

# Welcome

Dear Students and Parents,

We would like to welcome you to *Veritas Christian Community School*. We are excited about the year ahead of us and glad you are part of our school family.

A word about our name is appropriate. *Veritas* is Latin for “truth.” Our foundational worldview is based upon the truth of the unchangeable Word of God, the Bible. *Christian Community* is what we seek to live out in our day-to-day activities. Basic Christian tenets are fundamental to our Statement of Faith, which contains those doctrines to which we, as part of the conservative, evangelical community, unreservedly adhere to and teach. We desire to remain united in the salvation and love of Christ, avoiding dissention which may be caused by denominational distinctives. By *School* we mean to provide the children that God has entrusted to us with spiritual, emotional, social, and physical training, along with quality academic instruction from a biblical worldview. *Veritas* strives to reflect the truth, beauty, and goodness of our Creator by providing an orderly, challenging, loving, and joyful learning environment.

There is no education without presuppositions and values. At *Veritas*, the first basic presupposition is that God is and has revealed Himself and His will through creation, history, Jesus Christ, and the Scriptures. God’s Word gives us the truth about all areas of our lives and therefore applies to all areas of the Christian school. Each subject in the curriculum has a biblical source, purpose, and end. We believe that truth stems from God and is absolute in character. In view of this, our goal is to give every student the ability to discern the truth based upon God’s Word, master the truths involved, apply these truths to his own life, and finally to bring God’s truth to the world.

It is with joy that we approach our task and with joy that we welcome you to join us in it.

The School Board, Faculty and Staff of *Veritas Christian Community School*

## **Traditions**

### **School Mascot**

KnighT – We are the Conquerors

### **School Colors**

Royal Blue, Silver, and White

### **School Verse**

Teach me thy way, O Lord: I will walk in thy truth:  
unite my heart to fear thy name.          Psalm 86:11

### **School Song**

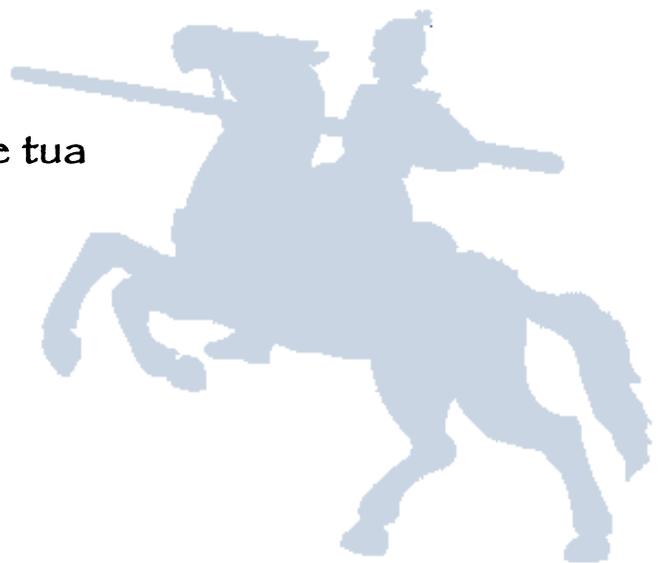
Doce me Domine viam tuam

Ut ambulem , Ut ambulem in veritate tua

Unicum fac cor meum

Ut timeat nomen tuum

Doce me Domine viam tuam



## **Foundations**

### ***Who We Are . . .***

*Veritas* opened its doors in the fall of 2000 with a full kindergarten through twelfth grade program. We are a group of committed Christians called from all walks of life, housewives, teachers, missionaries, florist, soldier, to teach the truths of God and His Creation in the classical tradition. *Veritas Christian Community School* is not affiliated with one particular denomination or church, but is sponsored by local churches. We are forever grateful for Calvary Chapel, Grace Church, and the Sierra Vista Baptist Church for supporting *Veritas* from the beginning as sponsoring churches.

### ***Why We Are Here . . .***

The times in which our students are growing up are more difficult in many ways than in the youth of their parents and grandparents, more difficult especially in the realm of morality and spirituality as humanistic worldviews continue to infiltrate even Christian institutions. Our primary goal is simply this, that when they are faced with temptations and persecution our students will be found standing firm in their faith with the desire and ability to bring as many into the kingdom of God as possible. This quote from Francis Schaeffer in "Back to Freedom and Dignity" sums up our vision well:

*Christians should prepare to take the lead in giving direction to cultural change. And if it goes poorly, as well it might in the post-Christian world, then we should be consciously preparing the next generation for the new battles it will face.*

The goal of *Veritas* is to provide a complete classical Christian education resulting in students who are capable of representing themselves and Christ well. This is a complete program with each year building upon the previous year. We encourage families and students to see the benefit of completing the entire program.

### ***What Has Been Accomplished . . .***

Ultimately, any success that we have experienced has been by the hand of God. Although it is tempting to measure success by the things one can see, we measure our success by the intangible, the things not easily seen or understood. Our success lies in this: we have remained steadfast in our vision to train up Christian children who are able to think clearly and to discern truth from falsehood with the ability to reason soundly, all the while representing Jesus Christ to a fallen world. The Lord has seen fit to add academic excellence to the blessings He has bestowed upon us. Beginning with the graduating class of 2004, we have graduated National Merit Finalists, National Merit Commended Students and an appointee to the United States Military Academy at West Point.

# **Foundations**

## ***School Governance . . .***

*Veritas* is governed by a board of appointed individuals. Each of the sponsoring churches has a representative on the School Board. School parents and other advocates of classical and Christian education also serve on the School Board. *Veritas* is governed primarily by the Word of God, as understood and applied by the Board of Directors and the administration. The board issues policies to the administrator under the school's adopted By-Laws, Vision, Goals, Mission, and Purpose Statements. The School Board holds regular meetings which are open to interested individuals.

## ***Affiliations . . .***

*Veritas* will maintain membership in both the Association of Christian Schools International and The Association of Classical and Christian Schools.

## ***Statement of Faith . . .***

The following is the foundation of beliefs upon which *Veritas* is based and the key elements of Christianity that will be unapologetically taught through all grade levels. The substance of these statements is that which will be considered primary doctrine at *Veritas*. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, the students will be referred back to the family and local churches for final authority.

1. We believe the Bible to be the only inerrant, authoritative Word of God.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
7. We believe in the resurrection of both the saved and the lost: they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
8. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

## Distinctives

### ***Mission and Purpose . . .***

*Veritas Christian Community School* is established as a private Christian school committed to providing a biblically based education to young people in primary and secondary grade levels. Education at *Veritas* is intended to be inherently different in philosophy and content than that offered in public schools, believing that Christians should prepare to take the lead in giving direction to cultural change.

*Veritas* strives to operate as an extension of the family under the assumption that the education of young people is the responsibility of parents and the immediate family rather than the responsibility of the state.

### ***Classical . . .***

The classical method of instruction will be practiced in all classrooms at *Veritas*. We will emphasize grammar, the fundamental facts and rules of each subject; logic, the ordered relationship of particulars in each subject; and rhetoric, the clear expression of the grammar and logic of each subject. Above all, our highest goal is to provide a rigorous educational environment that challenges our students to live and think from a Christian worldview.

### ***Objectives . . .***

*Veritas* seeks to:

1. Teach all subjects as parts of an integrated whole with the Scriptures at the center.  
II Timothy 3:16-17
2. Provide a clear model of the biblical Christian life through our staff and board.  
Matthew 22:37-40
3. Encourage students to develop their relationship with God through Jesus Christ.  
Matthew 28:18-20, Matthew 19:13-15
4. Emphasize grammar, logic, and rhetoric in all subjects.
5. Encourage every student to develop a love for learning and to achieve his academic potential.
6. Provide an orderly atmosphere conducive to the attainment of the above goals.

### ***Outreach . . .***

*Veritas* strives to develop a heart of compassion toward others in our community and the world. Outreach opportunities are arranged for our secondary students. Most of these opportunities are within our own community and state. We try to provide opportunities for ministry as we are able.

## **Community**

### ***Parental Involvement . . .***

As a support and extension of the family unit, *Veritas* considers the family to be of first importance to a child. Therefore, we welcome the active involvement of parents and family members of our students. Please speak to your child's teacher concerning possible areas of involvement within the classroom.

### ***Parent –Teacher Conferences . . .***

After the first quarter, mandatory parent-teacher conferences will be scheduled to go over students' progress. At any other time during the school year, parents may contact the Head of School or the appropriate teacher if they have any questions regarding their child's progress.

### ***Supporting the Ministry . . .***

It is the desire of *Veritas* to keep its tuition and other charges within the average family budget; this means that the amount paid for each student in tuition does not cover the total cost of education. These funds must come from fundraisers and the generous tax-deductible gifts of the parents and friends of *Veritas*. When fundraising activities of a whole school nature are planned it is expected that each family will participate in these activities. It is the intent of the *Veritas School Board* to hold one major fund raiser during the year, a Golf Tournament in the spring.

The Golf Tournament will be a pay and play tournament. Revenue from this event will come from player fees and sponsorship of holes, etc. Families are required to participate in the fundraising aspects of this event, as well as in its operation.

# Community

## ***Conflict Resolution . . .***

We believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church. 1 Corinthians 6:1-7, Matthew 18:15-20

1. Matters of concern should first be handled individual to individual in accordance with the Lord's commands in Matthew 18. If you are in disagreement with or have been offended by any staff, faculty or parent of *Veritas*, you are to first discuss the matter with that individual only, seeking a peaceful resolution.
2. If resolution is not possible at this level, the matter should be brought to the Head of School.
3. If a satisfactory resolution still has not been reached, further examination may be requested from the School Board in cases involving serious disagreement, so as to determine the necessity for external mediation. Step 4 is appropriate only when steps 1-3 have failed to bring resolution to the matter.
4. External mediation will be sought through consultation with local pastors.

### **STUDENT CONFLICT**

We instruct students in resolving conflicts based on the same scriptural principles. We use *The Young Peacemaker* curriculum to teach students how to successfully resolve conflicts. The 5A's of the peacekeeper program are:

1. **A**dmit what you did was wrong.
2. **A**pologize for how your choice affected someone else.
3. **A**ccept the consequences for your choices.
4. **A**sk for forgiveness from the Lord and the people you have sinned against.
5. **A**lter your choices.

# Academics

## ***Academic Policies . . .***

**HOMEWORK** Homework given will be consistent with the student's grade level and placement. The amount of time spent on homework varies greatly from student to student and from subject to subject.

Following 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 regular practice at home is necessary for mastery.
2. Repeated, short periods of practice or study of new material is often a better way to learn than one long period of study.
3. 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, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a disciplinary, as well as a practical purpose.

### **ELEMENTARY GRADING SCALE**

#### Objective Courses

A = 90-100% Superior Quality Work

B = 80-89% Above Average Work

C = 70-79% Average Work

F = 0-69% Unsatisfactory

I = Incomplete

#### Subjective Courses

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

### **SECONDARY COURSE REQUIREMENTS**

Students attending *Veritas* must be enrolled full-time during each semester of attendance. Although it is not assumed that every child will attend college, every student must follow the prescribed courses assigned for each grade level. Twenty-six credits are required to graduate from *Veritas*. All students, including transfer students, must pass one year of Latin, one year of Rhetoric, and one year of Logic (in 8<sup>th</sup>) to be awarded a *Veritas* diploma. The High School Plan includes four years of the following:

HISTORY: Ancient, Christendom, Modernity, United States

ENGLISH GRAMMAR AND COMPOSITION: along with literature corresponding with the History

MATH: Geometry, Algebra 2, Algebra 3/Trigonometry, Calculus or Consumer Math

SCIENCE: Conceptual Physics, Biology, Chemistry, Advanced Physics

FOREIGN LANGUAGE: Latin, Spanish 1 & 2, Greek

BIBLE & RHETORIC: Old Testament, New Testament, Apologetics, Rhetoric

FINE ARTS & PHYSICAL EDUCATION

## Academics

**SECONDARY GRADING SCALES** All academic grading at *Veritas* will use a criterion-referenced base for evaluation. Grade point averages (GPA's) will be computed at the end of each quarter following the table below for determining placement on Honor Rolls.

<b>Percent</b>	<b>Grade</b>	<b>Grade Point</b>	<b>Meaning</b>	<b>Transcript Equivalency</b>
100-94	A	4.0	Excellent	4.0
93-90	A-	3.7		4.0
89-87	B+	3.3	Surpassing	3.0
86-84	B	3.0		3.0
83-80	B-	2.7		3.0
79-77	C+	2.3	Satisfactory	2.0
76-74	C	2.0		2.0
73-70	C-	1.7		2.0
69-50	F	0.0	Failing	0.0
49-0	F-	0.0		0.0
100-70	S	N/A	Satisfactory	0.0
N/A	I	N/A	Incomplete	0.0

**INCOMPLETES** Incompletes are given when required work has not been completed due to unforeseeable circumstances. Incomplete work must be made up within two weeks of a reporting period, or the grade will be changed from an "I" to an "F" and averaged in with the other quarterly grades.

**REPORT CARDS** Report cards are issued one week after the end of each nine-week quarter. After the first grading period, the card will be given directly to the parents at the time of the parent-teacher conference. For the remaining three quarters the card will be sent home with the student.

### **MID-QUARTER REPORTS**

Mid-quarter reports will be sent home with secondary students during the fifth week of each quarter. Parents will be notified at this time if their student is in danger of receiving a failing grade for the quarter or the semester. Mid-Quarter Reports will be sent home with any elementary student who is failing or close to failing in a subject.

## **Academics**

**ELEMENTARY PROMOTION** Elementary students must meet the following criteria for promotion to the next grade:

1. Pass reading, math, and language with at least a 70% average.
2. Have no more than one failing grade (below 70%) per quarter in any other subject and no more than two failing grades in the same subject within an academic year.

**SECONDARY PROMOTION** *Veritas* secondary students must successfully complete at least six credits of course work in order to be promoted to the next successive grade.

**RETENTION** It may be the recommendation of the teacher for a student to repeat a grade level. Being retained does not imply failure, nor is it a punishment of any kind. Because it is the goal of every Christian to be made complete in the image of Christ, the teacher sometimes must determine whether or not being held back will be beneficial in attaining that goal. A child will not be retained without prior conferences with the parents.

**ACADEMIC PROBATION** Grade point averages (GPA's) for each secondary student will be calculated at the end of each quarter. If a student's GPA (for the quarter, not cumulative) is below 2.0 that student will be placed on academic probation during the following quarter. A conference between the Head of School, parents, and teachers will be arranged at this time. If at the end of the next quarter the student's GPA (for the quarter) has not risen to at least a 2.0, that student will be expelled. Students who are on academic probation are ineligible to participate in extra-curricular activities, providing the necessary time for study in order to improve their grades.

**ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES** All *Veritas* students participating in extra-curricular activities must maintain a C (75%) average in all classes in order to be eligible for extra-curricular activities.

## Academics

### **HONORS AND AWARDS . . .**

**50/100/150 STAMP CLUBS** Every elementary student has a folder that is taken home daily. In this folder there is a monthly calendar on which is recorded communication between teacher and parent. Students receive a stamp every day they arrive on time, follow school rules, wear their uniform properly, do their homework, etc. When they have earned 50 stamps they receive a small reward. When they have earned 100 stamps they again receive a reward. All students who earn 150 or more stamps are taken to breakfast by the Head of School on or near the last day of school. This is an incentive program with the intent of teaching self-discipline. The stamps are not automatically given to the students; they are earned. In other words students cannot “lose” their stamp since they do not have it until it is earned. Teachers and parents can work together with this program by addressing the stamps as a goal for which they must strive. When a student does not have a stamp on a particular calendar block the reason will be noted. Students who do not earn a stamp for three days in any week will be referred to the Head of School for help in correcting the behavior.

#### **ELEMENTARY HONOR ROLLS**

*Head of School's Honor Roll* (All A's in a quarter)

*Honor Roll* (All A's with no more than 2 B's in a quarter)

*All Year Head of School's Honor Roll*

*All year Honor Roll*

#### **SECONDARY HONORS AND AWARDS**

*Summa Cum Laude* requires a G.P.A. of 4.0

*Magna Cum Laude* requires a G.P.A. of 3.60 to 3.99

*Cum Laude List* requires a G.P.A. of 3.30 to 3.59

**VALEDICTORIAN AND SALUTATORIAN** The Head of School and a committee of secondary teachers will select the senior class valedictorian and salutatorian. The committee will evaluate the students based on the following criteria (in order of priority): spiritual testimony, academic performance, extracurricular activities, and honors received. To be eligible to receive this award, a student must have attended *Veritas High School* for more than one year and have a cumulative grade point average of 3.5 or higher. In addition, a student who is suspended during his or her senior year is ineligible to receive these awards.

## **Particulars**

### ***Learning Disabilities Policy . . .***

**SEVERE LEARNING DISABILITY** A condition in a student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents. *Veritas* does not have adequate funds, facilities, or staff to meet the needs of children with severe learning disabilities.

**LEARNING DISABILITY** Any condition in a student which does not require a separate classroom, program, and staff in order to provide the educational services desired by the parents. Children who have a learning disability (diagnosed or not) will be required to meet the same academic standards as all the other children in their grade level.

### ***Attendance Policies . . .***

At school a student is exposed to various types of instruction. Because each class period contributes significantly to the curriculum objectives of *Veritas*, and because the instructional program is progressive and sequential, regular attendance is necessary. In recognizing the authority of parents over their children, we understand that parents may decide that it is in the best interest of their children not to attend school on a particular day. However, teachers should not be expected to re-teach lessons missed due to planned absences.

**ABSENCES** A record of daily attendance (daily class attendance in Junior and Senior High) for each student will be kept. In the event the total number of absences, whether planned or unplanned, is equal to or exceeds ten days per semester or twenty days per year the student will not receive credit for that term and will not be passed on to the next level or grade. This is an Arizona state regulation.

The school office needs to be notified by the parent of their child's absence from school. Notification of planned absences must be in writing and contain the reason for the absence.

**TARDIES** A student is tardy when he arrives at school after 8:00 a.m. However, the students should be here by 7:55 a.m. for the morning line-up. When a student accumulates three or more tardies in one quarter parents will be contacted by the Head of School.

**TRUANCY** Truancy is defined as an absence without the knowledge and consent of parents and/or school staff. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission. Such action is not permitted and may result in suspension or expulsion.

## Particulars

### ***Dress Code . . .***

Students should reflect the scholarly, classic image of the school. They are expected to appear neat, clean, and modest during the school day and at school events, avoiding distracting others by their appearance. While individuality is respected, it should not be sought after in the context of the school uniform. If at any time students are not dressed according to the specifications found below and in the school uniform pamphlet, they will be asked to comply with the dress code immediately, or if necessary they will wait in the school office until parents are able to bring the correct uniform item.

Students shall adhere to the following dress code whether at school or a school function:

**MODEST** Students shall dress modestly, causing none to stumble or to be distracted. This means clothes that are properly fitted, neither too tight or too loose. Skorts, jumpers and shorts should be a modest length with waistbands at the natural waistline. Outlandish or distracting clothing or appearance will not be allowed.

**NEAT** Clothing clean and in good repair; properly worn; Hygiene - clean hair and body.

**HAIR AND HEADWEAR** Hair needs to be of a color that naturally occurs on humans and remain out of the eyes. Boys' hair should not touch the top of the ear and should be off the collar, sideburns should not be longer than the earlobe. Boys are to be clean shaven, no beards or mustaches. No headwear may be worn inside, i.e. knit caps, bandanas, baseball caps. Girls may wear hair clips, ponytail bands, or headbands to hold hair out of their face. These must be simple and match the school uniform. Baseball caps or other hats with brims designed to shield the face from the sun may be worn outside only. Knit caps or other cold weather hats may be worn outside on colder winter days.

**MAKEUP AND JEWELRY** Jewelry should only be worn by secondary students and should be simple and modest in nature such that it does not cause injury or distraction. Boys may not wear earrings. Makeup also should only be worn by secondary students and should be minimal.

**SHOES/SOCKS** Athletic type shoes may be worn with all uniforms, however we ask that girls wear simple athletic shoes or dress shoes with the chapel uniform. Socks are to be solid color and match the school uniform.

**OUTER WEAR** On chilly days the blue *Veritas* sweatshirt or cardigan as described in the uniform pamphlet, may be worn while inside.

**UNIFORMS** *Veritas* requires all students to wear the approved uniform, unless participating in a school function where exception to the uniform has been approved. Please refer to the current uniform pamphlet for details and ordering procedures.

# **Particulars**

## ***Discipline Policies . . .***

### **BASIC SCHOOL RULES**

Students are expected to cooperate with basic Christian standards of behavior and conversation.

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

1. *Prompt and Cheerful Obedience.* “And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23
2. *Respect the Property of Others.* “Whoever has no rule over his own spirit is like a city broken down, without walls.” Proverbs 25:28  
Students will be held responsible for damage done to school property. Actual replacement costs will be assessed and charged to the offending student's parents.
3. *Be Prepared and On Time for All Classes.* “Let each of you look out not only for his own interests, but also for the interests of others.” Philippians 2:4
4. *Treat Others with Respect.* “And just as you want men to do to you, you also do to them likewise.” Luke 6:31
5. *Listen Courteously when Others are Speaking.* “Love . . . does not behave rudely, does not seek its own, is not provoked, thinks no evil.” 1 Corinthians 13:5
6. *Always Tell the Truth.* “Therefore, putting away lying, Let each of you speak truth with his neighbor, for we are members of one another.” Proverbs 10:9

### **SPECIFIC RULES**

1. Students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs or behaviors that treat the Lord's name or character with triviality are not permitted.
2. No gum, electronic devices and games, lighters, guns, or knives are allowed on the school grounds or on school sponsored outings.
3. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
4. Public displays of affection are not permitted at school or school activities. This includes hand-holding, separating from the group, excluding others from conversation, etc. There should be no discernable evidence of being a couple.
5. Students may only eat or drink in designated eating areas and at designated times.
6. Students may not write on the whiteboards or chalkboards without permission of the teacher.
7. Students may not store backpacks on the floor. Pathways must be clear.
8. Student cell phones are not to be used anywhere on campus.

## Particulars

### ***Discipline Policies . . .***

Discipline will be administered in light of the student's offense and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), appropriate disciplinary action, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems will be dealt with at the classroom level. As in all other areas of education at *Veritas*, love and forgiveness will be an integral part of the discipline of a student.

**OFFICE VISITS** Five behaviors that will necessitate discipline from the Head of School:

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 or gestures, as well as taking the Lord's name in vain.

During the office visit, the Head of School will determine the nature of the discipline. The Head of School may consult the School Board for guidance.

Within each semester, the first time a student is sent to the Head of School for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought. The Head of School will meet with the student's parents following the second office visit. Should the student require a third office visit, a three-day suspension will be imposed on the student. Missed work must be turned in when the student returns to his class or a grade of zero will be received. If a fourth office visit is required, the student will be expelled from the school.

**EXPULSION** The *Veritas* School Board 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. Should the expelled student desire to be readmitted to *Veritas* the following year, the School Board will make a decision based on the student's attitude and circumstances at the time of reapplication.

**SERIOUS MISCONDUCT** Should a student commit an act with such serious consequences that the Head of School deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Students may be subject to school discipline for serious misconduct which occurs after school hours or not associated with the school.

## Particulars

### ***Financial Policies . . .***

**REGISTRATION FEE** A registration fee will be assessed for each student. All account balances must be paid and the Financial Agreement signed before returning students will be considered enrolled for the next year.

**FINANCIAL AGREEMENTS** Financial Agreements between the school and each family will be issued and signed at the time of enrollment.

**PAYMENT** Payments are due on the 1<sup>st</sup> of each month and considered late after the 10th. A late fee of \$10 will be applied to the account after the 10<sup>th</sup>. All tuition payments begin July 1<sup>st</sup> and must be paid in full by May 1<sup>st</sup>.

**PAST DUE ACCOUNTS** Payment will be considered delinquent if not paid by the 10th day of each month. Any payment two months late will be referred to the School Board and considered in violation of the Financial Agreement which may be cause for suspension of the student unless a payment plan has been made. The Board will consider suspension on a case-by-case basis.

**EARLY WITHDRAWAL** The Head of School should be notified one week in advance of the final date a student will attend school. All charges related to the student's enrollment are to be paid as of the date of withdrawal. In the last month of attendance, the monthly tuition charge for a student withdrawn within the first fifteen days of the month will be ½ month's tuition. Withdrawals after the 15<sup>th</sup> will owe a full month's tuition.

**LATE ENROLLMENT** The tuition for students enrolling during the school year will be the monthly tuition rate based on eleven payments multiplied by the number of months left in the school year, plus one month.

**RETURN CHECK CHARGE** Any account for which a check is returned for non-sufficient funds will be charged \$25 or the prevailing bank rate, whichever is greater.

**MISCELLANEOUS FEES** There may be miscellaneous field trip fees, school lunch fees (optional), sports fees, and other activity fees.

**BOOK FEES** A replacement charge will be assessed for each book not returned or returned with excessive wear and tear.

## Particulars

### ***Dropping Off and Picking Up . . .***

**DROPPING OFF** Students should arrive no earlier than 7:45 AM and no later than 7:55 AM. Students are not to enter the building when they are dropped off, but they are to go directly to the basketball court area.

**PICKING UP** If anyone other than the custodial parents or guardians will be picking up students an Authorization for Student Pick-Up form must be completed and on file in the school office. On this form there are three classifications for individuals that may be designated to pick up students: A – family members living in the same household. Those named in this section will not need to show ID nor will we need notification from parents for release. B – Individuals who may be picking up students often or on a regular basis, such as grandparents or carpool arrangements. Individuals named in this section will need to show ID until the student’s teacher readily recognizes them. Parents will designate on the form whether they will notify the school for each pick up or if the individual may pick them up without notification. C – Individuals who may be called upon to pick up students on an occasional basis. We must receive notification from the parents of each and every instance which these individuals will be picking up the student and the individual will need to show their ID to the student’s teacher before the student will be released to them.

### ***Student Drivers . . .***

Students possessing a valid driver license may drive themselves to school with parent permission only. A *Student Driver Permission Form* must be completed and on file in the school office. The privilege of driving oneself to school can be revoked at any time for unsafe conduct.

**DRIVING OTHERS** If a student has permission to transport others, the *Student Driver Permission Form* must include permission from the driver’s parent and permission from the parent of those being transported. Having this permission does not mean students may drive off together anytime they wish. Every time one student has permission to ride with another we will need notification from the parents of both individuals granting permission for that specific day and event.

## **Miscellaneous**

**REGISTRATION** In-house registration for attendance at *Veritas* begins March 1<sup>st</sup> of each school year. Beginning April 1<sup>st</sup>, new students will be accepted from the pool of available candidates on an optimum student and space-available basis. The student is not officially enrolled until the registration fee has been paid and the Financial Agreement has been signed.

**FIELD TRIPS AND SCHOOL SPONSORED EVENTS** A permission slip for every activity away from the school grounds will be sent home and must be signed by the parent/guardian and returned by the date requested. Students without a signed permission slip will not be allowed to leave the campus. The child will remain in the office until his class returns from their off-campus activity.

Parent chaperones are appreciated, but we request that they are not accompanied by other children, allowing the chaperone to give their undivided attention to the safety of the students.

**PARTY INVITATIONS:** Everybody loves a birthday party, and no one likes to be left out. Please do not hand out invitations at school unless the whole class is invited. Parents may make arrangements with the classroom teacher to provide cupcakes, etc. for the class in celebration of their child's birthday

**DISTRIBUTION OF MATERIALS:** Handbills, leaflets, newspapers, and other material may not be distributed or posted on the *Veritas* campus without permission from the Head of School.

**SCHOOL CLOSURE** The decision to cancel school or to delay its opening during unusual weather conditions is generally made by 7:00 AM. Sierra Vista radio stations will report the decision soon after 7:00 AM. In general we will follow suit if the Sierra Vista public schools close. If no announcement is made, school is open. Area radio stations to listen to are KTAN AM1420 and KWRB FM 90.9.

**LUNCH:** *Veritas* has a lunch program that provides lunches for purchase on Tuesdays and Thursdays. A monthly order form will be sent home to be returned by the assigned date. Late orders will not be accepted. Please do not send payment with your order; all lunch orders will be billed and included on your monthly statement. If lunch payments are two months past due students will not be allowed to continue ordering until the balance is paid.

When not ordering lunch, students are to bring their own lunches in insulated bags. We cannot provide microwaves to heat lunches or refrigerators for cooling, so please do not include food items that require heating or cooling.

If a student arrives at school without a lunch one will be provided and a charge will be added to the next month's tuition bill.

## **Miscellaneous**

**PHONE USAGE** Use of the telephone in the school office is for the use of the *Veritas* teachers and staff only. Students may use the phone for emergencies and only with permission of their teacher. Students may not call home to arrange for after-school activities or to ask their parents to deliver forgotten homework, PE clothes, etc. Students are responsible for making such arrangements from home and/or bearing the consequences should they forget something at home.

**CELL PHONES** Students are not allowed to use cell phones on campus for any reason. There is not a conceivable reason for students to need a cell phone during school hours. If a student needs a cell phone after school hours they may leave it in their backpacks or locked in their cars. If a student uses a cell phone on campus it will be confiscated.

**LOST AND FOUND** Clothing and other items lost by a child will be held in the "Lost and Found" in the office for two weeks. Please label your child's clothing with their initials to help us identify their owner. Items unclaimed after two weeks will be donated to a charitable organization.

**HEALTH RECORDS** Immunizations must be kept current according to the immunization schedule prescribed by the Arizona Health Department. It is the responsibility of parents to ensure their children receive the correct vaccinations in a timely manner. The school office will notify parents if students are lacking vaccinations. Students may not be allowed to attend school if vaccinations are not up to date.

**ILLNESS** Children will be sent home if their temperature is above 100 degrees, they are vomiting, or experiencing severe diarrhea. If a student becomes ill while at school, school staff will call the child's parent to come and pick him up. In the event the parent, guardian, or emergency individual cannot be reached, the student will remain in the office until the end of the day. A child not well enough to participate in the normal activities of the school day should remain at home. Students too ill to be at school will be considered too ill to participate in extracurricular activities, including sports.

Telephone the school immediately if your child is diagnosed with a contagious disease such as strep throat, swine flu, pink eye, or parasites.

**MEDICATION** Prescription and over-the-counter medications used by students must be kept in the school office. A Medication Permission Sheet must be filled out and delivered with any medication to be administered by the school office. All medication is required to be in the original packaging with proper identification, dosage, and expiration dates relevant to the student.