

# Our Lady of the Atonement Catholic Church

## PreSchool-3 at The Atonement Academy 2017-2018 Handbook



15415 RED ROBIN ROAD  
SAN ANTONIO, TX 78255

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Academy Office: 210-695-2240  
Academy Fax: 210-695-9679  
Parish Church Office: 210-695-2944

### **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 with Thee, in the unity of the Holy Ghost, one God, world without end. Amen.*

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## **Background and Traditions**

### **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 Motto**

The Latin 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 Mascot**

The Crusader is the mascot of The Atonement Academy. The Crusader represents our position as warriors for Christ, particularly as those who will make personal sacrifices for the preservation of Christendom.

### **Academy Shield**

The symbol of The Atonement Academy is 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 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 color is a deep red.

### **Academy Symbol**

The Jerusalem Cross is the symbol of The Atonement Academy. It is also known as the Crusaders' cross. Within The Academy, the Jerusalem Cross is a mark of honor.

### **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 part” (Gravissimum Educationis, 5). 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, 8).*

## **Enrollment**

### **Admission**

- The Atonement Academy PreSchool-3 enrollment is open to all qualified students regardless of race, sex, or national origin.
- There is a cap of 15 students per class; currently, we offer one half day class (morning) and 1 full day class.
- A waiting list will open up once available classes are full.
- The Atonement Academy Admissions Office is responsible for the establishment of policy regarding the admission of students applying relative to the space available.
- The Administration and Pastor are responsible for the implementation of the established admission policies.
- Students entering PreSchool-3 must be three years of age on or before September 1<sup>st</sup>, 2017. Students must be potty-trained, as pull-ups will not be permitted.

### **Requirements for Entrance**

The following forms must be completed and returned to the school on the date of Open House.

- Application (including medical release, pick up authorization, non-vehicular authorization and promotional publication/photography policy)
- Birth Certificate
- Baptismal Certificate (if applicable)
- Immunization Card (filled out by child’s doctor and returned before first day of school)
- Master Emergency Card
- Parent Handbook Agreement
- Any applicable court or custody documents for separated or divorced families

All new students are accepted on a probationary basis in order to determine if The Atonement Academy PreSchool-3 can meet the needs of the student. Full and open disclosure of health and behavioral history is required. The school reserves the right to accept or reject any applicant and to determine whether continuing at the school at the PreSchool-3 level is the right fit. Families will be asked to withdraw their child if there are issues with toileting, biting or other aggression, and similar situations.

**Tuition and Fees**

Tuition is \$6,000 for full days and \$3,000 for half days. There is a \$250 non-refundable annual Enrollment Fee.

**Tuition Payment Terms On or Before the First Business Day in May**

Tuition for the year is due and payable in full no later than June 1. A prompt payment discount of \$200 per family is credited to families making timely payment in full. As a courtesy to families, monthly payment terms are available under certain conditions. Those conditions are: that the family will register a credit card or debit card with the school, to be automatically charged monthly, and that the card must be maintained continuously throughout the school year. The Academy will not accept payments by cash or check from families on monthly payment terms, except to pay the remaining balance for the year.

For families qualifying for and electing to use the monthly payment plan, a schedule of level monthly payments is established. Families enrolling on or before the first business day in May are placed on an 11-month level monthly payment schedule with the first payment due on June 1 and the last due on April 1. Families enrolling after the first business day in May are placed on a payment schedule. In the event that a scheduled charge is electronically denied when attempted, a late fee of \$100 will be added to the account, and the entire remaining balance will become due.

In addition to any other remedy, a late fee of \$100 will be assessed for any tuition payment that is not received when due. Failure to pay assessed fees, such as those for After School Care, beyond thirty days of billing, may result in the loss of the use of the service and a \$100 late fee.

	Annual Tuition	Monthly Payments (paid over 11 months)
PreSchool-3 Half Days	\$3,000	\$272.73
PreSchool-3 Full Days	\$6,000	\$545.45

**School Hours**

At the Atonement Academy, we offer several options for our PreSchool-3 students.

- We have a half day option.
  - o Mornings 7:45am – 11:30pm (3 hours, 45 minutes)
- We have a full day option.
  - o 7:45am – 3:30pm (7 hours, 45 minutes)
- Drop-off time:
  - o Students may arrive as early as 7:00am for Morning ½ days or full days, free of charge.
- Afterschool Care is available.
  - o \$10/hour after 11:45pm for Morning ½ days

- o \$10/hour after 3:45pm for full days until 6:00pm
- School Holidays
  - o PreSchool-3 will follow all of The Atonement Academy school holidays, with the exceptions for early dismissal and conference days. All school holidays will be noted in the calendar section on the school website: [www.atonementonline.com/school](http://www.atonementonline.com/school).
- Inclement Weather
  - o The Atonement Academy will conform to the decisions of the Northside Independent School District concerning weather-related closings and weather-related late openings.
  - o The highways and residential neighborhood surrounding The Academy are subject to flooding during heavy rains. Exercise great care when streets are flooded. Lateness and absence due to flooding is always excused. If flood conditions make it difficult to reach the school in the afternoon, after-school care charges will be waived.

## **Visitors/Volunteers**

### **Visitors**

While visitors to The Academy are welcome, Texas state law 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. We encourage having lunch with your child only on a very limited and scheduled basis, and no more than once per month. Visitors must abide by school rules and appropriate dress is required. To visit your child's classroom, you must first contact your child's teacher and make the initial request, then when a date has been arranged, contact your division administrator to make specific arrangements.

### **Criminal Background Checks**

Parents and other visitors who have received clearance on criminal background checks have greater freedom of movement within the school. While they are still expected to sign in and out, they are permitted to move about unescorted and they are permitted to have contact with students. Parents who contemplate assisting in the classroom, participating in field trips, or otherwise having contact with students are urged to apply for a criminal background check at a nominal charge. Please see the receptionist for this form. Parents who have not received criminal background clearances should not expect to assist in the classroom, participate in field trips, or otherwise serve as school volunteers. Please note, the background check process can take several weeks. Please do not expect quick turnaround. Many parents make a regular practice of getting a background check in place at the beginning of the school year.

### **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 church, school, and community at large to achieve its goals. Parents desiring to volunteer may make application and will be considered. Those selected will be informed of the requirements, which include a criminal background check and a dress code.

### **Transportation**

Each parent must provide transportation. No one but those authorized by the parent will be permitted to pick up the child from school. The office will verify the identity of the authorized person prior to releasing the child. Calling the school to give notice that someone other than those listed on the pickup form will pick up the student is acceptable only as long as it is followed up with written authorization via text message or email before pickup. Any additions or deletions to the pickup list are required to be signed and dated by the parent. The school must have written permission to release your child to someone other than those on the pickup list.

### **Morning Drop Off**

The front doors open at 7:15 AM. PreSchool students may arrive as early as 7:00 and should be taken to the classroom door to be received. (Note that all other Academy students may arrive on campus after 6:30 AM and before doors open should proceed to the gymnasium.) There is no charge for before-school care.

For the morning carline to proceed in an orderly way, it will demand patience from the parents, particularly in the first several days of school as everyone is learning the procedure. Cars enter the school driveway at its origin, at Red Robin Road at the south end of the campus. Cars proceed slowly, in a single line, to the curbside drop-off location. Students should be dropped off only at the curb and only in this location. For carline drop-off, drivers MUST remain in the car. Parents should follow any directions offered by Academy staff.

If parents would rather not wait in carline, there is an alternate procedure. Parents must park in the north parking lot and walk their students to the school entrance. Please park only in designated spaces. Watch for moving traffic. At no time should students proceed unaccompanied. Parents must park and accompany the children to the school. The north parking lot is not to be used as a drop-off location.

### **Afternoon Pick Up**

Parents must park in the north parking lot and walk to the school to pick up their children on foot. Please park only in designated spaces.

### **Notification of Absence**

Whenever a student is absent from school, the parents are requested to report the absence to The Academy office by 8:15 am on each day of absence. If parents do not call, then in its discretion The Academy office may attempt to verify any unreported absence by contacting one of the parents or guardians at home or at work.

### Snack (Half day and full day students)

Parents must provide a snack for their children. Place snack item in a brown bag or a ziploc bag inside your child's backpack and label 'snack' on it.

### Lunch (Full day students only)

#### **Catered Lunches**

A reputable third-party lunch catering service, WTCafe, is available for students. A menu is provided in advance so that parents can select the days on which to buy lunch for their child. Monthly menus are posted approximately one month in advance, and lunches may be ordered as late as the day before it is needed.

#### **Bag Lunches**

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 should be limited, as children will be expected to become independent. Sack lunches are to be brought to school at the beginning of the school day. Although we understand that emergencies do occur, fast food meals are discouraged, and please limit the delivery of sack lunches during the school day. Students are expected to eat their own lunches. Due to the possibility of food allergies, parents should instruct students not to exchange food. If a student fails to bring his lunch, we will attempt to have a lunch provided by the catering company and will pass along the expense to the family.

#### **Milk**

Chocolate or plain milk may be purchased by the day or for the year. Pricing information is available at the business office.

### Curriculum

We will be following the *Catholic ABC's* curriculum and **Handwriting Without Tears curriculum**; unit studies will follow the liturgical year. The materials are designed to engage visual, auditory, and kinesthetic learners. Students will be exposed to letters, letter sounds, numbers, and counting.

Our Lady of the Atonement PreSchool-3 students will not attend Daily Mass, but we will have a special Mass for them on occasion. Our Catholic heritage will be integrated into their education, and parents can expect their children to learn Catholic songs and prayers.

#### **Outdoor Activity/Recess**

Students will engage in recess or outdoor play (weather permitting) periodically throughout the day. **2** sessions of this type of free time should be expected for the full day students and **1** for half day students.

### **Nap Time** (Full day students ONLY)

Your child will need a rest mat and one small blanket (size of a beach towel). “Nap-n-Go” styles are ideal for their ease of storage and transport. Nap items will be sent home every Friday to be washed and returned to school on Monday.

## **Celebrations**

At The Atonement Academy, classroom celebrations are modest in number and in scale. Even when celebrations are held, the academic and Catholic character of The Academy is upheld. Celebrations are permitted only in accordance with this policy, and not in any other place, or for any other grade level, or on any other occasion.

### **Birthdays**

Parents may bring cupcakes or a light snack on their child's birthday. Birthday celebrations may occur during lunch time. Please make sure to confirm with the teacher at least one day prior.

### **Holidays**

Three holiday celebrations are held annually for PreSchool-3. These celebrations commemorate the feasts of All Saints’, St. Nicholas, and St. Valentine. The actual dates and times of observance are identified on the academic calendar. On the day of the All Saints’ observance, saint-related activities may precede the party.

### **Celebration Coordination**

The menu will be limited to simple snack or dessert items (no pizzas or sandwich trays, please). Detailed guidance will be provided by the Parent Teacher Club president and will be faithfully followed by all parent volunteers. PTC room parents will coordinate details closely with the teachers. Details will include provision for clean-up.

### **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 smaller groups cannot be distributed at school.

## **Discipline**

### **Basic Rules**

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

- Students will treat others as they themselves would like to be treated.
- Students will not prevent the teacher from teaching.
- Students will not hinder others from learning.
- Students will not harm themselves or harm others.
- Students will not destroy their own property or the property of others.

### **General Expectations**

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.

### **Disciplinary Actions**

Taking age into consideration, patience and consistency will be the hallmark of classroom discipline. Up to three warnings, time outs (for no more than one minute per year of age at a time), and a system such as moving a child's clip to a different color will all be implemented in sequence to respond to and prevent further misbehavior. Parents will be notified of any disciplinary action taken in the classroom via email or note home.

### **Parental Cooperation/Assistance**

Parents are the primary educators of their children, and parental cooperation is essential in fostering and maintaining a sense of personal responsibility, self-discipline, and good citizenship among the 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 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. Meeting requests must include a description of the matter(s) to be addressed.

A relationship of mutual trust between parties is essential in a school enrollment relationship, as it is in any contract. When families find themselves unable to cooperate and assist in the full formation of the student, then mutual trust has been broken. In such cases it is sometimes necessary for The Academy to require the withdrawal of a family.

### **Parent Inquiries**

In the interest of orderly administration and fairness to all concerned, parents who seek clarification in matters of policy, regulation, or discipline are to consult directly with the teacher or staff member most directly concerned with the matter. Most questions can be successfully resolved at this level. Only after exhausting this opportunity should parents take their concern to an administrator.

### **Biting (and Other Physical Aggression)**

All children will be made aware that biting is not an acceptable behavior. The school health coordinator will examine the area of the bite and determine whether or not the skin has been broken. The area will be thoroughly cleaned with soap and water. If the skin is broken, both parents will be notified by phone. We will not disclose the other child's name to either parent. If the skin is not broken, a biting incident form will be completed and sent home with each child. If a parent cannot be reached by phone, (when the skin is broken) a biting incident form will be sent home with the child.

After separating and reassuring the children involved (and treating any injury), the children will be questioned about the circumstances leading to the incident. The children will be made aware that biting is never an acceptable behavior and that we do not hurt our friends. Depending upon the age of the child and the circumstances leading to the incident, the child will receive either a verbal reprimand or time out in the classroom/health office. **A child who has 4 offenses of biting will be asked to leave PreSchool - 3.**

## **School Uniforms**

### **Uniforms to be Regularly Worn**

All academy students are required to be in uniform every day. Uniforms must be clean, pressed, mended, and properly worn. Uniforms that are in disrepair, faded, stained, or do not fit properly should not be worn. When the uniform is worn, it must be worn properly at all times, on or off campus, as it is a reflection of The Atonement Academy. Students are permitted to be out of uniform when attending some evening events. In extraordinary situations in which a student is not able to get a ride home after school and before an evening event, the student will change out of uniform at the latest possible time, not the earliest possible time.

Please bring a complete change of clothing for your child (including underwear and socks). Put clothing in a gallon labeled zip locked bag for the 1st day of school with their name on the outside of bag. This will be left at school at all times for emergencies. If clothes are soiled, please return to school immediately, as we do not have extra clothing available.

### **Uniform Items Purchased from Official Providers**

Most uniform items must be purchased through Parker School Uniforms, at 2108 NW Military Highway, phone 210-530-0087 ([www.parkersu.com](http://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](http://www.SchoolShoesUnlimited.com)). Shoes similar to these styles may be purchased from other providers.

The uniforms for PreSchool-3 are the same as those worn by our PreK-4 students.

### Girls

Plaid dress; modesty shorts (must not show beyond dress hemline); plain white bobby socks or plaid trimmed socks (from Parker only); black Mary Jane-style shoes. From November 1<sup>st</sup> until March 1<sup>st</sup>, girls wear the grey uniform cardigan sweater.



### Boys

Black pants; grey uniform polo embroidered with school logo (**boys**); black athletic shoes with Velcro closures. Boys wear crew-length black socks. Shirts are always tucked in. From November 1<sup>st</sup> until March 1<sup>st</sup>, boys wear the red uniform cardigan sweater.



### Hairstyles

Hairstyles are to be naturally combed and blended in length. Fad, distracting, or outlandish haircuts are not permitted. Boys must keep their hair neatly trimmed above the collar and ears. Boys' and girls' hair must not cover their eyes. Girls' hairstyles should be ladylike.

Hair accessories should be modest and unobtrusive. Girls are permitted to wear plain, solid- color hair bands, barrettes, and elastics / scrunchies in school plaid colors (red, black, grey or white). Solid color ribbons and simple bows in school colors also are permitted. Students also may wear school plaid hair bands and school plaid scrunchies and ponytail holders available / matching those from Parker Uniform. No prints (other than the school plaid) are permissible. No hair bands wider than 1.5 inches are allowed. Extravagant or outlandish hair accessories are not to be worn; prohibited decorations include gemstones, glitter, metallics, sequins, pearls, beads, and jewel-like items and

feathers as well as simple flowers larger than one inch in diameter. Students will be required to remove the non-uniform item(s).

### **Neatness**

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 (i.e., hair combed, nails clean and trimmed, shoes polished and laces tied).

### **Jewelry and Accessories**

Girls may wear stud-type earrings, provided that the color coordinates with the uniforms and the decoration on them is not outlandish.

No wristwatches or fitness bracelets are allowed in PreSchool. Medical identification bracelets may be worn. Neck or wrist jewelry (including scapulars) may be worn under the uniform but must not be visible (even during athletics class).

### **Nails**

All students are expected to have clean, trimmed nails. Nail polish of any kind is not permitted; this includes clear nail polish, French manicures and synthetic nails of any kind are not allowed.

### **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 parents may appeal to the administration.

### **Medically Required Exceptions to the Uniform**

Exceptions to the uniform are permitted when medically necessary. Medical exceptions must be documented and are subject to The Academy's review and acceptance. Where other-than-uniform shoes are approved as medically required exceptions, the shoes are to be uniformly black.

### **Personal Items**

Everything your child brings to school needs to be labeled. Children are not encouraged to bring toys, books, or candy to school. Show and Tell will allow an opportunity for your child to bring a personal item from home on designated days.

## **Student Health**

### **General Health**

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 Illnesses**

A student who in the opinion of the Health Coordinator is suspected of presenting a significant health risk to other students will be removed from class. A parent, guardian, or parent-designated emergency contact will be called and the student will be sent home. Parents are asked to make arrangements to pick up their child as soon as possible.

### **Other Health Situations**

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

### **Medication**

If children require medication during the school day, it will be administered only if a current Medication Permission Request form is on file in the health office. Students may not carry medications and may not self-administer. Medication must be no more than 90 days old. Medication must be in original, labeled, pharmacy containers. Prescribed medications will be stored and dispensed by the Health Coordinator, or, in her absence, by another employee designated for this responsibility. Non-prescribed medication will not be stored or dispensed by school personnel and may not be carried or self-administered by the student. Non-prescribed medication may be dispensed at school only by the parent. An exception is made for inhalers when a licensed physician has prescribed that the student be allowed to carry it. Parents are advised to consult with the Health Coordinator if they anticipate a need for medication to be dispensed at school.

## **Other Information**

### **Donations**

We gratefully accept used toys and books in good condition and any monetary donations. A receipt for donations will be provided upon request.

### **Promotional Publication Policy**

Throughout the school year, photographs and video images are taken at school events. These photographs are used in print and electronic media publications for our school and community. Articles, photographs and student work may be submitted to promote school events and special accomplishments.

No payment is attached to such usage. The media sources used by our PreSchool-3 include, but are not limited to, Our Lady of the Atonement parish and school websites and Facebook pages and local news agencies. *If you wish that your child not be included in this policy, please notify us in writing.*

### **Abuse and Neglect**

Employees of Our Lady of the Atonement PreSchool-3 are required by state law to report any suspected abuse to the San Antonio Child Protection Services. We are not to

delay the reporting of suspected abuse or neglect to the CPS in order to conduct an internal investigation to verify the abuse or neglect allegations.

### **Withdrawing Your Child**

A two-week's written notice prior to withdrawal of your child is required to the school. If the notice is not given, the parent(s) will be responsible for the next month's tuition.

### **Inappropriate Behavior**

The school has a zero tolerance policy for inappropriate behavior of parents. Children will be dismissed from the program if parents fail to handle themselves in an appropriate manner. This policy also applies to behavior reflected on social media and all other internet forums.

### **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.

Prior to the initiation of a formal grievance, terminated employees and parents who seek redress for their expelled child must first confer with a 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 Personal Ordinariate of the Chair of St. Peter's 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 Our Lady of the Atonement Catholic Church Tax ID Number**

The Our Lady of the Atonement Catholic Church PreSchool-3 is tax deductible as child-care. Our tax ID number is 74-2750754.