curriculum/supplies each year. All sources should be investigated before making a purchase such as the public library, borrowing from other homeschoolers, used material on Internet, or suggestions from

leadership. Should a purchase be made, comparison-shopping for the best possible price is necessary. Any curriculum purchased **without prior approval** by the Treasurer and Registrar **will not be reimbursed**. A curriculum purchase form must be completed and approved prior to purchase. All reimbursement for supplies will be made when turned in with the "Expense Reimbursement Form" and all receipts. All teaching materials must be consistent with the VCHG statement of faith.

Discipline

Hebrews 12:11 "Now no chastening seems to be joyful for the present, but painful, nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it."

All members, both student and adult, are subject to the discipline policies listed in the Leadership Handbook. The policy is addressed to students for behavior and/or disregard for being prepared. However, the leadership team in a similar fashion as described below, will address teachers who display inappropriate conduct. Leadership team members will be visiting the classrooms periodically to observe, encourage, and support the teachers in the event of any disorderly conduct. Although teachers are encouraged to apply Matthew 18 in dealing with student behavior and notifying the parent of behavioral issues that continue, a teacher may escalate directly to the "Written Discipline Warning" for behavior that warrants it. **There is a zero-tolerance policy for physical altercations. Leadership has discretion as to what the consequence will be for such behavior, up to and including expulsion from Veritas.**

The following is a copy the Behavioral Discipline Warning form that will be filled out if the problem makes it to the Director. All members, both student and adult, are subject to this discipline policy. The policy is addressed to students for misbehavior; however, the leadership team in a similar fashion as described below will address teachers who display inappropriate conduct.

Veritas Written Discipline Warning for Behavioral Issues
(Please see your VCHG Handbook for expectations and Student Responsibilities)

TO BE GIVEN TO THE PARENT:
Date_____
Dear Parent(s)/Guardian of _____
This Discipline Warning is being initiated for behavior that is contrary to the signed *Student Responsibility* form as well as our general guidelines as set out in the *Student Handbook*. This warning involves a possible four step process and may result in the removal of your student from a class and may warrant withdrawal from the entire Veritas program. ** Although teachers are encouraged to apply Matthew 18 in dealing with student behavior and notifying the parent of behavioral issues that continue, a teacher may escalate directly to the "Written Discipline Warning" for behavior that warrants it. **There is a zero-tolerance policy for physical altercations. Leadership has discretion as to what consequence will be used for physical altercations.**

Following is the Disciplinary Process:

Written Warning #1: This form is initially filled out
Following the parent/teacher/leadership meeting, attendance the following week will be allowed provided he/she has submitted a written apology to the teacher.

Written Warning #2:

If a second warning is necessary, the form will be dated and there will be another meeting with the parent/teacher/leadership. The child may be suspended from the class in question the following week (if applicable) and must sit in the teacher's lounge (with parent if possible). He/she must submit a written apology to the teacher to return to class.

Written Warning #3:
If a third warning is necessary, the form will be dated and there will be another meeting with the parent/teacher/leadership. The child will then be expelled from the class for the trimester (if applicable) and must sit in the teacher's lounge (with parent if possible). Any subsequent behavior issues will result in expulsion from VCHG. No refund will be issued and the parent is still responsible for fulfilling their commitment to VCHG. He/she must submit a written apology to the teacher.

Written Warning #4:

If a fourth warning is necessary, this form will be dated and there will be another meeting with the parent/teacher/leadership. The child will be expelled from Veritas. No refund will be issued and the parent is still responsible for fulfilling their commitment to VCHG.

Disciplinary History: Check where the student is in the process

#1 Verbal and written warning/ meeting with teacher, student, parent, & director: Date_____

#2 Written Warning #1: Date_____

#3 Written Warning #2: Date_____ Expelled for remainder of the current trimester

#4 Written Warning #3: Date_____ Expelled from Veritas

All upper-level students are required to abide by the "General Upper-Level Homework Policy." Please refer to the Student Responsibilities section for specific details.

Dress Code

Dress must be honoring and respectful to the house of the Lord (1Tim 2:9). If dress is deemed unacceptable by leadership, students will be given a verbal warning upon their first infraction of the dress code policy and will be required to cover up with shirt provided by Veritas. The next incident invokes the "Behavior Disciplinary Policy." All other incidents will follow the Disciplinary Policy and may result in the student or member being expelled from Veritas. ***Adults and visitors are held to the same basic dress code standards.***

Please make sure students comply with policy:

- Pants must be at waist height and secured around the waist
- Shirts or blouses may not show cleavage
- Members and students may not wear clothing that: advertises alcohol, tobacco, or illegal drugs; explicitly or implicitly promotes racism, sexism, or hatred of any group or person; explicitly or implicitly refers to sexual actions or situations; has an open back; is excessively short or tight fitting.
- No Tank Tops, Spaghetti Straps, or bralettes are allowed
- Shorts, sweaters or skirts below fingertip length when hands are held down at sides. No tight pants or legging without a top that fully covers the bottom/rear. No crop tops (stomach showing).
- Jewelry: No distracting jewelry.
- Grooming: Hair must be neatly groomed, no extreme hairstyles
- Appearance must indicate and reflect birth gender.
- Pajamas: We have one designated day a school year for nightwear/pajamas. That is the only day this is acceptable attire.

Graduation

Seniors may receive an exemption to attend classes if they meet one of the following guidelines: their mother continues to serve at Veritas OR full tuition for the year is paid.

Events/Holidays

Events organized by Veritas members and held as a Veritas event must maintain a God-honoring atmosphere.

Legal Disclosures

All members are required to disclose any legal prosecution/conviction of any adult or student living within their home. All members are required to disclose any diagnosis of mental health illness for the attending adult or attending student to Director only. This information will remain confidential unless Director feels the basic information needs to be relayed to Leadership in serious cases.

Illness

People with the following symptoms should not attend VCHG:

- colored mucus
- diarrhea, vomiting or nausea
- eye drainage
- virus or infection known to be contagious
- rashes (including bleeding diaper rash)
- head lice
- fever within the preceding 24 hours
- Must be 48 hours without vomiting.

Teachers who observe any of these symptoms should notify a member of the leadership team immediately. The team member will contact the parent and then make a decision about the student's health condition.

Parents who need to stay home with an ill child may drop their well children (**preschool and up**) off at VCHG under the following guidelines:

- The parent must notify the Care and Events person of her/his absence and her/his intention to drop her other children off.
- Another parent must be identified to the Care and Events Coordinator as the responsible party for the children being dropped off. An entry will be made in the sign out book located at the front desk as to who will be responsible for the students.
- If one of your students become ill and you must leave the facility, you may choose to remove all your students for the remainder of the day or find another parent who agrees to be responsible for your other student(s) while they are on the premises. With that parent's consent, you must sign yourself out in the sign out book located at the front desk and name the other parent as guardian for the guardianship of your student(s) and must notify a member of leadership of such an arrangement immediately.

Lost and Found

The lost and found crate is located in the supply closet. Those seeking lost items should see the Office Coordinator. Any items found by the cleaning crew, teachers, etc. will be placed in this crate. At the end of each trimester all unclaimed items will be donated to charity. Any item left after 3:00pm on a Tuesday will need to be picked up the next Veritas day.

Lunch

Lunch at Veritas is from 12:00 pm until 12:35pm. Please keep in mind that during this time parents must be actively supervising their own children and need to ensure that all conduct complies with proper respectful behavior. Food brought to the coop should be as simple and easy to clean up as possible**.** All members are responsible for cleaning up their own individual food/beverage spills, lunch time supplies, and chairs. All food and beverages must remain in the cafeteria. **Children must be monitored at all times by their parent/s. Director will address repeated violations to this requirement.**

****NO LUNCHES/FOOD ARE TO BE STORED IN THE CHURCH'S REFRIGERATOR.**

Lunch Seating

Lunch is over at 12:35. Please remain in the gym or bathroom area; no wandering of the halls. Upper level track is off limits during lunch.

Mailboxes

Only adults are allowed in the teacher mailboxes. Please ask for leadership or another adult to pull items from parent's mailbox in case of an absence.

Medication Administration:

Parent will be asked to administer any medications/first-aid to their child unless it is an emergency situation or the parent cannot be found in a timely manner. Every effort will be made to contact the parent. If contact cannot be made, and it is not an emergency, student will need to wait with Leadership until parent is reached.

Paid Teachers

- Guest teachers are bound by contract to negotiations that have been agreed upon by both parties, namely Veritas leadership and the teacher. All communications regarding student participation and/or payment terms should be directed through the Registrar and not with the teacher personally.
- The parent desiring the yearlong services of a paid teacher will sign a contract which promises to pay the teacher in 3 equal payments (once a trimester). **If the student drops the class, for whatever reason, the parent will be held responsible for continuing the payments to finish the year.** All unpaid balances must be paid in full before re-enrollment or future registrations will be considered. Default on the payments to a guest teacher could be grounds for dismissal from Veritas.
- Contracted teachers are bound by agreement to reimburse days missed that are personal in nature (I.E. vacations, sickness, family emergencies, etc…). However, the instructor is not required by contract to reimburse days missed due to Veritas or North Fairfield Baptist Church's decision to close (I.E. inclement weather, mass absences, church emergencies or scheduling conflicts, etc…). The paid teacher is expected to contact the students during the day of the closing and provide a plan for continued study so that time is not lost in covering the necessary material.
- Families using paid teachers are responsible for full payment once per trimester due the first day of classes. Paid teachers have the right to deny classes to any students with unpaid fees.

Parent Responsibilities:

"Meditate on these things; give yourselves entirely to them, that your progress may be evident to all." 1Tim 4:15

- **Be on time**. Doors will lock at 8:40am. Assembly begins at 8:45am. Please be inside the sanctuary by 8:45 am so that we may begin on time. If you are not seated in assembly at 8:45am, you will be marked tardy. You will not be marked tardy twice in one day, so only one tardy will apply.
- **Veritas is a cooperative effort**. 2 hours of service are required for the AM classes and 2 hours of service are required for the PM classes. No free hours will be guaranteed. It is mandatory that each member lead teach a minimum of 3 hours a school year. This can be done in one trimester or throughout the year. **Any member not**

committed to this minimum teaching requirement by the start of class registration will have their membership revoked.

- **Be prepared**. Please make sure your child is prepared for their classes each week. Make sure they have the supplies they need and that they complete all assignments. Members may not leave the building during the day, including visiting their vehicles, for safety reasons.
- **Be sure your child(ren) understand(s) what is expected of them**. Make sure they know and understand the student responsibilities.
- **Be diligent and faithful**. Please make sure you fulfill your obligations, follow up on items that may be needed by teachers or the leadership team, etc. Please make your concerns known to the leadership team rather than complaining to another member.
- **For the Students:** no beverages, gum, food or candy in classrooms **unless approved by Leadership for medical reasons.**
- **Read and, when requested, respond to all emails.**
- **If changes are needed in a student's class schedule, a request must be made no later than six weeks prior to the start of the pending trimester. Class cannot be dropped after the six-week deadline. If class must be dropped due to extenuating circumstances, reason must be approved by Leadership.**

Teacher Responsibilities:

"In everything set them an example by doing what is good. In your teaching show integrity…" Titus 2:7 "Teach me to do your will, for you are my God; may your good Spirit lead me on level ground." Ps. 143.10 "A student is not above his teacher, but everyone who is fully trained will be like his teacher." Luke 6:40

In accordance with both the mission statement and the vision statement of this group, teachers are expected to foster learning in a loving, Christian environment.

As such, please adhere to the following basic guidelines:

- **Be prepared.**
  1. Adhere to class descriptions and plans. If you would like to make changes to class content, please contact the Registrar.
  2. **Take attendance during each class**. Call Care/Events person if a student is missing.
  3. **Complete provided syllabus and return to VCHG Secretary: two weeks before trimester and upload to the website.** More than 2 weeks late, your teaching credit will be revoked and added back to the next trimester's tuition.
  4. **Have all materials ready ahead of class time.** Give your very best efforts to your students; we want to pursue excellence in education!
  5. In case of your absence, **2 substitute lessons with instructions, supplies, copies, etc. should be in the Sub-Lesson Box** for the aide/teacher taking your place. More than 2 weeks late, your teaching credit will be revoked and added back to the next trimester's tuition.
  6. **A syllabus may be revised no more than once per trimester. Weekly emails must be limited to one per week when possible. Any last minute changes to syllabus have to be done by noon the day following a Veritas day. After that time, it will need to wait until the following week.**
  7. **In case of a snow day, please email your students/parents by midnight of the cancelled Tuesday with instructions for the week, just as if you'd met for the day.**
  8. Give your very best efforts to your students as unto the Lord. Teach your students at the same standard you expect your child(ren) to be taught. Mediocrity is not an option- pursue excellence in the education for our children.
  9. All Upper-level teachers must follow the Upper-Level Homework Policy.
  10. **Rule of 3 : No teacher should ever be alone in any room with a student. Must have either 2 teachers or two students. All male teachers outside of gym class need to have a female aide.**
  11. **Classes may not be merged without permission of Leadership. We try to limit this.**
  12. **Adhere to the work load outlined in the class description.**

- **Be joyful, kind, patient and gentle.** Do your best to avoid showing any favoritism or frustration with your students.

- **Establish class rules for conduct and performance, communicate them clearly and enforce them.**
  1. Please provide the parents of your students with a written copy of your class rules, expectations for completion of assignments, supply list, etc.
  2. There is an established discipline policy for behavior and homework provided in every member handbook. **Please follow this discipline policy** in addressing problems within your classroom. Contact a member of leadership if you need assistance in any regard.
  3. **Leave your classroom tidy for the following teacher/class. The last class of the day in each classroom should empty trash and wipe down tables.**

Student Responsibilities:

"Let no one despise your youth, but be an example to the believers in work, in conduct, in love, in spirit, in faith, in purity." 1Timothy 4:12

Please abide by the following simple rules:

- **Respect others and their property**. Encourage and include each other; be kind. No teasing, no yelling, no cussing or other derogatory language. Don't touch what doesn't belong to you.
- **Obey your teachers and be prepared.** Complete class requirements and cooperate with teachers at all times. **7th grade and up**: Due to the nature of the "once a week" classes, it is imperative that students stay current with their assignments. Students are also responsible for class material missed in the event of absence. It is the responsibility of the student and/or parent to contact teachers in the event of a sudden absence to find out about any material missed and catch up with missed material prior to the next meeting date. Late or missing assignments put extra burdens on the teachers, allow the student to fall behind, and are an inefficient use of time and energy for both the student and teacher. **All (7th grade and up) teachers will institute the Upper-Level Homework Policy.**
- **Do not plagiarize.** Defined as "the stringing together of 7 or more original words together without citing or quoting." Plagiarism or cheating of any kind will not be tolerated at Veritas. Consequences will be determined on a case by case basis established by the teacher and Leadership. Artificial Intelligence avenues will not be tolerated as well and are considered plagiarism at Veritas.
- **If there is a snow day check your email for teacher instructions. The work due that day may still be required to be sent via email.**
- **Be on time. Skipping class will not be tolerated.**
- **Be prepared:** Bring all supplies needed such as pens, pencils, paper and complete all assignments on time.
- **Do not access a parent mailbox. Ask leadership or another adult to retrieve items for you in case of parent absence**
- **No peanut products brought to parties.**
- **No beverages in class, except water.**
- **No gum.**
- **Absolutely no weapons of any kind, *including pocket knives.***
- **Cell phone usage: Cell phones are to remain inside of backpacks during classroom time. Lunch time and study hall usage time is at parents' discretion.**
- **Do not enter** the stage- unless approved by teacher or any other areas not designated for the home school group. Do not handle church sound equipment, instruments, etc.
- **Do not** wander the halls.

** Although teachers are encouraged to apply Matthew 18 in dealing with student behavior and notifying the parent of behavioral issues that continue, a teacher may escalate directly to the "Written Discipline Warning" for behavior that warrants it.

Registration:

If an applicant is more than 3 weeks late with registration paperwork for the following school year, they will need to reapply to Veritas.

Writing Class Clause:

New Members: All new members must submit a writing sample for IEW SSS 1-B, Intro to Comp 1, Intro to Comp 2, and Analytical Writing to the teacher of that class. This will allow the teacher and parent to ascertain the appropriate writing level for the student.

End of School Year: Before class enrollment, all writing teachers will make a recommendation to the parent and Registrar regarding a student's ability to advance to the next level writing class. If a parent disagrees with a recommendation to repeat the current class, they may submit a writing sample to the next level writing teacher. If that teacher approves the student's work, the student may advance to the next level. If the teacher does not approve advancement, but the parent still disagrees, the student may advance to the next class, but must audit the class.

All upper-level students are to abide by the homework policy. Each year students in grades 7-12 must sign and return the "General Homework Policy" in order to attend classes at Veritas. Following is a sample of the policy

General Homework Policy for Upper Level

Tests taken at home:

Parents and students must sign the test administration policy

If tests are given at home, they must be returned to the teacher in a sealed envelope so that students cannot change answers while test is in their possession. Any student caught cheating will be dealt with according to the teacher and leadership's discretion.

Late Work Policy:

Students must turn in work on time to receive full credit.

Students will receive one "grace" grade for the first missed/forgotten assignment. They may turn it in the following week for full credit.

The second and third missed/forgotten assignment may be turned in the following week for 50% credit.

Once a fourth assignment is missed/forgotten, it will receive a zero (unless otherwise dictated by a specific teacher's policy) and the Disciplinary Process for Late Homework will be initiated with leadership. Further, missed/forgotten homework is still due the following week. Failure to do this may result in dismissal from class. ** If this occurs in a one-trimester class, the student will be immediately expelled from the class.

Though parents will be notified by the teacher of missed/forgotten homework, it is the sole responsibility of the student to turn in late homework.

A common excuse for late work has been, "My printer is broken". This is not an acceptable excuse. Students should not be waiting until the morning of class to print their work. If the printer is legitimately broken, they can email their work to a friend to print, or can print at the library. Further, some students are disorganized and cannot produce their work in class but later discover it buried in their backpack. In order to encourage maturity and character development, this, too, is not a valid excuse. Work not turned in during class is late, no matter what.

Missed Work due to Illness or Vacation:

Students may turn in their missed work the following week for full credit (unless otherwise dictated by a specific teacher's policy). Again, it is **not** the teacher's responsibility to track down missing work.

Parent Signature: _____

Student Signature: _____

Upper-Level Extracurricular Activities Policy:

For our teen-only activities there are to be **only Veritas-enrolled students** in attendance. Firstly, it is because we are trying to foster close relationship within the group. Secondly, many times there are a limited number of adult chaperones,

and it puts an extra burden on the adult leaders and any remaining parents to be responsible for extra kids, especially ones they are unfamiliar with.

For our other family activities, as long as at least one parent is in attendance, each family may bring guests, at their discretion, realizing they are entirely responsible for them. A perfect example is a corn maze and following bonfire. The corn maze was open to families so you may have brought along guests with your family. However, the bonfire afterwards was a teen activity, so no non-Veritas teens were not to be in attendance.

Regarding behavior, as stated in the Student Handbook, all the expectations while at Veritas on Tuesdays remain in effect at our outside activities (eg, dress code, respect for others/and their property, kind speech, etc.). Beyond this is the overarching theme of respect for authority. If a request is made of any student at outside events, they should obey with honor toward the adult asking.

Snow Day/Class Cancellations

Our group will follow weather cancellations of the Fairfield City Schools, but not exclusively. Leadership holds the right to make our own decisions on delays and closures for the safety of all members. If Fairfield City schools cancel classes for the day, there will be no classes with VCHG. If there is a one-hour delay, VCHG will operate on a normal schedule. If Lakota has a two-hour delay, we will operate on a Plan B Day schedule (see schedule below). Tune into local radio or TV for cancellation notices. Cancellations/delays will be sent by text message via Leadership. Teachers will contact their students by midnight of the Tuesday cancelled for instructions for the following week, just as if class had occurred. Students are responsible to abide by teacher instructions concerning work due that day as well as check their email for instructions for the week.

Plan B: two-hour delay schedule
No Assembly
10:15 first period
11:00 second period
11:45 third period
12:30 lunch
1:00 fourth period
1:45 fifth period
2:30 Dismissal
Half Day Schedule

Student Conduct

Respect others and their property. Encourage and include each other; be kind. No bullying, no yelling, no cussing or other derogatory language. Don't touch what doesn't belong to you. Public displays of affection are not permitted at Veritas or any Veritas related event. Respect for authorities is required in all situations.

Student Visitors

In the event that a member needs to bring a visiting student to VCHG, a completed and signed "Veritas Visitor Medical Release" form must be completed and turned in to the Secretary prior to the start of assembly. Due to insurance stipulations, no exceptions can be made to this requirement. The form is available on the website so that you may obtain the necessary medical information and parental signatures prior to arriving at VCHG. If you do not have access to the internet/website, copies of this document are available from the Secretary or in the "Sign Up" notebook at the Information Desk.

** Alumni Visitors are allowed to visit the teachers' lounge and the lunch areas; but must be signed in by leadership. Alumni are not allowed in the classrooms. **Visitors are limited to FIVE visits per school year. Family members (cousins, etc.) may be exempted from this limitation per leadership approval**.

Tuition

Tuition, cleaning fee, and class fees are due the first day of each trimester. Each student also needs to have the required textbooks and supplies needed by the first day of class. If tuition is not paid by the second week of the trimester, a $50.00 additional fee will be added.

Class fees are assessed when a class will need additional money for supplies beyond the $30 allotment per class and $40(cooking only) allotment per elective class. The total amount needed is to be calculated by the teacher and then divided among the number of students to establish the class fee per student.

When a class requires a textbook or workbook, it is to be purchased by the student's family. If the teacher (or a parent) would like to offer a group purchase to save on shipping or receive other discounts, as a courtesy, they need to contact each class family to find out who would like to participate in the group purchase. Families will need to pay the teacher for the books by the teacher's established deadline and the teacher will then purchase the books. Veritas will not be responsible for any unpaid fees.

North Fairfield Baptist Church

Veritas is blessed to use the North Fairfield Baptist Church facility. The utmost respect for the staff and grounds is expected. Any correspondence or consultation on behalf of Veritas must go through the Director; this includes church members.

APPENDIX

*** The Gospel Clarified:*

God is holy.

Romans 1:20 For his invisible attributes, namely, his eternal power and divine nature, have been clearly perceived, ever since the creation of the world, in the things that have been made. So they are without excuse.

Man is sinful.

Romans 3: 11-13 For all have sinned and fall short of the glory of God.

God is wrathful.

Romans 1:18 For the wrath of God is revealed from heaven against all ungodliness and unrighteousness of men, who by their unrighteousness suppress the truth.

Man is doomed.

Romans 6:23 For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.

God is gracious.

Romans 3:24 And are justified by his grace as a gift, through the redemption that is in Christ Jesus

Christ was sufficient.

Romans 3: 24,25 And are justified by his grace as a gift, through the redemption that is in Christ Jesus,(25) whom God put forward as a propitiation by his blood, to be received by faith. This was to show God's righteousness, because in his divine forbearance he had passed over former sins.

Man is redeemed.

Romans 5: 1 Therefore, since we have been justified by faith, we have peace with God through our Lord Jesus Christ.