

*Veritas Classical Schools
of
Middle Georgia*

*Policy Handbook
2022-2023*



Accreditation

Veritas Classical Schools is fully accredited by the Georgia Accrediting Commission (GAC). This accreditation will allow students who meet the academic requirements to qualify for the HOPE scholarship program of Georgia. This accreditation is also recognized by all colleges.

Communication Policies

Matthew 18 Principle of Love, Correction, and Good Communication

At Veritas we firmly believe in the biblical approach to conflict that is reflected in Matthew 18. We encourage parents that have a concern with a teacher to go to that teacher instead of trying to go to someone not involved. We have encouraged our teachers not to listen to those who want to talk about others, but rather encourage the person to go directly to the person that has offended them. Veritas administration will not listen to problems unless a parent has abided by the Matthew 18 principle and discussed the issue with the teacher first. Please talk with your children about this principle as well. If we follow this biblical pattern, our school will run very smoothly, and problems will be resolved.

Parent/Student Portal

Veritas Classical Schools has created a central location where administrators, teachers, parents, and students can communicate important information about the school, assignments, grades, and attendance. The goal of the Parent Portal is to provide parents and students the ability to view assignments, grades, and attendance information, as well as get information about school news and upcoming events. You may access the portal at www.veritasschools.com.

It is **very** important that you check the portal often for information. We post new information daily. Every announcement will be posted on the portal, but it may not be emailed out. Please keep your address, telephone number, and email address current on the portal. It is of utmost importance that student information be kept up-to-date, especially concerning emergency information. Under the *Links and Documents* menu on the portal, you will find all the calendars, schedules, supply lists, transcript forms, dress code, Parent Portal Manual, etc.

Parent-Teacher Conferences or Appointments

If you desire a conference with the teacher and/or administrator, please contact the teacher and/or administrator. The teachers are not able to meet with parents before or after school unless an appointment has been made in advance. Teachers are also available by email. Please refer to your child's assignment sheet for your teacher's contact information. We request that you inform us ahead of time of the reason and nature of the conference. This will allow time for any needed preparations.

Facebook Groups

Veritas Macon and Veritas Warner Robins have established Facebook pages for announcements, reminders, buying/selling used curriculum, etc. We hope this additional form of communication will be a way to encourage the Veritas community and help families connect. Please keep in mind our social media policy when using Facebook. Our primary way of communicating with parents/students is email and the portal. Please do not use Facebook to communicate with administration, staff, or teachers. For more information on joining these Facebook groups, contact your campus point person or our office.

**Veritas reserves the right to revise policies when necessary.

Daily Policies

Absences/Late Work/Make-up Work

I. Student Make-Up Work / Late Work: Scheduled Absences:

Scheduled Absences are those absences for doctor's appointments, vacations, and other known events which preclude the student completing assignments or attending class. At least two weeks prior to any scheduled absence, parents need to make arrangements with the instructor to obtain the student's assignments as soon as they are available and for the student to complete any assignments that will be missed as a result of the absence. It is the responsibility of the parents and student to establish a timeframe acceptable with the instructor for submitting missed assignments or make-up work. Assignments must be completed and handed in within the timeframe arranged with the instructor. Assignments not handed in on time will be deemed "Late." See Late Assignment Policy below.

II. Student Make-Up Work / Late Work: Unscheduled Absences for Written Assignments.

Unscheduled absences are those events that are unforeseen or unplanned such as accidents, sicknesses or emergencies. Known absences that fall outside the two-week notification window above are considered unscheduled absences for the purpose of this policy. It is the responsibility of the parents and student to know what assignments are due on the day of the student's absence. A student's absence or inability to complete an assignment must be brought to the attention of the instructor as soon as possible. Please remember that communication between parent, student, and instructor is extremely important. Unless specific alternative arrangements are made with the instructor, the written work must be submitted to the instructor via email or some other means to arrive no later than 6 PM on the same day they were originally due. Assignments submitted after that time or the time agreed upon with the instructor will be deemed "Late." See Late Assignment Policy below.

III. Student Make-Up Work / Late Work: Unscheduled Absences for In-Class Tests/Presentations

If an unscheduled absence falls on a class day when the student is required to take a test, examination or make a presentation, the student's absence must be brought to the attention of the instructor as soon as possible. Unless specific alternative arrangements are made with the instructor, in-class tests or examinations must be made up at the student's next Veritas class day using the point person or another individual as a proctor. For example, if a student misses a humanity class test on Tuesday in Warner Robins then the student must take the test during Thursday's science and mathematics class day during an open period, e.g., lunch, or during his next class day at Veritas. At the instructor's discretion, tests may be proctored at alternative venues acceptable to the parents prior to the next regularly scheduled class day. Proctor fees may apply. Presentations will normally be made the next regularly scheduled day when the class meets unless the instructor provides other directions.

IV. Late Assignment Policy

The grades for late assignments will be subject to a penalty as determined by the instructor. If the assignment is not submitted or fulfilled after two weeks from the original due date, then the student will be given a grade of "0" (zero) for the assignment. No assignments will be accepted after the end of the semester.

Accident / Illness Procedures

If your child becomes ill or injured while at school, you will be contacted immediately.

If the parents cannot be reached, a designated person listed on the medical release form (or, if an emergency, the family physician) will be contacted. Veritas reserves the right to contact a doctor or hospital of their choosing to administer emergency aid to the child.

**Veritas reserves the right to revise policies when necessary.

Arrival and Dismissal for classes

Students may arrive no sooner than 10 minutes prior to school starting and should be picked up promptly at dismissal. Lack of punctuality in picking up your children causes great inconvenience to many others and will result in a fee added to your account. Your child must be picked up by a person listed on the Emergency Contact Information Form. There are no exceptions unless the teacher is contacted by note or phone and made aware of the change before the pick-up is made. Detailed carpool procedures for each campus may be found on the portal under Links/Documents.

Campus Visitors/Early Dismissal

All visitors to campus need to be approved and **must** be signed in by a campus point person. If you are picking up your child for early dismissal, you must sign him/her out with the campus point person in addition to notifying his/her teacher.

Cell phones and electronics (See also Student Electronic Device and Internet Use Rules)

Cell phones are to be turned off and should not be visible on campus during the school day. Phones may be brought to school and kept out of sight for use during the commute to and from the campus. Phones are not to be used at any time during the school day, including lunch and breaks. All visible devices, regardless of what they are being used for, will be confiscated. It will then be given to the administrator and/or campus point person. Only the offending student's parent will be allowed to pick up the phone. There will be a \$20 charge to pick up the phone.

If you are notified by your teacher that devices and/or phones will be used in the classroom, the device/phone may only be used during the designated class time.

Parents, please do not contact your student while at school. To speak to the campus point person, Macon campus parents may call 478-733-3241. Warner Robins campus parents may call 478-955-6860. The point person will give the appropriate teacher a message so that the information may be given to the student. If a student needs to make a call or send a text to a parent during the school day, he/she must ask permission from the teacher or campus point person.

Classroom/Holiday Parties

K-6th grade classes has a classroom party sign-up sheet available during orientation. These parties include Christmas, Valentine's Day, end of the year parties.

Grades 7th -12th participate in a Christmas party and an end of the year party.

All grades participate in the Thanksgiving feast.

Emergency Drills

The teachers and staff know the appropriate procedures for the various types of emergency conditions. They will instruct the children in drills. Fire drills are held monthly, and all others are held annually.

Field Trips

Throughout the year, some classes may offer trips outside the classroom to enrich the students' school experience. You will be notified regarding the nature of the trip and any other necessary information. Stringent carpool policies are enforced such as wearing seat belts, speed limit observance, age of driver, valid insurance, etc. Permission slips must be filled out for participation in field trips.

Health Policies

Please do not send your child to school when he/she is ill. Sending a child to school with a fever over 99 degrees, excessive sneezing, coughing, or upset stomach, etc., runs the risk of infecting other children. Children must be fever-free for 24 hours before returning to school. Please be considerate of others, keeping in mind that some of our teachers and students have low immunity concerns.

Before sending your child to school, please consider the following guidelines and questions to help you in accessing your child's health. ***If any of these questions are answered "YES," please do not send your child to school. Notify your child's teacher if your child will be absent.***

Have you experienced any of the following symptoms in the past 48 hours?

- Fever (over 99.9) or chills
- Cough (newly developed, not allergy-based)
- Shortness of breath or difficulty breathing
- Fatigue, muscle, or body aches (newly developed, non-exercise related)
- Headache (newly developed, not sinus-related)
- New loss of taste or smell
- Sore throat
- Congestion or runny nose (not allergy-related)
- Nausea or vomiting
- Diarrhea

If the student or a member of the student's household has a lab-confirmed COVID-19 positive test result, please contact our office to establish quarantine guidelines (veritasschoolsinformation@gmail or 478-733-3241). Please communicate with your child's teacher(s) to obtain assignments and establish a plan to make-up work. See Absences/Late-Work/Make-Up Work Policies.

Home Study Summary Sheets (High School only)

Home Study Summary Sheets, plus a graded assessment, are required to receive credit for any high school course completed at home. Due dates for submission of forms to the transcript coordinator may be found on the academic calendar. Forms are required for re-enrollment at Veritas. Contact the transcript coordinator for more information.

ITBS Testing

Veritas will administer the ITBS standardized testing for students as noted on the academic calendar. ITBS testing will only be mandatory for 3rd, 6th, and 9th grades. All other students will have the option of taking the test. The cost for the required grade levels will be covered by Veritas. Information regarding registration procedures and fees will be emailed in late January.

Inclement Weather

Veritas will post school closings or delays on the parent portal. Please be aware that we do not always follow the local school district in closings or delays.

**Veritas reserves the right to revise policies when necessary.

Lost and Found

Please label removable clothing, books, book bags, or other items with the child's name. Contact the campus point person if you have lost an item. Items will be kept for one month. If the item is not labeled or claimed, it will be given to charity.

Lunch Policy and Pizza Days

Students should bring a snack, lunch, and a drink. They may also bring a water bottle to drink during class. Pizza days and other special lunch days will be held periodically. Information regarding these days will be posted to the portal and emailed several days before money and orders are due. No eating or snacking will be allowed during class time. Please no hot lunches. We do not have the facilities to heat up lunches.

Off-Campus Lunch Authorization Forms (11th-12th graders) must be completed for a student to leave campus during lunch. Students may only leave campus in their own vehicles and may not transport other students.

Report Cards

Report cards will be posted twice a year on the portal. The dates are included on the school calendar. Our grading system is designed to give you as a parent an indication of your child's performance both academically and personally (character, habits, etc.). The following grading scale has been adopted by Veritas Classical Schools:

K - 2nd grades -> **E** Excellent **VG** Very Good **S** Satisfactory **U** Unsatisfactory
3rd - 12th grades -> **A** 100-90 **B** 89-80 **C** 79-70 **F** 69 and Below

Weekly Assignment Sheet and Homework Packet

Assignment sheets and homework packets will be sent home with the student weekly. It is important for parents to read this information and help the student complete the work. Parents **must** be very involved with your child in completing the assignments given.

Parents are responsible for reviewing and checking their child's work. Do not sign your student's assignment sheet if he/she has not completed the work or you have not checked his/her work. Please don't wait until the day before class to complete all the assignments. Students retain information best when the material is worked on throughout the week. Also, teachers may not be available to answer questions the day before class. Involvement in your child's education is essential for success.

It is critical that you monitor your child's grades. Please don't wait until the day before class to complete all the assignments. Students retain information best when the material is worked on throughout the week. Also, teachers may not be available to answer questions the day before class.

Please contact the teacher if your child is having difficulty completing the assignments. He or she can help you adjust. If a child falls behind in his/her work due to sickness or other extenuating circumstances, the teacher and parent need to communicate to develop an action plan.

Communication is vital to the success of your student.

Modified assignment sheets will be given during Thanksgiving Break and Spring Break. Regular assignment sheets will be given for Fall Break and Winter Break. No assignments will be given during Christmas Break.

**Veritas reserves the right to revise policies when necessary.



Veritas Classical Schools Dress Code Policies

The ultimate goal with our dress code is modesty and neatness. Time in class is limited, and therefore, we ask that students diligently follow the requirements stated below. ***These standards apply to all grade levels on campus at any time during the school day, whether you are in class or not.*** We ask you to be overly aware of modesty. If a clothing item is questionable, please wear something that is certain to be appropriate in the eyes of everyone. Parents, please help us enforce dress code by monitoring what your child is wearing when he/she leaves for school. With parental involvement, dress code should not become an issue.

CONSEQUENCES FOR VIOLATION(S):

1st Violation: Parents will be notified and may be asked to bring appropriate clothes to school.

2nd Violation: Parents will be notified and will be asked to bring appropriate clothes to school.

3rd Violation: Parents will be notified and will be asked to bring appropriate clothes to school. In addition, a \$20 penalty will be applied. Payment should be rendered when parents arrive at the school with appropriate clothing.

REGULAR DRESS CODE:

SHIRTS

- Solid color classic polo shirt (long or short sleeve)
- Oxford shirts are not allowed.
- Girls: If you wear a top underneath your polo, the polo needs to be buttoned so that you are modest in your appearance.
- Logos on shirts should not be larger than a quarter.

PANTS/CAPRIS, SKORTS, SKIRTS, DRESSES, SHORTS (ALL MUST BE SOLID COLOR)

- Modest, traditional pants or capris
 - *Knee-length shorts
 - *Knee-length or longer skirt/skort/jumper
 - Denim is NOT acceptable *except for math and science classes.*
 - **Tight, "skinny pants"** are not acceptable for girls or boys. No pants that are frayed or have holes.
- Leggings are not allowed to be worn as pants, regardless of student's age.**
- Tight fitting skirts are not allowed, regardless of length.
 - *Knee-length is defined as hem being at the top of the knee (Bermuda-length; "walking shorts")

SHOES AND ACCESSORIES

- Shoe color and style is left to the parents' discretion.
- Sunglasses may not be worn indoors.
- Caps, bandanas, visors, or hats are not permitted.

PERSONAL APPEARANCE

- No earrings for boys
- No unusual hair color
- No body piercings (The only piercing allowed is ear piercing for girls.)
- No tattoos
- Girls: Hair must be kept away from the face and neat.
- Boys: Hair must not cover the eyebrows, ears, or collar. No facial hair, "man buns," or "man ponytails"

**Veritas reserves the right to revise policies when necessary.

MATH AND SCIENCE CLASSES DRESS CODE:

The dress code is the same as above except that the students may wear blue denim jeans, skirts, skorts or jumpers. Please no jeans that are frayed or have holes. **No “skinny” or tight jeans are allowed. Leggings are not allowed to be worn as pants, regardless of student’s age.**

RELAXED DRESS DAY DRESS CODE (Dates shown on Academic Calendar):

SHIRTS

- Official Veritas t-shirts may be worn.
- T-shirts with tasteful slogans or writing may be worn.
- Tight or low-cut shirts may not be worn.

PANTS/CAPRIS, SKORTS, SKIRTS, DRESSES, SHORTS

- Tight or “skinny” jeans may not be worn. Leggings are not allowed to be worn as pants, regardless of student’s age.
- No jeans that are frayed or have holes.
- Shorts or skirts must be the same length that is permitted on regular dress code days. The hem must be at the top of the knee. “Short shorts” are not permitted on relaxed dress day.
- Tight fitting skirts, regardless of length, are not allowed.

VERITAS T-SHIRT DAY DRESS CODE (Dates shown on Academic Calendar):

Official Veritas t-shirts or regular dress code may be worn. No other t-shirts may be worn. **On Humanities day, the Veritas t-shirt must be worn with regular dress code slacks, skirts, etc. On Math/Science day, the Veritas t-shirt may be worn with dress code-approved jeans.** *(Veritas t-shirts will be available for purchase during the first two weeks of the fall semester.)*

By signing below, I acknowledge that I have read and understand the Veritas Dress Code Policies. I agree that I will follow these policies throughout the school year.

Student’s Signature

Date

Parent’s Signature

Date

**Veritas reserves the right to revise policies when necessary.

Discipline Policies

The purpose and goal of Veritas Discipline Policies and Code of Conduct is to glorify God, promote Christian virtues, and help students grow in wisdom and truth. Most disciplinary issues are handled by the teacher in the classroom and parent/teacher conferences when necessary. More serious or reoccurring disciplinary issues will be managed by administration and may include probation, suspension, or expulsion.

Plagiarism/Cheating (See also Student Electronic Device and Internet Use Rules)

At the first incidence of plagiarism or cheating, teachers will contact parents to discuss the situation. The student will receive a grade of "0" for the assignment and must redo the assignment (no new grade will be issued). A second plagiarism offense could result in expulsion from Veritas.

Students on Probation

If a student is complying with the discipline plan created by administration and parents, he/she can participate in all school events.

Expelled Students

All expelled students will receive a transcript of Veritas classes up to the date of expulsion. No home study sheets can be added to the transcript. If the student is a senior, he/she will not walk with the class at graduation or receive a diploma from Veritas.

Treatment of Physical Property/Facilities

A major part of growing up is learning how to respect property. We will require your child to learn this responsibility. Any defacing of property (e.g. scratching on desk), non-accidental breakage or other negative effects to school/church property will be appropriately disciplined. Cleanliness and neatness will be required of all students throughout the facilities (classrooms, lunchroom, bathrooms, playground, etc.).

Treatment of Church Staff

Students are expected to show respect towards any church staff member at our host churches. Veritas is thankful to be able to share these facilities, and students should also show gratitude and respect through their actions.

Veritas Code of Conduct

The Code of Conduct was signed by parents and students as part of the enrollment application.

Veritas students are expected to:

1. Honor God, their parents, their instructors, and fellow students according to biblical principles of conduct.
2. Act respectfully to all students, teachers, staff, and administration. Disrespect in word and/or actions will be dealt with immediately.
3. Know and comply with the Veritas dress code that has been established. Failure to comply with the dress code will result in a student being asked to call his/her parent for appropriate clothes.
4. Arrive on time and be prepared to participate in class each week.
5. Students are expected to come prepared for class.
6. If a student is absent, it is his/her responsibility to submit all missed work as established in the Absences/Late Work/Make-up Work Policy. No make-up work will be accepted at the end of the semester.
7. Be honest and original in all assignments. Plagiarism or cheating of any kind is not tolerated, and students will receive a zero on the assignment.
8. Cell phones must be turned off during the school day and out of sight. *This means students cannot use phones at breaks or lunch.* If a call is necessary, the student will need to consult the teacher.
9. Veritas will not allow any students to speak harshly or vehemently against a teacher, another student, or the institution itself on social networking sites. If someone makes us aware of these types of disparaging comments, we will notify parents and take disciplinary action. It is not our intent to police your children's electronic social lives, but when these types of comments are brought to our attention by other students or parents, we will not hesitate to act. The Bible says that in the multitude of words sin is not lacking, but he who restrains his lips is wise. (Proverbs 19:10).

I will act with integrity in my performance in the classroom, my work at home, and in dealing with others.

Student Electronic Device and Internet Use Rules

Veritas Classical Schools now permits the use of electronic devices in the educational setting at the discretion of school administrators and classroom teachers. As students continue academic and social growth as part of a 21st century society, it is essential that they become fluent and responsible digital citizens of technology and web-based information. This initiative will provide students with access to technology resources to support their academic growth and to help them further prepare for a wide range of professional opportunities that require competency and collaboration in a technology-driven environment.

These rules accompany the Veritas Policy Handbook. Each student is responsible for his/her actions and any activities involving electronic devices, networks, and Internet services. These rules provide general guidance concerning the use of the electronic devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents/guardians, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact administration.

A. Consequences for Violation of Electronic Device Use Policy and Rules

Student use of the electronic devices, networks, and Internet services at school is a privilege, not a right. Compliance with Veritas policies and rules concerning electronic device use is mandatory. Students who violate these policies and rules may have their electronic device privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action. The administration shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

B. Acceptable Use

The electronic devices, networks, and Internet services are for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals. All school policies, school rules, and expectations concerning student conduct and communications apply when students are using electronic devices. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the electronic devices.

C. Prohibited Uses

Examples of unacceptable uses of electronic devices that are expressly prohibited include, but are not limited to, the following:

1. Photographing, audio recording, video recording or otherwise recording individuals without their permission;
2. Any student sending, portraying, sharing, possessing inappropriate pictures or videos of themselves or of other people;

3. Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials;

4. Plagiarism – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, math-help sites, music, etc.).

5. Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;

6. Unauthorized Access to Blogs/Chat Rooms – Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

When electronic devices are brought to school, students bring these items at their own risk. The school is not responsible for lost, stolen or damaged cell phones or other electronic devices.

Student’s Signature

Date

Parent’s Signature

Date

Enrollment/Withdrawal Policies; Reporting Requirements

Admission Requirements

All Students are required to complete an application for admissions. Registration begins in the spring.

A non-refundable registration fee is required at the time of registration. Applications will not be accepted until Veritas receives the registration fee unless other arrangements have been made. To be accepted for re-enrollment, all students must be in good financial and academic standing with Veritas.

Final acceptance of students and grade level placement will be determined by the administrator and/or teacher with parental input.

Attendance Reporting

Parents are responsible for reporting student attendance to Veritas monthly. It is very important that attendance records be kept for Veritas. It is required by the Georgia Accrediting Commission that we have access to the records. You may post attendance records through the Veritas portal or through homeschoolcompliance.com. If you file with Homeschool Compliance, they will send Veritas your attendance records for the year. School days spent at home or in class at Veritas should be counted. The Georgia Department of Education requires the equivalent of 180 days of at least 4.5 hours of instruction per day. You may begin counting school days once your child begins work on the initial assignment sheet. Please be sure to keep up with attendance reporting monthly.

Curriculum/Book Lists

With your acceptance packet, you will receive a required book list. Please order exact ISBN#'s for all curriculum. Please order the curriculum no later than August 1st.

Students should bring all curriculum to school the first day. Please label all items belonging to your student, including all curriculum.

Students who do not have their curriculum on the first day of school will need to ask another student/parent if they may copy the pages needed for the assignments for the week. Teachers will not make copies. Please do not use the church's copy machines.

Declaration of Intent

A Declaration of Intent to Homeschool must be submitted to the superintendent of the GA Department of Education by September 1st, or within 30 days after a program is established.

You are responsible for filing the Declaration of Intent. Visit Georgia Department of Education to view the Declaration of Intent and attendance policies:

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Study-DOI.aspx>

School Transfer/Withdrawal

Please email our office if your student is withdrawing from Veritas during the school year. We will provide you a withdrawal form that you will need to complete for our records. All books/materials rented from Veritas must be returned immediately upon withdrawal. See "Tuition Policies" for withdrawal financial policies.

High school students transferring to another school should keep in mind that while we are an accredited non-traditional school, some school districts may require testing (i.e. end-of-course tests) for the student to receive credit for certain classes taken at Veritas. For more information, please contact the school district office where you plan to enroll.

Transcripts

For students in 8th grade or below, report cards should be sufficient for records needed when transferring to another school.

High school students (grades 9 – 12) will be provided a transcript upon written request. Please contact the transcript coordinator for more information. Transcripts require a minimum of two-week processing time.

Tuition Policies

Tuition and Fees

Your financial commitment is critical to planning for and meeting the costs of teachers' salaries and budget. We are asking for you to make a financial commitment for the entire school year. If you withdraw before the end of the semester, you will be responsible for the entire financial obligation of the semester.

Tuition Discount Policy

A discount is given for families with multiple children enrolled. This discount applies to Humanities tuition only. The first child is full price. Each child after that is \$20 off. A \$100 discount is also given to any family who makes the choice to pay humanities tuition in full for the entire year by August 31st. (Refer to Fee Sheet on portal.)

Tuition Payments

Tuition is due on the 1st of the month and is late after the 10th of each month. Tuition is divided over ten months (August through May). A \$20.00 late fee will be assessed if tuition is not received by the 10th of the month. Be sure to include the late fee with your tuition when applicable. Each month you will receive an email reminder that tuition is due.

- **To pay by check or money order** payable to Veritas Classical Schools, please mail all payments to the following address. Teachers and administrators will not accept payments at school.

**Veritas Classical Schools
PO Box 64
Perry, GA 31069**

- Many families find it helpful to have monthly tuition payments mailed directly from their banks to Veritas using their banks' automatic payment services and the address above. Please be sure to specify payments to be sent August through May.
- **To pay tuition via PayPal**, please send payment to veritasmaconfinacial.paypal@gmail.com using the "Sending to a friend" option. When you first type in the email address of the VCS PayPal account, the screen will likely show "Paying for an item or service." Please click the "Change" button and select "Sending to a friend." This will save a fee being charged us. **Please write "Family Name Month Tuition" in the Note box so that your payment will be properly credited to your account. This is very important.**

Unpaid Tuition Policy

The administrator may withhold the student from class until arrangements for tuition to be paid are made. Parents whose tuition accounts are delinquent will not be able to re-enroll their children without satisfying previous debts. Payments must then be kept current for their child to remain on a class list. Student records (ITBS scores, report cards, transcripts, etc.) will be held by the school office and portal access will be denied until tuition is paid in full.

Contact Information

Mr. Jake Walls, Administrator
Mrs. Angie Walls, Director

Veritas Smart School or "Portal" - ss.veritasschools.com/Login.aspx
General Veritas Website- www.veritasschools.com

Office mailing address

Veritas Classical Schools
PO Box 64
Perry, GA 31069

Office phone and email address

478-733-3241
veritasschoolsinformation@gmail.com

Office Staff

Receptionist	Michele Burgess	478-733-3241
General Information	Lynn Watts	veritasschoolsinformation@gmail.com
Financial	Megan Stephens	veritasmaconfinacial@gmail.com
Portal	Norma Jakes	
Transcripts/Registrar	Scarlett Sullivan	transcripts@veritasschoolsmg.com

Campus Contact Information (Tuesdays/Thursdays)

Macon Campus: 478-733-3241
Warner Robins Campus: 478-955-6860

Office Hours

Monday 12:00pm-4:00pm
Tuesday-Thursday 9:00am-4:00pm
Closed on Friday

We will try to respond to emails within 24 hours Monday-Thursday. We are closed on Friday. When emailing us, please include your name and campus.

Emergency Phone Calls

In case of an emergency during school hours, please call Michele Burgess at 478-733-3241. She will relay the information to the appropriate people.