

Veritas Christian Homeschool Group

Handbook 2011-2012

*"Each one should use whatever gift he has
received to serve others, faithfully
administering God's grace in its various
forms." / Peter 4:10*



TABLE of CONTENTS

<i>Veritas Statement of Faith</i>	3
<i>Veritas General Policies and Procedures</i>	5
<i>Veritas Registration Process/Policies/Procedures</i>	16
<i>Veritas Individual Leadership Responsibilities</i>	23
<i>Veritas Support Role Responsibilities</i>	28
<i>Veritas High School Vision and Mission Statement</i>	32

APPENDIX

<i>Protocol for Reporting Absences</i>	34
<i>Veritas Christian Co-op 2010-2011 Budget</i>	35
<i>One Call Now</i>	36
<i>Veritas Christian Homeschool Group Calendar 2011-2012</i>	37-38
<i>Suggested Course of Study for VCHG Progression</i>	39-40

VERITAS STATEMENT OF FAITH

Who we are and what we believe.

VISION:

We are a Christ-centered community that provides a variety of educational and enrichment classes for homeschooling families in a safe and loving environment. 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

MISSION:

To provide Christ-centered educational classes designed to supplement individual Homeschool programs and provide opportunities for additional social interaction in a Christian environment.

FAITH STATEMENT:

We believe the Bible, 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.

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 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

Assembly

Parents and students (K-6th grade) are to attend assembly 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.** Teachers of the first period classes are to sit with their class in the designated rows. 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.

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 period of time they are absent.
- Unexcused absences are not permitted. If you fail to show up and fail to notify a member of the leadership team, **you may be expelled from VCHG.**
- 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.
- **All members are to be on church grounds all three hours of coop for AM classes, and both hours for PM classes (if attending.)**

Daily Schedule

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

Breakfast Club

Breakfast club is held outside of the kitchen in the gym from 8:45am – 9:00am for 7th grader and up to socialize and have breakfast together. Parents of these students will be scheduled to bring in the goodies, paper products, etc. Please check with the Breakfast Club coordinator for your scheduled date. Juices, milk, etc. are exceptions to the “Water Only” rule; however, beverages should not leave the meeting area.

For questions, contact the Care/Events person. ******Do not bring any snacks, etc. containing peanut products to Breakfast Club or class parties.******

Commitment

VCHG is planned for a typical school year. The commitment between the members and VCHG should also be for one year. VCHG is a cooperative; free hours will not be guaranteed.

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.”

1Corinthians 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 without refund.

Copier

The Information Coordinator and those assisting her are to make copies. No PERSONAL copies are to be made.

*Copies for classes should to be made at the minimum of **one week in advance** to avoid being delayed getting to class.*

Curriculum

A small portion of funds is budgeted for curriculum each year. All sources should be investigated before making a purchase such as the public library, borrowing from other homeschoolers, and used material on Internet, 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 Membership/Registration Coordinator **will not** be reimbursed. A curriculum purchase form must be completed and approved prior to purchase. 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 this discipline policy. The policy is addressed to students for behavior and 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. Following is the form used for all disciplinary actions.

Veritas Written Discipline Warning
(Please see your VCHG Handbook for the Discipline Policy)

Date _____

Dear Parent(s)/Guardian of _____

This is _____ of the four (4) written warnings that VCHG presents to parents/guardians when a child's behavior and/or disregard for being prepared warrant possible withdrawal from a class or from the entire Veritas program.

The problem behavior is:

Signed _____

_____, Teacher _____, Director

_____, Student _____, Parent

Written Warning #1:

Behavior: Following the parent/teacher/leadership meeting the child will sit out the remainder of the class period. Attendance the following week will be allowed provided he/she has submitted a written apology to the teacher.

Missed Homework (7th grade and up only): Written warning given to parent (cc to leadership) and student may be dismissed from class to finish homework in the lobby at the homework table.

Written Warning #2:

Behavior: Following the parent/teacher/leadership meeting the child will be suspended from VCHG the following week. The parent still needs to fulfill their responsibilities to VCHG for that week.

Missed Homework (7th grade and up only): 1 Trimester Class – Written discipline letter to parent (cc to leadership) and student is dismissed from the class and will spend the rest of the trimester in study hall. 2-3 Trimester Class: Written Warning given to parent (cc to leadership) and student may be dismissed from class to finish homework in the lobby at the homework table.

Written Warning #3:

Behavior: Following the parent/teacher/leadership meeting the child will then be suspended from VCHG for two weeks. 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.

Missed Homework (7th grade and up only): 2-3 Trimester class only – Written discipline letter given to parent (cc to leadership) and student is dismissed from class and will spend the rest of the trimester in study hall.

Disciplinary History:

#1 Verbal warning/ meeting with teacher, student, parent, & director: Date _____ Written Apology _____
(Have parent initial above and place warning #1 in discipline file to begin documentation of the problem)

#2 Written Warning #1: Date _____ Suspended for 1 wk.: Return Date: _____

#3 Written Warning #2: Date _____ Suspended for 2 wks. Return Date: _____

#4 Written Warning #3: Date _____ Expelled for remainder of the current trimester.

Dismissal

In an effort to respect God's House, students are to behave in a respectful manner during dismissal times. The dismissal policy does not apply to Nursery A, B, or C. At the end of 3rd period for AM classes, teachers will have students straighten up the rooms. Then teachers will take all students to Rm. 301-301 and drop off only the

students leaving for the day. Finally, the teacher will take the remainder of the students to the gym for lunch. Lunch monitors will watch children until their parents arrive for lunch. After drop-off, the teacher is free to do last-minute room clean up and pick up any nursery children. All teachers will be provided with a list explaining which kids will be leaving at noon or staying for lunch and afternoon classes. All families not staying for afternoon classes should be out of the building by 12:15PM.

Dress Code

Dress must be honoring and respectful to the house of the Lord (1Tim 2:9). If dress is deemed unacceptable by leadership, the student/member will be asked to change or wear an oversized T-shirt that will be provided. Please make sure students comply with policy. Some of the areas are as follows:

- Pants not secure around the waist
- Shirts or blouses that show cleavage
- Shorts and skirts above fingertip length

Drop-in Jr. High/High School Class Policy

Registration is offered to any homeschool family that is privately homeschooling, is not participating in a public or private virtual school, and is in agreement with VCHG’s Statement of Faith and Student Responsibilities. A parent is not required to stay at the facility for students registered as “drop-in”. Siblings not participating in classes at VCHG will not be allowed inside the VCHG facility during operating hours.

Because Veritas is a cooperative effort among home school families that volunteer their time and talents to share the educational experience, every effort is made to make the enrollment available to *families* who intend to participate and *contribute to the service needs* of the co-op. We prioritize family commitments and parental involvement for registration and enrollment. **We open registration and enrollment to “Drop-In” students in August** after our needs are filled with potential waiting list families. Due to our family-service emphasis, we do not begin the “Drop-In” registration until the beginning of the new school year, and we cannot guarantee placement for drop-ins.

Tuition for these classes is listed in the chart below. Tuition is due in full one week prior to the scheduled start of the trimester. When registering more than one week in advance a \$50.00 non-refundable deposit will be due at the time of registration. This deposit will secure placement in the class and be subtracted from the tuition due. **The fees per student are as follows:**

One class per Trimester	Two classes per Trimester	Three classes per Trimester	Four classes per Trimester	Five classes per Trimester
\$50.00/ trimester	\$95.00/ trimester	\$140.00/ trimester	\$165.00/trimester	\$190.00/trimester

Events/Holiday

Events organized by Veritas members and held as a Veritas event must observe a **Christian** theme. ******Do not bring any snacks, etc. containing peanut products to Veritas parties.**

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.

Box Tops for Education:

Families collect box tops throughout the year. They are redeemed on behalf of our group which contributes to funding our operating expenses.

Kroger Fundraising Program (Effective August 1, 2006):

Members may purchase Kroger Cards from the Fundraising Coordinator for \$1. The individual who purchased it may then add additional money to the Kroger Card. For each dollar spent at Kroger using the card, 4% will be donated back to Veritas Christian Homeschool Group. Additional cards may be purchased for use by family and friends.

Illness

People with the following symptoms should not attend VCHG:

- colored mucous
- 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

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

Parents who need to stay home with an ill child may drop their well children off at VCHG under the following guidelines:

- The children being dropped off must be in 3rd grade or older.
- 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 of 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.

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.

Lost and Found

The lost and found crate is located in the foyer. Any items found by the cleaning crew, teachers, etc. will be placed in this crate. At the end of the year all unclaimed items will be donated to charity.

Lunch

Lunch at Veritas is from 12 Noon until 12:40PM. 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. Lunch monitors will be responsible for putting away tables. All food and beverages must remain in the gym.

Lunch Seating

During lunch hour, all students 4th grade and under must sit with their parent or designated adult. All 5th grade and up have the privilege of sitting where they choose in the gym as long as they follow the lunch policy guidelines in actions and attitude.

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 breach 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 times, 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 breach with a guest teacher, (s)he will be considered in breach with Veritas in general and may lose membership privileges.

Please make note of the following policy changes. They will be implemented for Registration 2011-2012.

- 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 Urbancrest 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.

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.

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 support 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

Leadership Team 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.
- **Seeking input** from membership relative to their needs and desires from VCHG. Get answers to “how can we help you or serve you better?”
- 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
- **Promote member ownership** of VCHG: give members the tasks they desire and the authority and freedom to manage those tasks as they see fit.
- **Coordinate** registration and membership.
- **Assign teachers** and aides and assist them in whatever capacity possible.
- **Facilitate conflict resolution.**
- **Encourage** an atmosphere of support, understanding, peace and Christian love.

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.** Assembly begins at 8:45. Please be seated in the sanctuary by 8:40 so that we may begin on time.
- **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 (including lunch service.) No free hours will be guaranteed.
- **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.
- **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 or gum in classes.

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 Registration Coordinator.
 2. Take attendance during each class. Update the attendance sign on the classroom door as needed.
 3. Complete provided syllabus and return to VCHG Secretary, by ***the first day of the trimester.*** Provide each parent of your student with a copy of the syllabus.
 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. Submit class supply list to the Membership/Registration Coordinator to post for parents/students on the website. All supply lists are due before the Annual Membership Meeting.
 6. In case of your absence, a substitute lesson with instructions, supplies, copies, etc. should be in the Sub-Lesson Box for the aide/teacher taking your place
 7. 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.
- **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 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.

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. Any (7th grade and up) teacher may institute the Written Discipline Policy for missing homework assignments as they see fit.
- **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. Any student who violates policy will not be eligible for trimester honors.
- **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.
- **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. Any student who violated policy will not be eligible for trimester honors.
- **No peanut products at Breakfast Club and class parties.**
- **No beverages in class.**
- **No gum.**
- **Absolutely no weapons of any kind, including pocket knives.**
- **No cell phones or any other electronic devices in class(except calculators.)**
- **Do not enter** the sanctuary balcony/ sanctuary 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 enter** the new children's wing or elevator.
- **Lunch seating.** During lunch hour, all students 4th grade and under must sit with their parent or designated adult. All 5th grade and up have the privilege of sitting where they choose in the gym as long as they follow the lunch policy guidelines in actions and attitude.

Registration Form

For the safety of your children, a Veritas Registration 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 students parent in order to attend Veritas for the day.

Returned Checks

In the event that 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.

Snow Day/Class Cancellations

Our group will follow weather cancellations of the Lebanon City Schools. If LCS cancels 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. Tune into local radio or TV for cancellation notices. Cancellations will also be posted on the website. A One-Call-Now will be placed by 8:00 am.

Student Conduct

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. Public displays of affection are not permitted at Veritas or any Veritas related event.

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.

Tuition

Tuition 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.

Class fees are assessed when a class will need additional money for supplies beyond the \$35 allotment per 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. The teacher will need to let the family know the title of the book needed and the edition required (if applicable). Families must then purchase the resource, if they do not already own it. 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 established deadline and the teacher will then purchase the books. Veritas will not be responsible for any unpaid fees.

Urbancrest

Veritas is blessed to use the Urbancrest 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.

VERITAS REGISTRATION PROCESS/POLICIES/PROCEDURES

The Veritas Christian Co-op Registration process is supervised and managed by the Membership/ Registration person. The process has been divided into 3 steps: 1. class and teacher solicitation, 2. mock 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.*

- Ideas and details for class suggestions will be accepted every week of co-op, starting in September. A suggestion box is available in the lobby or you can give your ideas/suggestions to the Registrar and Assistant directly. □
- 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 on the types of 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 1st through 8th grade as well as high school. The ideas are arranged according to class levels (I.E. 1st-2nd, 3rd-4th, 5th-6th, 7th-8th, and 9th+). 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.
- Classes will be identified for an academic agenda for 5th-6th grades, 7th-8th grades, and high school (I.E. history, science, language arts, etc...)
- 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 mock 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.

MOCK REGISTRATION: *The purpose of the “mock 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 mock registration takes place during a regular co-op day, usually in March. We ask the membership to fill out their mock registration form during their scheduled free hour.
- The Leadership Team will be available to answer questions and help you through the procedure.
- The family's commitment form, fondly referred to as the "purple form", is due at mock 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 the mock registration step.

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

- After the list of classes from mock registration is tallied, the Leadership Team led by the registration coordinator will arrange classes and periods and prepare the final registration forms.
- The final registration takes place during a regular co-op day, usually in April. We ask the membership to fill out their final registration form during their scheduled free hour. Payment is due at the time of registration. **Your deposit is non-refundable. Please make your decisions and your commitment prayerfully.**
- The same class descriptions will be used for final registration as was used in mock registration, minus the classes that did not make the cut.
- The Leadership Team will be available to answer questions and help you through the procedure.
- Each member and student will choose 9 class sessions. Please note that year long classes count as 3 sessions in the overall total.
- Registration will be completed for the entire year.
- **Please note:** *specific classes are not guaranteed.*
- At the time of registration, each member will be assigned a seniority-service number to determine in what order families are placed in classes. The number is based on the years of membership and their service time for that particular year. The seniority-service number has been identified by active members as the fairest way to handle class placements.
 - Members are divided into groups by the year and trimester they joined and by their current year's service time (leadership, teacher, and aide/sub).
- Leadership is numbered first, then members who have taken the lead for classes or events, and then members who have only aided or subbed for the year.
- When members joined at the same time the service number of the member is taken into consideration to break the tie. The service number is based on the number of trimesters that the member led a class or led a service opportunity.
 - Lead teachers receive one service credit per trimester active.
 - Lead teachers of classes requiring evaluation forms/progress reports receive two service credits per trimester active.
 - Members heading up events as coordinators or lead planners receive one service credit per trimester active.
 - The order of seniority is as follows: leadership, oldest members through newest members taking into account their service for the current year.
- 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 a 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. Also, your fees are due at the time of registration. If your fees are not paid, you will not be permitted to register.**
- 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 choose 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 two weeks prior to the start of the pending trimester using a "Change Request Form". Such requests require the signature of the teacher(s) prior to turning in the form and are subject to the approval of 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.

CLASS PREREQUISITES

Veritas Sequential Placement:

For returning Veritas students, the student must earn at least a 70% or better in the prerequisite course to move ahead to the next class in the program.

If a student scores below 70% based on the current instructor's class standards, a general placement test can be taken after tutoring or remedial work has been completed. The parent is responsible for overseeing the additional work that needs to be completed.

If a returning Veritas student chooses to take a Veritas placement test, (s)he must follow the same criteria for passing as a newly enrolling student.

New Student Placement Tests:

For new students entering co-op, a general placement test will be given to insure readiness for the classes that require a prerequisite.

Students must score a 70% or better on the Veritas placement test. Placement tests are created by the Veritas instructors and are based on the material covered in the adopted curriculum.

Placement tests will be scheduled in April before registration and in August before the start of fall classes. It is the responsibility of the parent to reserve a testing time.

Placement tests must be taken and passed before a student will be allowed to enroll in the class requiring a prerequisite.

Placement tests will be administered on site in front of a Veritas instructor and will be graded and evaluated by the instructor.

The instructor's final evaluation is non-negotiable. A new placement test will need to be taken if there are any questions regarding the readiness of the student.

If a student scores between 70 and 80%, the instructor and parent will negotiate the extra helps required to succeed in the Veritas class. *Tutoring may be a requirement and it will be the parent's responsibility to secure a tutor.*

SPECIFIC CLASS PREREQUISITES

SCIENCE AT VERITAS

General Science

Scheduling Info/Prerequisite:

- **3 trimesters (year-long)**
- **No class prerequisite needed**

Physical Science

Scheduling Info/Prerequisite:

- **3 trimesters (year-long)**
- **Completed General Science at Veritas with a 70% or better or passed a placement test with a 70% or better.**
- **Students will need to have completed 7th grade math and plan to be enrolled in (or currently working on) Pre-Algebra for the current school year**

Biology

Scheduling Info/Prerequisite:

- **3 trimesters (year-long)**
- **Completed Physical Science at Veritas with a 70% or better or passed a placement test with 70% or better.**
- **For 9th grade and above only**
- **Lab reports must be typed**

Chemistry

Scheduling Info/Prerequisite:

- **3 trimesters (year-long)**
- **Completed Physical Science at Veritas with a 70% or better or passed a placement test with 70% or better.**
- **All students will need to have completed Algebra 1 and passed a Chemistry Math readiness test with a score of 70% or better. The Chemistry Math readiness test will have to be taken and passed before the student will be permitted to enroll in Chemistry.**
- **Lab reports must be typed**

Advanced Biology: Marine Biology

Scheduling Info/Prerequisite:

- **3 trimesters (year-long)**
- **Completed Biology at Veritas with a 70% or better or passed a placement test with 70% or better.**
- **For 9th grade and above only**
- **Lab reports must be typed**

Advanced Biology: Anatomy & Physiology

Scheduling Info/Prerequisite:

- **3 trimesters (year-long)**
- **Completed Biology at Veritas with a 70% or better or passed a placement test with 70% or better.**
- **For 9th grade and above only**
- **Lab reports must be typed**

WRITING AND LITERATURE AT VERITAS

Writing Techniques

Scheduling Info/Prerequisite:

- **3 trimesters (year-long)**
- **Completed IEW at Veritas and passed with a 70% or better OR completed a placement test and passed with a 70% or better**
- **All homework must be typed**
- **Every student must have the MLA Handbook, 7th Edition**

ENGLISH I: Intro to Lit Analysis & Comp

Scheduling Info/Prerequisite:

- **3 trimesters (year-long)**
- **Completed Writing Techniques at Veritas and passed with a 70% or better OR completed a placement test and passed with a 70% or better (Placement test includes providing a copy of a recently completed research paper that involved using proper MLA form)**
- **All homework must be typed**

- Every student must have the MLA Handbook, 7th Edition

English II: Literature and Composition-

Scheduling Info/Prerequisite:

- 3 trimesters (year-long)
- Completed Writing Techniques and English I: Intro to Lit Analysis & Comp at Veritas and passed with a 70% or better **OR** completed a placement test and passed with a 70% or better (Placement test includes providing a copy of a recently completed research paper that involved using proper MLA form)
- All homework must be typed
- Every student must have the MLA Handbook, 7th Edition

English III: American Literature-

Scheduling Info/Prerequisite:

- 3 trimesters (year-long)
- Completed Writing Techniques, and either English I: Intro to Lit Analysis & Comp or English II:Lit/Comp at Veritas and passed with a 70% or better **OR** completed a placement test and passed with a 70% or better (Placement test includes providing a copy of a recently completed research paper that involved using proper MLA form)
- All homework must be typed
- Every student must have the MLA Handbook, 7th Edition

English IV: British Literature

Scheduling Info/Prerequisite:

- 3 trimesters (year-long)
- Completed Writing Techniques, English I: Intro to Lit Analysis & Comp, and *either* English II:Lit/Comp or English III: American Lit at Veritas and passed with a 70% or better **OR** completed a placement test and passed with a 70% or better (Placement test includes providing a copy of a recently completed research paper that involved using proper MLA form)
- All homework must be typed
- Every student must have the MLA Handbook, 7th Edition

English V: World Literature-

Scheduling Info/Prerequisite:

- 3 trimesters (year-long), advanced course
- Completed Writing Techniques, English II:Lit/Comp, and *either* English III: American Lit or English IV: British Lit at Veritas and passed with a 70% or better **OR** completed a placement test and passed with a 70% or better (Placement test includes providing a copy of a recently completed research paper that involved using proper MLA form)
- All homework must be typed
- Every student must have the MLA Handbook, 7th Edition

SPANISH AT VERITAS

Spanish 1 –

Scheduling Info/Prerequisite:

- 3 trimesters
- high school level credit and high school level work required
- computer time is essential

Spanish 2 –

Scheduling Info/Prerequisite:

- **3 trimesters**
- **high school level credit and high school level work required**
- **completed Spanish 1 and passed with 70% or better**
- **computer time is essential**

Spanish 3 –

Scheduling Info/Prerequisite:

- **3 trimesters**
- **high school level credit and high school level work required**
- **completed Spanish 2 and passed with 70% or better**
- **computer time is essential**

HONORS CLASSES AT VERITAS

Many of our upper level courses offer an Honors Option. The teacher decides if he/she will participate in the Honors Option, and the teacher designates what will be required to achieve honors in his/her class. The parents/students can then choose to take advantage of the extra incentive or not. Students who achieve Honors status will be recognized each trimester and given a certificate. If a student attempts to complete the Honors track for the trimester but falls short of the goal, the work completed will be considered for extra credit instead of Honors.

VERITAS INDIVIDUAL LEADERSHIP RESPONSIBILITIES

Leadership Team – the actual running of VCHG; no required teaching responsibilities

Director:

Church liaison, including any facility-cleaning issues.

Plan agenda and run meetings:

- Monthly business meetings
- Membership roundtables
- Annual Mandatory Meeting with membership
- Annual leadership team meeting:
 1. Set agenda, date and location of leadership annual summer meeting
 - Review finances and set budget for next year
 - Review membership changes
 - Changes to Policies and Procedures
 2. Set agenda for mandatory meeting in August

Mandatory Meeting: Welcome, Prayer/Devotional/ Positions/Introductions (Leadership, Support Roles, One Call Now, Statement of Faith

Follow up on action items from minutes for completion.

Receive calls/emails from potential members; explain about VCHG and answer questions.

Complete new member Waiting List Request Form. Once a potential member has decided to join, pass them on to Membership/Registration to be put on the waiting list and scheduled for an interview.

Coordinate team activities: Recruitment, interviews, and hiring of high school teachers.

Work with teachers who have concerns about their classes, students, or curriculum.

Work with parents who have concerns about their child's class or teacher.

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.

Secretary:

Take/distribute meeting minutes and follow-up items.

Create nametags, mailboxes, and member directory.

Annually update all forms to reflect new school year and revisions.

Type weekly announcements for distribution.

Create sign-up sheets if needed.

Maintain all membership paperwork, medical forms, and family information.

Help Membership/Registration collect paperwork during registration.

Mail Family Information/Medical Release and Statement of Faith forms to New Members and submit registration payments to Treasurer throughout the year, including summer months.

Assume Information Coordinator responsibilities in case of absence.

Report Secretary absence to Care and Events Coordinator.

Track and verify that substitute lesson plans are in place for each teacher (put in Sub-Lesson Box).

Collect, track, and organize all syllabus provided by teachers.

Keep Membership Directory current – email updates to members/ make copies for those w/out email.

Birthday List– post parents birthdays in announcements and/or on a monthly basis at Front Desk.

Provide updated Handbooks at the Annual Mandatory meeting.

Mandatory Meeting– explain Membership forms, Sign Up book, Syllabus, Name Tags, the “Mailbox” and “Sub-Lesson Box”, Directory and Swap Days.

Suggestion Box– Check for member suggestions and discuss at monthly leadership meetings.

Submit school year calendar to membership as soon as possible during summer months for membership planning purposes—include mandatory meeting date, time, and location.

Oversee Information Coordinator and Announcement Coordinator

Treasurer:

Pay church and write other checks for bills and reimbursements.

Prepare member invoices for each trimester.

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).

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

Provide a monthly financial report to leadership team.

Prepare annual budget for leadership review and approval.

Check P.O. Box regularly and deliver mail to the appropriate person.

Mandatory Meeting: Provide copies of annual budget and explain Reimbursement Forms.

Assume the responsibility of the Fundraising coordinator in case of absence.

Report Treasurer absence to Care and Events person.

Work with accountant for filing of legal paperwork.

- Carol Topp

Pay special attention to the following deadlines:

- Liability insurance due: May
- Update total number of students with insurance each September
- Donations to the church each trimester
- Quarterly storage unit bill
- Annual Quickbooks payment
- Annual copier fee
- Yearly payment of Domain name and website service provider fee

Oversee Fundraising Coordinator. (Note: No fundraising is to be done out in the community, otherwise we will be required to submit additional legal paperwork.)

Membership/Registration:

Create and manage the waiting list.

Maintain membership history.

Registration:

- Coordinate collection of class ideas for following year
- Organize and execute mock registration
- Decide what classes to offer and what periods based on mock registration results and room availability
- Organize and execute mock registration and final registration
- Tally registration results (organize a team to do this)
- Survey members about their skills, abilities (in person or by survey)
- Assign teacher/aid positions

Assign classroom locations.

Along with Treasurer, approves orders for needed curriculum.

Inventory the Curriculum.

Mandatory Meeting: Policies and Procedures, Responsibilities– leadership, parents, teachers, students, tour of facility for new members.

Report Membership/ Registration absence to Care and Events person.

Oversee Web-Site Coordinator and Curriculum Coordinator

Care and Events:

Prayer request will be sent out via e-mail.

Delegate or set up and keep the Coffee Ministry stocked each Thursday morning.

Coordinate sign-ups for Breakfast Club food for 7th grade and up.

Gifts to church staff for Christmas and end of the year (see Treasurer for budget).

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 first period to make sure all subs know their assignments for the day.

Inform Playgroup/Kindergarten leaders of any substitutes they will have.

Assume the responsibility of the Playgroup or Nursery Coordinator in case of absence.

HSLDA:

- Promote membership in HSLDA-members can transfer their HSLDA memberships to Veritas, or join with our discount number and qualify for the group discount if they were not formerly associated with a group.
- Group discount director-Annually update our membership list online with HSLDA; we need 15 families to qualify for the group discount.
- Order pamphlets for member handbooks.

Oversee and schedule events such as Spelling and , Share Fair, holiday parties, Field Day, year book, picture day, year-end assessments, park days, and special events.

Encourage member participation in planning trips and activities for our group.

Encourage member participation for specific committees and will designate a leader for each committee.

Maintain event calendar.

Cleaning contact person– work with Director on feed back to and from UBC.

Prepare a letter for handbooks explaining Protocol for reporting absences.

Mandatory Meeting: HSLDA, 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 UBC church members.

Report Care/Events person absence to Director.

Oversee Cleaning Crew, Coffee Ministry, Spelling Bee Coordinator, Playgroup Coordinator, Nursery Coordinator, Share Fair Committee, and Field Day

VERITAS SUPPORT 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).

Playgroup Coordinator:

- Create/type/distribute unit and weekly lesson plans for both classes
- Purchase and prepare materials for crafts
- Get books for unit from the library
- Create and maintain snack lists, sign in/out sheets, nametags, etc.
- Set up playgroup rooms before co-op begins; fill water pitcher
- Check each hour to make sure things are running smoothly; provide help where needed (i.e. Potty accidents, missing teachers, discipline issues)
- Help teachers clean up/put away, get papers ready to go home
- Check rooms after everyone has cleared out to make sure it is ok
- Report absence to Care and Events person who will assume these responsibilities

Office Coordinator: (all 5 hours at desk/copier)

- Have the desk set up (by 8:45 am)/take down and general organization
- Timer/Bell
- Make copies
- Enforce rule- No personal copies are allowed
- Distribute copies, announcements, and other fliers into member mailboxes
- Organize, inventory and manage storage trailers and all supplies
- Purchase and restock paper and other supplies as needed
- Help the secretary with some of the busywork
- Report absence to Secretary who will assume these responsibilities

Assembly Coordinator:

- Lead assembly and give oral announcements
- Schedule Devotionals with members or out of network speakers such as Youth Pastors, Relatives of students, etc.
- Maintain Assembly Devotional sign up in sign up book and inform secretary of weekly speakers for announcements.
- Provide necessary materials such as class signs for 1st period seating
- Arrive to Co-op by 8:40 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

Fundraising Coordinator:

- Oversee the Box Tops program
- Hand out Kroger cards and give member/card number information to the Treasurer

- Form a committee when necessary to head up any other fundraising done within the membership
- Discuss Box Tops (what they are for/where to put them) and Kroger cards with membership
- (No fundraising is to be done out in the community, otherwise we will be required to submit additional legal paperwork)
- Report absence to Treasurer who will assume these responsibilities.

Nursery Coordinator:

- Any used crib sheets are to be disposed in dirty linen basket under sink and replaced with clean sheets.
- All trash bags from bathroom, Nursery A/B and Loving Lambs are to be placed in hallway for cleaning crew. Put new liners in trashcans.
- Any UBC cups used are to be washed and place on towel by sink to dry.
- All floors are to be swept in both nursery and Loving Lambs classroom.
- Wash/Sanitize all toys in sink – put on towel by sink to dry.
- Make sure parents are aware there are no peanuts allowed anytime.
- Keep cheerios and graham crackers on hand each week for both nursery and Loving Lambs.
- Collect Loving Lambs bag/sign in sheets, snacks and any other Veritas supplies in plastic tub and put on top shelf in Nursery AB.
- Ensure that each baby is being cared for adequately and that every baby has a diaper change at least once throughout the day and whenever necessary (Keep a checklist of times/aides changing diapers.)
- Report absence to Care and Events person who will assume these responsibilities.

Website Coordinator:

- Maintain website
 1. Update teacher/aid/student information
 2. Postings (snacks lists, events dates, etc.)
 3. Enhancements

Registrar Assistant:

- 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 and the Web Master; requires an item-by-item, line-by-line check of info; works with the Web Master to keep the web site updated and user friendly
- Manages the distribution and collection of the various surveys throughout the year; provides feedback regarding the surveys and the members' responses
- 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 registrar)
- Assists the Registrar in the many facets of the registration process and begins 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
- 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 leadership team.

Curriculum & Info Coordinator

- 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.
- Works alongside the Registrar at registration time to supervise the curriculum choices of the classes being suggested and provides prompt feedback to the Registrar.
- Helps the Registrar set the room assignments based on the special needs of each class; keeps a list of the special requests for furniture/equipment; helps to set up special accommodations if necessary
- The duties may be reassigned each year based on needs of Veritas and the Registrar.
- 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 leadership team.

Cleaning Coordinator:

- Must be a VCHG cleaner
- Oversees cleaners and responsibilities of VCHG cleaning crew
- Assigns cleaning responsibilities to individual VCHG cleaners
- Does a final “walk-thru” to check building before leaving
- Reports problems/conflicts to Care & Events Coordinator
- Takes lost and found to the pod
- Lock the pods
- If absent, contacts Care & Events coordinator to request a substitute cleaner

VCHG Cleaners:

- Veritas cleaners agree to fulfill the cleaning responsibilities agreed upon between VCHG and Urbancrest Baptist Church staff. (Individual responsibilities will be assigned by the Cleaning Coordinator.)
- The cleaners will receive \$10 tuition credit for each day of cleaning. 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.
- Cleaning supplies will be supplied by Urbancrest.
- All children belonging to the cleaners **MUST** stay in the designated room 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 their tuition credit will be reduced \$10 per absence.

*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.

Veritas High School Vision and Mission Statement

OPPORTUNITY DRIVEN:

Mission (Why are we here? Who are we?)

We are a Christ centered community of home educated families dedicated to collectively providing our children an excellent academic experience that will prepare them for advancement in life after high school. We seek to offer our students an educational opportunity that goes beyond the classroom and enriches the home schooled experience. We strive to provide these opportunities through the God inspired talents of our diverse membership.

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.

APPENDIX

PROTOCOL FOR REPORTING ABSENCES

Dear Veritas Families,

I am looking forward to an exciting year at Veritas. It is such a blessing to have a group of families that will work cooperatively with each other. Please note below the steps to take to report your absence from co-op. It is imperative that you contact me and not another member if you are unable to attend.

I will be the person receiving messages from members who are unable to attend co-op, and will schedule substitute teachers as necessary. Therefore, the sooner I know, the better I am able to plan and prepare for your class. In the event you are unable to attend a Thursday co-op, please take the following steps:

1. Send an e-mail to me at thesebooksarefun@sbcglobal.net (**by 9 p.m. the night before**). I will send a reply to verify I have received your request and will schedule a substitute teacher to cover your class. In most cases this will be the aid that is assisting in your class, so please go over your substitute lesson plan with them before you place it in your mailbox. ****If you know early of a date that you will have to miss, please let me know ASAP.**

OR

2. **IF YOU DO NOT USE E-MAIL**, please call my home between 7 and 9 p.m. on Wed. night. If I am unable to answer please leave a message.

Home Number: 937-886-9936

3. For emergency, late notification of absence or waking in the morning to find illness in your midst, please call my cell-phone Thursday morning after 7:30 a.m.

Cell Number: 937-581-9457

I recommend you program my cell number in your contact list on your phone. If you have any questions or concerns, please contact me. I look forward to serving with you.

Sincerely,

Joy Carpenter

Veritas Christian Coop 2011-2012 Budget

INCOME

STARTING BALANCE	\$3,250.00
Tuition for AM only Families	\$2,550.00
Tuition for AM and PM Families	\$10,800.00
Drop in Student Tuition	\$0.00
Kroger Fundraising	\$3,000.00
Box Top Fundraiser	\$1,000.00
	\$20,600.00

EXPENSES

Appreciation	\$500.00
Class Expenses	\$6,510.00
Coordinator Credits	\$900.00
Copies	\$660.00
Curriculum	\$300.00
Facility Cleaning	\$1,200.00
Graduation	\$100.00
Hospitality	\$100.00
Insurance	\$700.00
Leadership Credit	\$1,410.00
Lead Teacher Credits K-6	\$1,305.00
Lead Teacher Credits 7-12	\$1,250.00
Legal and Professional Fees	\$100.00
Office Supplies	\$500.00
One Call Now	\$115.00
PO Box Rental	\$45.00
Postage	\$25.00
Rent for 2 Storage Units	\$1,400.00
Scholarship	\$300.00
Share Fair	\$400.00
Special Events/Awards	\$300.00
Quickbooks	\$250.00
Urbancrest Gift 10% Tuition	\$2,035.00
Website	\$150.00
	\$20,555.00



One Call Now

- **Normally your phone will ring and play your Veritas message when you answer the phone. If asked for a touch-tone-response, enter your selection after listening to the message.**

- **If a message was left on your answering machine and you need to enter a touch tone reply, dial **877-698-3261**. At the greeting **press 1**, and then enter the phone number that One Call Now normally calls. Press the appropriate key for your selection.**

Caller ID will show:



**NEWBRNGTN, OH
877-698-3261**



Veritas Calendar 2011

- Aug.15- Annual Membership Meeting (Mandatory)
- Aug.15- Last day for class or schedule changes in T1
- Sept.1- **First day of T1/T1 tuition due**
- Sept.29- Swap Day/Veritas Writing Contest starts/
Veritas group picture day
- Oct.13- **No Coop** (Urbancrest Judgment House) – Spelling Bee (location TBD)
- Oct.20- **No Coop** (Urbancrest Judgment House) - Field Day (location TBD)
- Oct.27- Swap Day
- Nov.3- Writing Contest entries due and judging
- Nov.10- Last day for class or schedule changes in T2/
Writing Contest winners announced
- Nov.17- Swap Day
- Nov.24- **No Coop** (Thanksgiving)
- Dec.1- **First day of T2/T2 tuition due**
- Dec.15- Swap Day
- Dec.22- **No Coop** (Christmas)
- Dec.29- **No Coop** (New Years)

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. 1 Peter 4:10

Veritas Calendar 2012

- Jan.5- Mock Class Idea Boards displayed
- Jan.19- Mock Class Idea Boards taken down
- Jan.26- Swap Day
- Feb.9- Last day for class or schedule changes for T3
Email Mock
- Feb.23- **First day of T3/T3 tuition due**
Swap Day
- Mar.1- Primary Mock Registration Day
- Mar.15- **No Coop** (GIC at Urbancrest)
- Mar.29- Swap Day
- Apr.5- **No Coop** (Urbancrest Closed)
- Apr.12- Veritas Registration Day
- Apr.19- **Early release** (12PM) for Midwest
Homeschool Convention
- Apr.26- Swap Day/ New Member Registration
- May 3- Share Fair set up
- May 4- Share Fair at Urbancrest
- May 10- Last day of Coop
- May 16- Veritas Standardized Testing at Urbancrest
- May 17- Veritas Standardized Testing at Urbancrest
- May 18- Veritas Standardized Testing at Urbancrest

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. 1 Peter 4:10

Suggested Course of Study for VCHG Progression

The following is a suggested courses of study to aid you in the progression of learning at VCHG.					
Implemented 2009-2010					
	3 rd -4 th	5 th – 6 th	7 th -8 th *Prerequisites	9 th -10 th *Prerequisites	11 TH -12 TH *Prerequisites
		A	B	C	D
LANG ARTS: GRAMMAR/ WRITING	IEW: (A)				
		IEW: (B)			
		IEW: (B-Cont)			
		Spell/Vocab/ Basic Grammar			
			*Advanced Grammar/Latin Roots		
			Writing Techniques		
			Lang Arts Electives		
LANG ARTS: LITERATURE <i>+Are the next courses in the projected offerings</i>	Progeny Lit Studies (4-6) Electives				
		Progeny Lit Studies (5-8) Electives			
		*English 1: Intro to Analysis and Comp			
				*Literature and Composition (EIL-Eng II)	
				*American Lit (EIL-Eng III) +	
				*British Lit (EIL-Eng IV)	
				*World Lit (EIL-Eng V)+	
			Lang Arts Electives		
SCIENCE: APOLOGIA <i>+Have offered in the past or are the next courses in the curriculum already established</i>	Astronomy+ Botany+ (Alternating Years)				
		Zoology 1: Flying Creatures+ Zoology 2: Swimming Creatures+ Zoology 3: Land Animals+ (Alternating Years)			
			General Sci		
			*Physical Sci		
				*Biology	
				*Anatomy & Physiology (Alternating Years)	
				*Chemistry+ (Alternating Years)	
				*Adv Biology+ Anat&Phys (Alternating Years)	
				*Marine Bio+ (Alternating Years)	
				*Physics+ (Alternating Years)	
			*Adv Chem+ (Alternating Years)		
			*Adv Physics+ (Alternating Years)		
HISTORY			Drive through History: American History		
			Drive through History: Foundations of Character		
			Drive through History: Rome		
			Drive through History: Greece, East meets West, Turkey		
				Economics: Penny Candy Government	
FOREIGN LANGUAGE: SPANISH	Elem. Spanish				
			Spanish 1		
			Spanish 2		

				Spanish 3
FOREIGN LANGUAGE: SIGNING (ASL)	Elem. Sign Language			
			Sign Language 1	
			Sign Language 2	
LIFE SKILLS: COMPUTER			Basic Computer	
			Excel	
			Word	
			Digital Photography	
			PhotoShop	
			Web Design	
			Excel 2	
			Word 2	
		Power Point		
LIFE SKILLS: Contemporary living			Personal Finance: Dave Ramsey's Financial Peace University	
			Speech	
			Debate	
			Logic	
			Journalism	
			Health, Nutrition, and Budgeting for Independent Living	
			Career Planning	