VERITAS

educational and enrichment classes for home-schooling families

2026-2027

Leadership Handbook

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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 GENERAL POLICIES AND PROCEDURES

Commitment Form

For the safety of your children, a Veritas Commitment form is required for each family. This form must list each of your children and must be filled out completely and signed by both parents. Any family that is bringing a student visitor must submit a Medical Release form signed by the student's parent in order to attend Veritas for the day.

Discipline

In general, the Matthew 18 principle should always be used when dealing with general behavioral discipline issues: talk to the child first. If that does not resolve the problem, contact the parent. If the parent doesn't attempt to remedy the problem, contact the Director to initiate a sit-down meeting between the parent, teacher, and Director. In the case of extreme misbehavior (eg, fights, disrespect to teachers, etc.) leadership may choose to advance immediately to the discipline process.

Following is a copy of 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.

Legal disclosures

All members are required to disclose any legal prosecution/conviction of any adult or student living within their home. Any adult/student with a diagnosis regarding mental health must disclose to Director only.

Following is a copy the General Homework Discipline Warning form that will be filled out once the student has missed/forgotten 4 homework assignments. Please refer to the General Upper Level Homework Policy

Veritas Written Discipline Warning for Homework Issues

(Please see your VCHG Handbook for expectations and Student Responsibilities)

Date_____

Dear Parent(s)/Guardian of _____

This Discipline Warning is being initiated for noncompliance of our Homework Policy as detailed in 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 the class and may even warrant possible withdrawal from the entire Veritas program.

Please sign below on the appropriate line:

_____, Teacher _____, Director

_____, Student _____, Parent

Written Warning #1: This form is initially filled out

At this point, the student has already not turned in 3 homework assignments. The 4th incomplete/forgotten assignment initiates this policy. Step one is filling out this form. **The student may also be asked to leave class and complete the missing assignment in the teachers' lounge.** They may return to class when it's completed. There will be a meeting with the parent/teacher/leadership to inform everyone that this process has been started. Attendance the following week will be allowed provided he/she has submitted a written apology to the teacher. This apology will be handed in to the director by 9am the next week. The director will deliver it to the teacher. **** If it is a one-trimester class, student will be expelled from the class permanently and placed in study hall.** No refund will be issued and the parent is still responsible for fulfilling their commitment to VCHG.

Written Warning #2:

If a second warning is necessary, this form will be dated and there will be another meeting with the parent/teacher/leadership. **The student may also be asked to leave class and complete the missing assignment in the teachers' lounge.** Attendance the following week will be allowed provided he/she has submitted a written apology to the teacher. **** If it is a two-trimester/one semester class, student will be expelled from the class permanently and placed in study hall.** No refund will be issued and the parent is still responsible for fulfilling their commitment to VCHG.

Written Warning #3:

If a third warning is necessary, this form will be dated and there will be another meeting with the parent/teacher/leadership. **The student will then be expelled from the class permanently and placed in study hall.** Any subsequent incomplete homework or behavioral issues may result in expulsion from VCHG. No refund will be issued and the parent is still responsible for fulfilling their commitment to VCHG.

. **Disciplinary History:**

#1 Written warning/ meeting with teacher, student, parent, & director: Date_____

Written Apology_____ (check when completed) One trimester class: Expulsion date_____

#2 Written Warning #1: Date_____

Written Apology_____ (check when completed) Two trimester/one semester class: Expulsion date_____

#3 Written Warning #3: Date_____ Expelled for remainder of the year.

Fund Raising

The products or services sold should benefit our members and should be of excellent quality or value. We want to give families the opportunity to defray some of their tuition expenses by participating in fundraisers. Please understand that fundraisers are VERY important. Money that is earned through these events help to pay group expenses that would otherwise be passed on to our members in the form of higher tuition.

Kroger Community Rewards Fundraising Program (Effective May 1, 2012)

Members may enroll their Kroger Plus Card at www.krogercommunityrewards.com, using Veritas' organization number, 80196. Every time an enrolled member shops at Kroger using his or her Kroger Plus Card, Veritas will earn reward points, which will paid to Veritas quarterly. Registering to earn points for Veritas is open to all members as well as non-members.

Legal Name

The legal name of our group is **Veritas Christian Homeschool Group**. Checks should be made payable to this name. This is also the name that should be used on all paperwork or when organizing events on behalf of the VCHG.

Paid Teachers

Veritas attempts to utilize the full range of talents provided by the membership. When needs cannot be met by membership, we solicit outside sources for either paid or unpaid classes. These teachers negotiate the terms of their services with leadership and sign a contract that will bind them, in goodwill, to our members, our students, and our classes. Through this process, we have built a reputable relationship with many guest teachers.

Because many negotiations are based upon student enrollment minimums, it is very important that our classes stay above certain predetermined numbers, so we do not breech our contract with the paid teacher. In the past, through students randomly dropping classes, we have had difficulty remaining faithful to these terms of agreement. Our guest teachers negotiate fair, and often, lower than average fees as a favor to Veritas families. When the numbers fall below the contracted per student cost ratios, the teacher is under no obligation to continue with us.

To guarantee that our contracted teachers receive the negotiated prices and that our committed students do not lose the teachers' services before the year is over, parents will be asked to sign a contractual promise to pay for the years' services even if their student drops the class sometime during the year. We regard our guest teachers as an extension of our co-op. If a member is in breech with a guest teacher, (s)he will be considered in breech with Veritas in general and may lose membership privileges.

Refunds

There will be a $50 **non-refundable** deposit for fall registration. This deposit will be credited toward the tuition for the first trimester, leaving the tuition balance, which will be due the first day of classes. A $50 **non-refundable** late fee will be charged for any registrations after the January due date determined by the Secretary. This fee will not be credited toward tuition.

Responsibilities

In accordance with our Vision Statement and our Mission Statement, VCHG exists to help meet the academic and social needs of our students and the needs of our parents. These objectives can best be met when our interactions are bathed in the love, grace and forgiveness of Christ.

Each of us has a fundamental responsibility to believe the best of others and to celebrate the uniqueness that has been carefully crafted in each person by our Creator. There is no stereotype of what each of us should look like, except that we reflect the love of Christ.

"You then, my son, be strong in the grace that is in Christ Jesus." 2Timothy 2:1

Returned Checks

In the event a check is returned to Veritas due to insufficient funds, all fees associated with the returned check, as well as the amount of the original check, are the responsibilities of the member/payer.

VERITAS INDIVIDUAL LEADERSHIP RESPONSIBILITIES

"Let us therefore make every effort to do what leads to peace and to mutual edification." Romans 14:19.

The leadership team is committed to serving the needs of the membership as follows:

- **Praying** for our member families and for the direction of VCHG.
- In accordance with membership needs, **establish a framework** for the week-to-week operation of VCHG as well as long-range planning. This includes, but is not limited to, establishing the budget, fees, facilities arrangements, schedules, policies and procedures, forms and governmental documents, website maintenance
- **Coordinate** registration and membership.
- **Assign teachers** and aides and assist them in whatever capacity possible.
- **Mediate conflict according to Matthew 18 as a guide**
- **Encourage** an atmosphere of support, understanding, peace and Christian love.

Leadership Team: These members perform the actual running of VCHG; no required teaching responsibilities

Director:

❖ Church and Community Liaison

❖ Building Oversight:

1. Oversee morning set-up (unlock building, room signs, etc.) and afternoon tear down
2. Determine weather related cancellations in coordination with church and communicate with membership
3. Oversee cleaning crew

❖ Plan agenda and run meetings:

- Monthly business meetings
- Annual Mandatory Meeting with membership: Welcome, prayer, devotional, positions, introductions (Leadership, support roles)
- Annual leadership team meeting to include:

1. Set agenda, date and location of leadership annual summer meeting:
   - Review membership changes

- Changes to Policies and Procedures

2. Set agenda for mandatory meeting in August.
3. Follow up on action items from meeting minutes for completions

❖ Facilitate New Member Process:

1. Receive calls/emails from potential members; explain about VCHG and answer questions. Review New Member Application Form.
2. Schedule an interview using dates provided by the Registrar. Send out confirmation email to potential member. Contact Registrar and rest of leadership of meeting time/place.
3. Tour of facility for potential/new members.

❖ Mediate conflict according to Matthew 18

❖ Assume the responsibility of the Care and Events coordinator in case of absence.

❖ Assume the support role of Assembly coordinator in case of absence.

❖ Report Director absence to Care and Events Coordinator.

❖ Oversee Assembly Coordinator
❖ Receive any confidential information regarding student/parent mental health concerns

Secretary:

❖ Membership:

- Create Membership mailboxes
- Maintain all membership paperwork, medical forms, and family information
- Provide Family Commitment Forms and Statement of Faith forms to New Members and submit registration payments to Treasurer throughout the year, including summer months.
- Maintain membership history.
- Post school year calendar on website as soon as possible during summer months for membership planning purposes—include mandatory meeting date, time, and location.
- Update and post Handbooks on the website

❖ Annual Meeting:

- Provide sign in sheet
- Explain Membership forms, Sign Up book, Syllabus, Name Tags, the “Mailbox” and “Sub-Lesson Box”, Directory and Swap Days, UL homework and plagiarism policies

- Collect UL homework policy, Student responsibility and Service Requirement paperwork

❖ Class Records:

- Send out email reminders to teachers to remind them to post syllabi and turn in sub lessons
- Remind UL teachers to send out each trimester's grade.
- Maintain/Create Sub lesson boxes and track and verify that 2 substitute lesson plans are in place for each teacher (put in Sub-Lesson Box).
- Collect, track, and organize all syllabus provided by teachers by the due date.
- Review upper-level syllabus

❖ Annually:

- update all forms to reflect new school year and revisions.
- Maintain Student projection list for following year
- Maintain control of Drop Box
- Keep hard copy of Membership directory at Coop
- Provide copies of all pertinent forms, handbooks, etc.
- Create sign-up sheets if needed.

❖ Take/distribute meeting minutes and follow-up items.

❖ Help Registrar collect paperwork and set up schedule during registration.

❖ Report Secretary absence to Care and Events Coordinator.

❖ Oversee Secretary Assistant

❖ Oversee VCHG website format, information, and design

❖ Website coordinator

Treasurer:

❖ Write checks for bills and reimbursements as well as gifts to church staff for Christmas, end of the year, etc.

❖ Prepare member invoices for each trimester.

❖ Track all payments made by families to paid teachers making sure they are paid promptly.

- ❖ Collect tuition at the beginning of each trimester.
- ❖ Make deposits to the bank.
- ❖ Maintain Quickbooks and track all financial information on a regular basis.
- ❖ Track fundraising through Quickbooks (i.e., Kroger's).
- ❖ Prepare annual budget for leadership review and approval.
- ❖ Collect and deliver mail to the appropriate people.
- ❖ Mandatory Meeting: Provide copies of annual budget and explain Reimbursement Forms.
- ❖ Assume the responsibilities of the Director in case of absence.
- ❖ Assume Office Coordinator responsibilities in case of absence
- ❖ Report Treasurer absence to Care and Events person.
- ❖ File Statutory paperwork when changing Treasurer positions
- ❖ Pay special attention to the following deadlines:
    - Liability insurance due: May
    - Annual Quickbooks payment
    - Yearly payment of Domain name and website service provider fee

Care and Events:

- ❖ Delegate and oversee lunch hour clean-up crew
- ❖ Receive absentee phone calls/make sub assignments– Secretary will make sure there is a substitute lesson plan in place.
- ❖ Keep a record of those absent and reasons.
- ❖ Use assembly time to make sure all subs know their assignments for the day.
- ❖ Use the beginning of each period to make sure everything is running smoothly in classrooms with subs
- ❖ Delegate and oversee SOS (Students Offering Service)

- ❖ Facilitates the scheduling of events such as Spelling Bee, holiday parties, year-end voluntary assessments, park days, and special events. Please see the "Service Areas" in the appendix for complete list.
- ❖ Encourage member participation in planning trips and activities for our group.
- ❖ Encourage member participation in service areas.
- ❖ Cleaning contact person– work with Director on feed back to and from North Fairfield Baptist Church.
- ❖ Mandatory Meeting: Explanation of position, HSLDA information, absentee procedure and program cell number into members phones during meeting for absences.
- ❖ Specify to members that no individual meetings/events are to be scheduled– all church correspondence must go through Director-- including North Fairfield Baptist Church members.
- ❖ Report Care/Events person absence to Director.
- ❖ Oversee Coffee Ministry, Spelling Bee Coordinator, Breakfast Club Coordinator, Pizza Coordinator, and Writing Contest. Please see the "Service Areas" in the appendix for complete list.

Registrar:

- ❖ Registration:
    - Organize and execute preliminary registration
    - Decide what classes to offer and what periods based on preliminary registration results and room availability
    - Tally registration results (organize a team to do this)
    - Choose curriculum with leadership approval
    - Survey members through website about their skills, abilities, etc.
    - Contact/mediator for guest teachers
    - Assign teacher/aid positions
    - Assign classroom locations.
- ❖ Along with Treasurer, approves orders for needed curriculum.
- ❖ Mandatory Meeting: Policies and Procedures, Responsibilities– leadership, parents, teachers, students,
- ❖ Report Membership/ Registration absence to Care and Events person.

- ❖ Mediates between the guest teachers and the membership by collecting contact info and checking in with the teachers periodically to make sure needs are being met; may be asked to help recruit guest teachers if classes are missing a teacher (with director and secretary)
- ❖ Oversee the completion of Room Signs including Emergency Evacuation Protocol and set up/tear down instructions.
- ❖ Collect teacher recommendations/prerequisites for students in regard to moving forward.

VERITAS SUPPORT/SERVICE ROLE RESPONSIBILITIES

Support Roles – Coordinator may do some/all of the work themselves or (we recommend) find others to help share the load; still has a 2hr work commitment during co-op (i.e. teacher and/or aid).

Leadership roles are voted on by the entire Leadership team. We cannot guarantee that any of these positions will result in a future placement on the leadership team.

Under Director:

Assembly Coordinator: (1 registration pt. per trimester)

- ❖ Lead assembly and give oral announcements
- ❖ Schedule devotionals with members or out of network speakers such as youth pastors, relatives of students, etc., and notify the director
- ❖ Maintain Assembly Devotional sign up in sign up book and inform director of weekly speakers for announcements.
- ❖ Arrive to Co-op by 8:30 a.m. to set up for assembly
- ❖ Present Assembly Devotional opportunity, stress the need to be on time, where to sit, no one on platform, moms not in lobby or classrooms but in assembly with their children/students.
- ❖ Report absence to Director who will assume these responsibilities

Cleaning Coordinator: (2 registration pt. per trimester)

- ❖ Must be a VCHG cleaner
- ❖ Oversees cleaners and responsibilities of VCHG cleaning crew
- ❖ Assigns cleaning responsibilities to individual VCHG cleaners

- ❖ Replenishes cleaning supplies
- ❖ Does a final “walk-thru” to check building before leaving
- ❖ Reports problems/conflicts to Director
- ❖ Takes lost and found to the supply closet
- ❖ Lock the supply closets
- ❖ Oversees cleaner absences and subs
- ❖ If absent, contacts Care & Events coordinator
- ❖ Receives credit per trimester in the form of free tuition

VCHG Cleaners: (1 Registration pt. per trimester)

- ❖ Veritas cleaners agree to fulfill the cleaning responsibilities agreed upon between VCHG and Tri County Baptist Church staff. (Individual responsibilities will be assigned by the Cleaning Coordinator.)
- ❖ The cleaners will be given credit by trimester in the form of free tuition.
- ❖ Cleaners should plan to clean for approximately one hour each day.
- ❖ All children belonging to the cleaners **MUST** stay in Gym or be with their parent as a helper.
- ❖ Problems/Issues related to specific cleaning areas should be reported to the Cleaning Coordinator.
- ❖ If a cleaner is absent more than three times per year they may be terminated from their position.

**Note - Substitute cleaners will take the place of a regular cleaner in the event of an absence. Substitute cleaners will receive $10 tuition credit each day they clean. Substitute cleaners should report to cleaning coordinator for cleaning assignments*

Under Registrar:

Registrar Assistant: (1 registration pt. per trimester)

- ❖ This is a year-round position that works closely with the Registrar
- ❖ Checks the web site before/after each post for accuracy and reports changes/errors to the Registrar; requires an item-by-item, line-by-line check of info

- Manages the distribution and collection of the various surveys throughout the year; provides feedback regarding the surveys and the members' responses
- Assists the Registrar in the many facets of the registration process (may begin training as a registrar)
- Attends class planning and registration meetings as needed.
- The duties may be reassigned each year based on needs of Veritas and the Registrar.
- The assistant is training in the process of registration in case of an emergency leave of Registrar.
- Will receive one registration point per trimester

Nursery Coordinator: (1 registration pt. per trimester)

- Email all nursery workers prior to the start of each trimester to outline duties and expectations:
  - Diapers should be checked once per hour or as needed
  - Expectations of the church regarding use of the nursery
  - Any special instructions from parents
  - Extra duties as assigned by Nursery Coordinator
- Must be able to serve 5th hour
- Keep Cheerios & graham crackers and a small supply of emergency diapers and wipes on hand (dependent on age of babies/toddlers)
- End of day – vacuum, return toys to their designated spots, and remove trash and place in hall for cleaning crew

Under Treasurer:

Graduation Coordinator (2 registration pts)**– (one time event)** Plan and organize the 12th Grade Graduation/reception. Coordinates volunteers for set-up, serving, and clean-up.

Under Secretary:

Curriculum Assistant: (1 registration pt per trimester)

- Works as a librarian by providing the members with an updated list of curriculum/materials available for classes, keeps accurate records of items loaned out and items returned, regularly reviews the library to purge old materials and reports updates to the Registrar
- Maintains the sub lessons box, creating folders for each class and making sure there are 2 sub lessons for each class.
- Duties may be reassigned each year based on needs of Veritas and Secretary.

Under Care and Events

Lunch Coordinator: (1 registration pt. per trimester) Oversees and collects outside lunch orders and money. Calls in order and organizes pizzas for distribution during lunch.

Breakfast Club Coordinator: (1 registration pt. per trimester) Responsible for the sign-ups for breakfast items for upper-level students on the last day of each trimester. Also responsible for set up and clean up.

Yearbook (6 registration pts per year)- **(yearlong commitment)**

- ❖ Collects pictures throughout the year of class/co-op activities and assembles the annual yearbook.

Registration points per **year are indicated by () prior to position as follows.

(1) Art Contest Organizer - (one event commitment) Sets the parameters for the annual art contest and oversees the day of judging

(3) Cleaning Crew (PM) - (yearlong commitment) Stays for an hour after co-op on Tuesday to clean up the church

(3) Coffee Ministry - (yearlong commitment) Arrives early each Tuesday to set up the coffee table, stays through the afternoon to clean-up the coffee table, and keeps the coffee table items supplied

(1) Event Host- (one time event)- agrees to host an event either for Moms or UL (i.e. Christmas party). Can receive multiple points if hosting more than one event.

(3) Field Trip Planner - (yearlong commitment) Generates a list of events in the area and home school-friendly opportunities; regularly alerts the membership to potential field trip options

(2) Moms' Nite Out Planner - (yearlong commitment) Generates a list for sign-ups for times when moms can get away together once a month; encourages moms to sponsor a month and head up an outing. Must attend each event.

(1) New Member Welcome Organizer - (yearlong commitment) Prepares the "new member" welcome refreshments at the mandatory meeting and coordinates a group of volunteers to "buddy" with a new member to help them acclimate quickly; seeks ways to integrate the new members and answer questions; provides an atmosphere of support and welcome

(1) Spelling Bee - (one event commitment) Organizes a day/time to hold a Spelling Bee for grades K-8; involves the preparation for the event and the supervision on the day of the event; includes organizing the volunteers and providing the rewards

(1) Summer Park Days - (summer commitment) Organizes the days through the summer that the families will meet and fellowship, usually at parks for picnics

(6) Supply/Resource Room coordinator – Oversees the room and organization, makes copies when in room, enforces rules, distributes copies, manages supplies, maintains media needs, purchases and restocks supplies

(1) T-shirts - (one event commitment) Coordinate the ordering of group t-shirts, shopping for the best price and selection

(1) Writing Contest - (one event commitment) Sets the theme for the annual writing contest and oversees the day of judging

(3) Youth Events - (yearlong commitment) Organizes the days throughout the school year that involve upper level students and monthly fellowship meetings

New Member Process:

1) Potential member contacts director. Waiting List request is completed.
2) Director maintains waiting list.
3) Director works with Registrar and Secretary to schedule new member interviews.
4) Director contacts all members of leadership team to attend interview if possible.
5) Director gives tour and interview led by Secretary or Registrar is conducted.
6) Leadership discusses candidates and votes on extending invitation for membership.
7) Secretary sends offer letter, Commitment Form and request for $50 deposit via email to approved potential members.
8) Once Commitment Form and $50 deposit is received by Secretary, she sends confirmation and website access directions to member. Secretary notifies leadership team. Secretary adds new member to website.
9) Once new member registers on the website, Registrar contacts new member to complete student and teacher placement.
10) New Member Meeting after the end-of-year meeting for Leadership

VERITAS REGISTRATION PROCESS/POLICIES/PROCEDURES

The Veritas Christian Co-op Registration process is supervised and managed by the Registrar. The process has been divided into 3 steps: 1. class and teacher solicitation, 2. preliminary registration, and 3. final registration. Each step is conducted at a separate time, and the co-op members follow a specific set of procedures for each event. All class prerequisites must be met before students can register for classes. (Please see the Prerequisite Policy for more info.)

CLASS AND TEACHER SOLICITATION: *The goal of the "class and teacher solicitation" is to gather input from each of the membership regarding the classes the co-op families would like to see offered the following year. Members are asked to either teach or assist in the classes being offered. This is the very heart of our cooperative effort at Veritas. Our success as a co-op is dependent on our ability and willingness to work together.*

- **At the beginning of January members will be required to submit the following year's "Commitment Form" and $50 deposit. They will then be given their "registration ranking number." No one who has not submitted a Form will be allowed to place their names next to a class submission, as it's imperative we only vote on classes that have a committed teacher. A late fee of $50 will be added if form OR deposit is received after the due date communicated by the Secretary.**

- During mid-year, usually sometime in January, the registration coordinator will set out a large bulletin board with blank suggestion cards attached. We ask the membership to make suggestions of new classes that their families would like to see offered the following year.
- The blank suggestion cards ask for details such as the type of class, the intended curriculum, possible teacher, amount of expected homework, and potential class fee.
- We solicit ideas for grades 1-12. The ideas are arranged according to class levels (I.E. 1st-2nd, 3rd-4th, 5th-6th, 7th-12th). The pre-school and kindergarten classes follow a curriculum determined by the teacher and coordinator.
- A list of classes previously offered by the co-op is provided for referrals.
- Gaps and repetitions in the proposed classes (e.g. not enough 1st grade classes, teachers needed for suggested classes) will be communicated to the membership and more ideas solicited.
- Drawing from the interviews conducted throughout the year between the registration coordinator and the membership, classes will be linked to teachers. We prayerfully try to match classes with individual gifts and talents.
- Based on teacher availability, room availability, and the needs of the academic agenda, a preliminary list of classes will be created. This list of class suggestions and possible teachers will be the "ballot" used to "vote" on classes during the first preliminary registration.
- At the junior and high school levels, there may be a demand for a class with no teacher available. Hiring a paid teacher may be considered. If this happens, the cost of hiring the teacher would be passed on to the families with students taking that class.
- The process of soliciting ideas will take several weeks and will be done during regular co-op hours.

PRELIMINARY REGISTRATION: *The purpose of the "preliminary registration" is to ask the membership to vote on the classes that are most beneficial to their families. The classes with the highest number of votes will make it to the final registration step.*

- The preliminary list of classes will be provided to the membership, either through email or printed copies.
- The class description list will include the teacher expected to lead the class, the duration of the class (e.g. 1 trimester, 2 trimesters, or 3 trimesters), the intended curriculum, the expected amount of homework (e.g. minimal, moderate or significant), any book or class fees, and an explanation of the class' purpose.
- Because our year is divided in trimesters (three 10 week sessions) and our morning is divided into 3 one hour periods, each student will have the option of choosing 9 classes and listing them in order of preference. There are also optional afternoon classes with 2 periods per 10 weeks which would add 6 more class options.
- The Leadership Team will be available to answer questions and help you through the procedure.
- There may be a preliminary registration and final preliminary provided

FINAL REGISTRATION: *The "final registration" is the time that the current membership actually registers their children for classes for the up-coming school year.*

- The family's "Commitment Form" and $50 deposit, are due before registration. This allows us to plan the next year's classes and teachers according to those who are committed to staying

through the following year. If the family "Commitment Form" is not turned in, you will not be permitted to participate in registration.

- After the list of classes from preliminary registration is tallied, the Leadership Team led by the Registrar will arrange classes and periods and prepare the final registration forms.
- The final registration takes place during regular co-op days, usually in April.
- Families will be registered one at a time, according to rank, using the registration numbers earned from a combination of seniority, classes taught, and service points. Leadership is ranked first, followed by members with the highest combined number of points: Refer to the Service Area document in the Appendix to determine the points for each service area. Below is a basic summary:
    - **Lower level teachers acquire 1 point per trimester**
    - **Upper level teachers acquire 2 points per trimester**
    - **One extra point each trimester where the member stays all day**
    - **Each year of seniority equals 1 point**
    - **Service points**
- Your registration ranking is only applicable for the initial registration. If you later decide to move your child to another class, they will be at the bottom of the class list and will lose their ranking number.
- The Leadership Team will be available to answer questions and help you through the procedure.
- **Please note: *specific classes are not guaranteed.***
- Classes are filled based on room availability and special teacher needs.
- When a particular class reaches the cap, the class will be considered closed. Some classes may have smaller caps due to content. A list of classes requiring a special cap size and the number of the cap will be provided.
- If you register for a class that closes before your seniority number comes up, your child will be placed on a waiting list. The waiting list will follow the same seniority format as final registration.
- PLEASE NOTE: **Once your registration date is announced, it will be your responsibility to make sure you register on that day. If you fail to do so, you will lose your place in the process.**
- The Leadership team will occasionally have to evaluate the need for paid teachers. Fees for hiring teachers will be established and a fee schedule set for potential students choosing those classes as much as is possible before registration.
- After the current members' children are placed in classes, the registration process will be opened up to new families interested in joining. If you miss the scheduled registration day for existing members, you
  will register in a first come- first served manner with the new families.
- If you decide to withdrawal from Veritas Homeschool Co-op, you will lose your place of seniority. Should you be accepted to rejoin, you will be assigned a new membership date.
- 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.
- There will be no change requests accepted after the six-week cut-off date unless deemed necessary by the registrar

- After registration is complete, if a teacher wishes to not teach a class he/she committed to, it will be up to that person to find a replacement which will be subject to approval by the Registrar.

Finally, our best laid plans are sometimes interrupted with unavoidable circumstances. If we should lose a teacher intended to lead a particular class, the newly assigned teacher may choose to change the curriculum or add a class fee. We do our best to minimize the changes, but some differences will unintentionally occur. Please realize that this is a team effort, and we not only need everyone to respond as a team but also be understanding in the process.