

# Volunteer Handbook



VERITAS  
CLASSICAL ACADEMY

## VERITAS CLASSICAL ACADEMY VOLUNTEER HANDBOOK

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**1. A WELCOME FROM THE BOARD OF DIRECTORS**

Dear Veritas Families and Friends,

It is an absolute pleasure to welcome you to 2021-2022 school year at Veritas Classical Academy! We are so glad that you have chosen Veritas Classical Academy as your family’s partner in providing a God honoring and Classical education for your child(ren). We are here to support you in your call of raising your child(ren) in accordance with Scripture. We desire to help cultivate in each child a Christian Paideia, so that he or she is fully equipped and ready to influence others and the culture of their time. It is our privilege to serve your family as members of the Board of Directors and we look forward to getting to know you and your child(ren) more.

The following are the current members of the Board of Directors as of December 2020. All have been duly elected according to the Veritas Classical Academy By-laws.

<b>Name</b>	<b>Board Position</b>
Sean Hollen	President
Justin Watters	Vice President
Michael Morgan	Treasurer
Eileen Bishop	Secretary
Annie Morgan	Member
Erica Hollen	Member
Morgan Watters	Member

The Board will communicate through school wide e-mails, on the school’s website (VeritasGraysHarbor.com) and with community informational meetings as scheduled.

## *1.1 Our Vision*

We seek to train the minds of young men and women in truth and righteousness, and disciple their hearts into genuine, indomitable faith by integrating all subjects taught as a whole in light of the truth of Scripture (2 Timothy 3:16-17) that they might glorify God, edify the church, and testify of Jesus Christ.

## *1.2 Our Mission*

Guided by a Christ-centered classical model, we exist for God's glory to educate the next generation of servant-leaders with wisdom, love, and excellence, and we partner with parents seeking to bring up their children in the discipline and instruction of the Lord (Ephesians 6:4).

## *1.3 Our Goals*

**To provide a Christ-centered and Classical Education.**

### **CHRIST- CENTERED**

We aim to teach all subjects with respect to the supremacy of Christ and to present all subjects through the lens of Scripture (Colossians 1:15-20). This educational foundation allows for coherency and provides young men and women with a complete and unified education.

We desire to come alongside parents and support them in their role by encouraging every child to develop his or her relationship with God the Father through faith in Jesus Christ (Matthew 28:18-20; Matthew 19:13-15). We aim to see young men and women knowing and loving Jesus Christ for themselves and courageously sharing Christ's love with others. We seek to help raise up committed followers of Christ, whose lives are led in joyful submission to the Lord.

### **CLASSICAL**

Veritas Classical Academy seeks to emphasize grammar, logic and rhetoric in all subjects. In classical education each subject has its own grammar, therefore, to study the grammar of a subject means to study the fundamental rules of that subject. The logic of each subject refers to the study of formal logic leading to systematic reasoning and the ability to think critically, connecting a subject's details. The final emphasis is the rhetoric of each subject. Rhetoric is the development of the ability to articulate one's thoughts and reasoning clearly and precisely.

We desire to cultivate in each child a life-long love for learning and for each young man and woman to live up to his or her academic potential. We desire to equip each student for all of life's situations, possessing both information and the knowledge of how to use it, being motivated by a love for Christ and others.

## 2. PHILOSOPHY AND PURPOSE OF VERITAS CLASSICAL ACADEMY

### 2.1 *Philosophy*

Veritas Classical Academy is a private Christian school committed to providing a biblically based classical education. Veritas Classical Academy is intended to be inherently different in the philosophy and content of its education than that offered in government schools. The Academy strives to operate as an extension of the family under the assumption that the education of children is the responsibility of parents rather than the state.

The Academy will provide a classically based curriculum which will focus on classical language, mathematics, rhetoric, natural history, and the reading of history and literature. The goal of the Academy is to produce young people grounded in history, language, and the skills of sound thinking and reasoning. This classical approach is more fully described in the following texts:

- 1) *Recovering the Lost Tools of Learning*, by Douglas Wilson;
- 2) *Classical Education*, by Dr. Gene Edward Veith and Andrew Kern; and
- 3) *The Seven Laws of Teaching*, by John Gregory.

An orderly, well-disciplined environment conducive to learning will be maintained so that academic excellence can be achieved to the glory of God alone.

### 2.2 *Statement of Faith*

Veritas Classical Academy holds the following Statement of Faith which will permeate all courses and levels of the Academy:

**We believe** the Bible to be the only inerrant, authoritative Word of God (II Timothy 3:16).

**We believe** there is one God eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:26, Acts 7:54-60, John 1:1).

**We believe** God made the heavens, the earth, and man as related in the account of creation (Genesis 1 & 2).

**We believe** in the **deity** of our Lord Jesus Christ (John 1:1-5 & 14), in His **virgin birth** (Matt. 1:23-25), in His **sinless life** (1 John 3:5 & 1 Peter 2:22), in His **miracles** (John 2:89; John 4:46-54; John 5:6-9; John 6:1-21), in His vicarious and atoning death through his **shed blood** (Is. 53:11; Rom. 3:25; Rom. 5:9), in His bodily **resurrection** (1 Cor 15:12-58; Col 1:18; 1 Thess. 4:14-18; 1 Peter 1:3-5) in His **ascension** to the right hand of the Father (Mark 16:19; Luke 24:50-51; Acts 1:9-11), and in His personal **return** in power and glory (Matt. 24:30; Luke 21:27).

**We believe** that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary (Titus 3:5).

**We believe** salvation is by grace alone through faith alone (Ephesians 2:8-9; Romans 11:5-6).

**We believe** faith without works is dead (Philippians 2:12; Ephesians 2:10, James 2:14-26).

**We believe** in the person of the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower for ministry all who believe in Christ. (Acts 1:8; 2 Corinthians 3:18; John 16:8-11; Romans 8:26 and 15:13,16; Galatians 5:22-25; Hebrews 9:14).

**We believe** in the spiritual unity of all believers in our Lord Jesus Christ (John 17, 1 Corinthians 12 and 14).

**We believe** in a literal Heaven and a literal Hell and that all those who place their faith, hope and trust in Jesus Christ will spend eternity in Heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord. (Psalm 9:17; Matthew 5:3, 5:22; 18:9 and 25:31-34; Mark 9:42-49; Luke 12:5; John 3:18; Hebrews 12:23, 1 Peter 1:4; Revelation 14:10-11 and 20:11-15).

**We believe** that marriage is exclusively the legal union of one genetic male and one genetic female evidenced by a marriage ceremony. We also believe that legitimate biblical sexual relations are exercised solely within marriage. Hence, sexual activities such as, but not limited to, adultery, fornication, pre-marital sex, incest, polygamy, homosexuality, transgenderism, bisexuality, cross-dressing, pedophilia, and bestiality are condemned by the teachings of the Bible. Further, lascivious behavior, the creation, viewing and/or distribution of pornography and efforts to alter one's physical gender or gender related appearance are incompatible with a true biblical witness. (Genesis 2:24; Matthew 19:4-6; John 4:16-18; Romans 1:18-32; 1 Corinthians 5:11, 6:9-11, 6:18-20, 7:1-3 and 7:8-9; Galatians 5:19-21; Ephesians 5:3-7; 1 Timothy 1:9-11)

**We agree** with the Association of Classical Christian Schools (ACCS) Statement of Faith.

## *2.3 Objectives and Standards of Veritas Classical Academy*

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and staff, Veritas strives to:

1. Develop Christian worldview thinking, so that students learn to evaluate their entire range of experience in light of Scripture.
2. Encourage every student develop his relationship with God the Father through faith in Jesus Christ. (Matthew 28:18-20).
3. Provide a clear model of biblical Christian life and culture through our faculty, staff, and Board. (Matthew 22:37- 40).
4. Teach all subjects in the curriculum as parts of an integrated whole with the Scripture at the center (II Timothy 3:16-17).
5. Emphasize the tools of learning – grammar, logic, and rhetoric – in all subject matter.
6. Emphasize the development and flow of western civilization: history, science, math, government, the arts, literature, philosophy and the historic Protestant faith.
7. Encourage every student to develop a love for learning and to achieve maximum academic potential.
8. Provide an orderly and secure atmosphere conducive to maintaining these standards.

## *2.4 In Loco Parentis Policy*

**Objective:** To ensure that parental authority is recognized and respected at Veritas Classical Academy.

**Scope:** This policy applies to all Veritas Classical Academy administration and teachers.

**Definition:** In loco parentis: “in the parents’ place”

**Principles:**

- 1) Veritas Classical Academy exists as a partnership with parents to aid them in fulfilling their divine obligation to provide Christian instruction for their children (Deuteronomy 6:1-9; Ephesians 6:1-4).
- 2) The Academy operates as an extension of the family under the assumption that the education of children is the responsibility of the parents rather than the state.
- 3) Parents voluntarily delegate their authority to the school to have their children trained at Veritas Classical Academy.
- 4) Teachers are to respect parent’s wishes to the extent that it does not compromise the values, discipline, or policy of the school or compromise the educational experience for other students.

## **3. RELATED POLICIES**

### *3.1 Non-discrimination Policy*

Veritas Classical Academy does not discriminate on the basis of race, color, national or ethnic origin, or sex in the administration of its admissions, scholarships, hiring, or other school-directed policies.

### *3.2 Child Protection Policy (CPP)*

The Biblical model for the home and corresponding commands of scripture for educating children are both a blessing and a challenge. The world remains a fallen place. In order to follow our mandate for educating students, our operations must include a child protection policy and corresponding practices.

The Child Protection Policy (CPP) applies to all Veritas Classical Academy employees, volunteers and substitute teachers who are serving in any position involving the custody or supervision of students, other minor children, or developmentally disabled persons at school, on field trips, retreats or school related activities and events.

All qualified individuals in custody of or supervision of students must submit to a criminal background and driving history check. Any qualified individual in custody of or supervision that poses a risk to children or others at school or school events would be automatically disqualified for service or supervision.

Students, minors or individuals under 18 years of age may be used in positions that involve supervision or custody of other students and children **ONLY WITH ADEQUATE ADULT SUPERVISION**. Adult supervision of minor age students and volunteers must qualify to the same standards of all other adult supervisors, employees, volunteers and substitutes.

All employees must participate in formal child protection education and training. There shall be a minimum of one training session at the start of the school year. It is highly recommended that all volunteers and substitutes also attend the training. As a minimum, all employees, volunteers, and substitutes will read the policy and sign a statement indicating they have read and understand the CPP.

Specific guidelines and recommendations include:

1. Always work in an open environment avoiding private or one on one situations which are unobservable. Doors are open and unlocked, windows are not blocked and visual supervision by other adults and students is allowable. Visual access must be available – avoid private or secluded situations or opportunities.
2. Avoid situations which involve unsupervised access to children. If students are left alone, the adult or person most responsible for custody or supervision should contact the teacher next door, the office or another approved adult in close proximity. **AVOID LEAVING ANY GROUP OF STUDENTS UNSUPERVISED.**
3. Any adult which furnishes transportation of students must be approved and qualified by school policy and the CPP.
4. All adults, workers, volunteers, substitutes or student volunteers who have custody of or supervise students **MUST MONITOR EACH OTHER TO PROTECT THE STUDENTS AND CHILDREN UNDER THEIR COLLECTIVE SAFEKEEPING**. Supervision and custody of students and children includes and implies the protection of all by all. If someone were to observe another in an unsafe or compromised situation, it is the duty of both individuals to communicate and eliminate exposure risk or danger. If a situation cannot be resolved by mutual agreement and cooperation, both parties should report to the adult, teacher, or administrator in charge for a better or best solution. Safety of students in all settings is the priority in all situations.
5. All, any and each overnight activity must include a pre-plan of the Administrative Team. The plan must take into consideration the spirit and role of the CPP. All overnight activities must be parent approved with proper Medical Release and Consent to Treatment forms.
6. Be aware of your physical contact or proximity to children. Physical expression of affection must not be excessive or imposed upon another adult or student. The less known or familiar the adults or students are with other students and adults, the less familiar and physically “friendly” they should be. A spoken word, a friendly smile and quality conversation are superior ice-breakers for strangers.
7. **ADULTS ARE ALWAYS RESPONSIBLE FOR MAINTAINING PROPER RELATIONSHIPS AND PROPER ACTIONS EVEN IF A STUDENT OR CHILD ACTS INAPPROPRIATELY. ADULTS NEVER PLACE THEMSELVES IN VULNERABLE OR COMPROMISING SITUATIONS, POSITIONS, OR CONVERSATIONS.**

8. These guidelines serve as a template for the Godly responsibility we have to protect children. The template would also include email, text or any technology applications. Outside of the proper context of the family, it is expected to avoid all forms of Facebook, Twitter and other similar social networking relationships with a minor child or student.
9. Be mindful of the safety of the students and children at all times and in all circumstances.

## **Reporting Procedure**

1. The adult who has witnessed or who becomes aware of any form of misconduct toward a student or child must report the facts to the appropriate teacher, or administrator. It is not the duty of the worker, employee or volunteer to investigate allegations. It is their duty to report.
2. The adult, teacher, or administrator must report to the Head of School. It is the responsibility of the Head of School to investigate, determine the facts, clarify, interview and collect information and/or seek professional assistance as necessary. If the allegation involves the Head of School, the report goes to Veritas Classical Academy's Board Chairman for his investigation and response.
3. All involved with the report or investigation must keep all information in strict confidence. The Head of School is responsible to report or inform parents and communicate to any legal authority if violation of law has occurred.
4. All allegations will be taken seriously and school staff will take appropriate actions to protect all children/students in accordance with the laws of the state of Washington, and/or based upon the advice of legal counsel, and/or insurance policy requirements. **IF ABUSE IS SUSPECTED, PER WASHINGTON LAW, AS THE OUTCRY WITNESS, YOU ARE REQUIRED TO REPORT WITHIN 48 HOURS OF INITIAL FINDINGS TO THE WASHINGTON STATE DEPARTMENT OF SOCIAL AND HEALTH SERVICES – CHILD PROTECTION SERVICES.** The Head of School will also report to CPS.

For any questions or clarification of this policy or practice of policy, please contact the Head of School or Board Chairman.

## **4. VOLUNTEER INFORMATION**

### ***4.1 Volunteer Requirements***

All volunteers at Veritas Classical Academy are to be professing Christians. Volunteers must exhibit fruit consistent with Biblical standards as evidence of their Christian commitment. All volunteers must also read and agree with Veritas Classical Academy's Statement of Faith.

### ***4.2 Volunteer Opportunities***

*"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*

Parents and other volunteers are encouraged to participate in the classroom and in the programs of the academy sharing their unique gifts, skills, talents and knowledge as given to them by God. Please see suggestions below regarding how to be involved at Veritas. If you have a volunteer idea not listed below, please feel open to communicate your ideas with your child's teacher or with the Head of School.

As a volunteer, you may:

1. Visit the academy/class. (Please call ahead to coordinate your visit with your child's teacher or Head of School). All visitors must receive a visitor pass before visiting the classroom.
2. Volunteer to assist in the classroom or help host class events. Arrangements must be made with the teacher in advance. Ideas for assisting in the classroom include, but are not limited to, contributing to a class celebration/picnic, reading with an individual, checking student work, organizing a cooking project, helping coordinate and teaching a craft or art project, helping teach a unit in a particular field of study, preparing teaching materials, updating bulletin/communication boards, etc...
3. Act as chaperone/attendee on field trips and/or library visits. (Please see section 4.3 for further details).
4. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
5. Present or share your experience, trips, or vacations as they may relate to an area of study or unit of study in a class. We encourage you to assist the teacher with special presentations or projects.
6. Volunteer to help with Teacher Appreciation Week. Teacher Appreciation is a special week in May where we have the opportunity to honor our Veritas teachers and thank them for working diligently toward the education of our students.
7. Volunteer your time and effort to help with the academy's volunteer activities. Veritas will communicate such volunteer opportunities to you as the year's schedule is being developed at this time. Our greatest resource for our academy is our parents and family volunteers!

### ***4.3 Chaperones / Attendees on Field Trips***

As a chaperone, you are responsible to supervise the students assigned to you by the administration beginning with departure from the school and ending with the return on campus. Volunteers who attend any Veritas Classical Academy field trip will fall under one of two categories:

1. A chaperone (driver or non-driver) is a parent who has completed a Volunteer Background Check and has agreed to the guidelines and parameters set forth in the Chaperone Guidelines (see below). This parent will be responsible for transporting as well as supervising the students in their vehicle for the duration of the field trip.

\*Parents serving as chaperones will need to focus solely on the students under their care and are not allowed to bring any siblings on the field trip.

2. An attendee is a parent or relative who has completed a Volunteer Background Check and will provide their own transportation to and from the field trip, but has no chaperone responsibilities.

\*Attendee parents may also have younger siblings accompany them.

## Chaperone Guidelines

Chaperones are to assist the teacher with any behavioral issues, escort students where they need to go, and help the teacher in any way he/she requests. The same behavior that is expected at Veritas Classical Academy is expected on field trips.

1. All chaperones must agree to the Chaperone Guidelines.
2. Veritas Classical Academy teachers are the authority on all field trips. If you are volunteering to be a chaperone, your role is to be an assistant to the teacher. Therefore, parents serving as chaperones will need to focus solely on the students under their care, and are not allowed to bring any siblings on the field trip.
3. Please carry your cell phone and keep it turned on for the duration of the trip. All chaperones and teachers will have your phone number.
4. While driving, a chaperone may not use a cell phone. This includes both talking and texting. However, if you have the capability to use a Bluetooth device, that is permissible, but not encouraged. If there is a call from another chaperone on the field trip, please give the phone to the adult chaperone in the vehicle or to one of the students to answer.
5. Christian or Classical music may be played in the car on the trip.
6. Drivers are expected to obey all traffic laws and acceptable speed limits.
7. If you are in a caravan and the caravan should be separated in traffic, please continue on to your destination.
8. Unless arranged by the teacher, there are to be no additional stops made. You are to go from the school to the destination and back to the school.
9. A first aid kit and student prescription medications will be carried by the teacher and the teacher will administer all medications.
10. Students may not use any electronic devices while on a field trip and it is the chaperone's role to assist the teacher in enforcing this policy. This includes, but is not limited to, cell phones, music devices, gaming systems and e-readers. There may be instances that certain allowances are made, but those will be clearly communicated by the teacher prior to the trip. Unless specifically told, these items are off limits on Veritas field trips.

## Transportation Guidelines

1. Seat Belts Both lap & shoulder belts must be worn at all times; one child per working seat belt.
2. Veritas will follow the height and weight requirements of Washington State associated with car seat/booster seat use.
3. We will follow the national recommendation from the American Academy of Pediatrics that no child under the age of 13 will be allowed to ride in the front seat of a vehicle.