

The Atonement Academy

CATHOLIC + CLASSICAL

*The Parish School of
Our Lady of the Atonement Catholic Church*

Parent-Student Handbook
2020-2021

15415 Red Robin Road, San Antonio TX 78255
Academy Office: 210-695-2240
Academy Fax: 210-695-9679
Parish Office: 210-695-2944

THE ADMINISTRATION

Reverend Mark Lewis, Pastor
Reverend Jon Jenkins, Parochial Vicar
Mr. Matthew David Watson, Head of School
Mr. John D. Creech, Assistant Head of School

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.

Welcome Message from our Head of School

Welcome to The Atonement Academy! In choosing to partner with one of the nation's foremost PK-12 Catholic schools in the formation of your child, you and your family are joining the Crusader tradition of excellence, now over 25 years in the making. Our graduates continue to live out this tradition the world over, whether through their studies at top universities, as servant leaders in their professions, or as consecrated and lay leaders in Christ's Church.

Our school occupies a truly unique position as the first and oldest school in The Personal Ordinariate of the Chair of St. Peter. From the Academy's inception, our work of spiritual and intellectual formation has been enriched by the patrimony of English Christianity, lost to the Church since the Protestant Reformation, but the cultivation of which is now the Ordinariate's special charge and gift. This inheritance of English Catholic culture manifests as the Academy forms students to discern and delight in truth, grow in virtue, and build upon tradition, the hallmarks of an Atonement education.

The Academy faculty is universally recognized for its intellectual prowess and model of Christ-like character. I have no doubt that in the coming years they will become the go-to recruits as growing Ordinariate parishes seek founding headmasters/headmistresses.

Through our teachers' and coaches' mentorship, Academy scholars not only win admission to top universities, often accompanied by substantial merit scholarships, but also develop into the virtuous leaders our society so sorely needs. "Old Crusaders" are quickly picked out as they serve their local communities in San Antonio, the U.S., and worldwide. In an age of distraction, they display a deep attentiveness to higher things; in the midst of a frenetic generation, they exhibit steady, refined character.

We are excited that you are joining us in carrying out our mission of Catholic formation. The Atonement Academy is a community, not a crowd, so please introduce yourself and get involved. I look forward to meeting you soon.

Your servant,

Matthew David Watson
Head of School

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1.0 About The Atonement Academy

The Atonement Academy is a thriving school system and faith-based community built upon generations of support and loyalty dating back to its founding in 1994. The Atonement Academy focuses on a commitment to the three pillars of a Catholic education: spirituality, academics, and community. These pillars provide a foundation that cultivate the development of well-rounded students who are formed in their faith, academically successful, and conscious of their social responsibility.

1.1 Academy Mission Statement

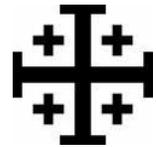
At The Atonement Academy, we strive for excellence in the physical, the intellectual, and the spiritual virtues through a challenging course of classical and Catholic education.

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 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.



1.4 Academy Logo



The Academy's primary logo is the most commonly used identifier for our school. It consists of a simple shield with a Jerusalem cross, the name of the school, and the identifying words, "Catholic" and "classical."

The Atonement Academy
CATHOLIC + CLASSICAL

1.5 Official Academy Seal

The seal of The Atonement Academy is used along with the logo as an identifier for our school. The seal is always used for more official documents such as transcripts and diplomas.



1.6 Parish Seal

The seal of Our Lady of the Atonement Catholic parish was designed shortly after the founding of the school in 1994. It 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 buildings. 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 the school, The Atonement Academy, on top and the name of the church, Our Lady of the Atonement, on the bottom. This is fitting, because the foundation of the parish is our church. 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.

1.7 Academy Mascot and Sports Logo

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.



1.8 School Colors

Our school colors are deep red and black, with accent colors of white and grey. The deep red is RGB colors 186/18/43 or Pantone 200C or CMYK: 0//93/75/27

1.9 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).

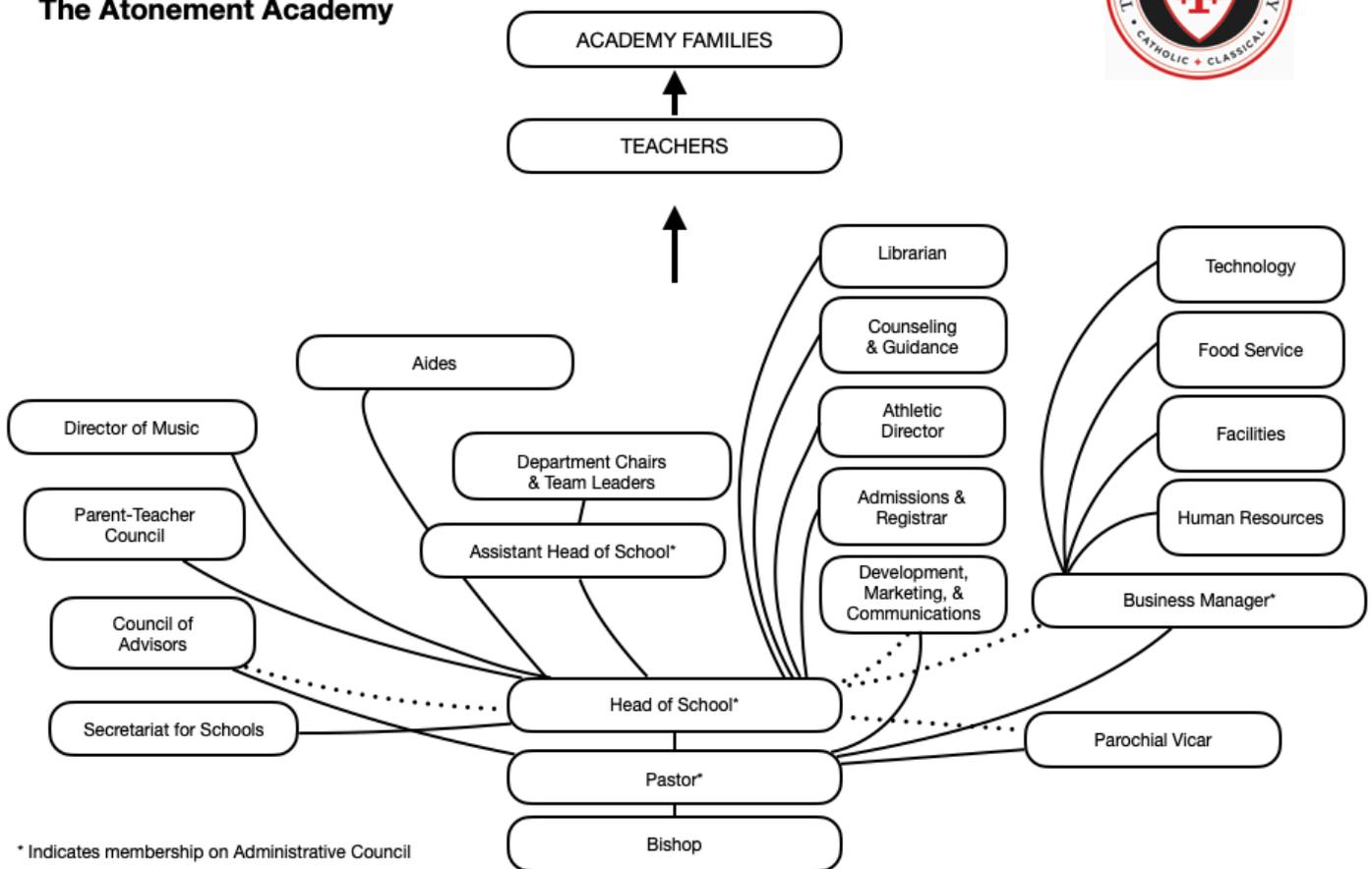
1.10 School Leadership

School leadership is carried out by the Administration 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 Personal Ordinariate of the Chair of St. Peter.



Organizational Chart The Atonement Academy



The Head of School is the liaison for the school with the Ordinariate, the superintendent appointed by the Ordinariate (Dr. John Quarry, also superintendent of the Diocese of Victoria TX), The Texas Catholic Council of Bishops Education Department (accreditation agency), and the parish. The Head of School reports to the pastor. The Head of School is assisted by the Assistant Head of School and Business Manager.

The Atonement Academy School is a consultative body that carries the mission of the school beyond campus in order to bolster its reputation, secure development support, and establish community partnerships.

2.0 Admissions

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.

Nonetheless, the Academy does reserve the right to exercise judgement in the admissions process. Namely:

- No person shall be admitted as a student in any Catholic school unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the (arch)diocese.
- No student shall be admitted to any Catholic school unless s/he is deemed to have reasonable hope of successfully completing that school's program.
- No student shall be admitted to any Catholic school if circumstances of crime, scandal, immorality or disruption may pose a threat to physical or moral welfare of the community or of other persons.

2.2 Minimum Age Requirements

For admission to Pre-Kindergarten 3, the student must be three years of age on or before September 1. For admission to Pre-Kindergarten 4, the student must be four years of age on or before September 1. For admission to Kindergarten, the student must be five years of age on or before September 1. For admission to 1st Grade, the student must be six years of age on or before September 1. At all grade levels, including grades 2nd 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.

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, accompanied by the admissions director.

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 continued 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 to proceed with enrollment within ten days if they wish to have a spot reserved for their child.

2.4 Admission Application Process for Returning Families

Enrollment is for one academic year. Each year in late fall, the admission process begins for the following academic year. Current families desiring to return in the upcoming school year should complete the annual enrollment application available on the FACTS/RenWeb parent page.

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's discretion 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 Registration Fee

An annual registration fee is required for each new and returning student. The registration fee is payable at the time of enrollment. Places for the upcoming academic year will be reserved only for those students for whom the registration 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. Families intending to apply for financial aid are urged to register to ensure a place for their student(s) as aid decisions will not be made until the end of May.

3.3 International Student Fee

In addition to the regular student registration fee, the school assesses an international student fee of \$500 per student to help offset the cost involved with processing and retaining international students.

3.4 Refund of Registration Fee

The registration fee is refundable 1) where enrollment is cancelled because of military orders (the family requesting the refund must provide written evidence of the orders) and 2) if the family did not receive the financial aid expected and wish to unenroll their student(s).

3.5 Tuition Prices

The Lower/ Middle School and the Upper School are treated as two separate entities for record-keeping purposes as well as for college admissions. In addition, the tuition scale is likewise structured separately.

Families with three or more students enrolled in the Lower/Middle School or three or more students enrolled in the Upper School will receive a family discount. There is no family discount for international students. The family discount does not apply to students in PreK-3.

Lower/Middle School Tuition

First Student	\$8,800
Second Student	\$8,800
Third Student	\$5,800
Fourth + Student	\$0
International Student	\$10,800

Upper School Tuition

First Student	\$8,800
Second Student	\$8,800
Third Student	\$5,800
Fourth + Student	\$0
International Student	\$10,800

Here are a few examples of how the family discount policy is applied:

- Example #1: A five-student family with siblings in Grades 2, 4, 6, 9, and 11. This family will pay \$8,800 per student in Grades 2, 4, 9, and 11. The tuition for the student in Grade 6 is \$5,800. This example does not consider that the family may receive additional financial assistance, if requested.
- Example #2: A four-student family with siblings in Grades 7, 10, 11, and 12. This family will pay \$8,800 per student in Grades 7, 10, and 11. The tuition for the student in Grade 12 is \$5,800. This example does not consider that the family may receive additional financial assistance, if requested.
- Example #3: A four-student family with siblings in Grades 1, 3, 4, and 5. This family will pay \$8,800 per student in Grades 1 and 3, \$5,800 for the student in Grade 4, and \$0 for the student in Grade 5. This example does not consider that the family may receive additional financial assistance, if requested.
- Example #4: A five-student family with siblings in Grades PreK-3, 3, 4, 9, 10. This family will pay \$8,800 per student. This example does not consider that the family may receive additional financial assistance, if requested.

Note: Beginning in the 2020-2021 school year, families who are parishioners at Our Lady of the Atonement Catholic Church will receive a tuition discount of \$300 for each Pre-K student, and \$200 for every other student.

3.6 Tuition Payment Terms

All families establish an account with FACTS to pay tuition, fees, and incidentals. New families are assessed a one-time fee that is paid directly to FACTS. Payments made directly to the business office will only be allowed under certain circumstances.

Families that elect to pay the tuition in full will receive a \$200 discount per student. Families that elect to pay by semester will receive a \$50 discount per semester per student. Families may also elect to pay tuition on a monthly basis. Typically, tuition is divided into 11 months starting June 1st and ending on April 1st of the following year. Tuition payments are collected by FACTS on the first business day of the month.

Families enrolling after the first business day in May are placed on a payment schedule as provided below. 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.

In the event that a scheduled charge is electronically denied when attempted, a late fee of \$100 will be added to the account. 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.

3.7 Financial Aid

Tuition aid may be provided to families that demonstrate financial need. A family requesting financial aid must submit an application through the FACTS Grant & Aid Assessment service (<https://online.factsmtg.com/AID>). Our FACTS Institution ID# is: 24432. An application fee of \$35 is paid directly to FACTS. Information pertinent to financial aid, including deadlines, will be provided prior to the registration for the 2020-2021 school year.

Other sources of aid may include private loans and scholarships. Some families seek tuition assistance through private lending companies and banks. One such option is the “Sallie Mae Loan.” Qualified families may be able to receive a K-12 Loan through Sallie Mae. Please visit www.salliemae.com/k12loan for more information.

Parents may also check with the Human Resources Office at the parents’ place of employment to see if tuition reimbursement or scholarships are offered. Also, inquire with parents’ professional organizations or unions for scholarship or financial aid opportunities.

3.8 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 \$200 per family will be withheld from any refund.

3.9 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:

- Participation in school activities and/or continued enrollment for the current school year may be affected. Enrollment for the following year will not be allowed or will be suspended. Any registration fees that may have been paid may be applied to the delinquent account.
- Delinquency may be reported to the three major U.S. credit bureaus.
- Legal action may be taken to ensure settlement of the delinquent account, including the use of external collection agencies.

The school understands that there are times when unexpected situations can arise and the school

strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school’s Business Manager as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan.

3.10 Costs Other than Enrollment Fee and Tuition

The cost of textbooks, and in most cases their procurement, 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 dues in honor societies, 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.

Name of Fee	Amount	Notes
FACTS Payment Plan/Enrollment	\$50 – monthly / biannual; \$20 - annual	Payable directly to FACTS
FACTS Grant & Aid Assessment Application	\$35	Payable directly to FACTS
International Student Fee	\$500	Per student
Tuition Late Fee	\$100	Per month
Library Fines	Varies	
Printed Transcript	\$10	
Graduation Fee	\$50	Applies to grade 12
Senior class ring (for juniors)	Varies	In 2017-2018, ring cost was ~\$265
Upper School Science Fee	\$50	Per class
Drama Course Fee	\$25	Per class
Before-school Care	\$2.00 per 15- minute period	
After-school Care	\$2.00 per 15- minute period	
Sports Registration	Varies by sport	

3.11 Student Accident Insurance

Each student is covered by insurance through The Atonement Academy. 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 registration fee.

3.12 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.

3.13 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 and marketing.

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 Personal Ordinariate of the Chair of Saint Peter. 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

Classes and activities at The Academy begin 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 which are part of the semester grades. Additionally, choirs in Grades 2 and up are scheduled to sing at the daily school Mass.

4.6 Physical Education Curriculum

All Atonement students take courses in P.E. every year. In grades Pre-K through 8th, P.E. classes are scheduled during regular school hours. In the upper school there is a one-year Physical Education requirement that must be fulfilled. There are different avenues through which the Physical Education requirement can be met, though the requirement is typically fulfilled through participation in a varsity sport. Ordinarily the varsity practices meet on designated days before or after school. Note: If a student intends to receive the Distinguished Diploma with The Atonement Academy Honors, athletic participation is required all four years of upper school. The two other avenues to fulfill the one-year Physical Education credit are through participation in private or commercially-sponsored physical activity approved by the Head of School, or through enrollment in a Physical Education class at The Atonement Academy.

4.7 Lower School Curriculum

Lower school grades include all Pre-Kindergarten classes through 6th. 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 emphasized because it 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 comprised of grades 7 and 8. The middle school curriculum consists of Religion, English, Mathematics, History, Science, Music, P.E., and Latin. Proficiency in reading is emphasized because it is essential to all other studies; consequently, every middle scholar participates in the Accelerated Reader program. In Middle School, the Math sequence is tracked.

4.9 Upper School Curriculum

Upper school consists of 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 Theology, English, Mathematics, History, Science, Latin, and Music. Other subjects offered in the upper school in order to satisfy graduation requirements include American Government, P.E., and Economics. In the Middle and Upper School, the Math sequence is tracked. As part of a rigorous curriculum, Upper scholars take both AP and Honors courses.

4.10 Summer Reading

A long-standing tradition at The Academy, 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 students 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*.

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 Homework

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 school, The Academy has homework requirements that are not trivial. Younger students have less homework, older students more. Upper students 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 (excepting those which are late due to an excused absence) have grades reduced 10% of the total points available for that assignment per school day late. After five school days, the assignment becomes a zero.

4.15 Grading System

4.15.1 Grading Scale

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

Pre-K—K:	96	E	Excellent Progress
	89	V	Very Good Progress
	80	S	Satisfactory Progress
	72	I	Improvement Needed
	65	U	Unsatisfactory Progress
1st—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	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

4.15.2 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).

4.15.3 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.

4.15.4 Weighting of Semester Grade Components

Semester exams are administered in core academic courses in grades 7 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.

4.15.5 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.

4.15.6 Interim Reporting of Grades

Academy teachers update grade books weekly and upload grade reports to FACTS/RenWeb 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 FACTS/RenWeb grade reports as a means of tracking missing coursework and overall progress. FACTS/RenWeb 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.

4.15.7 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.

4.16 Academic Awards

Starting in 3rd grade, academic awards are given to students who excel in their academic subjects (i.e., not P.E.).

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 a 80.

4.17 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.

4.18 Promotion and Graduation

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

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

First through Sixth 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.

Seventh and Eighth Grades: In order to promote to the next grade, students in seventh and eighth grades may have a final average of less than 70 in no more than two of the following core courses— Religion, English, Mathematics and History.

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 provided by an accredited institution.

4.19 Upper School Academic Policies

4.19.1 Preparation for and Admission to Colleges and Universities

As an aspect of its mission to help students prepare for and be receptive to their vocation, it is important for The Academy to prepare all students for the option of college, and to report to colleges that 100% of graduates are admitted to four-year institutions.

All upper students 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 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.

Students must take the ACT or the SAT prior to the end of their junior year.

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 consenting 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.

4.19.2 Types of Diplomas

Accreditation standards of the Texas Catholic Conference of Bishops Education Department (TCCBED) 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 (typically reserved for transfer students), 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 at least the minimum required by the TCCBED for the diploma. To receive the Distinguished Achievement Diploma with Atonement Academy Honors, the student must meet the TCCBED 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, and participate in interscholastic athletics in the Atonement upper school for at least one season each year.

4.19.3 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 TCCBED 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.

4.19.4 Sources of Graduation Credit

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

Transfer students are not automatically exempt from The Academy's ordinary course of study. 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 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 Theology, Music, Latin, or other elements of The Academy's curriculum.

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. Families anticipating transitioning from an unaccredited setting to the Atonement upper school are advised to consult with The Academy administration in advance.

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

Academy students 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. TCCBED 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.

4.19.5 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 TCCBED. Families should expect that students will be required to take some courses in excess of the TCCBED diploma requirements. The Academy has a standard upper school course sequence, including a limited number of alternate courses.

4.19.6 Grade Averages

A grade average is calculated for each upper student. The grade average is the arithmetic mean of all high school level classes taken at The Atonement Academy, whether as a middle or upper student, weighted only for credit value. The Academy does not weight for course difficulty or Honors or AP designation. 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. {Note: there was a plan to investigate this practice further before campus closure}

Due to the school's educational philosophy of mastering academic standards, no credit is given for any performance below a 70. This status does not impact a student's grade point average. Scholars must retake required courses and earn a proficient grade.

4.19.7 Class Ranking

Because of the school's rigorous course of study and the strong competitive performance of its scholars, The Atonement Academy does not rank scholars. The Academy conforms to the prevailing practice among peer schools, 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:

--The Academy will designate the top ranked senior as valedictorian and the second ranked senior as salutatorian. To be eligible for either designation, a student must: have attended The Academy upper school for at least three consecutive semesters and be registered for the spring semester of their junior year and the fall semester of their senior year.

--Designation of valedictorian and salutatorian analyzes the complete course of upper school study and is weighted for designation purposes only.

--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.

4.19.8 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. The \$10 fee is required for transcripts requested after graduation or for transfer purposes.

Official Transcripts show the following information:

- Year, 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 student.
- Grade average.
- Any courses in progress.
- Total number of credits earned and recognized.
- For a graduate, date of graduation and type of diploma earned.
- National Honor Society membership and certain other state or nationally recognized academic honors, where applicable.

4.19.9 Repeating Courses

Once a high school level course has been completed with an average of 70 or higher, the student 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 to the next course in the sequence.

4.19.10 Special Provision for Middle School Students Attempting Upper School Work

A middle school student, 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, the administration will review the case and determine if the record of the first attempt will be expunged.

4.20 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 conference may be scheduled to discuss serious academic or disciplinary matters.

4.21 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.

4.21.1 Iowa Assessments (previously the Iowa Test of Basic Skills or ITBS)

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.

4.21.2 NCEA-ACRE

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

4.21.3 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. *(This assessment is not to be confused with the STAAR, a state-mandated competency test for public schools.)*

4.21.4 PSAT/NMSQT

Academy upper students 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 Juniors, the test is used to qualify for consideration for the National Merit Scholarship.

4.21.5 AP Exams

The Academy administers Advanced Placement exams during May according to the schedule 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 through The Atonement Academy are eligible to take the AP Exam through The Academy. Eligible students who wish to take an AP Exam will register through the Academy office and pay the appropriate fees.

4.21.6 College Entrance Exams

Upper students take college entrance examinations such as the SAT and Subject Tests, administered by the College Board, or ACT, administered by ACT, Inc. Each upper student 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 assistance.

4.21.7 National Latin Exam

Students in 8th through 12th grades who are enrolled in Latin classes are given the opportunity to participate in the National Latin Exam. Students who consistently perform well on the NLE are eligible to receive the Maureen O'Donnell Oxford Classical Dictionary Award. Seniors winning gold medals are eligible to apply for NLE \$2000 scholarships. The NLE Association determines the exam date, which 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.

4.21.8 High School Placement Test

Eighth grade students take the High School Placement Test (HSPT) in the fall. Late testing is not permitted.

4.22 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 ex-

clusively 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 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 to 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 students are not allowed to check out middle and upper school books, and middle students 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. Participation in extra-curricular activities is a privilege, and attendance in the curricular classes is

required to participate in the extra-curricular activities.

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 through 6th 7:45 am to 3:15 pm
- Middle and Upper School (7th-12th): 7:45 am to 3:30 pm

On designated early dismissal days, all grades will begin at 7:45 and dismiss at 12:30 p.m.

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). Lower scholars 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 the class meetings (no more than 18 absences). A student is counted as absent after missing ten minutes or more of the period, either by late arrival or early departure. Students are not permitted to participate in any extracurricular activities on days they have not attended at least ½ day (5 classes). Students who wish to participate in an extra-curricular activity on a Saturday must have attended at least five classes during the previous Friday.

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. Note: The administration determines whether or not a planned absence will be considered excused.

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 and 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. Disciplinary action may be taken when a student incurs three or more unexcused absences. 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 students are responsible for ensuring that make-up work is handed in. Middle and upper students 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

Make-up work for unexcused absences will be treated as late work (see section 4.14 for policy).

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.

5.4.9 Unscheduled Campus Closures

A campus closure due to weather, pandemic, or other unforeseen event will be communicated by email, on the Academy website, and by emergency text alert. When an extended closure is anticipated, the Academy will activate its Remote Learning Plan (found at "Documents & Forms" link under the "Resources" tab on Academy website).

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. Students who are not in their first period class by 7:45 a.m. are required to check in at the front office and secure a hall pass before proceeding to class. Students arriving after 8:00 a.m. will need to be signed in by their parent.

Student drivers will need to sign in and confirm their arrival by telephone before proceeding to class.

5.5.2 Excessive Tardiness

While we expect that the order and organization that make for timely arrival will begin in the home, we also acknowledge that the circumstances of life sometimes get in the way of punctuality. Thus, there is no consequence for the first four times a student is tardy in the course of the academic year. The fifth morning tardy, however, will result in a before-school detention which runs from 6:30-7:30 a.m.

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

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.

6.3 Sweaters

Lower and middle scholars are to wear the appropriate cardigan sweater. Sweaters should fit the student and be in good repair, complete with buttons, neat sleeve edges, and kept free of excess "pilling."

6.4 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 Academic Outfitters). The Upper School blazers must be embroidered with an academy crest by Academic Outfitters. Outside of the classroom, Upper students are to be in full uniform during regular class hours.

6.5 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.

6.6 Uniform Items Purchased from Official Providers

Almost all uniform items must be purchased through Academic Outfitters, at 8055 West Ave., Ste

102-103, Castle Hills, Texas 78213, phone 210-616-2014 (www.educationaloutfitters.com). Shoes are available from School Shoes Unlimited, at 2019 Vance Jackson, phone # 210-734-9003 (www.SchoolShoesUnlimited.com).

6.7 Uniform Items Purchased at The Academy Office

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

6.8 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.

6.9 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 Academic Outfitters 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.

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, K to 3rd Grade: 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.

Girls, 4th & 5th Grade: Plaid knee-length skirt; white embroidered uniform blouse; modesty shorts (PE shorts are fine); plaid school tie; plain white knee-high socks; black, Mary Jane or 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 Sixth, Seventh and Eighth Grade

Girls: Plaid knee-length uniform skirt; modesty shorts (PE shorts are fine); white uniform blouse with logo; uniform tie; plain, opaque white knee-hi socks; black penny loafers.

A 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; grey uniform flannel slacks; black smooth leather belt; black tie with embroidered Jerusalem Cross; crew-length black socks; black oxford shoes; red cardigan sweater November 1 until March 1.

Athletics: Grey Academy athletics t-shirt; black academy athletics shorts; Academy sweatshirt; Academy sweatpants; white socks (girls); black socks (boys); simple (undecorated) athletics shoes in Academy colors (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; modesty shorts (PE shorts are fine); plain, opaque white, knee-hi socks; red uniform blazer embroidered with academy crest; uniform scarf; black penny loafers. White tights (with no visible socks) are acceptable during cold weather between November 1 and March 1.

Boys: White long-sleeved oxford shirt (sleeves buttoned) with logo; grey flannel pleated pants; black smooth leather belt; plain, crew-length black socks; black uniform blazer embroidered with Academy crest; Academy tie; black oxford shoes.

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

Athletics: Red Academy athletics t-shirt; black academy athletics shorts; Academy sweatshirt; Academy sweatpants; white or black socks; simple (undecorated) athletics shoes in Academy colors.

6.10 Fitting and Style Guidance

6.10.1 Skirt Length

Female students 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 students are to wear their ties no shorter or longer than their belt buckle.

6.10.3 Pant Length

Male students 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. Undergarments may not show through or 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-col-

or hair bands, barrettes, and elastics / scrunchies in school plaid colors (red, black, grey, or white). Solid color ribbons and simple bows in school colors no wider than 1.5 inches also are permitted. Students also may wear school plaid hair bands and school plaid scrunchies and pony-tail holders available / matching those from Academic Outfitters. 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, 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 to avoid confiscation.

6.10.7 Belts

Every boy in K-12 grades 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. And not extend to belt loops 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. 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 in clean uniforms, 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 a 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 and Accessories

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 students 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 students 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. Lanyards (for keys, flash drives, etc.) should not be visible, if worn at all.

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 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. Boys black oxford shoes should be lace-up, smooth leather, simple rounded toe, no heavy tread soles.

6.10.16 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.

6.10.17 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 Comportment

7.1 Seven Rules

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

- Students will treat others as he or she would like to be treated.
- Students will behave in a manner that does not prevent teaching, supervising, or learning at the Academy.
- Students will show respect to proper authority and to one another without exception.
- Students will behave in a manner that does not harm himself/herself or harm others, neither in words nor actions.
- Students will treat any property of the parish, school, teachers, and any person whatsoever with respect and in a manner that will not intentionally damage it.
- Students will show reverence at Holy Mass and inside the Church building at all times.
- Students will practice friendliness, generosity, and consideration to all.

7.2 General Expectations of Students

Students are expected to make a positive contribution to 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 who do not conform their behavior to the general expectations will face disciplinary consequences. As a school, we attempt to implement a "Love and Logic" philosophy of discipline. A brief introduction to the central principles of Love and Logic can be found on the Academy website under the "Documents and Forms" tab under the "Resources" heading on the homepage. Among other things, this means that where possible, natural consequences will be allowed to unfold. More familiar consequences may also be assigned, including assignment to detention hall, 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 Atonement 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 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 Atonement 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 Suspension

Before a suspended student can return to a regular schedule, he/she and his/her parents/guardians will have a conference with either the Assistant Head of School or the Head of School. At this time, the student may be placed on a discipline contract. Suspended students are not allowed to take part in extracurricular activities during the term of their suspension.

Absences due to suspension are considered unexcused. Therefore, class work and assessments due or taking place during the time of the suspension may be turned in or made up upon the student's return, but will be considered late and be graded according to the Academy's late work policy (5.4.7 & 4.1.4).

7.8 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 will be specified by an administrator on a case-by-case basis. 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.

7.9 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 Atonement 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.

7.10 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.

Additionally, though our ministry of education is evangelistic in nature, the administration is also tasked with maintaining the integrity of our community. Therefore, while the permanent dismissal of a student from school is an extreme measure to be taken only as a last resort, it is a prerogative the Academy will exercise where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons.

Unfortunately, while normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their child from the school for any of the following reasons:

- A) Refusal to cooperate with school personnel.
- B) Refusal to adhere to diocesan or local policies and regulations.
- C) Interference in matters of school administration or discipline.
- D) Public rejection of the laws, norms, and teachings of the Catholic Church.

7.11 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.

Appropriate language is a requirement at The Atonement Academy, between students and teachers and in interactions with peers. Unkind or hateful language will not be tolerated, including ethnic and racial slurs as well as sexist or ethnic slang. The dignity of every human person will be respected in language as well as in behavior.

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.

7.12 Reverence at Holy Mass

Every student 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.

7.13 Contact Between Students

Traditional forms of greeting are permitted, but most other physical contact is inappropriate and therefore is prohibited. Inappropriate expression of 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.

7.14 Passing of Notes

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

7.15 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.

7.16 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.

7.17 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 and approved by administration 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. Any other personal electronic device is prohibited, whether intended for use during or after school.

No videoing or recording by students is permitted on school property during school hours. Any videoing or recording will result in disciplinary action, and the recording and the device will be confiscated by school personnel. In rare cases, students may video school events on school property after school hours, but only with permission of an administrator or faculty member.

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 will be confiscated and held at The Academy office. Confiscated items must be picked up by the student’s parent and will incur a \$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.

7.18 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.

7.19 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 or electronic simulation;
- Vaping, e-cigarettes, or related paraphernalia;
- 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.

7.20 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. This includes charitable gift solicitation on campus.

7.21 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.

7.22 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.

7.23 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. Students are expected to use careful planning and good discipline to store all essential school materials that are not in use. 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 unrelated items; such materials 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. Classroom aisles must remain clear. Students may visit the locker rooms during the school day to retrieve items.

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.

7.24 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. All complaints that do not result in expulsion will be resolved at the school level.

7.25 Anti-Harassment / Anti-Bullying Environment

The Atonement Academy does not condone harassment or 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.

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. No phones or other electronics may be out during before or after school care or during car lines (see also 7.17). 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 7:30 am. All students arriving on campus after 6:30 am and before doors open should proceed to St. Anthony Hall. Students arriving before 7:30 am who are not participating in athletics will be charged for each quarter hour they are present up until 7:30 am. Hourly rates are determined by the business office.

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 placed in line in the south driveway, and may be asked to arrive later on future occasions. 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 or at any other location on or off campus. In order for us to 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, then sign out the child in the log book.

Understand that it may take some minutes to disengage your child from a 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 p.m., 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, diocesan 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. 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

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. 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 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.

9.2 Building Hours

Students and parents do not have access to any part of the school building or grounds before 7:30 a.m. or after 6:00 p.m. The only exceptions to these building hours are before-school care, after-school care, and approved and adult-supervised extracurricular activities. Students found in violation of building hours are subject to disciplinary action.

9.3 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 disciplinary measures.

An upper scholar may sign out younger siblings to leave campus with them provided:

- the Academy has the parents' written consent for this on file and the family lives in the immediate neighborhood, or
- the Academy has a copy of the upper scholar's Texas Driver's License on file.

9.4 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 7:30 a.m. All students arriving on campus after 6:30 a.m. and before doors open should proceed to St. Anthony Hall. Students arriving before 7:30 a.m. who are not participating in athletics, will be charged for each quarter hour they are present up until 7:30 a.m.

9.4.1 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.

9.4.2 Upper Scholars

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 or in after-school care. Electronics may not be used in before- or after-school care. The playground and St. Nicholas' Field are not designated areas for the upper scholars.

9.4.3 Parking Lot

Upper scholars who, with their parent's 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 in the parking lot and will not visit the parking lot for any reason other than as described.

9.4.4 Sanctions

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.

9.4.5 After-School Care Hours and Fees

After-school care ends at 6:00 p.m. After-school care fees are billed in quarter hour increments at an hourly rate determined by the business office. There is no charge for students who are picked up before 3:45 p.m. Except in cases of extreme weather conditions, for students picked up after 3:45 p.m., the fee will accrue from 3:45 until pick-up, regardless of the car line timing or traffic. Students who are not picked up from after-school care by 6:00 p.m. will be charged \$1 per minute until they are picked up.

9.4.6 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, fees 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.

9.5 Deliveries or Messages for Students

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

9.6 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 to be considered. Those selected will be informed of the requirements, which include a criminal background check and a dress code.

9.7 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 school events, just as they do 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. If a student wears the Atonement uniform to an extra-curricular event, it must be worn appropriately, with all elements, and may not be worn in parts or in a casual manner.

Parents are required to supervise the activities and ensure the safety of their own children at all extra-curricular 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.

9.8 Food on Campus

9.8.1 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).

9.8.2 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. 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. Students are expected to eat their own lunches. Due to the possibility of food allergies, parents should instruct students not to exchange food.

9.8.4 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.

9.8.5 Upper School Lunchtime Privileges

Upper scholars dine either outside in the piazza or inside the St. Anthony Hall. The piazza dining area is reserved for upper scholars' exclusive use. When in the St. Anthony Hall, upper scholars will sit at separate tables from any middle or lower students. 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.

9.8.6 Recreation During Lunch and Recess

Students must respect the priority of younger students for use of the playground. Students 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. Male middle and upper scholars may remove their uniform shirt to prevent staining, provided they wear a plain white undershirt without any logos. Sweaters and blazers may be removed during recess.

9.8.7 Other Food Items Allowed

In addition, upper and middle scholars are allowed to have healthy dry snacks for five minutes after the beginning of class immediately following Mass. Children with unique dietary needs are allowed to have items stored in the health coordinator's room.

9.9 Classroom Celebrations

The Atonement Academy's 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.

9.9.1 Grade Level

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

9.9.2 Holiday Celebrations

Three holiday celebrations are held annually, only in PK-6th 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.

9.9.3 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.

9.9.4 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.

9.10 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 TCCBED, the Ordinariate, 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.*

9.11 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.

9.11.1 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.

9.11.2 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.

9.12 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.

9.13 Lost and Found Articles

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

9.14.1 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 many academy activities. The PTC also helps organize classroom mothers for grades PK-6 and activities such as faculty appreciation lunches.

9.14.2 Class Sponsors Organization

The Class Sponsors Organization connects parents of Middle and Upper Scholars with ways to work together with other parents in grade-level student life projects and class fundraising.

9.15 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 Atonement Academy's name. All notes or flyers from academy organizations must be approved by the administration before being distributed to students or families.

9.16 Academy-Parent Communications

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

9.17 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.

9.18 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 per year. Middle and Lower scholars are encouraged to participate whenever possible. Participation in sports is beyond the scope of school enrollment. Participation entails additional responsibilities, additional documents, and payment of participation fees. Attendance at school for at least ½ day is required for participation in extracurricular practice or games.

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, meet 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. Student-athletes have a particular duty to uphold high standards of sportsmanship, compliance with team and league rules, teamwork, discipline, school citizenship, and academic performance. Behavior during school-day activities may affect a student-athlete's eligibility for practice and game participation.

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. Nothing in this paragraph is intended to contradict any league rule or any other provision of this Handbook.

11.0 Handbook Acknowledgement

Parents / guardians are required to acknowledge review of the Handbook. Please print this page and return the bottom, "Copy 2," to the front office in person or by mail before the first day of the new school year. Families with multiple children at the Academy may submit one signed copy with all children's names on it. You may also request a Handbook Acknowledgement page from the receptionist.

COPY 1: To remain with the Handbook:

I have read The Atonement Academy's 2019-2020 Parent-Student Handbook. My signature on the second copy below indicates that our family understands and will abide by the policies and procedures described.

Child's Name: _____

Parent / Guardian Name, printed: _____

Parent / Guardian Signature: _____

Date: _____



COPY 2: To return to School Office:

I have read The Atonement Academy's 2020-2021 Parent-Student Handbook. My signature on the second copy below indicates that our family understands and will abide by the policies and procedures described.

Child's Name / Children's Names: _____

Parent / Guardian Name, printed: _____

Parent / Guardian Signature: _____

Date: _____