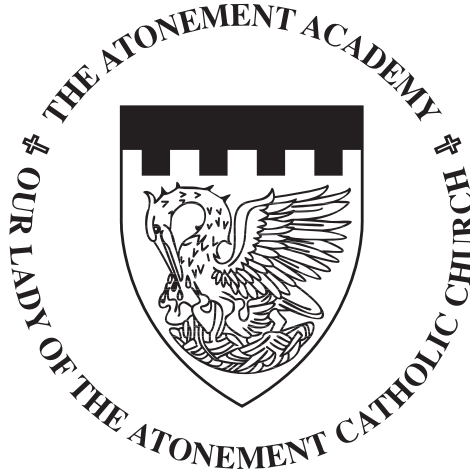


Fides et Ratio



The Atonement Academy

THE PARISH SCHOOL OF OUR LADY OF THE ATONEMENT CATHOLIC CHURCH

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Mr. Richard S. Arndt, *Headmaster*

Sister Mary Margaret, *Assistant Headmaster*

Mr. Ralph Johnston, *Academy Administrator*

Deacon James P. Orr, *Business Manager*

School Council (2007-2008)

Fr. Christopher G. Phillips, *pastor* • Dn. Michael D'Agostino, *president*

Peggy Humm, *vice-president* • Vincent Knodell, *financial officer*

Andrew Wilburn • Joe McDonough • Mike Dolan • John Weems

Michelle Richter, *PTC president* • Dn. James Orr, *clergy*

Richard S. Arndt, *headmaster* • Sister Mary Margaret, *assistant headmaster*

Ralph Johnston, *academy administrator*

ABOUT THE ATONEMENT ACADEMY

HANDBOOK FOR PARENTS AND STUDENTS

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A PRAYER FOR OUR SCHOOL

Almighty and eternal God, bestow Thy blessing upon all places of learning and especially upon The Atonement Academy, that it may be a place of sound learning and the pursuit of wisdom; and grant that those who teach and those who learn may find Thee to be the source of all truth. We ask this through Jesus Christ Thy Son our Lord, who liveth and reigneth ever, one God, world without end. Amen.

About The Atonement Academy

Academy Mission Statement

At The Atonement Academy we strive for excellence in the physical, the intellectual, and the spiritual virtues through a challenging course of classical and Catholic education.

Academy Symbol

On the front cover of this handbook is the symbol of *The Atonement Academy*, a shield with a pelican. In medieval times the pelican was the symbol of the self-sacrifice of our Lord Jesus Christ for the sake of our redemption. As the mother pelican will peck her breast until blood flows in order to feed her offspring to save them from starvation, so Jesus shed his blood on the cross to save us from eternal damnation.

In the background of the shield is a medieval castle's top, embattled for defense, which physically matches the outer design of the school building. In medieval times, archers would stand in these openings in order to defend the castle. This reminds us of our duty as soldiers of Christ not only to obey our Lord's command to "watch and pray so that ye enter not into temptation" but also to defend the Christian faith.

Inside the walls the color is light, denoting the light of the Gospel; outside, the color is dark, denoting the darkness of the world without Christ's wisdom.

The shield is surrounded by the name of our school, *The Atonement Academy*, on top; and the name of our parish, *Our Lady of the Atonement*, on the bottom. This is fitting, because the foundation of the academy is our parish. As a reminder to us that Christ's atoning work on the Cross was achieved through the shedding of his blood, the primary school color is a deep red.

Academy Motto

The phrase, *Fides et Ratio*, "Faith and Reason," inspired by the encyclical of Pope John Paul II, reminds us that an authentic human life requires that we understand and live in accordance with the integral unity of faith and reason.

Academy Mascots

The Archer is the mascot for the Lower and Middle Schools. The Crusader is the Upper School mascot.

Educational Philosophy

The word "education" comes from the Latin word *educare* which means "to raise" or "to rear" in reference to offspring. Viewing education as

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child-rearing is one of the fundamental insights of both classical and Catholic education.

Effective child-rearing requires that one understands human nature and the purpose for which our Heavenly Father created human beings. Created in the image and likeness of God, we are called to be happy in this life by giving glory to God in every aspect of our daily lives so that we can be happy forever in the next. As rational creatures we are called to know God by faith, through obedient acceptance of divine revelation, and by reason, through contemplation of and appreciation for the truth, goodness, and beauty of His creation. As social creatures we are called to enter into an intimate, loving relationship with God and to express that love by serving and living in communion with others.

Because of sin, we depend on God's grace in order to fulfill this destiny. Grace comes through the indwelling of the Blessed Trinity in the souls of the faithful, and is engendered and nurtured most efficaciously through the sacraments that our Lord offers us through the Church that He founded—namely, the Catholic Church.

With this in mind, parents, staff, faculty, administrators, and clergy participate in the education of children. They work together to raise children to become mature Christian gentlemen and ladies who have learned to know God as He has revealed Himself through Jesus Christ and through creation; who have learned to express their love for God by worshipping Him and by living in society as Christians; and who have learned to serve God and to be of service to others by fulfilling the respective vocations to which He calls them.

These are the goals of classical and Catholic education. To achieve these goals, we strive to maintain an authentic Catholic culture, which, by living, we encourage each other to understand, to strive for, and to achieve excellence in the physical, the intellectual, and the spiritual virtues.

The Importance of the Catholic School

The Second Vatican Council confirms the importance of the Catholic school in its *Declaration on Christian Education* [*Gravissimum Educationis*] when it declares:

Among the various organs of education the school is of outstanding importance. In nurturing the intellectual faculties, which is its special mission, it develops a capacity for sound judgment and introduces the pupils to the cultural heritage bequeathed to them by former generations. It fosters a sense of values and prepares them for professional life. By providing for friendly contacts between pupils of different characters and backgrounds, it encourages mutual understanding. Furthermore, it constitutes a center in whose activity and growth not only the families and teachers, but also the various associations for the promotion of cultural, civil and religious life, civic society, and the entire community should take

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part (*Gravissimum Educationis*, n. 5).

The Church's role is especially evident in Catholic schools. These are no less zealous than other schools in the promotion of culture and in the human formation of young people. It is, however, the special function of the Catholic school to develop in the school community an atmosphere animated by a spirit of liberty and charity based on the Gospel. It enables young people, while developing their own personality, to grow at the same time in that new life which has been given them in baptism. Finally, it so orients the whole of human culture to the message of salvation that the knowledge, which the pupils acquire of the world, of life and of men, is illumined by faith. Thus the Catholic school, taking into consideration as it should the conditions of an age of progress, prepares its pupils to contribute effectively to the welfare of the world of men and to work for the extension of the kingdom of God, so that by living an exemplary and apostolic life they may be, as it were, a saving leaven in the community...

Catholic parents are reminded of their duty to send their children to Catholic schools wherever this is possible, to give Catholic schools all the support in their power, and to cooperate with them in their work for the good of children (*Gravissimum Educationis*, n. 8).

Administration

Pastor: The pastor is the spiritual leader of the parish community and of the Catholic educational community within the parish. "He is to make every effort to take special care for the Catholic education of children and of young adults." The pastor has ultimate responsibility, with authority delegated to the headmaster, for establishing policies and rules in conformity with the requirements of the Archdiocesan Schools Office, and for maintaining the catholicity of the school according to the teaching of the Catholic Church.

Administrative Team: The Pastor, Headmaster, Assistant Headmaster, Academy Administrator and Business Manager comprise the Administrative Team.

Admission, Enrollment, and Tuition

Admission

Admission Policy: The Atonement Academy admits students of any race, gender, or national origin.

Minimum Age Requirements: The Atonement Academy complies with the minimum age requirements as set by the Texas Catholic Conference Education Department and the Texas Education Agency. These minimum age requirements are as follows:

1. For admission to Pre-Kindergarten, the student must be four (4) years of age on or before September 1st of that year.
2. For admission to Kindergarten, the student must be five (5) years of age on or before September 1st of that year.
3. For admission to 1st Grade, the student must be six (6) years of age on or before September 1st of that year.

Online Registration: Those who wish to enroll a student at The Atonement Academy must **apply** online. The online application is found at www.AtonementOnline.com-

Required Documents: The following documents must be provided:

1. Birth certificate (copy)
2. Baptismal certificate (copy; if applicable)
3. Immunization Form (renewed every year)
4. Health Information Form
5. Physical Form, signed by a physician (renewed every year).
6. Records from all previous schools attended (if applicable).

Placement Test: All students applying for first grade, transferring from another school, or who previously have been home-schooled are required to take placement tests in reading and math. Grade assignment will be determined based on these tests as well as information from prior schools and standardized tests.

Probationary Admission: Where appropriate, admission may be offered subject to Academic Probation or Disciplinary Probation (defined below).

Enrollment Fee

A yearly enrollment fee is required for all new and returning students. The fee is \$600. Places for the upcoming academic year will be reserved only for those students for whom the enrollment fee has been paid.

Past Due Payments: If tuition, before or After School Care, or other fees are past due, any payments made toward the enrollment fee will first be applied to a family's past due balance.

ADMISSION, ENROLLMENT, AND TUITION

Enrollment Fee Refunds: Enrollment fees are not refundable or transferable except in the case of a documented military transfer.

Transfer Students: The enrollment fee for students who transfer to *The Atonement Academy* during the school year, but after January 1st, the enrollment fee is \$300. For students who transfer during the school year but after March 31st, the enrollment fee is \$150. No part of this enrollment fee is refundable after enrollment.

Annual Re-Enrollment

Each year in January, re-enrollment begins for the following academic year. All applicants, whether new or returning, apply online for enrollment. First priority goes to returning students, second priority goes to siblings of returning students, and third priority goes to parishioners. Priority applicants are considered during a priority application period whose dates are announced to school and parish families. Non-priority applications are considered after the priority period ends.

Waiting List

When classes reach capacity, a waiting list is maintained. If a place on the waiting list is offered, then a \$100 waiting list fee must be paid. Should a place be offered to and accepted by an applicant on the waiting list, then the waiting list fee is applied toward the annual enrollment fee. The waiting list fee is refundable upon request.

Academy Directory

The academy directory is published online for the use of school families. Additionally, directory information is made available to others upon request as provided by the Federal Education Records Protection Act. Parents who want directory information to be unlisted must check the appropriate box in the online application system.

Immunization Form

In compliance with Texas State Law, all required immunization forms must be completed and on file with the academy office.

Student Health Questionnaire

A Student Health Questionnaire must be completed and maintained for each child. This questionnaire is a part of the online application form and may be updated as needed by parents. In case of an emergency, it is essential that this questionnaire contain up-to-date information, with the name and telephone numbers of emergency contacts the family doctor.

Tuition

Payment Plans: There are two payment plans from which families may

ADMISSION, ENROLLMENT, AND TUITION

choose:

1. One yearly payment of tuition in full, due on or before 1 June.
2. Twelve equal monthly payments, due on or before the 1st of day of each month, beginning on 1 June and continuing through 1 May of the following year.

Tuition Prices: Tuition prices are published on the academy's website at www.AtonementOnline.com.

Tuition Discount: A \$100 discount is available for families that pay the entire year's tuition on or before 1 June. The tuition discount is per family, not per child.

Tuition Refunds: If a student is withdrawn from the academy, the parents may request a refund of unused tuition from the pastor. If sufficient pastoral reasons exist, a refund will be granted. A refund will always be given for documented military transfers. In case of a refund, the family will lose the \$100 discount.

Payment Options: Tuition payments may be paid online, mailed to the school or paid in person at the Academy office. The Atonement Academy accepts all major credit cards. Those who wish may set up an automatic credit card charge or an automatic bank withdrawal. Cash payments are also accepted; however, please be sure to receive a receipt for any cash payment. The Atonement Academy is not responsible for any cash left unattended or which has been sent with a child.

Due Dates: Monthly tuition is due on or before the first day of each month, beginning on 1 June and continuing through 1 May. When the first day of the month falls on a weekend or school holiday, the tuition is payable on the first day of school which follows.

Late Fees: A late fee of \$25 will be assessed for any tuition payment that is not received by the first day of the month in which it was due. Failure to pay assessed fees, such as those for before or After School Care, beyond thirty days when billed, will result in the loss of the use of the service and will be subject to a \$25 late fee.

Returned Check Policy: There will be an additional fee of \$45.00 for every returned check.

Delinquent Accounts: If an account is not satisfied within thirty days of the date tuition is due, the account will be considered delinquent until it is paid in full. In which case:

1. Middle and upper scholars will not be allowed to take semester exams or final exams and will receive incompletes for these courses.
2. The student will not receive any further report cards.
3. Student awards will be held.
4. In the event of a transfer from The Atonement Academy, permanent records will not be sent.

ADMISSION, ENROLLMENT, AND TUITION

5. Re-enrollment for the following year will not be allowed or will be suspended. Any enrollment fees that have been paid may be applied to the delinquent account.
6. The use of services such as Before and After School Care will be disallowed.
7. The student will be subject to dismissal.

Tuition Assistance

Financial assistance is available for qualified students from several sources, including the CEO Foundation, the Archdiocese, and Our Lady of the Atonement Parish. Only active, registered members of the parish are eligible for tuition assistance from the parish.

Student Accident Insurance

Each student is covered by the Archdiocesan Student Accident Insurance. This student insurance provides basic coverage and payment in case of injury. This insurance is secondary, and covers students at all school related activities and for travel to and from school related activities. This cost is included in the enrollment fees for each school year.

Academic Information and Policies

Curriculum

Parish School: The Atonement Academy is the parish school of Our Lady of the Atonement Church, and as such is a Catholic institution of the Archdiocese of San Antonio. Thus, the spiritual, moral, intellectual, social and physical elements of the education that it offers are taught within the context of the Catholic Faith.

English Liturgical and Academic Tradition: As the parish school of Our Lady of the Atonement Church, the first Anglican Use parish in the world, The Atonement Academy continues the mission of the parish to preserve the beauty of the English liturgical tradition and make it available to all Catholics. Further, as the English academic tradition sprang from the Catholic culture of pre-Reformation England, the academy preserves many aspects of the English academic tradition and holds it in high regard.

Personal Relationship with God: A priority is given to helping each student develop a personal relationship with God, using those means provided by our Lord Jesus Christ ministering through the Church which He has founded.

Holy Mass: Attendance and participation at the celebration of the Holy Sacrifice of the Mass is the basis for everything that we do at The Atonement Academy. All academy students, regardless of religious background, are required to attend and participate at Holy Mass.

Prayer and Devotions: Every class and activity at the academy begins with prayer, in which all students are required to participate. Students are also required to participate in the many devotional exercises held at the academy throughout the year.

Lower School Core Curriculum: The lower school core curriculum consists of RELIGION, MATHEMATICS, and ENGLISH LANGUAGE ARTS (including READING, PHONICS, GRAMMAR, COMPOSITION, SPELLING, VOCABULARY, and PENMANSHIP). The core curriculum for 4th and 5th grade students also includes HISTORY and SCIENCE. Proficiency in reading is emphasized because it is essential to all other studies. Every student from 1st through 5th grade is required to participate in the Accelerated Reader® program.

Lower School Special Subjects: All lower scholars study SPANISH. They also take MUSIC and ATHLETICS several times a week. GEOGRAPHY is offered for 4th and 5th grade students. Other special subjects include ART, HISTORY, and SCIENCE.

ACADEMIC INFORMATION AND POLICIES

Middle School Core Curriculum: The middle school core curriculum consists of RELIGION, ENGLISH, MATHEMATICS, HISTORY, and SCIENCE. Proficiency in reading is emphasized because it essential to all other studies. Every middle scholar is required to participate in the Accelerated Reader® program.

Middle School Special Subjects: All middle scholars take MUSIC and ATHLETICS every day. 8th grade students also take LATIN.

Upper School Core Curriculum: The upper school core curriculum consists of THEOLOGY, ENGLISH, MATHEMATICS, HISTORY, SCIENCE, and LATIN or GREEK. Every student is required to participate in the Accelerated Reader® program.

Upper School Special Subjects: All upper scholars take one full credit of MUSIC each year. Other special subjects offered in the upper school in order to satisfy graduation requirements include TECHNOLOGY APPLICATIONS, AMERICAN GOVERNMENT, SPEECH, ECONOMICS, ATHLETICS, AND HEALTH.

Advanced Placement® and Honors Courses: As part of a traditional college preparatory curriculum, all upper scholars take multiple AP® courses, have the opportunity to take several more, and take numerous honors courses.

Catechesis in Human Sexuality and Morality

The teachings of the Catholic Church require that there be a cooperative effort between parents and educational institutions. Therefore, The Atonement Academy bases its program of catechesis in human sexuality and sexual morality solely upon Catholic teaching, in conformity with the requirements outlined in the Holy Father's Apostolic Exhortation *Familiaris Consortio*, and the guidelines published by the Pontifical Council for the Family in *The Truth and Meaning of Human Sexuality*.

In order to fulfill the requirements of the Archdiocese of San Antonio, the academy requires that at least one parent from each family attend the annual lecture for parents on parental responsibilities in sex education. As the primary educators of their children, parents have a grave responsibility to teach their children about sexuality in a way that is consistent with the Church's teaching.

For issues in regards to morality, The Atonement Academy follows the guidelines as outlined in the *Handbook of Policies and Regulations for Catholic Schools* (ref. # 4800, 4810, 4820, 4830) which is available in the academy office.

ACADEMIC INFORMATION AND POLICIES

Prayer in School

Daily prayer is an integral part of our religious training at The Atonement Academy. Each student will receive a copy of *The Atonement Academy Prayer Book*. Prayers are said in the classroom at the start of each class, at daily Mass, throughout the day, and at closing. Students will be required to master prayers that are appropriate to their grade level of understanding, as directed by their teachers.

Effective Academic Support at Home

Research in the field of education confirms what we already know from common sense about a student's academic success.

While there are other factors that need to be taken into account, such as the quality of instruction and the curriculum, **the most essential and determining factor in a student's academic success is receiving effective academic support at home.**

Academy parents are strongly encouraged to become familiar with and to utilize the practices that encourage and support their student's academic success.

Faculty Office Hours

Academy teachers are normally available after school until 4:30 on select days each week. Office hours are held to provide an opportunity for students to receive extra help with their studies and for parents to schedule a conference with the teacher. Students on Academic Probation are strongly encouraged to attend all scheduled office hours.

Office Hour Fees: Lower and middle scholars who are accompanied by a parent/guardian for the duration of office hours will not be billed for office hours. All other lower and middle scholars are required to sign in to After School Care before going to office hours and to report back to After School Care to be signed out by their parents before leaving the school. The standard After School Care fees will be billed. Upper scholars, except those on Academic Probation or Disciplinary Probation, are exempt from After School Care and may attend office hours freely.

Parent Conferences during Office Hours: Parents who wish to have a conference with a teacher during office hours should schedule an appointment with the teacher a minimum of one day in advance so that the teacher can inform the students when he or she will be unavailable.

Homework Policies

Teachers normally assign homework every day, Monday through Friday, except in the lowest grades. Students are expected to complete each assignment by its due date. Homework is to be submitted according to the instructions of each individual teacher.

ACADEMIC INFORMATION AND POLICIES

Assignments: A weekly homework guide will be provided to students from Pre-K through 2nd grade. Students from 3rd grade through upper school are responsible for their homework.

No Homework Nights: When an academy-wide function is scheduled for a school night, homework is not assigned to lower scholars, while middle and upper scholars will normally be assigned only math homework. On such occasions, every student is still responsible for schoolwork that was to be completed during class time.

Homework Folders: From Pre-K through 5th grade, each student's daily work is sent home every Tuesday in order for the parents to review it. *Parents are asked to take special note of those areas in which the student is weakest so that they may provide extra help at home.*

Daily Reading: All students at The Atonement Academy are strongly encouraged to read books beyond those assigned for their classes. Every academy student is required to participate in the Accelerated Reader® program. Students in the lower grades may be required to keep a reading log in the manner assigned by the teacher.

Late Assignments: Late assignments from 2nd grade through upper school are docked 10% of the total points available (for that assignment) per school day late (see *Grading Policies*). Students who do not turn in an assignment when it is due are assigned to mandatory study.

Mandatory Study Policy

In order for a student to be successful, homework must be turned in when it is due. When the teacher collects or checks homework, students with missing or incomplete homework are assigned to mandatory study. A student who is assigned to mandatory study more than five (5) times—that is, on every sixth (6th) occasion—will receive a Disciplinary Warning (yellow card).

Schedule: Mandatory Study is held from 3:35 until 4:30.

Fee: A \$5 supervision fee will be billed to the student's account for each mandatory study.

Required Attendance: For the sake of reinforcing the virtue of responsibility, students are required to attend mandatory study on the day assigned, even if the missing assignment has been finished, found, or delivered in the meantime.

Consequences for Skipping: In the case of an emergency or serious inconvenience, a parent may request that the student be allowed to delay mandatory study by one day. A student who does not attend mandatory study without receiving prior permission from the academy office will be given a Disciplinary Warning (yellow card) or a Serious Disciplinary Warning (red card) at the discretion of the administration.

ACADEMIC INFORMATION AND POLICIES

Grading System

Each quarterly grading period lasts approximately nine weeks, with a total of four grading periods per academic year. In keeping with archdiocesan policy, most academic courses use one of the first two grading scales. Courses like athletics and music use the effort scale as do subject areas like Christian Growth and Behavior. Lower school courses that list academic skills use the skill scale.

Pre-K—1 st :	(90-100)	E	Excellent Progress
	(80-89)	V	Very Good Progress
	(70-79)	G	Good Progress
	(0-69)	L	Limited Progress
2 nd —US:	94-100	(A)	Exceptionally High Achievement
	85-93	(B)	High Achievement
	75-84	(C)	Average Achievement
	70-74	(D)	Low Achievement
	0-69	(F)	Failure to Master Material
		(X)	Exempted
		(I)	Incomplete
Effort Scale:	(90-100)	O	Outstanding Effort
	(80-89)	S	Satisfactory Effort
	(70-79)	I	Improvement Needed
	(0-69)	U	Unsatisfactory Effort
		N	Not Observed
Skills (LS)	++		Exceeds Grade-Level Standards
	+		Meets Grade-Level Standards
	-		Below Grade-Level Standards

Grading Policies

Weighting of Quarters: In classes where semester and final exams are not administered, the 1st and 2nd quarter grades are weighted evenly in determining the 1st semester grade and the 3rd and 4th quarter grades are weighted evenly in determining the 2nd semester grade. In middle and upper school classes where semester and final exams are administered, 1st semester exams count as 20% of the 1st semester grade and final exams count as 20% of the 2nd semester grade.

Weighting of Course Components: Academy teachers weight the various course components of an individual course (for example, homework, quizzes, tests, and participation) under the direction of the administration. Students and parents are made aware of these relative weights on the course syllabus.

ACADEMIC INFORMATION AND POLICIES

Reporting Grades: Academy teachers update their grade books weekly and upload these grades to Edline. Parents are responsible for making themselves aware of their student's academic progress and are strongly encouraged to check their child's grades at least once a week.

Missing Coursework: In order to maintain accurate records, and to avoid the appearance of a passing grade, missing coursework will be recorded as a zero until the student completes the missing work.

Incomplete Coursework: In extraordinary circumstances, such as a significant illness or a family emergency that requires a prolonged absence, a teacher will assign a quarter grade of "I" (incomplete). It is the responsibility of the student and his or her parents to make sure that the missing coursework is made up by the end of the new quarter (or end of the summer in the case of a 4th quarter incomplete).

Quarter Grades: A student's grades become permanent at the end of every quarterly grading period. Teachers are not allowed to accept late coursework after the quarter has ended. The grade of zero will become permanent for missing coursework.

An incomplete grade that has not been made up within the allotted time will be re-calculated based on the student's actual grades for the quarter in which he or she received an incomplete. In the case of a student who has withdrawn from the academy, incomplete grades due to missed final exams will remain incompletes on the permanent record and no credit will be granted.

Report Cards

Report cards are issued after the end of each quarter. Students with delinquent accounts will not receive quarterly report cards until the account has been settled. Final report cards cannot be released until all final exams have been completed, all textbooks and library books have been returned, and all tuition and fees have been paid in full.

Academic Awards

Starting in 3rd grade, academic awards are given to students who excel.

Gold Arrow Award: The Gold Arrow Award is presented on a quarterly basis to every student who has achieved a grade between 94% and 100% in every core subject, with no score below 90% in any other subject. Recipients cannot have received any unsatisfactory conduct grades, been assigned to Detention Hall, be on Disciplinary Probation, or have any unexcused absences for that quarter.

Silver Arrow Award: The Silver Arrow Award is presented on a quarterly basis to every student who has achieved a grade of at least 85% in every core subject, with no grade below 80% in any other subject. Recipients cannot have received any unsatisfactory conduct grades, been

ACADEMIC INFORMATION AND POLICIES

assigned to Detention Hall, be on Disciplinary Probation, or have any unexcused absences for that quarter.

Straight Arrow Award: The Straight Arrow Award is awarded, at the discretion of the administration, to any student who has shown significant cumulative progress, but who has not qualified for either the Gold or Silver Arrow Awards. Recipients cannot have received any unsatisfactory conduct grades, been assigned to Detention Hall, be on Disciplinary Probation, or have any unexcused absences for that quarter.

Academic Probation

Students are placed on Academic Probation as an indication that they have an academic deficiency which needs to be overcome if they are to achieve academic success. Parents are strongly encouraged to do whatever is necessary to help their child overcome these deficiencies.

Lower School: At the end of any quarter, a student in 2nd through 5th grade who receives a grade below 75% in Religion, Mathematics, or English Language Arts is placed on Academic Probation for the following quarter.

Middle School: At the end of any quarter, a student in 6th or 7th grade who receives a grade below 75% in any core subject, or below 70% in any non-core subject, is placed on academic probation for the following quarter. A student in 8th grade who receives a grade below 75% in Religion, English, Pre-algebra, or History, or who receives a grade below 70% in Latin, Algebra, Science, or any non-core subject, is placed on Academic Probation for the following quarter.

Upper School: At the end of any quarter, a student in upper school who receives a grade below 70% in any subject is placed on Academic Probation for the following quarter.

Office Hours: A student on Academic Probation is strongly encouraged to attend the appropriate teachers' office hours until 4:30 pm on every day on which office hours are scheduled.

Mandatory Study: A student on Academic Probation who is assigned to mandatory study will attend mandatory study as scheduled, unless excused by a teacher to attend office hours. If excused from mandatory study to attend office hours, the mandatory study supervision fee will still apply.

Extracurricular Activities: Parents of a student who has been placed on Academic Probation are strongly encouraged not to allow their child to participate in extracurricular activities (both academy and non-academy) unless they have taken the necessary steps at home to ensure that his or her academic deficiency will be overcome.

ACADEMIC INFORMATION AND POLICIES

Recurring Academic Probation

The earning of Academic Probation for the second time within a single academic year is a clear indication that a student is unlikely to succeed in the academy. Unless there is a convincing explanation for the low grades, accompanied by credible assurances of likely improvement, the parents of any student earning Recurring Academic Probation will be counseled to find a more suitable learning setting for the child. This is done for the educational and pastoral benefit of the student.

Promotion and Graduation Policy

The Atonement Academy follows the Archdiocesan policy of promoting students to the next grade level based on their academic achievement and not simply for social reasons.

Lower School: For promotion from Pre-Kindergarten, a student must meet the age requirement and demonstrate to the teacher that he or she is ready to advance to Kindergarten. For promotion from Kindergarten or 1st grade, a student must meet the age requirement and must have a cumulative yearly average of at least a “G” in Religion, English Language Arts, and Mathematics. For promotion from 2nd grade through 5th grade, a student must have a cumulative yearly average of at least 75% in each of Religion, English Language Arts, and Mathematics, as well as at least a 75% overall cumulative average.

Promotion from Grades 6 and 7: For promotion from Grade 6 or 7, a student must have a cumulative yearly average of at least 75% in each of Religion, English, History, and Science, and a cumulative yearly average of at least 70% in each non-core subject. If the cumulative yearly average in Mathematics is less than 75%, then the student may be promoted to the next grade, but the administration may, in its discretion, require that the Mathematics course be repeated.

Graduation from 8th Grade: For graduation from the 8th Grade, the student must meet all Archdiocesan graduation standards. In order to be eligible for admission to the academy’s upper school, the 8th Grade graduate must meet the higher standard of a cumulative yearly average of at least 75% in every subject.

Upper School: The upper school follows TCCED policy in determining when a student has earned credit for a course and has earned sufficient credits to graduate. Upper scholars must earn at least a 70% in order to receive credit. In order to graduate from the upper school, a student must have earned the minimum number of credits in the appropriate subject areas.

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Upper scholars who fail to earn sufficient credits toward graduation during an academic year may be required to repeat the year or may be allowed to continue on so long as sufficient credits can be earned at an accredited institution during the summer.

Parent-Teacher Conferences

At least one parent or guardian is strongly encouraged to attend scheduled parent-teacher conferences during the first and third grading periods. Additional parent-teacher conferences may be arranged at any time. At any time during the year, and at the discretion of the administration, a mandatory parent conference may be scheduled to discuss serious academic or disciplinary matters.

Standardized Testing

Academy students participate in standardized tests throughout the year.

SAT-10: All academy students from Kindergarten through upper school take the Stanford Achievement Test (SAT-10) every spring. Students in 2nd, 6th, and 9th grades also take the Otis-Lennon School Abilities Test (OLSAT). Both exams are prepared and scored by the Harcourt Brace Psychological Corporation. Individual student scores are returned to the academy for distribution to parents in late May.

NCEA-ACRE: Academy students in 5th, 8th, and 10th grades take the National Catholic Education Association-Assessment of Catechesis/Religious Education test every spring. Composite scores are returned to the academy in late May. Interested parents are welcome to inquire at the academy office about their individual student's scores.

STAR Reading and STAR Math: The Atonement Academy administers the STAR Reading and STAR Math tests several times throughout the year in order to measure individual and class growth in reading and math. The STAR tests are prepared by Renaissance Learning and scored automatically. Interested parents are welcome to inquire at the academy office about their individual student's scores.

PSAT/NMSQT: Academy upper scholars from 9th through 11th grades take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test every spring. This test is prepared and scored by the College Board, the makers of the Scholastic Aptitude Test and the Advanced Placement program. Individual student scores are returned to the academy for distribution in December or January.

AP® Exams: The academy administers Advanced Placement® Exams during May according to the schedule and rules published by the College Board. Students who wish to sit for an AP Exam are required to register through the academy office and pay the appropriate fees according to the schedule.

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Textbooks

Textbooks will be loaned to the students on the first day of school and throughout the school year. It is the responsibility of each student to take proper care of each textbook. Students may not trade, lend, or leave texts unattended on campus. Parents are financially responsible for texts on loan to students.

Replacement Costs: A student who loses a textbook or who returns a textbook that has been damaged will be billed for the full replacement cost for the textbook plus a \$10 administration fee.

Photocopying: All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. Copyright laws
2. Fair use
3. Specific licenses or contractual agreements
4. Other types of permission

Employees, students, or volunteers who disregard copyright law are in violation of Archdiocesan policy, are doing so at their own risk, and assuming all liability.

Library

The library is an essential part of The Atonement Academy. It is to be used for checking out books for reading at home, for silent study, or for research. The library has supervised open access, which allows children to return or check out books whenever necessary throughout the school day.

Access to Books: All academy students are encouraged to use the library regularly throughout the academic year. As a service to parents, lower scholars are not allowed to check out middle and upper school books, and middle scholars are not allowed to check out upper school books, without written parental permission on file with the library.

Fines and Fees: It is the student's responsibility to be aware of the return book date. There is a fine of 25¢ per day for each overdue book. If a student should accumulate fines that total more than \$5 at the end of any quarter, the fines will be transferred to that student's account. A student who loses a book or who returns a book that has been damaged will be billed for the full replacement cost of the book plus a \$10 administrative fee. At the discretion of the Librarian, seriously overdue books may be declared lost. Library fines and fees must be paid by cash or check at the Registrar's office.

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Internet Policy

Use of the internet and related technologies by all employees, volunteers, and students is a supervised privilege. Inappropriate use may result in cancellation of those privileges and further disciplinary action.

Transmission of any material in violation of any Federal or State regulation is prohibited. This includes, but is not limited to: copyrighted material; threatening, violent, or obscene material; or material protected by trade secret. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. Deletion or alteration of computer software is considered vandalism. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

Extracurricular Activities

The academy provides several extracurricular activities outside of the classroom curriculum. The activities offered may change from year to year, depending on student interest and participation. Some of these activities may include drama, dance instruction, AIAL, CYO, and TAPPS sports participation, music lessons, chess club, and scouting programs. Students are encouraged to participate in any of those programs that are of interest to them and their families.

Required Events: Students are required to participate in some events outside of regular school hours; these are considered part of the school day, and are subject to grading.

The Required Events are identified on the annual calendar and include such events as: the International Festival; the King's Fair; and the Fall, Christmas, and Spring Choir Concerts. Specific choirs may also be required to sing at one or more of the First Holy Communion, Confirmation, and Graduation Masses. Specific choirs may also be required to sing at a funeral Mass.

Field Trips

Field trips and outings for students must be related to the curriculum. The academy will arrange for transportation and supervision. The student must have a signed and dated release form (permission slip) from his or her parents for each trip; otherwise the student will not be allowed to leave campus.

Chaperones: Parents who wish to chaperone must pass a criminal background check. Forms are available in the academy office. While the academy is happy to pay for background checks for parents who volunteer throughout the year, parents who have not volunteered must submit a \$5 fee with their form. A criminal background check is valid for three years.

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Non-Academy Events: Unless the academy specifically approves a trip or an event, the academy will not be held liable. The academy name may not be used for any event without explicit approval. Trips or events that are not explicitly approved by the academy may neither be promoted nor organized at the academy during school hours.

Permanent Records

A permanent record is maintained for each student according to the system approved by the Archdiocese. Permanent records include academic records and health records. The academy will retain original permanent records when a student transfers or graduates.

Records will be disclosed and handled as required by the Federal Educational Records Protection Act.

In the case of court orders restricting access of one parent to educational records, it is the responsibility of the parent desiring to restrict access to provide the school with a copy of the court order. In the absence of such notice, the school may disclose records to either parent.

ATTENDANCE AND PUNCTUALITY

Attendance and Punctuality

School Hours

Lower School: Pre-K 7:50 a.m. to 3:00 p.m.
K—5th 7:50 a.m. to 3:30 p.m.

Middle School: 7:40 a.m. to 3:30 p.m.

Upper School: 7:30 a.m. to 3:30 p.m.

Drop Off Times: Students are expected to be in their seats, unpacked and ready to start the day at the time listed above. Thus, parents are strongly encouraged to drop off their children at least ten minutes before the school day begins. Starting at 6:30 a.m., Before School Care is available for students who need an earlier drop off (see Before and After School Care). Students who are dropped off after 7:15 a.m. will not be billed for Before School Care. Students who are tardy must report to the academy office before they will be admitted to their respective classrooms.

Pick Up Times: Pre-K students are to be picked up between 3:00 and 3:15 p.m. All other students are to be picked up between 3:30 and 3:45 p.m. All lower and middle scholars will be sent to After School Care if they cannot be picked up at the appropriate times (see Before and After School Care).

Building Hours

Students and parents do not have access to any part of the school building before 7:05 a.m. or after 5:55 p.m. The only exceptions to these Building Hours are before school care, after school care, and approved and adult-supervised extracurricular activities. Students found in the building in violation of Building Hours are subject to disciplinary action.

Before and After School Care

The Atonement Academy provides the added service of supervised care before and after school in order to help parents meet the obligations of their schedules.

Student Safety: In order to ensure the safety of our students, every lower or middle scholar, and every upper scholar who is on Disciplinary Probation or Academic Probation, must participate in before or after school care when on campus, and not accompanied by a parent, during before and after school care hours. “Accompanied” means in the actual company of, and under continuous supervision by, the parent. Students may not evade after school supervision by virtue of the presence of a parent somewhere on campus.

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Upper scholars who are present during Building Hours and who are not on Disciplinary Probation or Academic Probation, are not required to participate in before and after school care, but must remain on campus, must remain in visible public areas, and must maintain high standards of personal conduct. If necessary, the administration will designate specific places as the permitted “visible public places.” Responsible behavior on the part of students will avoid the necessity for such designation.

Upper scholars who arrive before Building Hours, or who remain after Building Hours, and are not participating in an approved and adult-supervised extracurricular activity, or who are on Disciplinary Probation or Academic Probation, are required to participate in before or after school care.

Any student failing to adhere to these requirements may be sent to before or after school care and may also receive a Disciplinary Warning (yellow card) or Serious Disciplinary Warning (red card). Willful evasion of before and after school care is a hazard to student safety and is a serious disciplinary matter.

Before School Care Hours: Before school care begins at 6:30 a.m.

After School Care Hours: After school care ends at 6:00 p.m.

Releasing Students: In order to ensure the safety of our students we need to know where they are when they are on campus. Students and parents are required to cooperate with sign-in and sign-out procedures. A student who leaves campus without being properly signed out will be subject to a Disciplinary Warning (yellow card) or a Serious Disciplinary Warning (red card).

Fees: Before and after school care is billed in quarter hour increments at the rate of \$1.25 per quarter hour or fraction thereof. Students who are not picked up from after school care by 6:00 p.m. will be charged \$1 per minute until they are picked up. For the sake of clarity, time will be marked by the church bell.

Attendance Policies

Notification of Absence: Whenever a student is absent from school, the parents are requested to report the absence to the academy office by 9:00 a.m. on each day of absence. The Academy office will attempt to verify any unreported absence by contacting one of the parents or guardians at home or at work.

General Absence Policy: Upon returning to school, a student who has been absent must bring a statement, signed by a parent or guardian, to the academy office explaining the reason for the absence.

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Excused Absences: A student may have an excused absence for a personal illness, sickness or death in the family, quarantine, an authorized school function, an appointment with a physician, or a natural disaster. In addition, the administration may grant one educational experience per year as an excused absence.

Unexcused Absences: Any absence that does not meet the criteria for an excused absence is considered to be an unexcused absence. One unexcused absence disqualifies a student from qualifying for an Arrow Award (see Academic Awards). A student with three or more unexcused absences will be assigned to Detention Hall (see Discipline—Detention Hall). In order to discourage frequent absenteeism, appropriate actions will be taken if a student is frequently kept out of school for unexcused reasons.

Planned Absences: Any request for a planned absence should be received in written form in the office at least two weeks prior to the proposed absence.

Early Departure or Late Arrival: Students who need to be picked up for early departure, for late arrival, or for appointments must be picked up at the academy office. A parent must sign the student in or out.

Continuous Presence on Campus During the School Day: Students are required to remain continuously on campus during school hours unless signed out for early departure or signed in for late arrival. During school hours, there is no “open campus.” There is no “open campus” for upper scholars. There is no “open campus” for students who reside near the school. There is no “open campus” for students who have cars. There is no “open campus” for students over 18. Students leaving campus during school hours in contravention of this provision will be disciplined.

Make-Up Homework and Tests for Excused Absences: When a student is absent for an excused reason, a parent can request of the teacher by email that class assignments and homework be available for pickup by the end of the day in the academy office. Students will be allowed a reasonable time to make up work and tests missed due to an excused absence. Usually one day is allowed for each excused day missed. However, if a long-term assignment was due prior to the student’s absence, the assignment will be due on the first day that he returns to school. Parents of lower scholars are responsible for ensuring that make-up work is handed in. Middle and upper scholars are responsible for their own assignments. Collecting past-due work, including make-up work, is not the responsibility of the teacher. Any student who fails to complete make up work on time is subject to the standard consequences. A student who fails to complete the work altogether will receive zeroes for these assignments.

ATTENDANCE AND PUNCTUALITY

Make-Up Homework and Tests for Unexcused Absences: When a student returns from an unexcused absence, he will be allowed a reasonable amount of time to make up work and tests missed. However, students in 5th through 8th grades are only eligible to receive half credit for their work. A student who fails to complete make up work or take make up tests on time will receive zeroes for these assignments or tests.

Punctuality

General Policy: All students are expected to be punctual. Punctuality is defined as being at one's desk and being prepared to start class when it is scheduled to begin. For the sake of clarity, time is set by the church bell. A student who arrives after the start of a class or who is unprepared to start class on time shall be marked as tardy. At the discretion of the teacher, a Disciplinary Warning may also be issued to students who do not arrive on time, or who arrive on time but do not have their class materials.

Excessive Tardiness: The circumstances of life sometimes get in the way of punctuality. Thus, there is no consequence for the first five (5) times a student is tardy. For every sixth (6th) time that a student is tardy, the student will be issued a Disciplinary Warning (yellow card).

Uniforms and Personal Appearance

Uniforms

Purpose: The purpose of a uniform is uniformity. Uniformity in dress helps students to avoid the unnecessary distractions, competition, and cliquishness that are often associated with fashion. Removing these distractions from the academy culture encourages students to focus on developing their academic skills and individual personalities.

Academic Uniform Policy: All academy students are required to be in uniform every day. Uniforms must be clean, pressed, mended and properly worn (e.g., cardigan buttoned, sleeves cuffed, shoes tied, shirt/blouse buttoned, collar buttoned, tie properly adjusted, collar folded over tie, shoes polished, no holes, mending is to be neat, patch properly attached, hems properly sewn (not stapled), all buttons properly attached, etc. Academy students are required to be in full uniform when they set foot on campus in the morning until they leave campus at the end of the day. Lower and middle scholars are to wear the appropriate cardigan sweater from 1 November until 1 March. Upper scholars are to wear the appropriate blazer throughout the academic year. At the discretion of an individual teacher, students may be allowed to remove their cardigans (LS/MS) or blazers (US) while in class. Outside of the classroom, students are to be in full uniform at all times. Cardigans need not be worn during recess. Should weather conditions become unseasonably cold prior to November 1, cardigans may be worn outdoors, provided they are worn properly. Should weather conditions become unseasonably warm prior to March 1, cardigans may be removed when students are outside of the building.

Athletics Uniform Policy: All students are required to dress for and to participate in athletics classes whenever they are scheduled. The only exception is when a parent has sent a note to the academy office documenting the specific medical reason that prevents participation. Students who are not dressed for athletics will not be allowed to participate, will have their grades reduced, and will be issued a Uniform Violation (blue card). Students with chronic athletic uniform violations may receive a Serious Disciplinary Warning (red card) or may be required to purchase the missing item from the academy office.

Field Trips: Academy students attend field trips either in their full academic uniform or in the red (LS/MS) or grey (US) athletics t-shirt, black athletics shorts, white socks, and white athletics shoes. The academy administration makes the decision as to which uniform is appropriate for the occasion.

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Field Day: On field day, academy lower and middle scholars may come to school in the red academy athletics t-shirt, black academy athletics shorts, white socks, and white athletics shoes. Altar servers for the day are required to dress in the full academic uniform and may change after Holy Mass.

Uniform Items Purchased from Official Providers: Almost all *uniform items* must be purchased through PARKER SCHOOL UNIFORMS, at 2108 NW Military Highway, phone # 210-530-0087 (www.parkersu.com—the ID Code is SA083841). No substitutions for required Parker uniform items are permitted. *Shoes* are available from SCHOOL SHOES UNLIMITED, at 2019 Vance Jackson, phone # 210-734-9003 (www.SchoolShoesUnlimited.com).

Uniform Items Purchased at the Academy Office: Athletics shorts (Pre-K through upper school), athletics shirts (2nd through upper school), and gym bags (2nd through upper school) must be purchased at the academy registrar's office. Upper school blazer crests, ties, and scarves must also be purchased at the academy registrar's office.

Uniform Items that may be Purchased Elsewhere: Provided that the academy uniform guidelines are strictly followed, the following items may be purchased at any location: black pants for Pre-K students, socks, purses, and belts.

Consequences for Non-Compliance: Students who fail to meet the uniform policy standards will receive a Uniform Violation (blue card) in order to inform their parents of the violation. Every sixth (6th) time that a student receives a blue card in a given quarter will result in a Disciplinary Warning (yellow card). Students with chronic compliance problems may be issued a Disciplinary Warning (yellow card) or a Serious Disciplinary Warning (red card) at the discretion of the administration.

Lower School Uniforms

Pre-Kindergarten

Girls: Academy shorts or black pants; red academy t-shirt (tucked in); plain, white, bobby socks; black, Velcro, athletic shoes; and grey cardigan sweater (from 1 November until 1 March).

Boys: Academy shorts or black pants; red academy t-shirt (tucked in); plain, crew-length, black socks; black, Velcro, athletic shoes; and red cardigan sweater (from 1 November until 1 March).

Athletics: Pre-K students attend athletics in their standard uniforms and shoes. They do not change for athletics.

Kindergarten through Fifth Grade

Girls: Plaid, knee-length, jumper; white overblouse; plain, white, bobby socks; black, Mary Jane style shoes; and grey cardigan sweater (1 November until 1 March).

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Boys: White short-sleeved Oxford shirt; grey pants; plaid tie (hand tied for 4th and 5th); plain, crew-length, black socks; plain, black, Oxford shoes (laces, smooth toe, plain soles, no tread); and red cardigan sweater (1 November until 1 March).

Athletics: Red academy athletics t-shirt (2nd through 5th grades); black academy athletics shorts; white socks; plain (undecorated) white athletics shoes (no high-tops); and red academy athletics bag (2nd through 5th grades). Kinder and 1st grade students wear the white over-blouse (girls) or Oxford shirt (boys) to athletics.

Middle School Uniforms

Girls: Plaid, knee-length skirt; white, short-sleeved Oxford blouse; plaid cravat; plain, opaque, knee-hi socks; black penny loafers; and grey cardigan sweater (1 November until 1 March).

Boys: White, short-sleeved, Oxford shirt; plaid tie (hand tied only); plain, crew-length, black socks; plain, black, Oxford shoes (laces, smooth toe, plain soles, no tread); and red cardigan sweater (1 November through 1 March).

Athletics: Red academy athletics t-shirt; black academy athletics shorts; white socks; plain (undecorated) white athletics shoes (no high-tops); and red academy athletics bag.

Upper School Uniforms

Girls: White sleeve blouse; black, knee-length, box-pleat skirt; plain, opaque, white, knee-hi socks; red blazer with academy crest; academy silk scarf; and black penny loafers.

Boys: White, long-sleeved, Oxford shirt (sleeves buttoned); grey, flannel, pleated pants; plain, crew-length, black socks; black blazer with academy crest; academy silk tie; and plain, black, Oxford shoes (laces, smooth toe, plain soles, no tread).

Optional: Black, pull-over, v-neck, academy sweater worn under the blazer.

Athletics: Grey crusader athletics t-shirt; black academy athletics shorts; white socks; plain (undecorated) white athletics shoes (no high-tops); and black crusader athletics bag.

Skirt Length: Female scholars are to wear their skirts no shorter than the middle of their knee caps.

Tie Length: Male scholars are to wear their ties no shorter than the top of their belt buckle.

Pant Length: Male scholars are to wear their pants no longer than the top of the heel portion of their Oxford shoes.

Backpacks: Each student must have a backpack in which to carry textbooks to and from school. Backpacks must be in good taste (solid colors are preferred). Roll-around luggage or travel bags on wheels are not allowed unless a student provides a physician's prescription stating

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the medical reason why a wheeled conveyance is necessary.

Locker space is limited for upper and middle scholars and they are strongly encouraged to have a backpack that fits in their locker.

Hair Accessories: Lower and Middle school girls may wear academy-uniform hair accessories purchased from Parker Uniforms. They may also wear hair clips or hair bands that are black. Upper School girls may wear hair accessories that are red, black, grey, or white. No other hair accessories may be worn.

Purses: Middle and Upper school girls may bring a purse to school. Only small, plain, simple, black purses without writing or logos are acceptable.

A girl may only carry her purse on the way to and from the locker room or the bathroom. Purses that do not meet these requirements will be confiscated.

Belts: Every boy must wear a plain, standard, black, leather belt with a simple, non-decorative buckle. Belts are to be properly worn (no hanging ends). Normally, the loose end should fit under one or two belt loops. It should not extend to belt loops located on the back of the trousers.

Prescription Eye Wear: Prescription eyewear is considered part of the uniform for those students for whom it has been prescribed. A Uniform Violation (blue card) will be issued to students who do not wear prescribed eye wear.

Personal Appearance

General Policy: Students are required to present a neat, clean, and modest personal appearance and to observe proper hygiene. Parents are asked to make sure that their children are properly dressed, groomed, and washed before arriving at school. Students who do not comply with the personal appearance policy will be issued a uniform violation (blue card).

Hairstyles: Naturally combed hair is welcomed. Hairstyles must not allow hair to be in a student's eyes. Lightening gel, dyed hair, streaked, bleached, or highlighted hair is not permitted. Fad, distracting, or outlandish haircuts are not permitted. Boys must keep their hair neatly trimmed and above the collar and ears. Boys are to be clean shaven. Students who have dyed, streaked, bleached, or highlighted hair must restore their hair to its natural color before attending school.

Earrings: Girls may wear stud-type earrings, provided that the decoration on them is not outlandish. Only one pair of earrings may be worn. Loop or dangling earrings are not permitted. No other kind of piercing is allowed. Boys may not have any kind of earring or piercing.

Other Jewelry: All students may wear a simple, plain, non-decorative wristwatch that is not a toy and does not make noise. Medical

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identification bracelets may be worn. Lower and middle scholars may not wear any other visible jewelry of any kind. Neck jewelry (including scapulars) may be worn under the uniform but must not be visible (even during athletics class). Upper scholars may wear a simple, tasteful ring or class ring (11th and 12th) on the fourth finger of their right hand.

Nails: Lower and middle scholars may not wear nail polish of any kind. This includes clear nail polish. Manicures, French manicures, and synthetic nails of any kind are not allowed. Only upper school girls may wear nail polish or have their nails manicured and may do so only as long as they maintain an elegant and ladylike appearance.

Cosmetics: Only upper school girls may wear cosmetics, provided that they maintain a neat, elegant, and ladylike appearance. The privilege of wearing cosmetics may be forfeited by an individual or by a whole class. Tattoos are not permitted for any student.

Shoes: Shoes are to be free of holes and are to be polished frequently.

Enforcement: Every faculty and staff member has the responsibility and the authority to correct students who are in violation of the personal appearance and dress code. A student who believes that something is permitted within the dress code will cheerfully obey the teacher or staff member who calls it into question, but may appeal to the administration. Disrespectful or frivolous appeals will be met with appropriate consequences.

Discipline and Comportment

Discipline

Goal: The main goal of discipline is to help students develop the skills of good citizens of the academy, the foremost of which is self-discipline.

Five Rules: The Atonement Academy has five basic rules. These rules are based upon our Lord's command to love God above all things and your neighbor as yourself.

1. Students will treat others they themselves would like to be treated.
2. Students will not prevent the teacher from teaching.
3. Students will not hinder others from learning.
4. Students will not harm themselves or harm others
5. Students will not destroy their own property or the property of others.

Expectations for Students: Students are expected to make a positive contribution to the academy culture by cheerfully obeying the stated rules, handbook policies, and requests made by the academy staff, and behaving as good citizens should. Students are expected to monitor their own behavior, to accept responsibility for the consequences of their actions, to correct inappropriate behavior, and to develop self-discipline.

Consequences: In fairness to the entire academy community, students whose parents cannot convince them to alter their behavior will face disciplinary consequences, including assignment to Detention Hall, Suspension, and, as a last resort, Expulsion.

Parental Cooperation and Assistance: As the primary educators of their children, parental cooperation and assistance is essential in fostering and maintaining a sense of personal responsibility, self-discipline, and good citizenship among our students. It is ultimately the responsibility of parents to correct inappropriate behavior on the part of their children, at school no less than at home, in order to encourage them to make progress on the path toward self-discipline and to acquire the habits of responsible members of a family, the academy, and the community at large.

In order to maintain the parent-academy partnership in these matters, parents are encouraged to contact the academy whenever there is a question concerning the enforcement of these rules.

Out of respect for legitimate authority, the first contact should be made with the faculty or staff member who has issued the warning so that any misunderstandings or incomplete information may be swiftly corrected.

Formal Grievance: Parents who seek redress for their children in matters of policy, regulation, or discipline must first consult directly with

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the faculty or staff member complained against for resolution of the situation within five school days of the incident, prior to the initiation of a formal grievance procedure.

Discipline Card System

Blue Card: The blue card (Uniform Violation) is a warning that the personal appearance and uniform code has been violated. Students are required to have a parent/guardian sign the blue card and return it to the academy office the next day. Parents are asked to remedy the situation within two school days. Every sixth (6th) blue card received will result in a Disciplinary Warning (yellow card). At the discretion of the administration, chronic uniform violations may result in either a Disciplinary Warning (yellow card) or Serious Disciplinary Warning (red card).

Orange Card: The orange card (Mandatory Study) is given to students who do not turn in a homework assignment when it is due or who have not satisfactorily met the minimum requirements of a particular homework assignment in terms of neatness or completeness. Students are required to report to mandatory study on the day that they receive an orange card, unless a parent/guardian has requested that the mandatory study be postponed by one day. A student who fails to report to mandatory study, without following the proper means for requesting a postponement, may be issued a Disciplinary Warning (yellow card) or a Serious Disciplinary Warning (red card) at the discretion of the headmaster. Students are also required to have a parent/guardian sign the orange card and return it to the academy office the next day. Every sixth (6th) orange card received will result in a Disciplinary Warning (yellow card). As a courtesy, the academy office normally will call one parent prior to 2 p.m. The academy is not obligated to make this contact.

Yellow Card: The yellow card (Disciplinary Warning) is given to a student who has violated the discipline code in order to warn the student that continued infractions will result in an assignment to Detention Hall. The yellow card also notifies parents that an infraction has occurred, so that appropriate measures can be taken at home to reinforce the student's progress toward self-discipline. Students receiving their first yellow card will first meet with an administrator to discuss the infraction. If infractions continue to occur, an administrator may request a meeting with the student. The purpose of the meeting is to discuss a solution to the behavioral problem, and not to determine the validity of the card. All cards issued by academy staff are assumed valid upon acknowledgement by an administrator. Students are required to have a parent/guardian sign the yellow card and return it to the academy office the next day. Every third (3rd) yellow card received in a year will result in an assignment to Detention Hall.

Red Card: The red card (Serious Disciplinary Warning) is given to a

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student for a single, serious violation of the discipline code in order to warn the student that continued infractions may result in more serious disciplinary action, such as suspension or expulsion. The red card also notifies parents that a serious infraction has occurred so that appropriate measures can be taken at home to reinforce the student's progress toward self-discipline. Students who receive a red card will first meet with an administrator to discuss the infraction. Students are required to have a parent/guardian sign the red card and return it to the academy office the next day. A student who receives a red card will be assigned to Detention Hall.

Detention Hall

The vast majority of academy students consistently demonstrate responsible and cooperative behavior and thus never receive a yellow or red card in an entire academic year.

Purpose: Detention Hall serves as a consequence for a variety of infractions which, although perhaps not serious in isolation, indicate a pattern of behavior that needs to be changed in order that the student can develop the habit of self-discipline and so become a more responsible member of the academy community and make a more positive contribution to the academy culture. Detention Hall is intended to focus the attention of both the parents and the student on correcting student behavior.

Hours: Detention Hall is held at the academy on scheduled Saturdays from 8:00 a.m. until 11:00 a.m.

Rules: Students are to report in full academic uniform with homework or a book to read. No food or beverages are permitted. Water and bathroom breaks will be allowed. Parents and siblings are not permitted to attend Detention Hall.

Fees: There will be a \$30 supervision fee added to a student's account every time a student is assigned to Detention Hall. Punctual drop-off and pick-up are required. A \$1 per minute late fee will be assessed for students are tardy or who are not picked up promptly at 11:00 am.

Notification: A Detention Notification Form will be sent home at least two days prior to the scheduled Detention Hall. When two days notice is not possible, parents will have the option of having their child serve on the following occasion. Parents are asked to sign the notification form and return it to the academy office on the following day.

No Permission to Delay: A student must serve Detention Hall whenever he or she is scheduled to do so. There are no exceptions.

Failure to Report: Students who fail to report to Detention Hall when scheduled will serve a four (4) hour In-School Suspension at a time arranged by the academy administration. A \$50 supervision fee will be assessed and added to the student's account.

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Disciplinary Probation

In the discretion of the administration, a student with a recurring pattern of serious yellow and red card behavior may be placed on Disciplinary Probation. Disciplinary Probation, once initiated, continues until the end of the current grading term. Conditions of Disciplinary Probation may be specified. Upper Scholars who are on Disciplinary Probation are required to attend before or after school care or be otherwise supervised by adults when on campus outside of school hours.

Recurring Disciplinary Probation

The earning of Disciplinary Probation for the second time within a single academic year is a clear indication that a student is unlikely to succeed in the academy. Unless credible assurances of likely improvement are provided, the parents of any student earning Recurring Disciplinary Probation will be counseled to find a more suitable learning setting for the child. This is done for the pastoral benefit of the student and for the educational benefit of others.

Comportment

In addition to obeying the rules, students are required to comport themselves in a manner appropriate to those who are growing into mature, Christian ladies and gentlemen. In accordance with Catholic theology and classical philosophy, politeness, cheerfulness, reverence for God, order, responsibility, and respect for oneself and others are some of the consistent habits of those who are striving to become authentic persons. Academy students are expected and encouraged to foster these habits in their daily lives.

Consistent expectations for student comportment are maintained for each of the three schools within the academy. In keeping with the age and maturity of each group of students, and in keeping with experience and academy tradition, lower scholars are provided with the most structure; middle scholars with less structure; and upper scholars with the least structure.

In all cases, rather than compile a long list of comportment expectations, the faculty and staff will instruct and remind students of the appropriate behaviors.

Normally, students who have difficulty with comportment will be reminded of the appropriate behavior and may be asked to practice the expected behavior until they acquire the habit. Defiance or refusal to obey a teacher's or a staff member's instructions is not merely a lack of comportment, but rises to the level of a violation of the discipline code.

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Reverence at Holy Mass

Every student and teacher at the academy is expected to behave in an especially respectful and reverent manner at daily Mass. Students are to keep their attention focused on the sanctuary, to refrain from fidgeting or distracting others, and to keep their hands folded when not using a mass booklet or following a rubric.

Prohibited Items

The only items allowed at school are those necessary for school-related activities. Teachers may allow “show-and-tell” items to be brought in, but these items are not the responsibility of the academy staff or faculty. For lower scholars, these items should not be breakable, such as glass, and should not be live animals. The academy is not responsible for lost, stolen, or damaged personal items. Only upper school girls may have any kind of cosmetics on campus. Parents are asked to prevent children from bringing toys, collectibles, electronic equipment, or valuables to school.

Cell Phones: Lower and middle scholars are not permitted to bring cell phones to school. For the purpose of communicating with their parents or arranging rides after school, extracurricular activities, and academy events, upper scholars may bring cell phones to school. Upper scholars may not turn on, use, or carry a cell phone on their person during the school day. Cell phones may only be used only before or after school hours. Upper scholars are not to lend their cell phone to middle or lower scholars.

Confiscated Items—Lower Scholars: Inappropriate items brought to school by a lower scholar will be confiscated and held at the academy office. The academy assumes no responsibility for the security or condition of such items. Confiscated items will be returned to the student’s parent or guardian upon their request in person. Items that are not claimed within 30 days may be discarded, sold, or given to charity as seems appropriate.

Confiscated Items—Middle and Upper Scholars: Inappropriate items brought to school by a middle or an upper scholar will be confiscated. The academy assumes no responsibility for the security or condition of such items. Confiscated items will be returned to the student after he or she pays a \$25 fine. Items that are not claimed within 30 days may be discarded, sold, or given to charity as seems appropriate.

Repeated Violations: Repeated violations of the prohibited items policy may result in a Disciplinary Warning (yellow card) or Serious Disciplinary Warning (red card).

Dangerous Weapons: It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within

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1,000 feet of school property, onto a campus, church, or school-sponsored bus, athletic, social, or extracurricular activity. Any person who does this will immediately be reported to the police department.

Firearms, fireworks, weapons of any kind, or other items which cannot be purchased by minors over the counter are not allowed on campus and will be confiscated. If any item brought to school is determined by the headmaster to be dangerous in any way to students, there will be disciplinary consequences, possibly including Expulsion.

Illegal Drugs, Alcohol, and Controlled Substances: The Atonement Academy rigorously enforces a policy of zero tolerance for illegal drugs, alcohol, and controlled substance use by students. Automatic expulsion will result from the use and/or possession of, or attempted possession of, alcohol or illegal drugs. Smoking is not allowed on campus. Students and all minors are not allowed to possess tobacco products on campus. Any glue, liquid paper, aerosol paint, or volatile chemical substance for inhalation is not allowed on campus. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited. Students involved in such actions shall be expelled from school.

Right to Search: In consideration of the safety of the entire academy community, all parish/academy administrators and employees have and retain the right to search all personal effects brought onto this property—including purses, backpacks, lockers, and automobiles—and to confiscate any item(s) deemed inappropriate or unsafe.

Grievance Procedures

The Atonement Academy wishes to provide an opportunity for individuals to be heard. The administration of this school maintains procedures by which the parents of students may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or a group. Complaints may be heard from individuals, parents, parent organizations, and employees. The primary aim is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter, but in all cases the opportunity to be heard shall be forfeited if the procedures outlined below are not followed.

Final determination of day-to-day discipline, dress, and grooming rests with the administration and cannot be appealed; therefore, grievance procedures do not apply to day-to-day discipline, dress, and grooming. This policy and procedure shall apply only to instances of student expulsion or employee termination. All complaints that do not result in expulsion or termination will be resolved at the local school level. Neither the local grievance council nor the Archdiocesan Council of Conciliation will hear these matters.

Prior to the initiation of a formal grievance, terminated employees and parents who seek redress for their expelled child must first confer with a

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school administrator for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint to initiate grievance, including a brief summary of the initial conference must be prepared and filed with the school council secretary within three school days of the conference, or decision resulting therefrom, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council ("LGC") who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence, or arguments within seven school days of its receipt of the grievance. The LGC will render a decision within ten school days of its receipt of the grievance.
3. If the aggrieved party is not satisfied with the decision of the Grievance Council, an appeal may be made to the pastor within three school days of the decision of the Grievance Council. The pastor will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven school days of the pastor's receipt of such an appeal. The pastor will then render his decision within five school days.
4. If the aggrieved party remains unsatisfied with the decision of the pastor, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five school days of the pastor's decision.
5. Pending outcome of the formal grievance, only the pastor may, with or without condition, abate the expulsion or the termination.

The composition of the Local Grievance Council and its duties and process are on file in the academy office.

Harassment-Free Environment

The Atonement Academy does not condone harassment of any kind, including, but not limited to physical harassment, verbal harassment, and sexual harassment. All students at our school are to be treated with dignity and respect. This prohibition against acts of harassment applies to all people engaged in all school-related activities: all students; part-time or full-time employees; volunteers, consultants, or our guest instructors. Students have the responsibility to:

1. Conduct themselves in a manner that contributes to a Christian school culture;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing them that the

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behavior is unwelcome and offensive;

4. Report all incidents of discrimination or harassment to the headmaster. If the headmaster is not available, report the incidents to another school administrator.
5. If so instructed, to tell the student that is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue said conduct immediately.

Please consult the administration for procedures to follow for filing and investigation of any harassment claim.

Other Information and Policies

Visiting the Academy

Visitor's Pass: While visitors to the academy are welcome, Texas state law, archdiocesan policy, and our concern for the safety of academy students requires that all visitors, even parents, sign in at the front desk and obtain a visitor's pass before proceeding past the main entrance area during regular school hours.

Criminal Background Checks: Visitors who wish to proceed unescorted to an area within the school where students will be present—for example, the gymnasium, St. Anthony hall, common room, library, or classroom areas—must have passed a criminal background check.

Tours: Academy tours are by appointment through the academy office.

Parent Observations: Parents are welcome to observe any class that their student is attending, provided that testing is not in progress. Parents wishing to observe a class must have passed a criminal background check, must sign in at the academy office to obtain a visitor's pass, and must be escorted by an academy official to the classroom. Parents are to sign out and turn in their visitor's pass when leaving the building.

Academy Events: Visitors are not required to obtain a visitor's pass or to have passed a criminal background check in order to proceed unescorted to an official academy event, such as an award ceremony or choir concert, that is scheduled during the regular school day.

Orientation Day

On orientation day (first day of school), parents are permitted to escort their child into the building and wait with them until they go to their first class. If they arrive more than five minutes before their child's first class, they are to wait with their child in before school care. If they arrive within five minutes of their child's first class they are to enter through the front doors and proceed directly to their child's classroom. Academy personnel and upper scholars will be on hand to give directions and assist as needed.

Traffic Safety and Car Line Policy

For the safety of our children, it is absolutely essential that the safety and traffic rules during arrival and dismissal are followed. Students who fail to obey these rules may receive a Disciplinary Warning (yellow card) or a Serious Disciplinary Warning (red card). Parents who refuse to observe these rules may be asked to withdraw their children from the academy.

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Procedures for Car Line drop-off and pick-up will be published, and will from time to time be amended, and parents and students will be required to follow them. The priority in administering these procedures will be the safety and security of children, not the convenience of drivers.

Deliveries or Messages for Students

All deliveries or messages for students are to be sent through the academy office. Classroom interruptions are not permitted.

Volunteers

A spirit of service toward others is an essential part of the Catholic tradition. The academy welcomes and greatly appreciates the many volunteers who wish to exercise their spirit of service to benefit the entire academy community. Like all Catholic charities, The Atonement Academy relies on volunteers from the parish, school, and community at large to achieve its goals.

Volunteer's Badge: For the sake of safety, volunteers are required to enter the academy through the front doors, to sign in at the front desk, wear a volunteer badge while on campus, and to turn in their badge and sign out when they depart.

Criminal Background Check: In keeping with Archdiocesan policy, all volunteers must have passed a criminal background check prior to assuming their duties. Although donations are appreciated, the academy is happy to pay the \$5 fee for the criminal background check.

Dress Code: The academy insists on professional dress for all its students, faculty, staff, and volunteers. Volunteers are reminded that they are also examples to the students of how gentlemen and ladies dress when they do important work in a professional environment. It would be inappropriate to have volunteers dress casually, as if they or their work was unimportant, while everyone else is dressed professionally.

Ladies are asked to wear a professional blouse and skirt or a professional dress, hose, and appropriate shoes. Gentlemen are asked to wear a professional shirt and tie, professional pants, and appropriate shoes.

Supervision: So that everything done at the academy is organized to serve the academy mission, academy volunteers work under the supervision of official academy personnel. In many cases, this will be the officers of the PTC. In other cases, it will be the library staff, the facilities manager, the athletics staff, or an academy teacher. Ultimately, and in all cases, academy volunteers work under the supervision of the administration.

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Fund-Raising

The academy uses fund-raising in order to complete major building projects, provide extracurricular opportunities for students, and to provide a beautiful campus which gives glory to Almighty God and which visibly communicates the importance of Catholic education. As part of the academy community, all families are expected to participate in academy fundraisers.

Students at Extracurricular Activities

As ambassadors of the school, academy students are required to behave appropriately at all extracurricular activities. Academy personnel have the authority and responsibility to discipline students at academy events no less than during the school day. Academy students are never allowed to behave in a rude, obnoxious, disrespectful, or unruly manner.

Parental Supervision: While academy personnel will be on hand, parents are required to supervise the activities and ensure the safety of their own children at all extracurricular events.

Unsupervised Students: In order to ensure the safety of all our students, lower and middle scholars are not allowed to attend extracurricular activities without parental supervision. Parents may arrange for another parent, who will be attending the event, to assume responsibility for supervising, ensuring the safety, and making sure that their child arrives home safely.

Supervision Fee: Since student safety is of utmost importance, if it is discovered that a student has been left at an academy event unsupervised, academy personnel will assume direct supervision of the student and a \$10 per hour supervision fee will be assessed.

Lunch

Catered Lunch: A reputable, third-party, lunch catering service is available for students. A monthly menu will be sent home in advance so that parents can select the days on which to buy lunch for their student(s). A check is to accompany the completed order. No refunds are available if a student is absent on a day when lunch has been ordered.

Sack Lunch: Students who do not wish to use the catering service must bring their own lunches. Parents are strongly encouraged to make sure that lunches are nutritious and well balanced. Students do not have access to refrigeration or microwaves. Lunches that require assembly or adult assistance are not allowed due to limited time. All meals are to be brought to school at the beginning of the school day. Fast food meals are not allowed. Students are expected to eat their own lunches. Due to the possibility of food allergies, students should not exchange food.

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Milk: Chocolate or white milk may be purchased one at a time for \$0.50 per carton. Parents may also purchase a milk plan for the year. One carton of milk per day costs \$50 for the year (\$0.28 per carton). Forms are available at the Registrar's office.

Parties and Class Activities

General Policy: The room-mother is in charge of all classroom parties and other similar events. The time, date, and details of all classroom parties or class activities must be approved in advance by the headmaster and must be coordinated with the appropriate teacher.

Birthday Parties: Parties where lunch is provided must be approved in advance by the headmaster. Insofar as many parents make use of the catered lunch program, one-month advance notice is normally required. The headmaster's permission may be assumed for birthday desserts, provided that special dietary needs have been taken into account and the delivery and distribution of birthday desserts has been coordinated with the appropriate teacher.

Classroom Parties: The headmaster's permission may be assumed for the classroom parties held on:

1. All Saints' Day
2. St. Nicholas's Day
3. St. Valentine's Day (if it occurs outside of Lent)

Special Dietary Needs: If refreshments are approved for a class, consideration must be given to children with special dietary needs. Insofar as food allergies can be life threatening, it is absolutely necessary for parents to be aware of all the ingredients contained in food or desserts brought to school. In no cases will food be permitted to which one of the students in the class is severely allergic.

Private Parties: All invitations for outside parties are to be delivered to and distributed by the teacher. For the sake of courtesy, invitations distributed at the academy must include all members of the class (or all boys or all girls). Invitations to parties for smaller groups cannot be handed out at school.

Medication Policy

General Policy: In accordance with Archdiocesan policy, only medication that is necessary for a student to remain in school may be given during school hours. The Health Coordinator or Academy Nurse (when available) may not dispense any medicine that has not been prescribed by a licensed physician or dentist. Students may not carry any kind of medication on their persons nor dispense it to themselves or to any other student. An exception is made for inhalers when a licensed physician has prescribed that the student be allowed to carry it.

Health Coordinator or Academy Nurse: Only prescribed

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medication may be dispensed to a student by an academy employee. Medication that has expired will not be dispensed to a student. Medication will only be returned to a parent. The Health Coordinator, Academy Nurse, or any academy employee designated by the headmaster to dispense prescription medication may refuse to do so at any time. Should this happen, a parent/guardian will be notified.

Definition of Medication: In accordance with Archdiocesan policy, medication is understood to include, but is not limited to: all prescription drugs; all over the counter drugs; and all items such as vitamins, throat lozenges, cough drops, lip balm, ointments, and the like. Please consult the Health Coordinator or Academy Nurse (when available) if there are any questions.

Non-Prescription Medication: In accordance with Archdiocesan policy, non-prescription medication is not to be brought to school and cannot be administered to a student except when it is brought and administered by a student's parent/guardian.

Prescription Medication: In accordance with Archdiocesan policy, prescription medication is to be brought to the academy office by a parent (responsible party). If the Health Coordinator or Academy Nurse (when available) is to dispense the medication, a specific prescription from a licensed physician or dentist is required, even for over the counter medication. Medication that is liquid must be accompanied by a legible, calibrated measuring device. The prescription must indicate the medical reason for the medication. Each student's medication must remain in its original container and must be clearly labeled with the following information:

1. Student's name.
2. Physician's/Dentist's name.
3. Date.
4. Name of medication.
5. Dosage.
6. Directions for administration.
7. Duration of administration.

General Student Health Policy

For the sake of the health of all academy students and employees, students who are ill should not be sent to school. The academy does not give out a perfect attendance award in order to discourage children who should stay at home from coming to school. Parent discretion in such matters is strongly encouraged.

Contagious Students: A student who—in the opinion of the Health Coordinator, Academy Nurse, or otherwise designated employee—is suspected of presenting a significant health risk to other students will be removed from class. A parent/guardian will be called and the student will be sent home. Parents are asked to make arrangements to pick up

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their child as soon as possible.

Other Situations: When a child becomes ill, is injured, or soils himself, the student's parent/guardian will be called. Parents are asked to make arrangements to pick up their child as soon as possible.

Transporting Students

The Atonement Academy will only use buses to transport students to an official school event. When the academy does not arrange for transportation, parents are responsible for transporting their own child. Academy faculty, staff, athletic coaches, and administrators are not allowed to transport students in their personal vehicles. Academy personnel are not allowed to arrange rides or carpools for students.

Lost and Found Articles

All personal articles (especially clothing) are to be marked with the child's full name. Any lost items are taken to the academy office, where they may be claimed. After 30 days, unclaimed items will be discarded, sold, or donated to charity as seems appropriate.

Parent-Teacher Club (PTC)

The Parent-Teacher Club works under the direction of the academy administration in order to foster unity and understanding between the home and the school. It does this in several ways; first, by sponsoring and organizing nearly all academy activities, such as the King's Fair, dances, Bingo Night, the Academy Auction, the Spring Picnic, and the like; second, by sponsoring and organizing school yearbooks, faculty appreciation lunches, room parents, and the like.

School Council

The Atonement Academy School Council is a consultative body that provides advice to the pastor in the areas of finance, school enhancement, policy, development, and strategic long-range planning. Meetings are posted in the annual school calendar and are run in accordance with its constitution and by-laws. The School Council is composed of active, registered parishioners of Our Lady of the Atonement Catholic Church who are either appointed by the pastor or elected by active, registered members of the parish.

Academy Publications

The Pelican is a monthly newsletter that provides information to parents and students about upcoming classroom activities in each grade, school-related events, and general information about the school. It is sent home with students at the beginning of each month. Only officially recognized newsletters and flyers may use the academy's name. All notes or flyers from academy organizations must be approved by the administration

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before being distributed to students or families.

Handbook

This Handbook for Parents and Students is revised annually, and may be revised at other times. If interim revisions are made, then academy parents will be given notice by email.

A Vision Statement from the Archdiocesan Schools Office

“The fundamental purpose of Catholic schools in the Archdiocese of San Antonio is to proclaim the Good News of Jesus Christ. His news is one of challenge, love, and unity; His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners of education, we prepare students to share the spirit of Jesus through community building, Christian acts of service, and word and worship. We commit to provide inspiring active learning and quality education so that all students *Share The Spirit* of Catholic Education.”