

Parent-Student Handbook

2016-2017

THE ATONEMENT ACADEMY COLLEGE PREPARATORY SCHOOL

THE PARISH SCHOOL OF OUR LADY OF THE ATONEMENT CATHOLIC CHURCH

15415 RED ROBIN ROAD • SAN ANTONIO • TEXAS • 78255

ACADEMY OFFICE: 210-695-2240

ACADEMY FAX: 210-695-9679

PARISH OFFICE: 210-695-2944

THE ADMINISTRATION

Father Christopher G. Phillips, Pastor

Sister Mary Margaret, Senior Administrator

Mrs. Catherine Prochko, Upper School Administrator

Mrs. Maria Kennedy, Middle School Administrator

Mrs. Mary K. Havel, Director of Advancement and Lower School Administrator

Mr. Robert Ott, Parish Business Manager

THE SCHOOL COUNCIL

Father Christopher G. Phillips, Pastor

Mr. Bill Garza, President,

Mr. Andrew Wilburn, Finance Officer,

Mrs. Dolores Sommer, Parent Teacher Club President,

Mr. Jeff Delaney, Mrs. Amber Delaney,

Mr. Jeremiah Logsdon, Mr. Nathan Phillips, Mr. Anthony Preivity,

Mr. Tom Stallard, Deacon Michael D'Agostino,

Sister Mary Margaret, Mrs. Catherine Prochko, Mrs. Maria Kennedy,

Mrs. Mary Havel, and Mr. Robert Ott



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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1.0 About The Atonement Academy

1.1 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.

1.2 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.

1.3 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.

1.4 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.



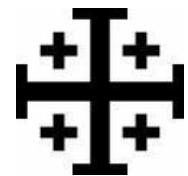
In the background of the shield is a medieval castle's top, embattled for defense, which physically matches the outer design of the school building. In medieval times, archers would stand in these openings to defend the castle. This reminds us of our duty as soldiers of Christ not only to obey our Lord's 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.

1.5 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. In the upper school, students receiving the Silver Arrow (academic honors) or the Gold Arrow (high academic honors) for the previous term have the privilege of wearing the Jerusalem Cross on their uniform blazer lapels.



1.6 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).

1.7 School Leadership

School leadership is carried out by the Administrative Team whose members are identified on the first page of this handbook.

Because The Academy is organized as a parish school, the Pastor is the canonical head of the school as well as its spiritual leader. The pastor governs the school under the authority of the Ordinary of the jurisdiction in which The Atonement Academy exists.

The Headmaster is the instructional and administrative leader of the school. The headmaster reports to the Pastor.

The Senior Administrator is the leader of standardized testing, curriculum and assessment. The Lower School Administrator, the Middle School Administrator, and Upper School Administrator are the leaders of their respective sections of The Academy, with responsibility for faculty, students and instruction.

The School Council is a consultative body that provides advice to the pastor and school administration in areas of strategic importance including policy, planning, finance and development.

2.0 Admission

2.1 Statement of Nondiscrimination

The Atonement Academy admits students of any race or national origin to programs and activities of the school with all rights and privileges.

2.2 Minimum Age Requirements

For admission to Pre-Kindergarten, the student should be four years of age on or before September 1st. For admission to Kindergarten, the student should be five years of age on or before September 1st. For admission to 1st Grade, the student should be six years of age on or before September 1st. At all grade levels, including grades 2 and above, The Academy considers both age and readiness in determining grade placement upon admission.

2.3 Admission Application Process for New Families

Prospective new families are welcome to contact the Admissions Office at any time for information about The Academy and the admission process. In general, except in cases of a family's relocation or similar mitigating circumstances, students with senior status are typically not encouraged to enroll at The Atonement Academy.

Prospective families are encouraged to become more familiar with The Academy through information on the school website and through discussion with the Director of Admissions. If there is further interest, then a prospective family visit is scheduled.

Prospective family visits always occur on school day mornings and consist of attendance at daily Mass, a tour of the school, familiarization with the school's choral music program, and a personal discussion. Both parents and the prospective students should attend.

The prospective family visit is often an opportune time to review report cards from prior schools or to take placement tests.

If after the visit there is further interest, then the prospective new family completes the admission application online and arranges with the Director of Admissions to complete placement tests and deliver required documents. Required documents include official birth certificate, sacramental records (where applicable), official school records, immunization records, and complete identity and contact information on both parents.

The Academy makes an admission decision and the family is informed. If the decision is to admit, then the family is asked to make a decision and enroll within ten days.

2.4 Admission Application Process for Returning Families

Enrollment is for one academic year. Each year in January, the admission process begins for the following academic year.

Current families desiring to return in the upcoming school year complete online applications for admission to the upcoming year. Returning families and parish members who apply promptly during the priority period and who enroll within ten days of being admitted are given priority over prospective new families for openings in the school.

2.5 Conditional Admission

Where appropriate, admission may be offered subject to any condition that may in the discretion of the administration be required.

2.6 Waiting List

When classes reach or approach capacity, a waiting list is maintained. If a place becomes available, The Academy will determine which candidate will receive first consideration.

3.0 Enrollment and Business Matters

3.1 Enrollment is Year by Year

Enrollment is for a single academic year. Subsequent years' enrollment is subject to the annual admission application process.

3.2 Enrollment Fee

An annual enrollment fee is required for each new and returning student. The amount of this fee is published online along with the tuition schedule. The enrollment fee is payable at the time of enrollment. Places for the upcoming academic year will be reserved only for those students for whom the enrollment fee has been paid.

The Academy asks that returning families make their annual commitment promptly in order to assist The Academy with its planning for the year. Fees will increase from \$600 per child to \$700 per child on May 1.

3.2.1 International Student Fee

In addition to the regular student enrollment fee, the school assesses an international student fee of \$250 per family to help offset the cost involved with processing and retaining international students.

3.3 Refund of Enrollment Fee

The enrollment fee is refundable only in a case where enrollment is cancelled because of military orders. The family requesting the refund must provide written evidence of the orders.

3.4 Tuition Prices

Tuition prices are published on The Academy website.

3.5 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 as provided in 3.6 below.

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.

3.6 Tuition Payment Terms After the First Business Day in May

Families enrolling on or after the first business day in May through December 31 pay the full tuition for the full academic year. Families enrolling January 1 through the end of the school year pay 50% of the full year tuition.

Terms for tuition are payable in advance, on June 1 or on the date of enrollment, whichever is later. 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 payment plan may be provided as indicated in the table below:

| Date of Enrollment | Tuition Payment Terms |
|--|--|
| May 1 through May 31 | 100% of annual tuition payable in 11 level monthly installments beginning on June 1 and ending April 1 |
| June 1 through June 30 | 100% of annual tuition payable in 11 level monthly installments beginning on date of enrollment and ending April 1 |
| July 1 through July 31 | 100% of annual tuition payable in 10 level monthly installments beginning on date of enrollment and ending April 1 |
| August 1 through August 31 | 100% of annual tuition payable in 9 level monthly installments beginning on date of enrollment and ending April 1 |
| September 1 through September 30 | 100% of annual tuition payable in 8 level monthly installments beginning on date of enrollment and ending April 1 |
| October 1 through October 31 | 100% of annual tuition payable in 7 level monthly installments beginning on date of enrollment and ending April 1 |
| November 1 through November 30 | 100% of annual tuition payable in 6 level monthly installments beginning on date of enrollment and ending April 1 |
| December 1 through December 31 | 100% of annual tuition payable in 5 level monthly installments beginning on date of enrollment and ending April 1 |
| January 1 through January 31 | 50% of annual tuition payable in 4 level monthly installments beginning on date of enrollment and ending April 1 |
| February 1 through February 29 | 50% of annual tuition payable in 3 level monthly installments beginning on date of enrollment and ending April 1 |
| March 1 through last day of classes | 50% of annual tuition payable in 2 level monthly installments beginning on date of enrollment and ending April 1 |

3.7 Refund of Tuition

Once the student has attended for any part of a semester, the tuition for the semester has been earned and is not refundable. Upon withdrawal, any tuition that was paid in advance and is unearned will be refunded on written request. An administrative fee of \$400 per family will be withheld from any refund.

3.8 Delinquent Accounts

If an account is not satisfied within thirty days, the account will be considered delinquent until it is paid in full. In this case:

Middle and upper scholars will not be allowed to take semester exams will receive incompletes for these courses.

The student will not receive any further report cards.

Student awards may be held.

In the event of a transfer from The Atonement Academy, permanent records will not be sent.

Other Catholic schools may be informed of the family's obligations.

Enrollment for the following year will not be allowed or will be suspended. Any enrollment fees that may have been paid may be applied to the delinquent account.

The use of services such as after-school care may be disallowed.

The student will be subject to dismissal.

3.9 Costs Other than Enrollment Fee and Tuition

Textbooks are the responsibility of families, and are the property of the students who own them. An online system for purchasing books is available with a vendor and it is the responsibility of our families to purchase needed items so that they arrive before the first day of classes. Books may be purchased new or used (when available), from this vendor or from any other vendor.

When purchasing from alternative vendors, families should take care to purchase the correct title and edition.

Academic uniforms, athletic class uniforms, milk, the hot-lunch program, classroom or grade-based field trips, individual membership dues in the Junior and National Honor Society, club and sports fees, Advanced Placement testing costs, school supplies, and other such costs are the responsibility of the families.

The school assesses fees for additional services that are used by some families, including before- and after-school care, mandatory study hall, detention, and in-school suspension.

3.10 Student Accident Insurance

Each student is covered by the Archdiocesan Student Accident Insurance. This insurance is secondary, and covers students at all school related activities and for travel to and from school related activities. The cost is included in the enrollment fee.

3.11 Child Custody

In the case of court orders restricting parental rights, 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 release a student or a student's records to either parent.

3.12 Right of Publicity

In absence of written direction to the contrary, families are deemed to have consented to the use of their children's names and images in school communications.

4.0 Academic Information and Regulations

4.1 Parish School

The Atonement Academy is the parish school of Our Lady of the Atonement Catholic 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.

4.2 English Liturgical and Academic Traditions

As the parish school of Our Lady of the Atonement Catholic Church, The Atonement Academy continues the mission of the parish to preserve the beauty of the Anglican Patrimony, making 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. All students are expected to be active participants in these traditions while engaged in The Academy's liturgical or academic activities, regardless of their personal practices at other churches.

4.3 Holy Mass

Daily attendance and participation at the Holy Sacrifice of the Mass is the foundation for everything that we do at The Atonement Academy. All academy students, regardless of religious background, attend and participate at Holy Mass.

4.4 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.

4.5 Choral Music Curriculum

The Academy's choral music program is a distinctive and important part of the school curriculum and culture. All Atonement students take a full course in choral music every year. Every student is assigned to a choir, and all choirs perform at least twice annually. All students are required to participate fully in choral activities, including performances. End of term concerts are placed on the school website calendar, and families are asked to plan activities around these mandatory performances. Additionally, choirs in Grades 3 and up are scheduled to sing at the daily school Mass.

4.6 Physical Education Curriculum

All Atonement students take courses in Athletics every year. In grades Pre-K through 8th, Athletics classes are scheduled during regular school hours. In the upper school, there is a two-year Physical Education requirement that is fulfilled the freshman and sophomore years. Transfer students will have Physical Education in their graduation plans. The requirement is typically fulfilled through participation in a varsity sport as a player or manager. Ordinarily the varsity practices meet on designated days before or after school. Note: If a student intends to receive the Distinguished Diploma, athletic participation is required all four years of upper school.

4.7 Lower School Curriculum

Lower school grades are Pre-Kindergarten through 5th. The lower school curriculum consists of Religion, Mathematics, English Language Arts (including Reading, Phonics, Grammar, Composition, Spelling, Vocabulary, and Penmanship), History or Social Studies, Science, Latin, Music, and Athletics. Art activities are integrated into various subjects. Proficiency in reading is essential to all other studies; consequently, every student participates in the Accelerated Reader program beginning in Kindergarten.

4.8 Middle School Curriculum

Middle school is grades 6 through 8. The middle school curriculum consists of Religion, English, Mathematics, History, Science, Music, Athletics, and Latin. Proficiency in reading is emphasized because it essential to all other studies; consequently, every middle scholar participates in the Accelerated Reader program. In the Middle School, the Math sequence is tracked.

4.9 Upper School Curriculum

Upper school is grades 9 through 12. Upper scholars pursue a course of study that is specified by the administration and is guided in part by college expectations, in part by diploma requirements, and in part by The Academy's educational philosophy. Courses taken each year typically include Religion, English, Mathematics, History, Science, Latin, and Music. Other subjects offered in the upper school in order to satisfy graduation requirements include American Government, Economics, Art History, and Athletics. In the Middle and Upper School, the Math sequence is tracked. As part of a rigorous college preparatory curriculum, all upper scholars take both AP and Honors courses.

4.10 Summer Reading

A long standing tradition at The Academy, as at many other college preparatory schools, is the requirement that each student complete a summer reading assignment. A description of the assignment and list of approved books are provided at the beginning of each summer. Both new and returning students, even if enrolling during the summer, are expected to complete the summer reading assignment. All students should expect to have their summer reading assessed.

4.11 Academic Integrity

Atonement scholars are expected to adhere to high standards of academic integrity in their work. Violations are subject to grade adjustment and to disciplinary action which may include suspension or expulsion.

4.12 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*. 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.

4.13 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.

4.14 Faculty Office Hours

Every academy teacher holds office hours outside of class time. Office hours are held to provide an opportunity for students to ask questions and receive guidance, and for parents to schedule a conference with the teacher. Office hours are not intended to be used as extended individual tutoring sessions. Students on Academic Probation are strongly encouraged to attend all scheduled office hours.

4.15 Homework

With the exception of Math and Latin, teachers may assign homework in each subject area two to three times per week. In the Lower School, students should have homework in no more than three subjects per night; more homework may be an indicator that the student is not using his or her time well in the classroom. Students are expected to complete each assignment by its due date. Homework is to be submitted according to the instructions of each individual teacher.

All students at The Atonement Academy are strongly encouraged to read books beyond those assigned for their classes. Every academy student from first grade to eighth grade 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.

As an academically demanding college preparatory school, The Academy has homework requirements that are not trivial. Younger students have less homework, older students more. Upper scholars taking demanding courses generally have the most demanding homework loads in the school. Parents should expect that homework will consume a significant amount of each student's free time on school nights.

Late assignments have grades reduced 10% of the total points available for that assignment per school day late, up to a maximum of 50%.

4.16 Mandatory Study

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 Hall.

Mandatory Study is assigned to students who do not turn in a homework assignment when it is due or who have not substantially completed a particular homework or classwork assignment. For the sake of reinforcing the virtue of responsibility, students are required to attend mandatory study when assigned, even if the missing assignment has been finished, found, or delivered in the meantime.

For middle and upper scholars, Mandatory Study will be scheduled during the student's lunch. Students will bring their lunch to the assigned classroom, eat in silence and begin working on the missing assignment. Lower scholars will be scheduled to attend an after school session, normally on Tuesday or Friday.

Mandatory Study is intended both to remind the student of the importance of completing homework in a timely fashion and also to provide a study period that can be used to get caught up in any delinquent school work. A \$10.00 supervision fee will be billed to the student's account for each Mandatory Study.

4.17 Grading System

4.17.1 Grading Scales

Most academic courses use one of the first two grading scales listed below. Certain courses use the effort scale which is listed third below.

| | | | |
|----------------------|--------|---|------------------------------------|
| Pre-K—K: | 96 | E | Excellent Progress |
| | 89 | V | Very Good Progress |
| | 80 | S | Satisfactory Progress |
| | 72 | I | Improvement Needed |
| | 65 | U | Unsatisfactory Progress |
| 1 st —US: | 90-100 | A | Exceptionally High Achievement |
| | 80-89 | B | High Achievement |
| | 70-79 | C | Average Achievement |
| | 0-69 | F | Failure to Master Material |
| | | X | Exempted I (does not affect grade) |
| | | 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 |

4.17.2 Incomplete Grades

In extraordinary circumstances, such as a significant illness or a family emergency that requires a prolonged absence, a teacher may 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).

4.17.3 Grading Periods

Each quarterly grading term lasts approximately nine weeks, with a total of four grading terms per academic year. The first and second grading terms comprise the first semester, and the third and fourth grading terms comprise the second semester.

4.17.4 Weighting of Semester Grade Components

Semester exams are administered in core academic courses in grades 6 through 12. In classes where semester exams are not administered, the first and second term grades are weighted evenly in determining the first semester grade and the third and fourth term grades are weighted evenly in determining the second semester grade. In classes where semester exams are administered, first semester exams count as 20% of the first semester grade and second semester exams count as 20% of the second semester grade.

4.17.5 Weighting of Course Grade 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. Weighting is done to ensure that exams, which are intended to measure mastery, represent a significant component of the final grade. The highest possible term grade or semester grade is 100.

4.17.6 Interim Reporting of Grades

Academy teachers update grade books from time to time and upload grade reports to Edline for parent reference. These reports are interim and approximate, as they are a partial record that may not reflect the most recent data. Parents are asked to use Edline grade reports as a means of tracking missing coursework and overall progress. Edline grade reports are not official grade reports. Parents are advised not to construe interim reports as predictions or promises of specific final grades. The definitive grade report is the Report Card. To avoid grossly overstating an interim grade average, missing coursework generally will be recorded as a zero until the student completes the missing work.

4.17.7 End-of-Term Reporting of Grades

Report cards are issued after the end of each term. Second and fourth term report cards include the semester grade and, where applicable, the semester exam grade.

Except in cases where a grade of Incomplete is recorded, a student’s grades become permanent at the end of each term. Teachers are not allowed to accept late coursework after the term 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 Incomplete on the permanent record and no credit will be granted.

Students with delinquent accounts will not receive report cards until the account has been settled. Final report cards will not be released until all exams have been completed, all academy-owned books have been returned, and all tuition and fees have been paid in full.

4.18 Academic Awards

Starting in 3rd grade, academic awards are given to students who excel in their academic subjects (i.e., not Athletics). **Gold Arrow Award:** The Gold Arrow Award is presented on a quarterly basis to every student who has achieved an average term grade of 94 or higher, with no course grade lower than a 90. **Silver Arrow Award:** The Silver Arrow Award is presented on a quarterly basis to every student who has achieved a term grade of 85 or higher, with no course grade lower than an 80.

In addition, The Academy occasionally awards a **Straight Arrow Award**. The Straight Arrow is awarded at the discretion of the administration to a student who has shown significant cumulative progress but who has not qualified for either the Gold or Silver Arrow Awards.

4.19 Academic Probation

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

At the end of any term, a student in grade 2 through 12 who receives a grade below 70 in any subject is placed on Academic Probation for the following quarter. Consequences and conditions will vary with the individual student, and a pattern of Academic Probation will require a mandatory conference with the appropriate administrator. Students on Academic Probation may expect to have future enrollment applications withheld until further review of the student's academic achievement.

4.20 Promotion and Graduation

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

Pre-Kindergarten: Promotion from this grade is determined by the teacher and administration in consultation with the parents.

Kindergarten and First Grade: Promotion from these grades is granted to students who have at least an "S" final average in Reading and Mathematics.

Second through Fifth Grades: Promotion from these grades is granted to students who have achieved a final average of 70 or higher in Religion, Reading, English, and Mathematics. A student who fails Reading and Mathematics is not promoted.

Sixth through Eighth Grades: Promotion from these grades is granted to students who have received a final average of less than 70 in no more than two of Religion, English, Mathematics and History. For students attempting upper school level courses (Algebra I or higher or Integrated Physics & Chemistry), any grades below 70 in these upper school level courses are excluded from this analysis.

Upper School: At the secondary level, students are expected to make satisfactory progress each year toward the goal of graduating in four years. Successful completion of graduation requirements is required for graduation.

Remediation of promotion deficiencies: Students who fall short of the promotion standard may still advance if they demonstrate proficiency in summer school. Summer school is to be undertaken under these circumstances in consultation with the administration. Families are responsible for making summer school arrangements, as The Academy ordinarily does not offer summer programs. Summer remediation plans must be approved by The Academy in advance. It is the responsibility of the family to propose and receive approval for the summer remediation plan.

4.21 Upper School Academic Policies

4.21.1 Preparation for and Admission to Colleges and Universities

As a college preparatory school, it is important for The Academy to prepare all students for college, and to report to colleges that 100% of graduates are admitted to four-year institutions. All upper scholars are required to engage in college planning and preparation, to cooperate with The Academy college advisor in this process, to develop and carry out plans for college research, to take standardized tests required for college admission (ACT or SAT) no later than April of junior year, and to make applications for college admission. Each senior is required, no later than January, to apply for admission to at least one four-year college or university which is very likely to admit.

By enrolling in The Academy, parents and students consent to the transmission to colleges and universities of academic records, confidential evaluations, and similar or related documents. Colleges and universities expect these documents to be transmitted directly, in confidence, without intermediate handling or review by parents or students. Colleges rely upon confidential evaluations from the school to assess the suitability of candidates, and The Academy works individually with students to assist in the presentation of their qualifications in the most favorable light consistent with the truth. Students initiate requests in writing for records or recommendations to be sent, using a school form that acknowledges the confidential nature of the process. When completing such a request electronically (for example, through The Common Application), students check the box indicating their consent to the confidential nature of the process.

In the event that a family were to make a request for an evaluation while at the same time asserting a right to review it, then the school would comply; however, in this case, the documents sent would indicate that the family has declined to consent to confidentiality and would include only objective data such as identifying information, dates of enrollment, and grades, and would exclude any subjective evaluation. Such documents would be of limited usefulness in the college admission process.

Seniors are required to track the status of their application files with colleges, and to request transcripts, recommendations or other reports when required. Seniors are required to provide to The Academy copies of their correspondence from colleges granting or denying admission, and granting merit scholarships. Disclosure to The Academy of the details of need-based financial aid is not required, is at the discretion of the family, and is normally done only in cases where the family seeks The Academy's assistance in negotiating the need-based aid package.

4.21.2 Types of Diplomas

Accreditation standards of the Texas Catholic Conference Education Department (TCCED) define graduation requirements for the several types of Catholic high school diplomas. The Atonement Academy has additional requirements.

An Atonement Academy graduate receives one of three diplomas: the Recommended Program Diploma, the Distinguished Achievement Diploma, or the Distinguished Achievement Diploma with Atonement Academy Honors.

To receive the Recommended Program Diploma or the Distinguished Achievement Diploma, then the student must achieve the minimum required by the TCCED.

To receive the Distinguished Achievement Diploma with Atonement Academy Honors, the student must meet the TCCED Distinguished Achievement requirements and additionally must:

- spend at least two years in full time residence in the Atonement upper school, and
- achieve a grade average of at least 85.0, and
- complete four years of Latin (transfer students may be an exception and are dealt with individually), and
- participate in interscholastic athletics in the Atonement upper school for at least one season each year.

4.21.3 Graduation Plan

The Academy administration creates a graduation plan for each student upon entry into the upper school. The graduation plan is documented in the form of a worksheet showing any graduation credits earned prior to entry, credits to be earned in the current or upcoming year, and a projection of credits to be earned in each future year. The worksheet clearly shows credits earned and projected in comparison to graduation requirements. The worksheet is updated as the student progresses from year to year. The graduation plan document is intended primarily for internal use in planning each student's course registrations and in verifying eligibility to graduate. It is also available for review by parents. Parents are encouraged to meet with administrators and become familiar with their children's graduation plans and progress toward graduation.

The Academy upper school offers a four-year program of Catholic and classical study. There are no early graduations. Students spend four years in residence in the upper school or, if admitted to advanced standing as transfer students, a total of four years in residence in secondary schools at The Academy and elsewhere.

Ordinarily, all academy students are placed on a program of study leading to the Distinguished Achievement diploma. Certain students who, despite sustained and diligent effort, experience difficulty progressing on the initial program of study may, in special circumstances and with the consent of the administration, be permitted to switch to a "Recommended" program of study. Certain transfer students lacking key coursework may, with the consent of the administration, be placed on a Recommended program of study.

The TCCED Minimum Program Diploma is a general diploma that does not meet the entry requirements of most four-year colleges and universities. This diploma is not awarded by The Academy, and students are not placed on graduation plans that would not lead to at least the Recommended diploma within four years.

4.21.4 Sources of Graduation Credit

The ordinary way in which Atonement upper scholars earn graduation credit is by successfully completing courses in the upper school.

For transfer students, courses previously earned will be evaluated for comparability to The Academy curriculum. Recognition of credit earned elsewhere is in The Academy's discretion. A written test may be administered to verify competency in the subject before credit is recognized. Transfer students are not automatically exempt from The Academy's ordinary course of study. Transfer applicants' academic histories are evaluated, and approved graduation plans are created at the time of admission as transfer students. Transfer students may be required to make special arrangements to earn credit in Religion, Music, Latin, or other elements of The Academy's curriculum.

In some circumstances, academy middle scholars are permitted to attempt high school level work. Credits so earned are applied toward graduation requirements.

The Academy will not recognize any high school credits earned in an unaccredited home school or other unaccredited setting, except in extraordinary circumstances which must be approved by the administration after consultation with the Archdiocesan Superintendent of Catholic Schools. Families anticipating transitioning from an unaccredited setting to the Atonement upper school are advised to consult with The Academy administration in advance and to complete the transfer no later than the beginning of freshman year.

Students desiring to pursue work for credit outside The Academy must obtain approval from the administration before beginning the work.

Academy scholars may earn credit by examination. This is done by demonstrating mastery of course content. It is not necessary to show how the material was learned. TCCED rules describe the way in which credit by examination can be earned. Credit is earned for scores of 90 or higher. When credit is awarded, the score earned on the exam is reported as the grade for the course. The transcript indicates that the credit was earned by examination.

To graduate, a student must meet all diploma requirements, and must be a student who is in all other respects in good standing. Graduation occurs at the annual Commencement ceremony in June.

4.21.5 Required Courses, Sequence, and Registration

The Atonement Academy determines what courses are required of its students, what courses will be offered, and in what sequence.

Since the establishment of the upper school with the freshman class that entered in 2004, the school's course requirements have exceeded the graduation requirements of the TCCED. Families should expect that students will be required to take some courses in excess of the TCCED diploma requirements.

The Academy has a standard upper school course sequence, including a limited number of alternates and electives.

4.21.6 Grade Averages

A grade average is calculated for each upper scholar. The grade average is the arithmetic mean of all high school level classes taken at The Atonement Academy, whether as a middle or upper scholar, weighted only for credit value. The Academy does weight for AP courses with an additional .5 at the end of the second semester. Grades reported by schools other than The Atonement Academy are not included in the average. Grades for credit earned by examination while at The Atonement Academy are included in the average.

When a course is failed and is repeated, the grades of both attempts are recorded and reported on the transcript, but only the higher grade is included in the calculation of the grade average.

4.21.7 Class Ranking

The Academy conforms to the prevailing practice among small college preparatory academies which typically do not publish class rankings. Where expectations are high throughout the class, the publication of class rankings tends to understate the achievement of those with lower averages. Colleges expect to have to make an independent assessment of students based on the grades they received and the rigor of their program. To assist with this, The Academy provides a High School Profile to colleges, giving details of The Academy's program including an aggregated grade distribution.

Exceptions:

4.21.7.1 The Academy will designate, from among students who have attended The Academy upper school for at least three years and who are registered for the spring semester, the top ranked Senior as Valedictorian and the second ranked Senior as Salutatorian. The complete course of upper school study is analyzed and weighted.

4.21.7.2 When requested by the family, The Academy will disclose class rank, privately and to the admitting institution only, to a state college or university or to a federal service academy or reserve officer program.

4.21.8 Transcripts

Official Transcripts documenting a student's upper school record are provided on request and are transmitted directly to the receiving institution. Three transcripts are provided free of charge to Seniors, and a \$10 fee is required for each additional transcript.

Official Transcripts show the following information:

- Year, class standing, course title, semester grades, final grade, and credit earned, for each high school level course completed in The Atonement Academy, or for credit earned by examination at The Atonement Academy, as a middle or upper scholar.
- Grade average.
- Any courses in progress.
- Year, class standing, course title, semester grades, final grade, and credit earned, for any credits earned in other settings, reported to The Atonement Academy on official transcripts and accepted by The Atonement Academy as meeting the required standard for graduation credit.
- Total number of credits earned and recognized.
- For a graduate, date of graduation and type of diploma earned.
- For a current student, anticipated date of graduation and anticipated diploma.
- National Honor Society membership and certain other state or nationally recognized academic honors, where applicable.

4.21.9 Repeating Courses

Once a high school level course has been completed with an average of 70 or higher, the upper scholar may not repeat the course. It may not be repeated to improve the grade of record or to improve mastery. The student is expected to progress in sequence.

4.21.10 Special Provision for Middle Scholars Attempting Upper School Work

A middle scholar, upon completing a high school level course in which a passing but low grade has been earned, will be assessed for readiness to advance. The parents will be given an opportunity in their discretion to require the student to repeat the course. The administration may in its discretion require the student to repeat the course. When a high school level course is repeated under these conditions, the record of the first attempt is expunged. In cases where it would be difficult to schedule a repeat of the course, and where the course is not required to advance in the sequence, the record of the first attempt may be expunged without a second attempt. Middle scholars successfully completing upper school math courses will receive an additional 5 points to their GPA for Algebra I or Geometry.

4.22 Parent-Teacher Conferences

At least one parent or guardian is strongly encouraged to attend scheduled parent-teacher conferences during the first grading period. 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.

4.23 Standardized Testing

Academy students participate in standardized tests throughout the year. The purposes of standardized testing include assessment of student progress, assessment of instructional effectiveness, documentation for academic honors, assessment for scholarship eligibility, and assessment for college admission.

4.23.1 Iowa Assessment of Basic Skills (IABS)

This is a nationally-normed achievement test. All academy students from Kindergarten through upper school take this test each spring. Parents receive copies of the test reports with the year-end report card.

4.23.2 NCEA-ACRE

Academy students in 5th, 8th, and 10th grades take the National Catholic Education Association-Assessment of Catechesis and Religious Education test. This is an Archdiocesan requirement.

4.23.3 STAR Reading and STAR Math

The Atonement Academy administers the STAR Reading and STAR Math tests several times throughout the year to students in grades 1-12 to measure individual and class growth in reading and math.

4.23.4 PSAT/NMSQT

Academy upper scholars from 9th through 11th grades take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test in October. This test is prepared and scored by the College Board, the makers of the Scholastic Aptitude Test and the Advanced Placement program. Its results are used by families to plan for the SAT for college admission purposes, and, for high-scoring Juniors, the test is used to qualify for consideration for the National Merit Scholarship.

4.23.5 AP Exams

The Academy administers Advanced Placement exams during the first two weeks of May according to the schedule, fees, and rules published by the College Board. Students who are successful on AP exams may earn advanced placement or credit at many colleges and universities. Students who earn an average of 85 or above by the end of the third quarter in an AP course offered at The Academy are eligible to take the AP Exam through The Academy when they register through the office and pay the appropriate fees.

4.23.6 College Entrance Exams

Upper scholars take college entrance examinations such as the SAT and Subject Tests, administered by the College Board, or ACT, administered by ACT, Inc. Each upper scholar develops an individual testing program, in consultation with The Academy college advisor, based on the student's college interests and ambitions. Typically tests are taken in Junior year, but may be taken sooner or later as individual needs dictate. Tests are administered at a number of locations and on a number of dates throughout the year. See the college advisor for planning assistance.

4.23.7 National Latin Exam

Students in Latin I, II, and III take the National Latin Exam. Middle school students may take an NLE by special request with a recommendation from their course instructor and the approval of the administration. The exam date is determined by the NLE Association and is placed on the Academic Calendar as soon as it is available. The NLE Association does not permit make-up exams, even in the event of accident or illness.

4.23.8 High School Placement Test

Seventh grade students take the High School Placement Test (HSPT) in late spring. Late testing is not permitted.

4.23.9 Textbooks

Textbooks that are routinely taken home are purchased by families and are the property of the family. Similarly, consumable workbooks are purchased by families and are the property of the family. Classroom kits of instructional materials, and classroom sets of books that are used exclusively in the classroom, are provided by The Academy. The Academy designates an online vendor who can supply books to families. All books must be purchased and in the hands of students prior to the first day of classes.

4.23.10 Copyright

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials only as permitted under copyright law. Employees, students, or volunteers who disregard copyright law are doing so at their own risk and assuming all liability.

4.24 Library

4.24.1 Use of the Library

The library is 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.

The library is intended primarily for the use of students, and use by students is given a higher priority than use by parents or others. Because of constraints in space and seating, it is sometimes necessary to limit use of the library by other than students.

4.24.2 Student Access to Library Materials

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.

4.24.3 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, and the fines will be billed to the 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.

4.25 Computers

4.25.1 Computers Provided by The Academy

The Academy provides computers for all in-school work that requires computers. Students need not, and may not, provide computers for in-school use.

4.25.2 Computers Reserved for Appropriate Use

The computers are to be used for academic purposes only. Computer users must adhere to the internet safety protocols and other computer procedures established by the Librarian.

4.26 Extracurricular Activities

The Academy provides extracurricular activities outside of the classroom curriculum. The activities offered may change from year to year, depending on student interest and participation or academy resources. Some of these activities may include drama, clubs, and interscholastic sports.

4.27 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 King's Fair, choral competitions, and choral concerts. Specific choirs may also be required to sing at one or more of the First Holy Communion, Confirmation, and Graduation Masses. In Christian charity, specific choirs may be required to sing a funeral Mass.

4.28 Field Trips

Field trips may be organized by The Academy in cases of special opportunities for academic enrichment. There should be no expectation of recreational field trips, field trip parity, or regular scheduling of field trips. Unless The Academy specifically organizes a field trip, The Academy will not be held liable. The Academy name may not be used for any event without explicit approval. Trips or events not organized by The Academy may not be promoted or organized at The Academy during school hours.

5.0 Attendance and Punctuality

5.1 School Hours

Pre-K and Kinder: 7:50 AM to 2:50 PM

First through Fifth grades: 7:40 AM to 3:10 PM

Middle and Upper School: 7:30 AM to 3:30 PM

On designated early dismissal days only: Normal starting time until staggered dismissal: 11:30 for Grades PK-5, 11:45 for Grades 6-8, and 12 noon for Grades 9-12.

5.2 Weather-Related School Closings

The Atonement Academy will conform to the decisions of the Northside Independent School District concerning weather-related closings and weather-related late openings.

5.3 School Hours During Flood Conditions

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.

5.4 Student Absences

5.4.1 Attendance Policy

In the Lower School, a student arriving after 9:00 is considered absent for the morning (1/2 day). LS students leaving before 2:00 are considered absent for the afternoon (1/2 day).

In the Middle and Upper School, attendance is taken each class period. A middle or upper scholar may not receive credit for a class unless the student is in attendance for 90% of class meetings (no more than 18 absences). A student is counted as absent after missing at least 10 minutes of the period, either by late arrival or early departure. Students are not permitted to participate in any extracurricular activities on days they have been absent for a full day.

5.4.2 Notification of Absence

Whenever a student is absent from school, the parents are requested to report the absence to The Academy office by 8:10 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. Parents will also need to provide written documentation explaining the reason for the absence as explained in 5.4.4.

5.4.3 Excused Absences

All absences will be marked as unexcused until the office receives written notification describing the reason for the absence. The appropriate form may be found on The Academy website. A student absence may be excused in the event of personal illness, sickness or death in the family, quarantine, an approved school-related purpose, an approved college visit, an appointment with a health professional, or a natural disaster. In cases of extended absences attributed to health reasons, The Academy may in its discretion require credible documentation from a health professional. Parents should submit a written request for an excused absence to the office except in the case of school-related activities.

To request an absence or explain the reason for a previous absence, the following forms may be found on The Academy website:

- Request for Excused Absence Form
- Explanation of Absence Form

5.4.4 Unexcused Absences

Any absence that does not meet the criteria for an excused absence is considered to be an unexcused absence. 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.

5.4.5 Early Departure or Late Arrival

Students who need to be picked up or dropped off for early departure, for late arrival, or for appointments must be picked up or dropped off at The Academy office. A parent must appear in the office in person and sign the student in or out.

5.4.6 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.

5.4.7 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 6th through 8th grades are only eligible to receive half credit for their work. A student who fails to complete make up work/tests on time will receive zeroes for these assignments or tests.

5.4.8 Continuous Presence on Campus

Students are required to remain continuously on campus from the time they arrive, throughout school hours, until the time they depart for the day. That is to say, we do not have an "open campus." The only exceptions are: (1) students who are escorted off campus and back on campus by their parents, and (2) students who depart in the afternoon at the conclusion of the school day, and return for evening events.

5.5 Punctuality

5.5.1 Timely Arrival

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 school 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 Blue Card may also be issued to students who arrive on time but do not have their class materials.

5.5.2 Excessive Tardiness

The circumstances of life sometimes get in the way of punctuality. Thus, there is no consequence for the first five times a student is tardy in the course of the academic year,

but the first five occurrences are recorded. Then, if there are further occurrences, the student will be issued a Disciplinary Warning (yellow card) on the sixth occasion and on every sixth occasion after that. Chronic tardiness may result in a red card (with Saturday detention hall).

6.0 Uniforms and Personal Appearance

6.1 Purpose of the Uniform

The purpose of the uniform is twofold. The first purpose of the uniform is to help students 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.

The second purpose of the uniform is to honor the dignity of the student and of the student's academic purpose. Dressing in a neat and modest fashion promotes an orderly environment for study and a dignified environment for respectful social interaction.

6.2 Uniform 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. (Missing blazer buttons are available free of charge from Parker Uniform.)

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. The Athletic Uniform may be worn only for athletics. All other situations call for the standard Academic Uniform. When participating on sports teams, whether playing on-campus or off, Atonement students are expected to adhere to the spirit of the dress regulations (for example, middle school girls playing on teams may not wear cosmetics, and boys are to be clean-shaven).

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.

6.2 Sweaters

Lower and middle scholars are to wear the appropriate cardigan sweater from 1 November until 1 March. Cardigan sweaters must be buttoned. Common sense will prevail in instances when Texas weather creates unusually cool or warm days, and students should consult their supervising teacher or staff member for direction. Sweaters should fit the student and be in good repair, complete with buttons, neat sleeve edges, and kept free of excess "pilling."

6.3 Blazers

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 blazers while in class. The sweater is never the substitute for the blazer. Blazers must be in good

repair, free of stains and complete with buttons (replacement buttons are free at Parker Uniform). Outside of the classroom, upper students are to be in full uniform during regular class hours.

6.4 Athletics Uniform

All students are required to dress for and to participate in athletics classes whenever scheduled. The only exception is when a parent has sent a note to The Academy office documenting the specific medical reason that prevents participation, and The Academy administration has consented to the exception. 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, or both.

6.5 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. The upper school blazers must be embroidered with an academy crest by Parker. Shoes are available from School Shoes Unlimited, at 2019 Vance Jackson, phone # 210-734-9003 (www.SchoolShoesUnlimited.com).

6.6 Uniform Items Purchased at The Academy Office

Athletics shorts, athletics shirts, sweatshirts and gym bags (2nd through 12th grade) must be purchased at The Academy business office.

6.7 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: socks and belts.

6.8 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 time that a student receives a blue card in the course of the academic year 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.

6.9 Components of the Required Uniform

6.9.1 Lower School Uniforms

Pre-Kindergarten

Girls: Uniform 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 1 November until 1 March, girls wear the grey uniform cardigan sweater. White tights – with no visible socks -- are acceptable during cold weather from November 1 to March 1.

Boys: Uniform 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 1 November until 1 March, boys wear the red uniform cardigan sweater.

Athletics: Pre-K students do not change for athletics. Pre-K students must have a change of uniform kept in the classroom in the event of an accident, and this change may be the simple official athletics t-shirt and shorts available in the business office.

Kindergarten through Fifth Grade

Girls: Grades K-3: Plaid knee-length uniform jumper; white uniform blouse; modesty shorts (PE shorts are fine); plain white bobby socks; black Mary Jane style shoes. From 1 November until 1 March, girls wear the grey uniform cardigan sweater. White tights – with no visible socks -- are acceptable during cold weather from November 1 to March 1.

Grades 4 & 5: plaid knee-length skirt, white embroidered uniform blouse, modesty shorts (PE shorts are fine); plaid school tie; plain white knee-high socks; black, penny-loafer style shoes; grey uniform cardigan sweater (1 November until 1 March). White tights – with no visible socks-- are acceptable during cold weather.

Boys: White short-sleeved oxford shirt with logo; grey uniform pants; black smooth leather belt; plaid uniform tie; plain crew-length black socks; plain black oxford shoes (lace-up, smooth leather, plain rounded toe, no heavy tread soles); red uniform cardigan sweater (1 November until 1 March). Kindergarten boys may wear black uniform shoes with Velcro closures.

Athletics: Red academy athletics t-shirt (2nd through 5th grades); black academy athletics shorts; white socks; plain (undecorated) white athletics shoes ((1st through 5th grades, no high-tops); red academy athletics bag (2nd through 5th grades). Kinder and 1st grade students wear the white blouse (girls) or oxford shirt (boys) to athletics, but should purchase a school t-shirt to have on hand for a clothing change, field trips, etc.

6.9.2 Middle School Uniforms

Girls: Plaid knee-length uniform skirt; white uniform blouse with logo; uniform tie; plain, opaque white knee-hi socks; black penny loafers; grey cardigan sweater. White tights are acceptable on very cold mornings between November 1 and March 1.

Boys: White, short-sleeved, oxford shirt (with logo to be phased in in 2014-2015); grey uniform flannel slacks; black smooth leather belt; black tie with embroidered Jerusalem Cross; crew-length, black socks; black oxford shoes (lace-up, smooth leather, simple rounded toe, no heavy tread soles); red cardigan sweater November 1 through March 1.

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

6.9.3 Upper School Uniforms

Girls: White quarter-sleeve uniform blouse with logo; black, knee-length pleated uniform skirt; plain, opaque white, knee-high socks; red uniform blazer embroidered

with academy crest; uniform scarf; black penny loafers. White tights – with no visible socks -- are acceptable during cold weather from November 1 to March 1.

Boys: White long-sleeved oxford shirt (sleeves buttoned) (with logo to be phased in in 2014- 2015); grey flannel pleated pants; black smooth leather belt; plain, crew-length black socks; black uniform blazer embroidered with academy crest; academy tie; plain black oxford shoes (lace-up, smooth leather, simple rounded toe, no heavy tread soles).

Optional for both boys and girls: Black v-neck pullover uniform sweater worn under the blazer (long-sleeved or sleeveless).

6.10 Fitting and Style Guidance

6.10.1 Skirt Length

Female scholars are to wear their skirts no shorter than the top of their knee caps. Skirts should be worn with the waistband no more than one inch below the natural waistline. Skirts must be hemmed.

6.10.2 Tie Length

Male scholars are to wear their ties no shorter or longer than their belt buckle.

6.10.3 Pant Length

Male scholars are to wear their pants no longer than the top of the heel portion of their oxford shoes. Pants should be worn with the waistband no more than one inch below the natural waistline. Pants must be hemmed.

6.10.4 Undergarments

Modesty requires that undergarments not call attention to themselves. Upper undergarments may not show through the blouse or shirt and may not show beyond the neck, sleeve, or hem of the uniform.

6.10.5 Hair Accessories

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).

6.10.6 Purses

Middle and upper school girls may bring a purse to school. Only small, simple purses without writing or logos are acceptable. Purses that do not meet these requirements should remain in a backpack or locker or they will be confiscated.

6.10.7 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.

6.10.8 Prescription Eyewear

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 their prescribed eyewear. Eyewear is not to be garish or outlandish.

6.10.9 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).

6.10.10 Hairstyles and Facial Hair

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. Boys are to be clean shaven when needed, regardless of age. Boys' sideburns are not to extend below mid-ear. Dyed, streaked, bleached, or highlighted hair styles are not permitted and hair must be restored to the natural color before attending school.

6.10.11 Earrings

Girls may wear stud-type earrings, provided that the color coordinates with the uniforms and the decoration on them is not outlandish. Only one pair of earrings may be worn. Loop or dangling earrings are not permitted for safety reasons. No other kind of piercing is allowed. Boys may not have any type of earring or piercing.

6.10.12 Other Jewelry

All students may wear a simple, plain, non-decorative wristwatch that is not a toy and does not make noise. Wristwatch colors should coordinate with the uniform or be a natural metal shade (i.e., no glitter, faux stones, or non-uniform colors). Wristwatches are not to include any other functions, such as calculators, phones, cameras, or other technology, and are subject to confiscation should they be brought to school. Medical identification bracelets may be worn. Lower and middle scholars may not wear any other visible jewelry of any kind. Neck or wrist jewelry (including scapulars) may be worn under the uniform but must not be visible (even during athletics class). Juniors and Seniors may wear, and, once issued are required to wear, the official Atonement class ring on the fourth finger of the right hand. Upper scholars are permitted, both before and after the issuance of the class ring, to wear one personal ring, provided that it is not garish or outlandish. No other jewelry may be worn.

6.10.13 Nails

All students are expected to have clean, trimmed nails. Lower and middle scholars may not wear nail polish of any kind. This includes clear nail polish, and 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. Nail polish, if worn, will be of consistent (i.e., not chipped or worn) and appropriate coordinating color.

6.10.14 Cosmetics

Only upper school girls may wear cosmetics and only when the cosmetics reinforce a neat, elegant, and ladylike appearance. Tattoos are not permitted for any student.

6.10.15 Shoes

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

6.12 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.

6.13 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 and undecorated. No white or accent / trim of any color is allowed on the substitute footwear.

7.0 Discipline and Compartment**7.1 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 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.

7.2 General Expectations of 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.

7.3 General Consequences

In fairness to the entire academy community, students whose parents cannot convince them to conform their behavior to the general expectations will face disciplinary consequences, including assignment to Detention Hall, In-School Suspension, Suspension, Disciplinary Probation, and, in extreme circumstances, Expulsion.

7.4 Parental Cooperation and 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.

7.5 Relationship of Mutual Trust Between Home and School

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.

7.6 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.

7.7 Discipline Card System

The Academy communicates discipline concerns to parents through a system of written cards, in the hope that, upon receiving a card, the parent will counsel the student and encourage the student to cooperate in the orderly operation of the school.

7.7.1 Blue Card -- Uniform & Materials Violation

The blue card (Uniform Violation) is a means of informing parents that the student has not adhered to The Academy's personal appearance and uniform and materials expectations. Students are expected to have a parent sign the blue card and return it to

The Academy office the next day. Parents are asked to remedy the deficiency within two school days. Every sixth (6th) blue card received by a student in the course of the academic year 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).

Blue cards have a secondary use, and can be issued to students who come to class without necessary books or materials, or who leave books and materials behind in classrooms. In these cases, parents are asked to counsel their children, reminding the children that the books and materials are costly to the families and are essential to the instructional process.

7.7.2 Yellow Card -- Disciplinary Warning

A yellow card is given to a student who has violated discipline expectations. The purpose of the card is to inform parents of the event, to advise the student and the parents that continued misconduct will result in an assignment to Detention Hall, and to give the parents an opportunity to counsel and encourage the child on his path to self-discipline.

The yellow card is intended to be a means of communication to the parents, not as a form of punishment. A yellow card can be initiated by any faculty or staff member. Once written, the card is reviewed by an administrator to assure fairness and consistent application. Upon approval by the administrator, the card becomes of record and is sent home. Every third yellow card received in the course of the academic year will result in an assignment to Detention Hall.

7.7.3 Red Card -- Serious Disciplinary Warning

The red card is an extraordinary measure reserved for individual, serious breaches of discipline expectations. A student receiving a red card will be assigned to Detention Hall.

A red card can be initiated by any faculty or staff member. Once written, the card is reviewed by an administrator to assure fairness and consistent application. Upon approval by the administrator, the card becomes of record and is sent home. The student receiving the card is expected to have a parent sign and return the card to the office.

7.8 Detention Hall

Detention Hall serves as a consequence for a single serious incidence of misconduct (as in the case of a red card), or for a series 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.

Detention Hall is held at The Academy on scheduled Saturdays from 8:00 AM until 11:00 AM.

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

In consideration of family plans and activities, parents have the privilege of scheduling a deferral of Detention Hall service to the next available date. Ordinarily only one extension is granted.

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. Punctual drop-off and pick-up are required. Parents of students of driving age may allow their children to drive themselves to and from Detention Hall.

A \$50 supervision fee will be added to a student's account every time a student is assigned to Detention Hall. A \$1 per minute late fee will be assessed for students who arrive late or who are not picked up promptly at 11:00 am. Students who arrive more than 15 minutes late are not admitted and are considered to have missed the session.

Students who fail to report to Detention Hall when scheduled will serve a four hour In-School Suspension at a time arranged by The Academy administration. Repeated refusal to attend Detention Hall may result in more severe disciplinary action which may include Suspension, Disciplinary Probation, or Expulsion. Failure to comply with Detention Hall guidelines may result in a second Detention Hall assignment.

7.9 Out-of-School Suspension

Out-of-School Suspension is an alternative to Detention Hall. The Academy only rarely invokes Out-of-School Suspension because of the importance of attending class whenever possible. Out-of-School Suspension will generally be scheduled only when a student has failed to appear when scheduled at Detention Hall, or when a student has accrued at least two unserved Detention Hall sessions.

On rare occasions it may be necessary to send a student to Out-of-School Suspension for strictly administrative reasons. A \$100 fee will be assessed and added to the student's account for each half-day penalty. An all day suspension results in a \$200 fee.

7.10 Disciplinary Probation

At the discretion of the administration, a student with a recurring pattern of improper 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 may be required to attend before or after school care or be otherwise supervised by adults when on campus outside of school hours.

7.11 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.

7.12 Expulsion

The Academy may expel a student in one of two extraordinary circumstances. The first would be an incident so shocking or disruptive that the student's continued presence clearly, in the judgment of The Academy administration, would be injurious. The second would be at the conclusion of a series of disciplinary actions, where progressive warning has been given to parents that correction is needed and expulsion is a remedy that is contemplated, and where, in the judgment of the administration, the student has not brought conduct into compliance.

7.13 Comportment

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.

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.

7.14 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.

7.15 Contact Between Students

Traditional forms of greeting are permitted, but most other physical contact is inappropriate and therefore is prohibited. Expression of romantic attraction is always prohibited, whether it involves physical contact or not. Older students will be held to a high standard, as they serve as examples to the younger. Disciplinary action will be taken in cases when students persist and disobey direction as well as in cases of inappropriate contact.

7.16 Passing of Notes

The writing and passing of personal notes among students is disruptive to good order and is not permitted, either during class or at other times. Disciplinary action may be taken in cases of note writing or passing.

7.17 Prohibition of Unapproved Photography

Students are not allowed to take photos or video at will. If student use of a still camera or a video camera is required for a class or extracurricular activity, a student must produce a signed permission slip in which approval is given by an administrator or a teacher.

7.18 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. 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, live animals, or valuables to school.

7.19 Personal Electronics

It is in the interest of all students for a peaceful and studious environment to be maintained at school, before, during, and after class times. Accordingly, only those personal electronics items required for school work are to be brought to school. An example of a device required for school work is a calculator, where its use is recommended by the teacher of a subject such as secondary math or physics. Memory sticks or thumb drives may be brought to school and used for data transfer between school and home computers.

Cell phones may be brought to school, only by upper scholars, and must be kept in the student’s locker, turned off, and may only be removed and turned on after the last bell of the day, unless the student is signed out early to leave campus.

In rare cases, it may be appropriate for student to seek special permission to bring a personal electronic device to school for a valid pedagogical purpose. In such a case, the student should seek the teacher’s consent in advance. After consulting with the administration, the teacher may issue written permission for a specific device, for a specific purpose, on a specific day. The device may then be brought and used only in accordance with the teacher’s written permission.

The Academy will not be liable for damages in the case of personal electronic devices brought to school, whether allowed or prohibited.

Inappropriate items brought to school by a lower scholar or middle scholar OR found to be in use during an inappropriate time by an upper scholar will be confiscated and held at The Academy office. Parents will be informed by Disciplinary Warning (yellow card). Confiscated items will be returned to the student after payment of the \$25.00 fine.

Items that are not claimed within 30 days may be discarded, sold, or given to charity as seems appropriate. Repeated violations of the prohibited items policy may result in a further disciplinary action.

7.20 Dangerous Weapons

It is a crime for any student to carry a firearm or any other type of dangerous weapon within the confines of the school buildings.

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 administration to be dangerous in any way to students, disciplinary action may be taken.

7.21 Prohibited Substances

No student shall use, attempt to use, possess, distribute, buy, sell, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Any tobacco product;
- Alcohol or any alcoholic beverage;
- Any abusive glue, aerosol paint, or any other chemical substance for inhalation;
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited.

Students who violate this policy are subject to disciplinary action.

7.22 No Solicitation

Sales of goods and services on the school grounds are conducted by the administration or, in rare and special circumstances, are conducted by others only with the prior approval of The Academy. Charitable gift solicitation on campus is done only with the prior approval of The Academy.

7.23 No Expectation of Privacy

In respect of The Academy's duty to promote personal safety and a studious environment, students should expect always to be subject to supervision and monitoring of their activities while on campus.

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, automobiles, and e-mails written on school accounts or school computers—and to confiscate any item(s) deemed inappropriate or unsafe.

7.24 Student 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, satisfactory to The Academy administration, stating the medical reason why a wheeled conveyance is necessary.

7.25 Use of Lockers – Middle & Upper School

Each middle and upper scholar is issued a locker and a lock, and lockers are expected to remain locked. The capacity of the locker is limited. With careful planning and good discipline it is possible to store essential school materials.

Students are expected to plan and manage well the limited locker capacity. Students are free to visit lockers before or after class to exchange books, notebooks, or other essential study material. Lockers should not be used to store material unrelated to school. Material unrelated to school should be left at home.

Students in the middle and upper school are required to keep their books and other study materials either in their lockers or in their possession.

Limited space is available in middle and upper school classrooms for student belongings. Students should take to class only those items required for class, leaving excess items in the locker. Classrooms aisles must remain clear.

Middle and upper scholars' athletic bags may be stored throughout the school day in the locker rooms as directed by the athletics faculty. This will free up space in the lockers.

Each student is to confine his or her locker activities to essential business in his or her own assigned locker, and is to respect the locker access and personal belongings of other students. Students who disrupt the lockers, locker contents, or locker visits of other students will be subject to disciplinary consequences.

7.26 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 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.

7.27 Anti-Harassment / Anti-Bullying Environment

The Atonement Academy does not condone harassment / bullying 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 behavior is unwelcome and offensive;

4. Report all incidents of discrimination or harassment to the appropriate teacher, counselor, administrator, or pastor.
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 or bullying claim.

For ease of reference, the following procedure is provided in **The Catholic Schools Office's Handbook of Policies and Procedures for Catholic Schools:**

Procedure When an Allegation of Harassment is Made Against a Student

All incidents of alleged harassment shall be investigated by the principal and/or pastor/authorized agent and reported to the superintendent. A written report of the allegation and the investigation shall be kept on file at the school. The final action taken shall be determined by the investigator and may include, especially in cases of second offenses, suspension or expulsion. (Section 4609)

8.0 Car Line, Pick-Up and Drop-Off

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.

So that we can do our best to supervise and protect your children, please follow one of the two approved drop-off and pick-up procedures: by car line or on foot.

8.1 Morning Drop-Off

The front doors open at 7:15 AM. All students arriving on campus after 6:30 AM, and before doors open should proceed to the gymnasium. There is no charge for before-school care.

The morning car line should proceed in an orderly way. This demands patience of 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. Parents should follow any directions offered by academy staff.

8.2 Alternative to Morning Drop-Off

Parents desiring to avoid the morning car line have the option of parking in the north parking lot and walking their students to the school entrance. Please park only in designated spaces. Watch for moving traffic. Do not allow students to proceed unaccompanied.

Use of this alternative practice requires the parent to park and accompany the children to the school. The north parking lot is not to be used as an alternative drop-off location.

8.3 Afternoon Pick-Up

In the afternoon, dismissal times are staggered in order to expedite the car line. Parents arriving early for a later car line will be staged in the south driveway, and may be asked to arrive later on future occasions. Parents should display the hang tag provided to assist teachers in recognizing them. Cars proceed slowly, in a single line, to the curbside pick-up location in front of the flagpoles. Students should be picked up only at the curb and only in this location. Parents should follow any directions offered by academy staff.

8.4 Alternative to Afternoon Pick-Up

Parents desiring to avoid the afternoon car line have the option of parking in the north parking lot and walking to the school to pick up their children on foot. Please park only in designated spaces. Watch for moving traffic. Do not allow students to proceed unaccompanied. Do not instruct your children to come to the north parking lot unaccompanied.

8.5 Prohibited Practices

Do not establish alternative car lines on the north parking lot at any other location on or off campus. So that we can do our best to supervise and protect your children, please follow one of the two approved drop-off and pick-up procedures, by car line or on foot.

8.6 Pick-Up at Other Than Dismissal Time

Parents picking up their children after dismissal time should do so on foot. Parents are welcome to park at the curb by the flagpoles, if there is sufficient space available there, and if car line is not underway. Otherwise, they are expected to park on the north parking lot, walk to the school, enter the school, ask for the child, wait for the child to come, and sign out the child in the log book.

Understand that it may take some minutes to disengage your child from class activity, and please budget time accordingly. Please do not expect children to be removed from Mass or afternoon devotions. Please do not expect expedited removal of individual children after 2:30 pm, as this would interfere with the afternoon car line procedure.

9.0 Other Information

9.1 Visiting The Academy

9.1.1 Security Controls for Visitors

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. 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.

9.1.2 Tours

Academy tours are by appointment through The Academy office.

9.1.3 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. See the receptionist.

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.

9.1.4 Special 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.

9.1.5 Attending School Mass

Parents are welcome to attend school Mass, although seating is very limited. Students are to sit with their classmates, as they are under the supervision of their teachers. Students will not be allowed to depart from their routine or from their classmates to greet family or friends before or after Mass.

9.2 First Day of School

On the first two days of school, parents of young children are permitted to escort their children into the building and to the classroom. The parents are then welcome to remain in the classroom until the first class begins.

After the first days, families are asked to allow their children to enter the school building unaccompanied by parents. This allows the students to become accustomed to the school environment, and it improves security by reducing corridor traffic during a time of year when many parents are not yet recognized on sight. Faculty and staff will be on hand to ensure that students learn the way to their classrooms.

9.3 Building Hours

Students and parents do not have access to any part of the school building or grounds before 7:15 AM or after 6:00 PM. The only exceptions to these building hours are before school care, after school care, and approved and adult-supervised extracurricular activities. Students in violation of building hours are subject to disciplinary action.

9.4 Signing Out and Signing In

In order to ensure the safety of our students, we need to know when a student has left campus for an approved reason. 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).

An upper school student may sign out lower and middle scholar siblings to leave campus with them, provided that the parents' written consent for this is on file.

9.5 Before and After School

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. The front doors open at 7:15 AM. All students arriving on campus after 6:30 AM and before doors open should proceed to the gymnasium. There is no charge for before-school care.

9.5.1 Lower and Middle Scholars

To ensure the safety of our students, every lower or middle scholar 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.

9.5.2 Upper Scholars

Upper scholars who are present after school but during building hours are not required to participate in before and after school care, but must remain continuously on campus, and must remain continuously in visible public areas designated by the administration.

Upper scholars who arrive before building hours and are not engaged in an approved and supervised school activity are required to attend, but are not charged for, before school care. Upper scholars may not remain on campus after building hours have ended, except while participating in an approved and supervised school activity.

9.5.3 Parking Lot

Upper scholars who, with their parents approval, drive to and from school, will park on the north parking lot. They will move promptly from car to school in the morning, and will move promptly from school to car in the afternoon. They will not visit the car during the day, and will not leave campus during the day. Students will not linger on the parking lot and will not visit the parking lot for any reason other than as described.

9.5.4 Sanctions

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). Willfully evading before or after school care, or in the case of upper scholars, assisting others in evading, is a hazard to student safety and is a serious disciplinary matter.

9.5.5 After School Care Hours and Fees

After school care ends at 6:00 PM. After school care fees are billed in quarter hour increments at the rate of \$2.00 per quarter hour or fraction thereof. There is no charge

for students who are picked up before 3:45 PM. Except in cases of extreme weather conditions, for students picked up after 3:45 PM, the fee will accrue from 3:45 until pick-up, regardless of the carline timing/traffic. Students who are not picked up from after school care by 6:00 pm will be charged \$1 per minute until they are picked up.

9.5.6 After School Activities

Students attending school-organized and adult-supervised after school activities, or participating in parish choir rehearsal, do not accrue after school care fees while the activity is under way. If the child is placed in after-school care before or after an activity that starts after 4:30 PM, then fees will accrue during this time.

Students in after school care who have satisfactory conduct records and who desire to meet with teachers or visit the library may do so with the consent of the after school care supervisor, and subject to teacher availability or library capacity. These students must check in and out with the after school care supervisor. Parents will follow normal pick-up procedures. After school care fees will accrue.

9.6 Deliveries or Messages for Students

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

9.7 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.

9.8 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. Students may wear non-uniform clothing to events, but the clothing must be modest and dignified.

Parents are required to supervise the activities and ensure the safety of their own children at all extracurricular events. To ensure the safety of all our students, lower and middle scholars are not allowed to attend athletic games 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.

9.9 Food on Campus

9.9.1 Catered Lunch

A reputable third-party lunch catering service is available for students. A menu is provided in advance so that parents can select the days on which to buy lunch for their student(s).

9.9.2 Lunch from Home

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. Sack lunches are to be brought to school at the beginning of the school day. Sack lunches should not be delivered during the school day. Although we understand that emergencies do occur, fast food meals are discouraged. 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, a lunch will be provided and the catering company will pass along the expense to the family.

9.9.3 Milk

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

9.9.4 Fast Food

In the interest of nutrition and time constraints during the lunch period, we strongly discourage fast-food lunches. Deliveries of fast food should be rare and only in extreme cases.

9.9.5 Upper School Lunchtime Privileges

Upper scholars dine in the Saint Anthony Hall or in the adjacent outdoor dining area. The outdoor dining area is reserved for upper scholars' exclusive use. After eating, and before the lunch period ends, upper scholars may visit the Library, visit the playground, or visit the St. Nicholas Field. Upper scholars must respect the priority of younger students for use of the playground. Students do not have the privilege of free movement through the hallways during lunch time, as classes are in progress and quiet conditions must be maintained.

9.9.6 Recreation During Lunch and Recess

Scholars must respect the priority of younger students for use of the playground. Scholars may use the balls provided by the school for lunchtime play, subject to the younger students' priority, avoiding rough or reckless play, and providing a mature and Catholic example. Students may not bring equipment for lunchtime use.

9.9.7 Other Food Items Allowed

In addition, upper and middle scholars are allowed to have healthy dry snacks for five minutes at the beginning of 4th period. Children with unique dietary needs are allowed to have items stored in the health coordinator's room.

9.10 Classroom 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.

9.10.1 Grade Level

Parties are limited to those grade levels that have self-contained classrooms, PK through fifth grade.

9.10.2 Birthday Observances

At the discretion of the teacher, no more than one birthday observance may be held each month, only in the PK through 5th grade classes, to recognize the birthdays of all students having birthdays on nearby dates. If held, this event will occur on the date identified on the academic calendar for birthday observances, and it will begin no earlier than 45 minutes before dismissal time. Parents are allowed to attend and will be admitted 45 minutes before dismissal time.

9.10.3 Holiday Celebrations

Three holiday celebrations are held annually, only in PK-5th grades. 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 activities may precede the party.

9.10.4 Coordination of Celebrations

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.

9.10.5 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.

9.11 Medication

Only medication that is necessary for a student to remain in school will be given during school hours, with medication being administered at home whenever possible.

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. Prescribed medications will be dispensed only upon specific and detailed written direction signed by the prescribing professional and the parent. A form is available from the Health Coordinator for this purpose. 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. *Note: This is a summary of TCCED, Archdiocesan and Academy medication policy. The rules are complex. Parents are advised to consult with the Health Coordinator if they anticipate a need for medication to be dispensed at school.*

9.12 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.

9.12.1 Contagious Students

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.

9.12.2 Other Health Situations

When a child becomes ill, is injured, or soils himself, 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.

9.13 Transporting Students

For certain academy-organized events requiring transportation, The Academy will contract for charter buses. For many school-related events taking place off campus, no transportation is provided. Examples of such events include athletic "away" games. In these cases, parents are expected to provide transportation, either personally or by making their own arrangements. While parents are free to make arrangements with other families, The Academy is not. School personnel will not arrange rides or carpools for students. Academy employees have been instructed not to transport students other than their own children.

9.14 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 box near the gym entrance, and textbooks are held in The Academy office, where they may be claimed. From time to time, unclaimed items will be discarded, sold, or donated to charity as seems appropriate.

9.15 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, such as sponsoring and organizing nearly all academy activities, such as the King's Fair and other fellowship and fund-raising activities. The PTC also helps organize classroom room mothers and activities such as faculty appreciation lunches.

9.16 Academy Publications

An online newsletter promotes current and upcoming school events and items of general interest. 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 before being distributed to students or families.

9.17 Academy-Parent Communications

The Academy relies heavily upon email to get news and information to parents. Parents are asked to maintain a currently email address in the enrollment system, and to check their email frequently for school communications.

9.18 Annual Calendar

The annual calendar for major school events is posted on the website. Sports schedules are produced by the Athletic department and are not included in the general calendar but may be found on the department's website www.atonementsports.com. The Atonement Academy reserves the right to make calendar modifications.

9.19 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.

10.0 Extracurricular Athletics

10.1 Program is Guided by Parish Policy

The Academy's extracurricular athletics program is defined and guided by a policy document recommended by the School Council and adopted by the Pastor.

10.2 Participation

Extracurricular athletics programs are an important part of school life and school culture. It is an integral part of a classical education, and as such, all students in the Upper School participate in at least one sport. Middle and Lower scholars are encouraged to participate whenever possible. Participation in extracurricular sports is beyond the scope of school enrollment. Participation entails additional responsibilities, additional documents, and payment of participation fees.

10.3 Capacity is Limited

Extracurricular sports for lower students (PK through 5th grade) are designed for broad participation, while middle school and upper school sports emphasize competition. Because of league rules, roster size constraints and other practical considerations, the school cannot always provide a spot for every student desiring to play. Students desiring to play must apply timely, meeting all requirements, and must conform to the priority, tryout or matching process.

10.4 High Expectations of Student-Athletes

Participation in extracurricular sports is a privilege, not a right. Students have a particular duty to uphold high standards of sportsmanship, compliance with team and league rules, teamwork, practice discipline, school citizenship and academic performance.

10.5 Acknowledgement of Expectations

Upon selection for a team, the student is asked to sign, and to have his parents sign, an acknowledgment of the high standards that must be maintained. Team enrollment is not complete until the signed acknowledgement is returned.

10.6 Remedies

Students falling short of the high standards required to be a student-athlete will be warned and counseled, and thereafter may be suspended or dropped from extracurricular athletics if the deficiency continues. Nothing in this paragraph is intended to contradict any league rule or any other provision of this Handbook.

Revised June 2016