



# ALLEN ACADEMY

## **Family Handbook**

### **2025-2026**

Updated Spring 2025

\*Any additional updates will be sent separately\*



Accredited by  
Independent School Association of the Southwest

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# General

## **Mission Statement**

Through excellence in academics, athletics and the arts, and an emphasis on character, Allen Academy empowers students to lead lives of purpose and impact.

## **Core Values**

The Core Values of Allen Academy are:

Excellence, Integrity, Community, and Adaptability

## **Inclusivity Statement**

At Allen Academy, we value differences and believe an inclusive environment fosters deeper learning. We seize life's teachable moments to capitalize on authentic learning opportunities. We empower our students to share their voices, and we strive to cultivate an academic and social environment where diverse thoughts, ideas, and perspectives are respected. We seek harmony beyond tolerance. Allen Academy welcomes the unique life story each person contributes to our community.

## **Partnership Pledge (25/26)**

Enrolling your child at Allen Academy begins a partnership between our school and your family that is focused on providing the finest education for your child. The school, your family and your child have various responsibilities to uphold to ensure a successful partnership. Listed below are the responsibilities you can expect from our school, and those our school expects of your family.

Our School's Commitment to our Families, to:

- Fulfill our Mission.
- Treat each student and each family member with courtesy and respect.
- Provide a caring, safe environment to enhance learning.
- Communicate openly and honestly with each family regarding your child.
- Communicate school information on a regular basis through a variety of methods.
- Provide students with the best learning tools and environment to enrich their education.
- Encourage family involvement in the school.
- Respond in a timely manner to parent concerns.
- Articulate and hold students and families accountable to all policies listed in the Family Handbook.
- Provide accurate and timely billing statements.

Our Family's commitment to Allen Academy, to:

- Understand and support Allen's Mission.
- Treat faculty, staff, and fellow parents with courtesy and respect.

- Provide our child with an appropriate home environment for quality study.
- Communicate openly and honestly about our child with members of the school.
- Read school communications and attend conferences and events involving our child.
- Each family will pay \$50 to support our parent association, Parents of the Allen Community (PAC).
- Support the Annual Fund and Capital Campaigns.
- Volunteer our time and talents; attend school functions; and support our child's interests and events.
- Seek information and facts from school representatives, rather than rumor, to resolve concerns.
- Read and abide by all policies listed in the Family Handbook.
- Remain current in our financial commitments to the school.

On behalf of my family, I have read and agree to uphold the commitments listed above in the Allen Academy Partnership Pledge.

**Partnership Pledge**

| <b><u>Our School's Commitment to our Families, to:</u></b>                                                                                                 | <b><u>Our Family's Commitment to Allen Academy, to:</u></b>                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Fulfill our Mission.                                                                                                                                       | Understand and support Allen's Mission.                                                                |
| Treat each student and each family member with courtesy and respect.                                                                                       | Treat the faculty, staff, and fellow parents with courtesy and respect.                                |
| Provide a caring, safe environment to enhance learning.                                                                                                    | Provide our child(ren) with an appropriate home environment for quality study.                         |
| Communicate openly and honestly with each family regarding your child(ren).                                                                                | Communicate openly and honestly about our child(ren) with members of the school.                       |
| Communicate school information on a regular basis through a variety of methods.                                                                            | Read school communications and attend conferences and events involving our child(ren).                 |
| Provide students with the best learning tools and environment to enrich their education.                                                                   | Support the Annual Fund, Special Events, and Capital Campaigns.                                        |
| Encourage family involvement in the school.                                                                                                                | Volunteer our time and talents; attend school functions; and support our child's interests and events. |
| Articulate and integrate the school's core values into the education of each student. These values are Excellence, Integrity, Community, and Adaptability. | Understand, support, and integrate the school's core values into our child(ren's) education.           |
| Respond in a timely manner to parent concerns.                                                                                                             | Seek information and facts from school representatives, rather than rumors, to resolve concerns.       |
| Articulate and hold students and families accountable to all policies listed in the Family Handbook.                                                       | Read and abide by all policies listed in the Family Handbook.                                          |
| Provide accurate and timely billing statements.                                                                                                            | Remain current in our financial commitments to the school.                                             |

### **Parents and Allen Academy**

Like every independent school, Allen Academy needs and expects the cooperation of our parents, who must understand and embrace our mission, share our core values, and fully support our curriculum, faculty, and staff. When joined by a common set of standards, the school and our parents form a powerful team with far-reaching positive effects on children and the entire school community.

The Basis for a Good Relationship: Parents and the faculty and staff will be successful if they base their working relationship on three concepts: civility, honesty, and respect.

Understanding the School Decision-Making Processes: In practice, the greatest impediment to effective teamwork between the school and parents grows out of misunderstandings about the decision-making processes at the school. Allen Academy has the responsibility to communicate our procedures to parents, who, in turn, have a responsibility to become informed members of the school community by paying attention to the school's communication.

The Role of the Board of Trustees: At Allen Academy the policy-making authority at the highest level resides in the Board of Trustees. The Board of Trustees does not intervene in the daily affairs of the school, such as curriculum development and the hiring, evaluating or firing of faculty and staff. Instead the Board focuses on three areas critical to the success of the institution:

- It selects, evaluates and supports the Head of School to whom it delegates the authority to manage the school;
- It develops broad institutional policies that guide the Head of School in running the school; and is accountable for the financial well-being of the school; and
- It is important for all parents to understand that in the conduct of its official business, the Board of Trustees acts only as a whole. Individual trustees, including the Board Chairman, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

Keeping informed about the Board of Trustees: Parents who are interested in the actions of the Board of Trustees at Allen Academy can learn about the work of the Board by reading school publications that will have information about Board of Trustees actions and by talking to the Head of School.

The Role of Parents: Parents play an essential and **positive** role in the life of Allen Academy. Not only are parents advocates for a quality education for their children, they are expected to support the faculty and Administration through volunteer activities, attendance at important events, and through voluntary contributions to the Allen Fund and other fundraising activities such as the Cadet and the Ramble.

Parents need to stay informed about their children and the important events in the life of the school. Allen Academy has a similar obligation to provide parents with timely and pertinent information and seeks to do so through various publications and reports.

### **Academic Marking and Reporting**

The philosophy of Allen Academy states that comprehensive feedback is provided to both parents and students. You will find the specific grading policy for each division.

Early Childhood through first grades utilize age-appropriate assessments and evaluations specific to the respective division.

Second through twelfth grades utilize a system that combines skills and content assessment, as well as a growth mindset and the traditional grade scale.

### **Advisory**

In the **Early Childhood Center** (preschool and pre-kindergarten), each child is under the guidance and direction of a homeroom teacher, who will be responsible for the major academic or social instruction and daily routine of the student.

In the **Lower School** (kindergarten through fifth grade), the homeroom teacher is the child's advisor, whose main function is to serve as a resource for any help or advice the student may need in the academic, social, and extracurricular life and to act as a liaison between the student and the rest of the school.

In the **Middle/Upper School** (sixth through twelfth), the homeroom teachers will be responsible for supporting and guiding the student in his/her academic, social, and extracurricular life.

### **Attendance**

Regular attendance is an essential element for a student's success in every aspect of the Allen Academy program and an integral part of the learning process. Attending class is a right and a responsibility that students possess as a member of the Allen Community. We invite parents to be our partners in learning. This means students should be brought to school on time and are limited in their early dismissals for appointments and travel. Students should attend all classes, assemblies, and other school meetings. We believe that the integrity of all of our student programs are compromised when some of them are missed.

While we understand that there may be times when a family or personal emergency requires a student to be away from school for an extended period, it is also the case that, in order to fulfill the demands of the full Allen Academy program, a student must be in attendance. We want to be as supportive as possible of family needs, and we will work in that spirit to accommodate their needs. However, we also know that no student can succeed if he/she is not present in class on a regular basis. If a child is to be absent for more than three consecutive school days, his/her parents must notify the appropriate Division Head.

In order to participate in any after-school event or practice, a student must be in school at least by 10:00 a.m. each school day. The Division Director may excuse a student for either scheduled appointments or unforeseen emergencies.

### Unexcused Tardy

School begins promptly at 8:00 a.m. and it is expected that students arrive in plenty of time so as not to delay the start of the school day.

If the student arrives after 8:00 a.m., he/she is considered to be tardy. The student will need to sign in at the Reception Desk to receive a pass, and will be allowed to report to class. Tardies will be recorded and documented on report cards. A student is considered tardy if they cannot reach their classes within the five minutes allotted between periods.

For every three tardies accrued in a single class, an unexcused absence will be recorded.

### Excused Tardy

Sometimes there are valid reasons for arriving tardy (i.e. accidents, traffic, etc.) and those situations can be handled by the transporting adult. This person accompanies the student to the Reception Desk and signs the student in and validates the reason for the late arrival, thus avoiding a tardy citation. The expectation is that this will not be a regular occurrence.

### Excused Absence

If a student is ill or will not be attending school for any reason, a parent/guardian is asked to notify the Reception Desk via email ([absent@allenacademy.org](mailto:absent@allenacademy.org)) by 10:00 a.m. the day of the absence. It is the responsibility of the parents/guardians to communicate regarding the student's absence. Students are encouraged to contact their teachers, however, that will not be sufficient as notification for record keeping purposes and final exemptions. Up to three parent notes each semester are accepted as excused.

### Examples of Excused Absences

- Illness, severe injury, or death in the family
  - If student is out sick more than three days, a doctor's note is required
- Medical Appointment (must provide a doctor note)
- Participation in school activities (athletic events)
- Observance of a religious holiday
- Court appearances
- Up to three parent notes each semester (i.e., illness, funeral, etc.)
- Other similar situations approved by school administration

### Unexcused Absences/Excessive Absences

If a student does not provide documentation of absence, or has exceeded the number of parent notes, the absence will be considered unexcused.

If a student has excessive unexcused absences (5+) in a quarter, he/she will not be allowed to exempt final exams and may also prevent a student from participating in extracurricular activities for a determined length of time. Any student who is absent (non-school related) more than 10% of a class (approximately 17 days) for the school year, regardless of reason, may be denied credit in the course(s).

### Missing Assignments

Students who are tardy and/or absent (unexcused or excused) must complete all missed assignments. The student has the number of days missed plus one day to submit all missed assignments before late work criteria will take effect (see Late Work).

### Early Dismissal

If it is necessary for a student to leave school during school hours for a medical appointment or some other valid reason, an e-mail from a parent/guardian should be submitted to [absent@allenacademy.org](mailto:absent@allenacademy.org).

### Planned Absences

If an absence is known about in advance, please email [absent@allenacademy.org](mailto:absent@allenacademy.org). All absences will be documented on report cards.

### **School Hours**

In all divisions, the school day begins at 8:00 a.m. Students are permitted to enter the building from 7:30 a.m.

The hours of the school day are as follows:

|                                             |                     |
|---------------------------------------------|---------------------|
| ECC (Preschool-Pre-Kindergarten):           | 8:00a.m - 2:45 p.m. |
| LS (K-5 <sup>th</sup> ):                    | 8:00a.m - 3:00 p.m. |
| MS/US (6 <sup>th</sup> -12 <sup>th</sup> ): | 8:00a.m - 3:20 p.m. |

### **Communication**

The school will communicate regularly with families. The Allen Insider is a weekly email newsletter that will have important information and dates. Division/Department specific newsletters, announcements, and the school's social media sites (Facebook, Twitter, Instagram, Vimeo, Artsonia, and SeeSaw (EC/LS), Canvas (MS/US)) are also ways in which parents can keep up with all that is happening at Allen Academy.

Parent communication and involvement is essential in the educational process. Email is the best way to communicate with teachers. If you wish to meet in person, please contact the teacher via email to set up a time. Scheduling a meeting with a teacher to discuss a child's progress is important for the teachers. We ask that such conversations not be initiated at arrival or dismissal times unless prearranged with the teacher. In order to receive Parent Alerts and other key communication from the school, please make sure your contact information in RenWeb/FACTS is up-to-date.

Should you have any questions or concerns, please contact the appropriate division/department director.

### **Conferences with Parents**

The purpose of a conference is to enable the parent and teacher to work cohesively for the benefit and welfare of the individual student. Our teachers are expected to make

professional appraisals of the student's progress and development - socially, emotionally, and academically.

If a parent would like to schedule a conference at any other time, please contact the individual teacher for arrangements. Conferences can also be arranged with the Learning Interventionist, School Counselor, Director of College Counseling, or appropriate Division Director.

### **Crisis Management**

In the event of a crisis on campus, there are several points we must take into account and execute in order to secure the safety of our community. These are:

- An effective method of communication for evacuation and/or lockdown procedures.
- Several safe evacuation routes.
- A mechanism to account for all students and determine who possesses information beneficial to law enforcement agencies.
- A system by which Allen Academy and/or the Bryan Police Department may release students to the custody of their parents.
- A singular line of communication with the families and/or the media.

### **Dress Code**

The purpose of the Allen Academy dress code is to ensure a climate conducive to learning. Except for special occasions announced well in advance, students are always expected to be in dress code when school is in session.

Standard Days are every Monday through Thursday.

Spirit Days are an opportunity to show school spirit and celebrate many of our student activities and programs on Fridays. There will be special occasions on which Athletics, Fine Arts, or other student programs, will be permitted to wear their gameday/performance shirts as they prepare for a home game, performance or activity of some kind.

Formal Days will be for special assemblies, school pictures, field trips, etc. Students must purchase formal attire and communication will be sent to parents and students on dates when it is required.

### **General appearance:**

- A groomed, hygienic appearance is expected.
- The length of skirts and shorts should be appropriate. Specifically, skirts are not to be rolled at the waist, modesty shorts must be worn under skirts.
- The length of uniform bottoms must modestly cover undergarments at all times.
- Khaki pants/shorts/skorts must be the light khaki color.

- Headband, bows, head accessories should follow the guidelines of being modest in appearance and not be a safety hazard or a learning distraction.
- Piercings in ears are permitted. Nose piercings must be a stud only. No other facial piercings are permitted during the school day or at Allen events.
- Necklaces/bracelets/earrings are permitted providing they are not a safety hazard or a distraction. Removal of these items may be requested during athletics.

## **Early Childhood Center Dress Code Expectations**

### *Standard Day:*

- Closed-toe velcro/non tie tennis shoes
- Navy blue, black or white socks/tights/leggings
- Navy blue/white polo
- Light khaki or navy bottoms (shorts, skirts, or pants available at most retail stores - prefer no buttons or zippers, just pull up) or plaid jumper or navy blue polo dress with shorts underneath
- No belts
- Solid black/navy/gray/white jackets are permitted
- There is no formal day dress code for ECC

### *Spirit Day:*

- Allen Spirit Shirt. Blue denim or khaki bottom
- Solid black/navy/gray/white jackets are permitted
- Closed-toe tennis shoes
- Standard dress is also acceptable

## **Lower School Dress Code Expectations**

### *Standard Day:*

- Allen Uniform white/navy polo or white Allen Academy button-shirt.
- Light khaki/navy pants/shorts/skort, must be thigh length
- Allen Academy approved plaid skirt or jumper, must be thigh length
- Navy blue, black or white socks/tights/leggings
- Closed-toe tennis shoes only
- Solid black/navy/gray/white jackets are permitted
- Allen logo sweatshirts/fleece/sweaters are permitted
- Allen hoodies or sweatshirts are not permitted during formal day assemblies.

*Formal Day:*

- White Allen Academy oxford button down or a white Allen Academy scalloped/peter pan collared shirt
- An Allen tie may be worn if desired, but not required
- Solid black/navy/gray/white jackets are permitted
- Khaki or navy dress pants/shorts/skirt or plaid jumper/ skirt, must be mid thigh length
- Tucked in shirt & solid color belt required if bottoms have belt loops
- Navy blue, black, or white socks
- Closed-toe sports shoes

*Spirit Day:*

- Allen Spirit Shirt
- Blue denim bottoms
- Closed-toe tennis shoes
- Standard dress is also acceptable

Outerwear must be neat and clean, but may be of personal choice. It is not to be worn when in class.

**Middle & Upper School Dress Code Expectations**

*Standard Day:*

- Allen Uniform white/navy polo or white Allen Academy button-shirt.
- Khaki or navy pants/shorts/skirt/skort (bottoms must be thigh length)
- Allen Academy approved plaid skirt, must be mid thigh length
- Navy blue, black or white socks
- Closed-toe shoes
- Solid black/navy/gray/white jackets are permitted
- Allen hoodies or sweatshirts are permitted

*Formal Day:*

- White Allen Academy oxford button down
- A tie must be worn for boys
- Solid black/navy/gray/white jackets are permitted
- Khaki dress pants or plaid skirt (which must be mid thigh length)
- Tucked in shirt & solid color belt required
- Navy blue, black, gray, or white socks
- Closed-toe shoes
- Allen hoodies or sweatshirts are not permitted during formal day assemblies

### *Spirit Day:*

- Allen Spirit Shirt
- Navy blue, black, gray, or denim bottoms, bottoms mid thigh length
- Closed-toe shoes (Crocs, slides, or flip flops are not permitted)
- Standard dress is also acceptable

Outerwear must be neat and clean, but may be of personal choice. It is not to be worn when in class. Blankets are not to be used in place of approved outerwear.

### **Dress Code Violations**

Any violations will be addressed by appropriate Division Directors.

### **Electronic Devices**

Allen Academy is not responsible for loss, theft, destruction, or damage of student-owned technology, nor is the school responsible for its storage or safekeeping. At no time should these valuable items be stored overnight in any school facilities.

Please see individual division policies below.

### **Forms for Students**

Parents may ask the school to complete an evaluation of a child either for possible admission to another school or for outside testing. For admission to another school please contact the Director of Admission and Enrollment. For outside testing or any other forms, parents are asked to contact the appropriate Division Director or Learning Specialist.

### **Giving To Allen**

#### **The Allen Fund**

The Allen Fund plays a prominent role in Allen Academy's financial stability. It is vital to the school's success in offering superior academic programs and competitive teaching salaries. Tuition revenues typically provide less than 80 percent of the school's operating budget and the Allen Fund, combined with income from other events, supplements the balance.

Like many leading independent schools across the country, Allen Academy supplements tuition revenues with tax-deductible contributions in an effort to keep tuition at a reasonable level. Since its inception in 2003, the Allen Fund has provided important revenue in unrestricted gifts for the school's operating needs.

Participation is critical to a successful campaign. A high level of participation from the school's Board, faculty, staff, parents, and grandparents has a major impact upon its ability to procure funding from outside of the school community. Foundations, corporations, and other major donors want to know that our parents believe in Allen Academy enough to contribute their charitable dollars. The frequently asked question,

"What percent of parents have given?" is one that we are able to answer with a very high percentage. If a family is not in a position to make a large gift, it is important that they understand that no gift is too small.

### **Capital Campaigns**

Independent schools do not rely on public/state/federal money for the construction and maintenance of its buildings. It is dependent upon the generosity of all parents, alumni, and friends of the school. Capital campaigns are instrumental and very significant to the life of Allen Academy.

### **Grade Classification**

Promotion from Early Childhood Center to Kindergarten is made upon the recommendation of the Early Childhood Center Director and the Lower School Director.

All promotions in grades kindergarten through fifth are made upon the recommendation of the Lower School Director.

All Middle and Upper School students must enter and pass the core discipline courses with a minimum year ending grade of 60. The core disciplines are Arts, English, History, Mathematics, Science, and Spanish. Student promotion is made upon the recommendation of the Director of Middle/Upper School and the Head of School. Excessive absences may also result in grade level retention.

The school administration reserves the right to promote or retain a student at any grade level, as it deems necessary.

### **Harassment Policy**

It is the policy of Allen Academy to maintain an environment for all students, visitors, and employees that is free from any form of unlawful harassment. In particular, harassment of anyone on school premises or at school-sponsored events based on that person's sex, race, age, disability, religion, national origin, or the fact that such person has made a complaint about harassment or any other form of unlawful discrimination, is prohibited and will subject the offending person to appropriate disciplinary action.

Any student, parent, visitor, or employee who feels that he or she has been harassed by any person on campus or at a school-sponsored event, or who has observed harassment of others in violation of this policy, is directed to report such conduct at once to the Division Director or Head of School.

### **Health and School Nurse Information**

#### *Immunizations*

All students, ECC to 12th grade, must have up to date immunizations on file based on the current Texas [Minimum State Vaccine Requirements](#). Documentation of these immunizations must be provided to the school nurse prior to attendance. As a result of

Texas law, if documentation is not provided within the required time frame, the student will not be allowed to begin or return to school until these requirements are fulfilled.

Affidavits of exemption are accepted. The original affidavit must be on file at the school and is valid for two years from the date of notarization. Please ensure proper time to order the Affidavit from the state, which can be done online [Affidavit Request for Exemption](#).

#### *First Aid*

In the event of injury or illness, students shall immediately receive emergency first aid and/or medical attention. If a student, who is under the supervision of Allen Academy, sustains injuries that require his/her being transported to a physician's office or hospital, reasonable efforts will be made to contact the parents or guardian. A school employee will remain with the student until the arrival of a parent or guardian. Allen Academy cannot assume responsibility for the cost of treatment or transportation of the student as a result of illness or injury.

#### *Illness Attendance Policy*

To protect all students and staff, it is Allen Academy's policy to send home those who have visible signs and symptoms of a potential contagious illness. If a contagious illness is suspected, it will be necessary to obtain a doctor's statement establishing the ailment as being of a non-contagious nature.

Regular attendance at school is important for the continuity of a student's learning and development, but parents and guardians should keep their children home for the following reasons:

- Fever, which is defined as 100.0 degrees or higher
- Persistent cough
- More than one episode of vomiting or diarrhea within the last 24 hours
- An unexplained or undiagnosed rash
- Red conjunctiva of the eye with discharge
- Yellow/green mucus from the nose
- A diagnosed illness or virus
- Lice does not require school exclusion, but recommended to return after treatment

Students may return to school

- Once fever free (less than 100.0 degrees) for a FULL 24 hours WITHOUT the use of fever reducing medication such as Acetaminophen or Ibuprofen
- Once they have taken a prescribed antibiotic for a FULL 24 hours
- Once free of symptoms described above unless there is a physician's note
- If after an injury, once cleared by physician and with a note describing the appropriate level of activity

#### *Medications*

All medications, both prescription and over the counter, must be stored in the safety of the nurse's clinic. Students are NOT to carry ANY medication (to include Tylenol, Ibuprofen, etc) on their person, belongings or in lockers unless it is an emergency medication and there has been proper prior approval.

The nurses clinic will NOT have stock emergency or over the counter medication available for students or staff. Staff are not to provide any medication to any student unless there has been prior approval in the event of the school nurse's absence.

### *Medications*

All medications, both prescription and over the counter, must be stored in the safety of the nurses clinic. Students are NOT to carry ANY medication (to include Tylenol, Ibuprofen, etc) on their person, belongings or in lockers unless it is an emergency medication and there has been proper prior approval.

The nurses clinic will NOT have stock emergency or over the counter medication available for students or staff. Staff are not to provide any medication to any student unless there has been prior approval in the event of the school nurse's absence.

Necessary requirements for medications:

- Please check expiration dates- expired medications will not be dispensed
- It is the responsibility of the parent/guardian to provide all prescription and over-the-counter medication for their student as well as to pick up any remaining or expired medication at the end of the school year
- Medications will be disposed of after the last day of school unless prior arrangements have been made
- As of August 1, 2024, the Texas Board of Nursing (BON) is mandating School Nurses to now have a signed order from a physician to administer any medication to students, to include over-the-counter (OTC) medication.
  - The previous medication forms have been updated to include a physician signature and date
- Prescription Medications- must be provided in the original prescription bottle or packaging with the following documentation
  - "Daily Scheduled" Medication Administration Request
    - It is the responsibility of the student to arrive to the clinic at the designated time
    - It is the responsibility of the parent/guardian to monitor refill dates and provide additional medication
    - It is the responsibility of the student and parent/guardian to make arrangements for medications for after school or off campus events

- Over the Counter Medications (Tylenol, Ibuprofen, Hydrocortisone cream, cough drops, Tums, etc.)- must be provided in the original packaging with the following documentation  “As Needed” Medication Administration Request
- Emergency Medications (Epipens, Inhalers, Benadryl, Insulin, etc)- must be provided in the original packaging, accompanied with the proper Action Plan and the following documentation if student will self carry
  -  Student Contract for Self-Carried Emergency Medications
    - The “need to know” staff and administration will be made aware of a student’s life threatening diagnosis and medications
    - Emergency medications will be kept in an area on campus where all staff, including Extended Day, can access

### *Screenings*

The school nurse will conduct Hearing, Vision and Spinal screenings to the appropriate and required grade levels based on Texas state requirements. If needed, parents and guardians will be notified of necessary referrals.

### *Notifications and Updates*

Please feel free to contact the school nurse  Madeline Vessell at any time with questions or concerns as well as any updates regarding your student’s health, medications or injuries.

## **The Honor System and Pledge**

### Honor Code

Allen Academy is a community that believes strongly in the concept of honor. Specifically, we do not tolerate lying, stealing or cheating. For all students at Allen Academy the concept of personal honor is viewed as an essential cornerstone of an Allen Academy education, and it applies to all of our actions.

All Allen Academy students are bound by the Allen Academy honor system through this pledge:

***As an Allen Academy student, I will neither lie, cheat, steal, intend to deceive, nor tolerate any of these acts.***

### Definitions

Lying: The intentional falsification or denial of fact, or the intentional creating of a false impression or the breaking of a pledge.

Cheating: Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. If a student is not sure when or what kind of help is acceptable, he/she should ask the teacher for clarification. Cheating also includes plagiarism which is defined as "the stealing and

using of another's ideas, words or phrases as one's own" (American Heritage Dictionary of the English Language). There are varying methods and degrees of plagiarizing, but Allen Academy wishes to make clear that all of the following are unacceptable:

Direct copying from a source, word for word: This is especially common with Lower School age children, but persists into Middle and Upper School as well. Students must acknowledge any direct quote with:

1. quotation marks around the quoted material; and
2. in-text citation of source (using approved format)

Paraphrasing: Many students think that changing a word or two here and there in their source material frees them from plagiarism. This is not true. The original passage must be read, put aside, digested, remembered, and rewritten in the student's own words. Otherwise, the student is still guilty of plagiarism. Paraphrases do not require quotation marks, but they do require in-text citation or a lead-in acknowledgment, such as, "According to F. Scott Fitzgerald..."

Consulting any source without acknowledging it in a Works Cited List:

This is an absolute requirement, unless every single thought in the paper comes strictly from the student's head. This is true even if the student included no direct quotes or paraphrases; if he or she read an outside work and his/her ideas were influenced by it in any way, a Works Cited List must be included.

Stealing: The taking of another person's property without the prior consent of that person.

*A word about Common Knowledge:* ideas and information found repeated in several sources are assumed to be common knowledge and do not require citation. The student's safest policy, if in doubt, is to consult his or her teacher about whether a particular fact needs a source citation.

Artificial Intelligence (AI) Use: The use of ChatGPT or other artificial intelligence software is not allowed or utilized under teacher discretion. For more information, please see the Technology Acceptable Use Policy and Handbook.

*Student Responsibility when Observing Honor Code Violations*

Allowing a violation of the Honor Code to go unchallenged weakens the effectiveness of the code. No student, therefore, should remain passive in the face of an infraction of the code. Allen Academy recommends the following course of action to a student who has observed or has knowledge of a fellow student's violation of the Honor Code.

*Violations*

1. When aware of an Honor Code infraction, a student or faculty member should report the violation to the Division Director.
2. Evidence in the case is presented to the administrator and witnesses may be questioned.

### **Learning Accommodations**

The purpose of accommodations is to promote equal access for a student with a disability. While accommodations are meant to provide support and facilitate learning, they do not guarantee success.

Our admissions screening process allows us to create an academic setting where students fall within a narrow range of abilities. Students from grade 2 and above must have a formal educational evaluation with a diagnosis in order to receive accommodations.

It is up to the school to determine if the accommodations can be made. If accommodations are not able to be made, it is the school's responsibility to communicate this with the family. In some cases, it may be determined that Allen Academy is not able to meet the social or academic accommodations.

For more information, please see the Academic Health and Emotional Support Plan Handbook.

### **Leaving Campus**

If it is necessary for a student to leave during school hours, a written request, phone call, or email from a parent/guardian should be submitted to the appropriate division. Students who drive on campus are required to sign out before leaving campus. When picking up, the parent should call or come into the division office to sign the student out. Should a student leave campus without permission on his/her own disciplinary actions will be taken by administration.

### **Lunch Orders**

Lunch will be provided by the YAY Company. Visit their website at <https://www.yaylunch.com/get-started> to register for an account. The account will allow you to order and pay for school lunches.

- Select *Register* to create an account.
- Set up a profile for each child by selecting *Add Profile*.
- Enter our school *Allen Academy*.
- Enter your child's name and upcoming grade level (leave the teacher & lunch period blank).
- Select *Order Now* to view menus and place orders.
- Enter your credit/debit card information to pay securely online each week.
- Also available on Apple Store & Google Play for mobile ordering!
- Students will also have the option to pick up items from the lunch cart.

### ***Need Help?***

Call the 24/7 customer support line at 909.359.6898 or email at [info@yaylunch.com](mailto:info@yaylunch.com).

You can place orders up until 1 PM on Sunday for the week (unless otherwise stated). You can order up to 60 days in advance. You can cancel up until 8 AM the day of delivery. For more information please visit <https://www.yaylunch.com/faqs>

### **Parking**

Parking spaces are provided for faculty, staff, and parents. Overflow parking for special events will be the roadway and, conditions permitting, on designated fields. Please do not leave your car unattended in the no parking zones at any time in accordance with the fire safety codes.

### **Ram Store**

The Ram Store is open certain days and times for the Allen Academy community. Please see the school website or the Allen Insider for hours.

### **Report Cards and Progress Reports**

The basic instrument for academic communication between students, parents, and teachers is the report card, which is formally distributed four times per year at the conclusion of each quarter.

In EC-1, competency based progress reports will be presented twice a year during Parent/Teacher Development Talks. In grades 2-12, a progress report will also be sent weekly.

The progress report and report card is used to keep parents informed regarding their child's academic and social progress.

### **Service Animal**

Due to allergy and other safety concerns, no animals are allowed on school grounds for any reason. Exceptions may be made for educational purposes when animals are the responsibility of staff or visiting lecturers, or in the case of trained service animals for students with physical needs. Comfort animals and pets, even when restrained, are not allowed.

### **Search and Seizure Policy and Procedures Statement**

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, Allen Academy has the right to perform unannounced searches and to seize contraband and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Head of School and all staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles under the conditions described below.

No student may possess, on their person, in their belongings, or in their vehicle, any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to

controlled substances, drugs, alcoholic beverages, cigarettes, vaping devices, guns, knives, weapons, or flammable liquids or explosive devices. Bringing any of these items onto campus is potentially grounds for expulsion. Allen Academy has a zero tolerance for illegal substances, objects or contraband, including student possession of alcohol, illegal drugs, cigarettes, or vaping items. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Head of School or the Head's designated agent, subject to legal impoundment.

To maintain overall school safety and security, Allen Academy has the right to perform random and blanket searches of cubbies, desks, lockers, vehicles, and other school property to review student possessions for health and safety compliance.

This policy is in conformance with the Fourth Amendment of the Constitution of the United States since independent school administrators and teachers, acting *in loco parentis*, are not subject to these constitutional prohibitions.

### **Snow Days and School Cancellation**

The school will announce school closing information via Parent Alert text message. Families will also receive an email from the school with pertinent information. This same information will be published on the school's Facebook and Twitter pages. Similarly, Allen Academy will announce school cancellations due to snow or other weather conditions over all local TV and radio stations.

Please keep in mind that Allen Academy will not necessarily make the same decision as the public schools. An excused absence is honored any time a family feels it is unsafe to drive. Please call the school if you have any questions about this policy.

### **Student Gifts to Faculty**

Students often wish to give presents to their teachers. The school requests parents to confine these gifts to be presented before or after the school day. In lieu of holiday gifts, Allen strongly encourages parent participation in the Holiday Fund, which is shared by all teachers and staff.

### **Study Habits**

Assigned home learning should be accomplished without parental assistance unless specifically requested by the teacher. To present the proper attitude toward home study, parents are responsible for providing:

- Scheduled time and a regular, conducive place for study
- The necessary equipment: books, paper, pencils, pen, ruler, etc.
- Encouragement in order that each child realizes that it is only upon the development of good study habits that he/she will truly become aware of the ways in which they learn the best and where they are in terms of content and skills development.

### **Tuition**

Please see the Business Office for any questions regarding tuition payments and payment options. If you are having financial difficulty or are behind on your payments, please contact the Head of School's office as soon as possible to keep the school informed and to talk about a plan.

### **Transcript/Record Requests**

The official file for each student is housed in the record storage area and consists only of material that can be shared with the student or family including transcripts, standardized test scores, admission data and correspondence, and reports that have gone home. Cumulative records are kept in a secure area.

Transcript or record requests must be made via an email request to the Registrar. Official transcripts will not be given to the student, but either sent directly to the receiving institution or given directly to a legal parent/guardian. In order for transcripts or records to be released, the student's account must be cleared with the business office.

### **Visitors**

All parents and visitors must use the main entrance to either the main building (Middle/Upper School), Lower School, or Early Childhood Center. They must sign in and receive a name tag. The idea behind visitors on campus is for special occasions or for academic purposes only. Visitors without a tag will be asked to check-in or may be asked to leave campus. This protocol is to ensure the safety of the faculty and students of Allen Academy.

Reminder to visitors: Allen Academy is a drug, alcohol, tobacco, vaping and weapon free campus.

***The purpose of the Handbook is to provide you with a convenient explanation of present policies and practices at the school. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the school. The school reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.***

# Early Childhood

## **Age Appropriate Expectations**

The Allen Academy Early Childhood Center strives to develop and promote the best in every child. Our curriculum is theme-based, developmentally appropriate, and child-centered. We strive to offer a curriculum that is well balanced and challenging for every child. Each area has its own specific, appropriate activities to facilitate each child's individual learning style.

### Preschool

- Social and emotional skills
- Independence/self-help skills
- Exposure/recognition of letters and sounds
- Name Recognition
- Introduction to name writing
- Shapes, colors, numbers
- Cutting and gluing skills
- Thematic units for Science and Social Studies
- Counting, set creation, graphing, patterns
- Art and music experience
- Vocabulary and language development

### Pre-Kindergarten

- Social and emotional skills
- Independence
- Cutting and gluing skills
- Mathematics skills
- Introduction to upper and lower case letters and their sounds
- Thematic units for Science and Social Studies
- Art and music experience
- Pre-Reading skills
- Vocabulary and language development
- Writing development
- Early word recognition

## **Curriculum Emphasis**

### General Objectives

1. Provide a secure and nurturing environment, foster independence, curiosity, and the development of age-appropriate skills.
2. Promote a good self-image and a sense of identity.
3. Encourage cooperative play.
4. Provide an exciting and active learning atmosphere.

5. Stimulate intellectual achievement through academic excellence.
6. Create an awareness that each child is a special and unique person to be valued for his/her own worth.

### **Developmental Objectives**

A child's growth is encouraged by faculty and staff guidance in five areas:

#### **1. Emotional Development**

- Develop a positive self-image
- Foster Independence
- Guide identification and verbalization of feelings
- Encourage acceptance of classroom rules and limitations
- Celebrate willingness to experience new ideas and adventures

#### **2. Physical**

- Praise fine and gross motor development
- Encourage the development of control of their body and actions in a classroom environment

#### **3. Social**

- Guide cooperation in a group setting
- Encourage positive interaction with teachers and peers
- Praise the ability to follow directions
- Foster the ability to complete tasks

#### **4. Creative**

##### Art

- Provide opportunities for exploration and creation with a variety of art materials and mediums
- Encourage each child's self-expression and creativity

##### Music

- Enjoy singing and movement that encourages a love of music
- Memorize fingerplays and songs that teach concepts, reinforce learning, and develop skills

##### Dramatic Play

- Provide opportunities to use puppets, costumes, and props to experience the development of creativity, characters, and plot development during play

#### **5. Intellectual**

##### Language Development

- Stimulate proper language and vocabulary development in individual and group activities
- Enhance vocabulary and understanding with a variety of thematic units

- Participate in hands-on activities that develop concepts of color, size, shape, position, location, relative number terms, relative weight and sizes, classification skills, and substance
- Provide opportunities for reading-readiness – with all ages as we begin with storytelling and move forward with other learning styles

#### Math Development

- Experience a math curriculum that develops an understanding of math concepts and skills. The children will develop their problem-solving abilities by being given opportunities for hands-on exploration with manipulatives and Circle Time skill-building activities.

### **Discipline**

Our classrooms are designed to create and sustain a positive, loving environment. Our rules are developmentally appropriate and exist to ensure that everyone can enjoy their school experience. The staff continually uses verbal praise and positive reinforcement techniques to reinforce appropriate behavior. If a child behaves inappropriately, they will be removed from the situation and allowed quiet time to reflect on their behavior. A teacher will guide a child in the necessary appropriate behavior and they will be returned to classroom interaction. Parents will be notified if inappropriate behavior occurs frequently. We will work together to ensure the classroom environment can be enjoyed by everyone.

Under no circumstances is physical punishment used in our Early Childhood Center. Foul language, biting, hitting and classroom destruction are behaviors that will result in immediate removal of the child from the classroom. A conference involving the Director, teacher, and parents will be held to determine continued attendance in our program. A one-month probationary period exists for each family. This time frame is utilized to determine the child's readiness for our program.

A child whose behavior is a danger to himself or others in the classroom environment will be dismissed from the Early Childhood Center. Parental behavior that is verbally disrespectful or abusive towards children or staff will also be grounds for dismissal from the Early Childhood Center.

### **Extended Day**

Allen offers an Extended Day Program for all students, Early Childhood Center through fifth grade. The Early Childhood Center program is housed in the Early Childhood Center building from 3:00 p.m. to 5:30 p.m. Information regarding the Extended Day program is shared by the Director of Auxiliary Programs at the beginning of the school year including pricing and how to register. Registration is available per semester, and by day of the week. We also offer drop-in registration for emergent needs.

Any student not picked up by 3:05 p.m. will be automatically sent to Extended Day and incur a late fee or drop-in fee (not to exceed \$35) and a phone call will be placed to parents to confirm pick up time.

### **Lunch**

Lunchtime is conducted in the child's classroom. If you send lunch from home please follow these guidelines.

Each lunch must contain:

- A drink for your child
- All utensils needed for the meal and a napkin

Please make sure your child's lunch is "user friendly" and doesn't require heating or cutting by an adult. Do not include choking hazards such as peanuts, whole grapes, and hotdogs. Make sure all food is cut into bite-sized pieces. Please clearly label your child's lunch kit and cold pack.

### **Potty training**

All children must be fully potty trained before entering our Early Childhood Center. Please discuss any possible potty concerns with your child's teacher.

### **Snack**

You may choose the school snack or send one in your child's backpack every day. The school snack is both nutritious and child friendly. The school snack is \$10.00 per month and charged directly to your account. Please complete the digital form shared in the welcome email at the beginning of the school year. Please make sure your child's teacher is aware of any food allergies prior to the first day of school. We DO NOT provide allergy free snacks. If your child has an allergy, please supply specific snacks for your child. Should your child require an Epi-pen please make sure that it is provided before the first day of school.

### **Toys**

Children may not bring any guns, war toys, or other items relating to aggression or destruction to school. These items are not appropriate in a school environment.

At the beginning of school children often need a comfort item; a special blanket or stuffed animal. A "lovey" is welcome to join your child until they are comfortable leaving it at home. Please limit toys coming to school as much as possible as they can get misplaced or broken and cause hurt feelings. They can make special guest appearances at the beginning of the day or during Show and Tell opportunities in the classroom, or during rest time.

### **Wellness Guidelines**

Allen Academy abides by health guidelines. Please refer to the Academic Health and Emotional Support Plan Handbook. The final decision concerning whether a child is well enough to be in school lies with the Early Childhood Director and/or the child's teacher.

# Lower School

## **Arrival**

All families are requested to use the carpool drop off if arriving at school by car. The drop off for carpool starts at 7:30 a.m. and ends at 7:55 a.m. Please do not drop your child off earlier than 7:30 as there are no staff for supervision. Also, please ensure your child remains in your car until the doors open at 7:30.

Drop off takes place in the circle drive, which is a drop off only area, there is no parking. *Parents are asked to have their child ready to exit the car at the time of drop off* to make the process run smoothly.

Students who enter into their classroom after 8:00 a.m. are marked as tardy. Please ensure your child is dropped off at school no later than 7:55 a.m.

Parents are asked not to enter the building without an appointment.

## **Assemblies**

Lower School assemblies are held for 15-20 minutes once per grade level per year to celebrate learning, focus on core values and recognize achievement. Parents of the students hosting the assembly are invited to attend.

## **Awards**

Two main awards are distributed at the end of each school year. The Allen Award is based on academic progress. This award is given to one student per class who has worked hard and made significant progress over the school year. The Paula MacMillan Award is based on character and good citizenship. This award is also given to one student per class who has been an excellent character role model throughout the school year.

In addition to the end of year awards, we also recognize students from each class weekly for accomplishments and good character.

## **Birthdays**

Birthdays are a cause for recognition. Many students wish to share food items with the class. However, given the number of specific allergies within most grade levels, some grade levels have food restrictions. It is absolutely imperative that families bringing in birthday treats consult with the class teacher regarding allergies prior to the treats being sent in. The treats should be small and individual and easy to pass out. All treats must meet the dietary restrictions of the class in order to be passed out.

Class pizza/catered lunches/goodie bags nor balloons are not permitted for birthdays.

## **Books**

All books in lower school are provided by the school. Should your child lose or damage an item, a replacement fee will be charged.

### **Classroom Decorum**

Students are expected to follow all classroom rules and school policies/procedures. Hats and hoodies covering the head while inside the building are not permitted. Blankets, quilts, etc. are not allowed as substitutes for a jacket. Please see the Dress Code.

### **Code of Conduct**

At Allen Academy, we believe every student has the right to learn in a safe, respectful, and supportive environment. Our behavior policy is designed to help students make good choices, develop self-discipline, and become kind and responsible members of our school community.

### **Our Behavior Expectations**

We encourage students to follow our core values of Excellence, Integrity, Community and Adaptability every day:

- *Be Respectful*

Treat others the way you want to be treated. Use kind words and actions.

Respect adults, classmates, personal space, and school property. Use kind and calm behavior so everyone can do their best, showing respect by allowing others to focus. Ensure your conversations and word choices are appropriate for school.

- *Be Responsible*

Take care of your belongings and school materials. Follow directions the first time. Make safe and smart choices. Keep phones in your bag and smart watches in school mode, not to be used without permission.. Be sure you turn in your homework and Tuesday folders on time.

- *Be Ready to Learn*

Arrive on time, stay on task, and give your best effort. Keep hands, feet, and objects to yourself. Use self-control to help yourself and others succeed.

Complete your expected activities/tasks. Grades 3 - 5: Have your tools ready to use (computer, headphones, mouse, charger, books/materials)

- *Be Safe*

Walk calmly in hallways, use school equipment properly, and report unsafe behavior to an adult.

### *Positive Behavior Support*

We believe in recognizing and reinforcing positive behavior. Students may be acknowledged with:

- Verbal praise
- Stickers, points, or classroom rewards
- Notes or calls home
- Special privileges or certificates

### *When Expectations Are Not Met -*

#### *Step 1*

When a student makes a poor choice by not following the expected behavior listed above, we view it as a learning opportunity. Consequences will be fair, consistent, and focused on helping the student improve. Depending on the behavior, consequences may include:

- A reminder or redirection
- Temporary removal from the classroom/activity with a private discussion
- Loss of a privilege or loss of eating lunch with peers
- Reflection time or a written apology
- Parent/guardian contact

#### *Step 2*

When a student continues to make poor choices by not following the expected behavior listed above, he/she will be sent to the Director of Lower School. The Director will have a talk with the student and make a phone call to the guardian with the student. Consequences, in line with those listed in Step 1, may be issued if necessary.

#### *Step 3*

If the student continues to make poor choices by not following the expected behavior, parents will be contacted to come pick up the student for the remainder of the day. .

### *Extreme Behavior*

Aggressive verbal and physical acts will not be tolerated, and depending upon the incident, may result in an immediate removal from the class, skipping over step 1 and

2, where parents will be notified to collect their child. Please note this is situation dependent and at the discretion of the Director of the Lower School.

### *Bullying and Harassment*

Bullying is a hurtful behavior that happens over and over, where someone is targeted. Harassment is when someone says or does something that makes another feel scared, uncomfortable or unwelcome. Bullying or harassment of any kind will not be tolerated. Parents will be notified immediately if these types of behavior are noticed or reported. Depending on the severity, consequences from those listed in Step 1 to Step 3, will be put into place. All reports of bullying will be taken seriously and addressed promptly.

### *Working Together*

We believe students, teachers, and families must work together to create a positive school environment. Communication is key! If a behavior concern arises, we will reach out to families and ask for your partnership in helping your child succeed.

### **Communication**

All Lower School news is sent via email on Fridays through the Lower School Lowdown, which is also included in the Allen Insider.

### **Dismissal**

All students will be released at 3:00pm. All parents are requested to use the carpool line for pick up.

Should you feel the need to park in the parking lot and pick your child up outside of the school, your child will not be released until approximately 3:15pm, or once the carpool line has been reduced. You will need to walk down to the school building and wait along the walkway by the circle drive to collect your child.

Students who walk to and from school will also be released at approximately 3:15 p.m. once carpool lines have reduced.

All families will receive two name tags on the first day of school or at Meet the Teacher. Please place this in your car in a visible spot each and every day. Even if we know you, it is hard to see into cars on sunny or rainy days, the name tag helps the pick up run smoothly.

### **Extended Day**

Allen Academy offers an Extended Day Program for all students in Lower School. The Lower School Extended Day Program is housed in the Lower School Spanish classroom or Lower School Playground from 3:00 p.m. to 5:30 p.m. Registration is available per semester, and by day of the week. We also offer drop-in registration for

emergent needs. All information regarding the Extended Day Program is shared by the Director of Auxiliary Programs at the beginning of the school year, including pricing and how to register.

Any student not picked up by 3:20 p.m. will be automatically sent to Extended Day and incur a late fee or drop-in fee (not to exceed \$35), and a phone call will be placed to parents to confirm pick up time.

### **Field Trips**

Field trips are an important extension of classroom learning and are strongly encouraged when the trip is programmatically justifiable and relates to a unit being studied. These trips offer many opportunities to enrich the educational experiences of the Allen community.

Field trips are extensions of school guidelines. Every student participating in a school-approved field trip must agree to the following:

- In addition, the School expects exemplary behavior of each student on field trips. A class trip is a privilege and not a right for students. Parents may be contacted to pick up a student who misbehaves
- The student is expected to fully comply with the established trip uniform

Parents may provide transportation for some field trips. The following guidelines are for parents assuming the responsibilities of chaperoning:

- Any parent automobile accidents fall under the guidelines of the parents' insurance rules and regulations, not the insurance of Allen Academy
- The primary responsibility of chaperones is to stay with their assigned students during the field trip
- No younger siblings may accompany the chaperone
- No smoking or alcoholic beverages allowed at any time
- The chaperone has full responsibility for the behavior of the assigned children in his/her care at all times
- Chaperones must be appropriately dressed and punctual
- Regardless of parental involvement, the chaperone understands that the teacher is still responsible for field trip demeanor

### **Homework**

Allen students regularly receive assignments, which may require completion outside of the classroom. Home learning activities will be assigned at the discretion of the teacher. Assignments are generally intended to provide opportunities for students to work independently on skills and concepts previously introduced to the students or in preparation for future school work. Students are expected to regularly complete the assigned homework. Please see the Lower School Grading Policy for more details.

### **Homeroom Teacher**

In the Lower School, kindergarten through fifth grade, the homeroom teacher is the child's primary advisor whose main function is to serve as a resource for any help or

advice the student may need in the academic or extracurricular program and to act as a liaison between the student and the rest of the school. The homeroom teacher will also coordinate conferences as needed.

Homeroom assignments are based on the previous year's teacher recommendations and input from the Director of Lower School. Homerooms will be posted through RenWeb/FACTS, the school's database program, just prior to the first week of school each year. Because of the ever-changing nature of student relationships, class assignments can be in a state of flux based on circumstances. However, all homeroom decisions are based on what is best for each student's social and emotional development. Homerooms can change as the school year unfolds if the school deems it necessary.

### **Late Arrival/ Early Pick Up**

Parents will need to meet their child at the school door and call the front desk for someone to meet you or bring your child to you.

### **Learning Celebrations**

At 3 times per school year, parents will be invited to come into the classroom to view presentations or work done by their students. This is considered a celebration of work well done! These are generally held for 30 minutes to an hour at some time during the school day. Information will be sent out by your child's class teacher with dates/ times.

### **LS Grading Guidelines**

Students in K - 1 are assessed on a list of learning objectives. Teachers will communicate with parents/guardians each quarter if they feel a student requires more concentrated time with specific skills.

Families of students who are recommended or required to repeat the grade level, will be notified of the recommendation by February.

### ***Report Card Skills Codes***

**S - Secure:** The student consistently grasps and applies concepts, processes and skills independently during this reporting period

**O - On Track:** The student is on track at this point of time in the school year, the expected amount of support was given during this reporting period

**M - More Time Needed:** The student does not yet grasp and apply concepts, processes and skills independently; consistent support was needed during this reporting period

### ***Grade Weights for Report Card Calculation for Grades 2 - 5***

The final report card grades are calculated using a system of weighted grades. Families of students who are recommended or required to repeat the grade level, will be notified of the recommendation by March.

|                                                 | Major grades  | Minor grades          | Homework |          |
|-------------------------------------------------|---------------|-----------------------|----------|----------|
| Science<br>Social Studies<br>Spanish<br>Reading | 60%           | 40%                   |          |          |
| Math                                            | 50%           | 40%                   | 10%      |          |
|                                                 | Major Writing | Phonics<br>Morphology | Daily    | Homework |
| Writing                                         | 50%           | 20%                   | 20%      | 10%      |

### *Homework*

Allen Academy believes the purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge. It should not be used for new learning. We also believe, as research supports, that moderate assignments completed and done well are more effective than lengthy or difficult ones poorly done.

Homework will be given a grade in grades 2 - 5.

### *Late Work for Grades 2 - 5*

Homework is considered on time when it is completed and ready to turn in when the class begins. If a student does not turn in an assignment when due, a deduction in points may result. Extenuating circumstances may occur that are out of the control of the student and we ask that this is communicated with the teacher and in many cases, points will not be deducted if the work is turned in the next day. If this becomes a frequent occurrence, points will be deducted regardless of communication.

When work is not turned in, 5 points will be deducted each day for the first week.

Parents will be notified by day 2 of the missing work. If the work is not turned in within 7 calendar days, it will result in a 0.

### *Makeup Work After Absences*

Students are expected to make up assignments and tests after absences in a timely manner. Some work can be sent home to complete independently, other work will be counted for a grade. Work that will be graded must be completed in school. This will need to be made up between 7:30- 8:00 and/or 3:00-3:30 each day until the work is complete.

### *Corrections to Improve a Major Grade*

Students in grades 2 - 5 who received below a 70 on a major grade will be given the

opportunity to make corrections within the week of their assessment. The assessment can be taken for a new grade up to a 70. If the new grade ends up being lower than the original grade, then the original grade will be kept. The corrections the option is only for major grades.

### **Lunch**

Parents and family members who wish to eat lunch with their children are welcome to eat lunch at the picnic tables outside of the lunch room or in the covered breezeway. Please let your child's teacher know in advance that you plan to meet your child at the picnic tables for lunch.

### **NWEA MAP Testing**

Students in K - 5 take the NWEA MAP test three times each year to mark growth in learning. This is an untimed test in math and English. Results help teachers plan effectively for your child's learning and score reports will be sent home upon completion of each testing session. This is not a pass/fail test and there is nothing that can be done to prepare for the testing. It is simply a way of marking growth and helps us determine what is working and is not working for the group as a whole.

### **Playground (after school use)**

The Allen Academy playground is closed after school to all students *unless* their respective parents are on the playground supervising their children's play or students are part of the Extended Day program.

Students are not permitted to be on the playground unless their parent is with them to supervise.

### **Physical Education**

Children in Lower School have physical education classes every day. It is an integral part of a child's complete day as well as an instrumental component of a child's physical and social development. Please ensure your child wears appropriate running shoes to school each day. If a child is unable to participate in physical education, a note should be provided to the child's homeroom teacher. Frequent or long-term non-participation days may warrant a physician's note.

### **School Access**

The doors to the lower school are locked at all times. Parents are permitted into the school by appointment.

### **Snack**

Students are welcome to bring a healthy snack to school each day. Each homeroom teacher will set a policy for snacks, and that information will be shared by the teacher at the start of the new school year.

### **Supplies**

Students will need a backpack, a water bottle, lunch box (optional) and a computer if in grade 3 and above. Lunch is early so students are also welcome to bring a healthy snack to eat later in the afternoon. All other school supplies are provided by the school.

### **Technology - Bring your own device**

Allen students in grades three through five are required to have their own personal laptop or chromebook for school use (no iPads). Students also need to bring headphones, a mouse and a charger to school daily.

### **Telephones/Smart watches**

Students are not permitted to use their phones or smart watch to respond to texts or phone calls unless this is approved by the teacher. If your student brings a phone to school, it must be kept in the backpack at all times. If you need to get a message to your child, please call the front desk or email your child's class teacher. If a student is distracted during the day by their smart watch, they will be asked to remove the watch until the end of the school day.

All smart watches must be on "school mode" from 8:00am - 3:00pm in order to be worn. If remaining in extended day after school, school mode must remain on until the approximate pick up time.

# Middle and Upper School

## **Assemblies**

The purpose of assembly time is for general announcements and camaraderie. This time is treated as part of the school day and students will accrue tardies and absences should they not be in attendance.

- Assemblies will be held twice per week in the SEC, generally on Monday and Friday
- Clubs will meet once a week in teacher classrooms, generally on Mondays.
- Student Life/Homeroom will meet once a week in teacher classrooms, SEC, or outside areas, generally on Wednesdays.

## **Classroom Decorum**

Students are expected to follow all classroom rules and school policies/procedures. Hats and hoodies covering the head while inside the building are not permitted. Blankets, quilts, etc. are not allowed as substitutes for a jacket. Please see the Dress Code.

## **Clubs**

Club period is a structured period designed to allow students a chance to participate in an activity of their choice. Students will be given a choice of various clubs provided by teachers which include recreational and academic options.

## **College Counseling**

The Director of College Counseling will work closely with students and their families in the college admission process. The program is primarily designed to provide information and advice for selection, application, and matriculation. There are several programs and activities throughout the year to promote college awareness and selection.

## **Conduct Statement**

Any student behavior (digital, face-to-face, or otherwise) that happens at any time (after-school, weekends, etc.) that negatively impacts learning or culture on campus will be addressed by the school administration, including Director of Middle/Upper School, Athletic Director, and/or Head of School.

## **Credit by Examination and Other Coursework**

Any Upper School students may take courses at TAMU, Blinn, or any other approved university's Distance Education Programs provided the same course is not offered at Allen Academy. The family must provide a written request to the Director of College Counseling prior to enrolling in the requested course. The expense of the course is the responsibility of the student and his/her family. A decision regarding the student's request will be provided to the student within a reasonable amount of time. For Allen

Academy to grant credit for such courses, an official transcript must be submitted to the Director of College Counseling.

### **Credit Recovery**

Students who fail an Allen Academy course may repeat the course through an accredited school or university in order to recover the lost credit. Alternatively, an Allen Academy faculty member could provide course recovery if deemed appropriate by the Director of Middle/Upper School. Advanced Placement courses are not eligible for credit recovery.

There is no limit to the number of additional credits a student may take in preparation for advanced level work or enrichment, i.e. a summer Precalculus course in order to enroll in Honors Calculus, a refresher course in preparation for AP or SAT II exams, etc. These courses are not reflected on your transcript.

Credit recovery coursework must be approved by the Director of Middle/Upper School and the Director of College Counseling prior to beginning the course to receive credit.

### **Electronic Devices (phones, watches, computers)**

- Middle School (6th - 8th) students may not use their phones or gaming devices during the school day from 8:00 AM to 3:15 PM. All phones or gaming devices must be stored in the assigned student locker or in the student's personal backpack. Computers are allowed during instructional times with teacher approval and discretion. Smartwatches are allowed, but they must be on "school mode".
- Upper School (9th - 12th) students may not use their electronic devices during instructional times unless given permission by the teacher. Devices can be used during student break times, such as break and lunch.
- During assembly times, all electronic devices should be turned off or silenced and put away. Electronic devices should not be used during this time.
- While in class, electronic devices will be stowed away during instruction and must be off or in silent mode unless they are part of class instruction. If the learning environment is disrupted by said devices, teachers have the right to collect the item.
- Students are expected to have a working computer and charger for instructional use. **Phones cannot be used in place of a computer.**
- All devices must be used in accordance with the Responsible Use Policy.
- Violation of the Responsible Use Policy will result in disciplinary action.

A telephone is available for use in the case of an emergency at the Reception Desk. Any misuse of electronic devices on campus will result in the following:

- First offense— the device is confiscated for the remainder of the day and an email will be sent to the parents and administrator so they are aware as well. The phone will be returned to the student at the end of the school day.

- Second offense— the device will remain with the Director of Middle/Upper School until the student and the parent or guardian is able to collect the device at an agreed-upon time.
- Third offense— the device will remain with the Director of Middle/Upper School until a parent or guardian, accompanied by the student, has met with the administrator about the situation. A fine of \$50 will be collected at the third offense meeting and the fine will increase by \$25 each time the phone is collected after the third offense.

### **Afterschool Policy**

To ensure student safety and proper supervision after school hours, the following policy is in effect:

- All academic buildings must be cleared by 4:00 PM each school day unless a student is with a teacher, attending a supervised activity, or participating in athletics.
- Students who are waiting for pickup after 4:00 PM must report to the SEC lobby, where a staff member will be on duty. All other areas, including locker rooms and weight room, are off-limits unless students are under the direct supervision of a coach or staff member.
  - Students must sign in and out with the staff member on duty. This ensures we know who is on campus after hours and helps maintain a safe, supervised space.
- The SEC lobby will remain open until 5:30 PM. Students must be picked up by that time unless they are actively participating in a supervised school activity. After 5:30, students will need to wait outside for pickup, as the building will no longer be open or supervised.
- The SEC lobby will remain open until 5:30 PM. Students must be picked up by that time unless they are actively participating in a supervised school activity. After 5:30, students will need to wait outside for pickup, as the building will no longer be open or supervised.
- Vending machines supplied by YAY! Vending will be available in the SEC for students who wish to purchase snacks or drinks while waiting.
- Students must remain respectful of the space:
  - No sports equipment may be used in the SEC lobby. Balls, bats, or other equipment should not be thrown, kicked, or used for play indoors.
  - Students are encouraged to bring homework, books, or devices (used responsibly) while waiting.

### **Grade Scale and Academic Policies**

Middle/Upper School use a traditional 100 point scale with a breakdown of letter grades A through F. It is expected that students maintain passing grades in all subjects. To aid in the accomplishment of this goal, the following guidelines have been set:

- It is the school's intention to monitor all the Middle/Upper School student's progress through various assessments and projects.
- Quizzes may be given at any time, announced or unannounced.

- Major tests, papers, and projects must be announced a minimum of one week in advance.
- A Google test calendar will be maintained by teachers to guard against a student having more than two major assessments on any one particular day.

Grades earned are based on a *high standard of work*. Middle/Upper School teachers ground their expectations of average work in what they have experienced with average student performance in strong college preparatory programs in both public and independent schools. Allen Academy Middle/Upper School courses correspond to honors-level work in most public schools. With this standard in mind, A range work is truly excellent, B range work is very good, C range work is average, and D range work is below average (though still passing). F is failing.

Students should note that any quarterly or year-end grade below 70 percent may limit a student's college admission options. Year-end grades below 60 percent in required classes necessitate remediation.

### Academic Warning

Academic Warning is the first of two levels where Allen Academy attempts to support a student to get back to good academic standing. Students are placed in Academic Warning under any one of the following criteria:

- Two or more courses with averages of "D" (69 or lower) in a quarter
- One or more courses with an average of "F" (59 or lower) in a quarter
- An overall cumulative grade average of 2.0 or below
- Five or more absences in a quarter

The Director of Middle/Upper School will arrange a conference with the parents and as many of the faculty as necessary. The conference will address student's needs and what corrective steps the student should take during a clear and established time frame. A copy of this statement will be sent to the parents from the Director of Middle/Upper School. After the time period designated, the work and effort are reviewed. Three possibilities exist from there:

1. A student is taken off Academic Warning
2. A student continues on Academic Warning
3. A student is placed on Academic Probation

### Academic Probation

When a student continues to struggle academically, even though the school has provided suggestions and corrective courses of action to help and support the student, it is necessary to make adjustments so that the student can enjoy academic success. These adjustments run the gamut of possibilities, including attending summer school, tutoring, taking a special course, or changing schools. These decisions are individualized to meet the needs of the student and Allen Academy.

Decisions made by Allen Academy are based on information from a variety of sources. Students who are on Academic Probation will receive a letter detailing the conditions and expectations of the probation by the Director of the Middle/Upper School.

### Final Exams

Students will take finals at the end of each semester (18 weeks) in core and foreign language classes. A modified schedule will be implemented the last week of the semester.

1st 9 weeks - 45% of semester grade

2nd 9 weeks - 45% of semester grade

Final Exam grade - 10% of semester grade

### Final Exemption Policy

A student may not have more than 5 unexcused absences in a semester in order to exempt their final(s).

3-5 Unexcused absences the student must have a 90+ in the class

0-2 Unexcused absences the student must have a 85+ in the class

Middle School Student (6th - 8th) - 1 exemption

Upper School Student (9th - 12th) - 2 exemptions

Any student who takes an AP course will be able to exempt using the policy outlined. However, the AP Exam will take the place of the Spring final. If a student chooses not to take the AP Exam, he/she must take the Spring final unless the course meets the exemption requirements outlined. Any student who takes a DC course will follow the requirements set by the DC institution.

Students cannot exempt the final in the same subject in both semesters.

### Grade Breakdown per Term

Middle School: Tests = 50%; Quizzes = 30%; Daily = 20%

Upper School: Tests = 60%; Quizzes = 25%; Daily = 15%

Advanced Placement: Tests = 65%; Quizzes = 25%; Daily = 10%

Dual Credit: Will follow the breakdown per college syllabus

### Grade Point Average

A student's Grade Point Average (GPA) is calculated by averaging all grades from freshman through senior year taken at Allen Academy. Allen Academy may honor other courses taken elsewhere and the scores from these courses will be converted to the Allen Academy GPA structure. The GPA calculation to determine valedictorian and salutatorian, however, will include only Allen Academy courses.

Students taking AP or DC courses will receive a weighted GPA at the end of the year if the student completes all course requirements and assignments, takes the AP Exam in May (if applicable), completes all financial obligations for the course and its exam. In the

event a student does not meet these requirements, the course GPA will be assigned using the advanced scale.

*Class of 2026 has the following GPA Scale*

| Letter Grade | Percentage | GPA Standard | GPA Advanced | GPA AP/DC |
|--------------|------------|--------------|--------------|-----------|
| A+           | 97-100     | 4.33         | 4.50         | 5.33      |
| A            | 93-96      | 4.00         | 4.33         | 5.00      |
| A-           | 90-92      | 3.67         | 4.00         | 4.67      |
| B+           | 87-89      | 3.33         | 3.67         | 4.33      |
| B            | 83-86      | 3.00         | 3.33         | 4.00      |
| B-           | 80-82      | 2.66         | 3.00         | 3.66      |
| C+           | 77-79      | 2.33         | 2.67         | 3.33      |
| C            | 73-76      | 2.00         | 2.33         | 3.00      |
| C-           | 70-72      | 1.66         | 2.00         | 2.66      |
| D+           | 67-69      | 1.33         | 1.67         | 2.33      |
| D            | 63-66      | 1.00         | 1.33         | 2.00      |
| D-           | 60-62      | 0.66         | 1.00         | 1.66      |
| F            | 0-59       | 0.00         | 0.00         | 0.00      |

*Class of 2027 and beyond have the following GPA Scale*

| Letter Grade | Percentage | GPA Standard | GPA Advanced | GPA AP/DC |
|--------------|------------|--------------|--------------|-----------|
| A+           | 100 - 97   | 4.00         | 4.50         | 5.00      |
| A            | 96 - 93    | 4.00         | 4.50         | 5.00      |
| A-           | 92 - 90    | 3.67         | 4.33         | 4.67      |
| B+           | 89 - 87    | 3.50         | 4.00         | 4.50      |
| B            | 86 - 84    | 3.33         | 3.67         | 4.33      |

|    |         |      |      |      |
|----|---------|------|------|------|
| B- | 83 - 80 | 3.00 | 3.50 | 4.00 |
| C+ | 79 - 77 | 2.67 | 3.33 | 3.67 |
| C  | 76 - 74 | 2.50 | 3.00 | 3.50 |
| C- | 73 - 70 | 2.00 | 2.67 | 3.00 |
| D+ | 69 - 67 | 1.67 | 2.00 | 2.33 |
| D  | 66 - 64 | 1.00 | 1.00 | 1.33 |
| D- | 63 - 60 | 1.00 | 1.00 | 1.00 |
| F  | 59 - 0  | 0.00 | 0.00 | 0.00 |

### **Homework**

Allen students regularly receive assignments, which may require completion outside of the classroom. Homework will be assigned at the discretion of the teacher. Homework assignments are generally intended to provide opportunities for students to work independently on skills and concepts previously introduced to the students. Middle and Upper School students will occasionally have outside assignments which involve researching new concepts that have not yet been introduced in the classroom. Parents are encouraged to support the teachers by providing time free from other activities for their students to devote to their studies. Students should be encouraged to plan and use their time productively and to become self-directed in meeting these responsibilities. In keeping with the school philosophy that each student becomes a responsible citizen, it is critical that the student become organized to the point that homework or books are not left at home.

Special projects, such as research papers and supplemental reading, may require additional time and attention in order for quality work to be presented, particularly those students enrolled in Advanced and/or AP courses. The family will be provided written guidelines and a timeline of due dates outlined in the course syllabus.

### **Honor Graduates**

The student with the highest GPA will be awarded valedictorian recognition. The student with the second highest GPA will be awarded salutation recognition. In the event of a tie in GPA, the numerical averages will be calculated and the recognition will be assigned accordingly.

Valedictorian and salutatorian must have been enrolled at Allen Academy for all four years of high school. Students with the top 5 GPAs will be recognized as Honor Graduates.

All regalia will be distributed at Senior Awards. Students are not allowed to wear regalia to graduation that was not distributed during Senior Awards.

### **Late Work**

Students are expected to complete all assigned work regardless of its classification with the understanding that teachers use this information to guide instruction and provide timely feedback. However, if work is not submitted on time or results of the assignment are unsatisfactory, the following guidelines will be used to ensure learning:

#### *Minor Grades (Daily, Classwork, Homework, Quiz)*

Classwork is given with the intent that students should finish the task within the allotted time of the scheduled day. Classwork examples include, but are not limited to worksheet, guided notes, activities, discussion posts, bellwork, or exit tickets.

Homework is given to students with the intent to aid students in preparing for future content or practicing current content skills. Homework assignments are generally slightly lengthier than classwork assignments; however, this does not always apply. Examples of homework assignments include, but are not limited to practice problems/skills, essay writing, reading assignments, or working on elements of a project.

All minor grades may be submitted up to 5 consecutive class meetings late with a 10-point deduction in grade for each day the assignment is late. An 'M' will be used in the gradebook to signify any missing assignments that are eligible for late submission. After the 5 day limit, the assignment will not be eligible for submission and will result in a 'O' in the gradebook.

#### *Major Grades (Tests, Projects)*

All major grades must be submitted by the due date unless absence policies are in effect (see Attendance). If a student receives a grade below 60/D, the student has the opportunity to resubmit the assignment under the following criteria:

Within a week of student receiving feedback on major grade,

- The student reaches out to the teacher via email or in person to express willingness to resubmit the major grade.
- The student meets with the teacher at least twice during a tutorial time for reteaching, study, and practice.
- The student and teacher schedule a time to resubmit the major assignment within two weeks of receiving the original feedback on the assignment.
- The highest grade a student receives on a major learning assignment retake is a 60/D.

Projects that are not turned in on the due date will receive a grade of 'O'; however, it will be eligible for the late work grade for major assignments as outlined.

### **Lunch Period**

Since the focus of the school is academic and student growth, students are **not** allowed to order food to be delivered on campus from an outside vendor. This will include food delivery from friends, restaurants, delivery services such as, but not limited to, DoorDash, Favor, and Uber Eats, etc. The presence of outside vendors is a safety and security concern.

Parents may deliver lunch, but please park in one of the designated parking spaces available for safety.

Middle School students can choose to eat their lunch in the WAC. Any other locations are not permitted. Upper School students can choose to eat their lunch in the WAC, outside picnic tables, breezeway, or main building.

### **Retention Policy**

Students finishing the academic year with one F or two Ds, or excessive absences, may be required to retake coursework outside of Allen Academy, retained in a grade level, or asked to leave Allen Academy, as approved by Allen Academy administration. These situations will result in a discussion between the teachers of the classes of these grades, and administration to decide on what is best for the student going forward. This information will be communicated to the parents of the student.

### **Schedule Changes**

All schedule changes must have the consent of the parents and the Director of Middle/Upper School after the first day of school each school year.

### **Senior / Junior Privileges**

#### **Seniors**

Beginning on the first day of the school year

- May have late arrival if they do not have a first period class. This means that they do not have to be on campus for a block until their first class or assembly.
- Off campus lunch if they do not have a class before/after. Seniors may not bring food back for other students.
- College hoodie or sweatshirt from accepted colleges over primary dress.
- May leave for the day after their last class.

#### **Juniors**

Beginning on the first day of second semester of the school year

- May have late arrival if they do not have a first period class. This means that they do not have to be on campus for a block until their first class or assembly.
- Off campus lunch if they do not have a class before/after. Juniors may not bring food back for other students.
- May leave for the day after their last class.

Seniors may propose other privileges to the Director of Middle/Upper School for approval. These privileges are agreed upon and pertain only to the senior class through

a signed contract. Privileges may be revoked at any time due to misuse. Privileges will not go into effect until earned unless previously approved.

### **Student Life**

Student Life period is a structured time designed to help students learn from experiences outside of traditional coursework, while also providing an opportunity for student camaraderie and positive culture. Student Life time can take on many forms, including presentations to the student body from guest speakers, small group service projects, or community-building games and workshops.

### **Student Parking**

Students who have a valid Texas driver's license and proof of insurance will be provided an assigned parking area and are permitted to park on Allen Academy premises as a matter of privilege, not of right. Students must park only in the designated student parking area. Students are not to drive their vehicles during class time unless permitted to do so by school personnel.

Because the student has received permission from Allen Academy to park their vehicle on school property, Allen reserves the right to perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing. Students who are observed driving unsafely will face disciplinary action, including loss of parking privileges.

Student parking is located in the parking lot across from the Early Childhood Center building.

# **ATHLETICS HANDBOOK**

### **Athletic Department Philosophy**

Interscholastic sports are one of several programs and experiences available at Allen Academy at the middle and upper school level to assist students in their personal growth and development. Allen Academy is dedicated to teaching life skills within an athletic setting. As such, athletics can help promote the acceptance of hard work, loyalty, and dedication to tasks, convey the importance of teamwork and team unity, develop the necessity of establishing and working toward goals, and encourage the principles relating to sportsmanship and fair play. The Allen Academy coaching staff embraces the opportunity to develop Allen Academy student-athletes that will become better people. Ultimately, building meaningful experiences through participation in sports as a Ram.

### **Athletic Department Mission**

The mission of the Allen Academy Athletic Department is for student-athletes to build life skills by working hard towards their goals, value teamwork, and being accountable. When challenged, these characteristics provide an opportunity to achieve excellence in academics and athletics. This is done by developing physically, mentally, and emotionally healthy lifestyles, which creates “Ram Tough” teams and individuals.

### **ATHLETIC COLORS AND MASCOT**

**Colors:** Navy, White, and Gold

**Mascot:** Ram

### **FIGHT SONG**

We've got to fight, Allen fight:  
The mighty Ram team are we.  
We're going to watch our mighty  
Fighting Rams march on to victory.  
And when the game's at an end,  
We'll be the victors again.  
We're strong and proud to know that  
Our spirit shows; we're Allen Rams!  
R-----A-----M-----S,  
Rams-Rams- We're the best!

### **SPORTS OFFERED**

#### **BOYS**

Cross Country

#### **FALL**

#### **GIRLS**

Cross Country

Six-Man Football

Cheerleading  
Volleyball

### **WINTER**

Basketball  
Co-Ed Soccer

Basketball  
Co-Ed Soccer

### **SPRING**

Track and Field  
Tennis  
Golf  
Baseball

Track and Field  
Tennis  
Golf

\*We recognize participation in swimming, equestrian, gymnastics, hockey and other outside sports participation.

### **Conference Affiliation**

#### **Upper School (TAPPS):**

All high school athletic teams compete as part of the Texas Association of Private and Parochial Schools (TAPPS). The purpose of TAPPS is to organize, to stimulate, to encourage, and to promote the academic, athletic, and fine arts programs in an effort to foster a spirit of fair play, good fellowship, true sportsmanship, and wholesome competition for boys and girls. Allen Academy competes as a 2-A school based on our current enrollment. All administrators, coaches, parents, student-athletes, and spectators are expected to be familiar with and abide by the rules set forth by TAPPS and Allen Academy. For access to these rules and guidelines and for further information about TAPPS, please visit the TAPPS website at <https://tapps.biz/>.

### **Requirements for Participation**

Students/families must complete the following before participating in any practice or contest with a team.

- Current preparticipation physical exam and history form properly completed by a physician/nurse practitioner. The TAPPS preparticipation physical exam form is available on Rank One Sports..
- Written acknowledgment of Permission to Treat which includes insurance coverage from the student's parents.
- Completion of all required TAPPS forms.

Please follow the steps outlined in the [parent user guide](#) with specific instructions/visuals for creating an account and filling out the required forms. All documents are to be uploaded directly to [Rank One Sports](#).

### **Objectives and Outcomes of Participation**

Athletics successfully enhances the curriculum by strengthening opportunities that:

- Promote involvement in the school and the community
- Encourage student leadership development
- Support future academic and athletic success beyond high school

As a result of participation in interscholastic athletics at Allen Academy, student-athletes should be able to:

- Demonstrate a high level of sportsmanship
- Respect the integrity and judgment of officials, coaches, and school personnel
- Develop and exhibit desirable personal health habits
- Demonstrate mastery of basic fundamentals to complex motor skills in the related activity
- Identify and apply strategies necessary to successfully compete at their level of competition in the related sport
- Demonstrate the ability to work with others toward common goals and objectives
- Demonstrate high levels of skill and health-related fitness appropriate to their developmental stage
- Most importantly, enjoy the involvement and participation in interscholastic athletics

**It is the expectation that all Allen Academy coaches endorse the following departmental goals in addition to other sport-specific goals:**

- Provide an inclusive and safety-minded athletic program for the students of Allen Academy
- Develop a well-rounded athletic program reflective of the Mission of Allen Academy
- Teach the fundamentals and techniques of each sport
- Encourage and develop healthy habits in view of lifetime wellness
- Offer and encourage full student participation in a range of sports and activities with an emphasis on the multi-sport athletes
- Offer and encourage full student participation in an organized strength and conditioning program

Thus, it is a privilege and not a right. Therefore, while participating in athletics, all student-athletes are expected to model the Allen Academy Core Values.

### **Athletic Sportsmanship and Citizenship**

- Athletes and coaches represent themselves, the school, and the community and are expected to do so with the highest level of integrity and respect.
- No profanity – All language will be positive in nature while exhibiting self-control. We will nurture this trait throughout participation in Allen Academy athletics.
- In the event that an athlete is ejected from a contest, will be required to meet with the Athletic Director the next school day. Game ejections are a serious offense and carry participation and financial consequences for the student and the school.

### **Student-Athlete Expectations**

As stated previously, participation in athletics at Allen Academy is an opportunity provided by the school and not a right. With this privilege comes high expectations. We expect our student-athletes to pursue excellence in their athletic endeavors. High school

sports are extremely competitive, so we have some basic expectations across all sports that will help our teams and individuals excel:

- **Represent Allen Academy with class, dignity, and sportsmanship at all times**
  - Allen Academy is bigger than any one individual or team, and any unsportsmanlike behavior reflects negatively on the entire school. Our student-athletes are expected to promote a positive image of the school at all times through their actions and language both in victory and defeat, on and off-campus.
- **Daily attendance at practices**
  - In-season practices are mandatory and should not be missed except in rare circumstances for additional academic work, illness, or a family emergency. Missed practice time will have consequences.
- **Participation in off-season and summer workout programs when conflicts do not exist**
  - The current landscape of high school athletics will not allow our teams to be successful if our student-athletes only work on their sport in-season. We encourage our athletes to participate in multiple sports across the three sports seasons, constantly striving to stay in top physical shape. We also strive to offer off-season and summer workouts so our students are afforded ample opportunities to improve their physicality and skill set.
- **Follow all TAPPS, school, athletic department, and team rules**
  - The TAPPS, school, and athletic department policies are in place to provide an organized and governed structure for competition with the highest priority set on keeping kids safe. Each team also develops its own set of rules that all student-athletes are expected to follow. Violations of any of these rules and policies will result in consequences that are outlined in the TAPPS bylaws, the Allen Academy family handbook, the athletic handbook section, and the team rules.

**Adherence to these expectations does not guarantee playing time.**

Due to the competitive nature of our upper school athletic programs, there are no requirements for all athletes to receive playing time. All playing time decisions are left to individual coaches. Coaches look for those student-athletes who, in the eyes of the coaching staff, give the team the best chance to win and are meeting all expectations of the coach in terms of attitude, work ethic, teamwork, and leadership. Personalities and how they affect the team dynamics can often change and, even though you know your child better at home, no one knows the dynamics of how the team is actually functioning during daily practice sessions better than the coaching staff. Thank you in advance for trusting our coaching staff that are the sports specialists for our school.

**Parent Expectations**

Parents will demonstrate good sportsmanship by displaying the following behaviors:

- Provide support for coaches and officials to foster a positive, enjoyable experience for all student-athletes, other fans, opponents, and anyone else involved or around the activity
- Recognizing that student participation in athletics is a provided opportunity
- Using good sportsmanship as spectators and conducting themselves in a manner that reflects well on both the team and the school
- Promoting the team by being supportive and helpful of the school program
- Refraining from coaching their student from the stands or the sidelines
- Expecting consistent student attendance at practices and games

Parents will create a positive and supportive environment to promote their student-athletes well-being by:

- Supporting good conditioning and healthy lifestyle habits
- Placing the emotional and physical well-being of their child ahead of any personal desire to win
- Expecting their child to play in a safe and healthy environment
- Supporting their child in planning how to meet their academic responsibilities, given the demands of training, practice and competition
- Being a role model for other parents by remaining positive at sporting events

### **Parent//Student-Athlete/Coach Relationship**

Both parenting and coaching are extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to student-athletes. As parents, when your child becomes involved in Allen Academy athletics program(s), you have a right to understand what expectations are placed on them. This begins with clear communication from the coach of your child's team.

### **What athletes can expect from coaches**

- To be prepared to teach the various skills required by the sport
- To place the player's emotional and physical well-being ahead of the desire to win
- To be prompt and prepared for each practice
- To recognize the contribution of each athlete, regardless of ability
- To never give up on the players or the team
- To teach the athletes self-discipline and to develop mental toughness
- To demonstrate enthusiasm, communicate clearly, and to motivate positively
- To provide fair, firm and consistent discipline

### **What coaches expect from athletes**

- Be punctual and respectful at all times
- Always be a team player; remain loyal to teammates, coaches, and school
- Be in the best possible condition physically and mentally
- Keep emotions under control without losing enthusiasm
- Put the team's needs ahead of the individual's
- No profanity

- Adhere to all school, conference and team rules
- Treat opponents and officials with respect
- Make a commitment to win and lose with honor and integrity

### **Communication Parents Should Expect from Their Child's Coach**

- A pre-season parent meeting
- Philosophy of the coach relative to personnel and sport
- Locations and times of practices and games sent in a weekly email
- Expectations the coach has of the players and team
- Team requirements regarding equipment, attire, and off-season activities
- Team rules and resulting disciplinary action for violation of team rules
- Policies regarding away games and travel home, lettering, etc.
- Partner with parents to help the team (i.e. volunteer help, transportation, team dinners, Ram Backers, etc.)

### **Communication Coaches Expect From Parents**

- Concerns expressed directly to coach in accordance with the policy outlined below
- Notification of any schedule conflicts well in advance
- Any medical or injury issues that need to be monitored with your child

### **Athletic Issues Policy**

As your child becomes involved in the athletic programs at Allen Academy, he/she will experience some of the most rewarding moments of their life. It is important to understand that there also may be times when things do not go the way you or your child wish. At these times, a discussion with the coach is encouraged. In these rare occurrences, we ask that you follow these steps:

\*\*\*A parent, student, or other individuals should wait at least 24 hours before approaching a coach or parent after an athletic event to discuss concerns. Under no circumstances should a parent approach a coach or another parent in a harsh manner immediately before, during, or after a practice or a game. Taking time to reflect on the situation, as well as honest and respectful communication, should allow for more effective dialogue ensuring a more successful experience for everyone.

1. Student-athletes request a meeting with their head coach.
2. The parent/guardian requests a meeting with the head coach with the student-athlete in attendance.
3. Parent/guardian requests a meeting with the Athletic Director; head coach & student-athlete in attendance.
4. If the Athletic Director is unable to provide a satisfactory resolution, the parent may request a meeting with the Athletic Director and Head of School.

Please follow these steps in order. We are teaching our students to be leaders and responsible adults who can advocate for themselves; so, they need to initiate contact

with their coach if they feel there is a problem that needs to be addressed. As a parent or guardian, please do not jump right to calling the coach or Athletic Director directly.

### **Appropriate Concerns to Discuss with Coaches**

- The treatment of your child mentally, physically or emotional well-being
- Ways to help your child improve
- Concerns about your child's behavior

It can be difficult to accept the fact of your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other areas, such as those listed below, must be left to the discretion of the coach.

### **Issues Not Appropriate to Discuss With Coaches**

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Although we have this policy, it is important to realize that playing time is the sole decision of the coach. No parent or student-athlete should ever approach a coach and ask why he is not playing. Instead, a meeting or conversation should focus on what areas the student-athlete needs to improve upon in order to increase playing time. Also, no other student-athletes will be discussed in any meeting. Only the student-athlete involved in the situation will be discussed.

We truly believe that any conflicts can be resolved by following the steps above. The only time it would be acceptable to skip steps or not involve your child is if there is an abuse or inappropriate conduct accusation against a coach that necessitates going straight to the Athletic Director.

### **Team Level Philosophy**

#### **Varsity Level (grades 9-12)**

- It is very important to give all players an opportunity to show their abilities in practice.
- In varsity games, coaches will play the athletes that afford the best chance to succeed.
- Wins are important in varsity athletics but do not stand alone in determining the success of the season. The amount of improvement, team unity, student participation, and sense of pride that develops during the season are all factors in determining success.
- We teach Allen Academy's core values as well as emphasize the importance of humility, teamwork, and leadership.

#### **Junior Varsity**

- Our numbers may prevent us from always having a JV team, but its purpose will be to prepare athletes for participation in varsity competition.
- Coaches will provide playing time in practice and games over the course of the season to improve technique and foster maturity in athletes.
- The technical emphasis continues to be on the development of fundamental skills, game strategies, and team unity.
- JV athletes will have playing time appropriate to skill level and team needs.
- We teach Allen Academy's core values as well as emphasize the importance of humility, teamwork, and leadership.

### **Middle School**

- Allen Academy believes in the "no-cut" policy at the Middle School level, even to the extent of establishing additional teams.
- The emphasis will be to encourage participation and the introduction to new sports.
- Coaches will introduce and develop fundamental skills and game strategies that match their respective varsity sports in order to build strong, unified programs.
- We teach Allen Academy's core values as well as emphasize the importance of humility, teamwork, and leadership.
- Winning will be a byproduct of improving all stated above but will not be a primary focus ahead of improving skills through opportunities to play.

### **Multi-Sport Athletes**

We strongly encourage our student-athletes to participate in more than one sport. Participation in more than one sport is highly beneficial for the student-athlete and the school's athletic programs. However, multi-sport athletes must possess excellent time-management skills and be able to meet the demands of all sports in which they choose to participate. Same season dual-sport athletes must receive approval from the Athletic Director. The following guidelines will be adhered to for multi-sport student-athletes.

- An in-season sport should always come before an out-of-season sport.
- No athlete should ever miss a practice or game for their in-season sport for another sport. In-season athletes are still allowed to participate in off-season workouts, but coaches cannot make them mandatory for these athletes.
- Please understand that missed workouts may cause the student-athlete to fall behind other athletes who are participating in the workouts.
- Finally, no in-season athlete should ever participate in a workout for another sport on a game day unless both coaches agree.
- Athletes participating in multiple in-season sports will have a coordinated practice/game schedule established by the coaches and Athletic Director.
- When conflicts arise with scheduling the Athletic Director will discuss with all coaches involved and come up with a course of action to resolve. The decision will be made based on the best interest of the students-athlete and teams. The student-athlete will be notified of the decision.

During the summer, there is no sport that takes precedence over another sport. Coaches try to schedule their summer events in collaboration with each other so activities do not overlap. However, this is not always possible. We can ensure no summer workouts will overlap, but we cannot control the scheduling of summer games for certain sports.

### **Participation on Outside Teams**

We recognize the value of participation in outside programs. However, we feel our athlete's obligations are to their school team first. If an athlete pursues participation in an outside program he/she must:

- Contact the Athletic Director and head coach for the sport before the school sports season begins

Be willing to accept the consequences related to any missed practices or games of the school sport

### **Game Guidelines**

- All parents, students, and spectators must remain in stands or designated areas.
- Athletes must wear issued uniforms and other gear, as directed by the coach, for all practices and games.
- Athletes must follow team rules and guidelines established by the head coach.
- Allen Academy will not tolerate profanity, inappropriate behavior, and/or poor sportsmanship from players, spectators, or coaches. Players are subject to suspension from the game and/or team. Disruptive spectators may be asked to leave the game.

### **Practice Guidelines**

- Practice times will be communicated and athletes should be prompt.
- Athletes must wear proper practice equipment at all times.
- Students are responsible for helping maintain the cleanliness of athletic facilities and equipment.
- No unsupervised training/playing in the gym/fields or use of the weight room at any time.
- Parents, please ask the coach ahead of time if you wish to attend practice on a particular day. Ideally, practice time is for the athletes and coaches to focus without others in the practice area.

### **Student Attendance**

- Unexcused/repeated absences or chronic tardiness to class or team practice may be sufficient reason for declaring a student ineligible at any time. The coach, in consultation with the Athletic Director, will determine the date and extent of ineligibility.
- Student-athletes must let their head coach know of any pre-planned absences at the start of the athletic season so the coach can plan accordingly for the absence.
- If a student-athlete is absent from school or arrives after 10:00 a.m., he/she will not be able to practice or play in a game that day. The only exception to this is if

a student has an excused absence, such as a funeral or a doctor's appointment. In order to be eligible to participate in a contest, an excused absence must be approved by the Athletic Director prior to the date of the absence.

- A student-athlete who is absent on Friday may participate in contests over the weekend.
- The Athletic Director or Middle & Upper School Director may excuse a student for either scheduled appointments or unforeseen emergencies. Otherwise, a student must complete the school day at 3:15 p.m. or the last scheduled class of the day to be eligible to participate in afterschool practices or games.

### **Varsity Letters**

Lettering is a privilege, not a right; therefore, a Varsity Letter must be earned. The following are requirements for varsity lettering.

- Must end the season in good academic standing.
- No unexcused absences from contests.
- The athlete must provide a significant contribution to the team (not always playing time but could be in their attitude, work ethic, being a good teammate, etc.)
- Team member for at least half of the respective season.
- If an athlete participates in less than half the season in that varsity sport, but is a team member during district games and incurs significant playing time, the head coach will determine whether or not a varsity letter is awarded.
- If injured, the athlete must complete the season successfully with the team in a capacity determined by the head coach

Must fulfill the team standards of conduct and behavior of an Allen Academy Rams student-athlete as determined by the coach and Athletic Director.

### **Quitting a Team**

Although we highly discourage it, a student-athlete may choose to cease participation on a team. If they do, he/she must follow the steps below:

- **Step 1:** The student-athlete must talk to the coach to see if a solution can be reached. A conference with the parents, student-athlete, coach, and athletic director or any combination thereof, may be required and is highly recommended before a student-athlete will be permitted to leave the sport.
- **Step 2:** If a student-athlete leaves the sport, he/she must check out of the sport and all equipment must be turned in clean and undamaged. The student-athlete must pay for any equipment not turned in.
- **Step 3:** If a student-athlete desires to leave one sport and join another, they must receive permission from the coach of the sport he/she is leaving, from the sport he/she is planning to join, and from the athletic director.
- **Step 4:** If a student-athlete chooses to leave a sport with or without a coach's permission, he/she may face disciplinary action including suspension from the athletic program for the remainder of the school year.

### **Extracurricular Academic Eligibility Policy**

The following is the process for determining academic eligibility standards for a student involved in extracurricular activities at Allen Academy. This policy is in addition to any other academic standards and policies outlined in the family handbook.

#### ***Upper School Eligibility Standard***

Allen Academy abides by TAPPS no pass, no play policy. All student's grades will be checked at the end of each quarter. Any student found to have a D (60-69) in two courses, **OR** an F (59 and below) in one class on the grade check day, will be determined to be ineligible. Ineligible students **"will not be able"** to participate in athletic competitions. Students will be ineligible for two weeks and then will be able to return to play. Students will be allowed to continue attending practices and only attend home games, but will not be able to play during the two weeks of ineligibility.

#### ***Middle School Student-Athletes***

Middle School athletic eligibility will be monitored by the Athletic Director, Assistant Athletic Director(s), and the Middle School & Upper School Director on a case-by-case basis to serve the best interest of the student-athlete. The decision on eligibility will be made by the Athletic Director after discussion with all constituents.

The Athletic Director reserves the right to enforce tighter restrictions on student-athletes if it is in their best interest academically, mentally, physically, emotionally, or due to conduct.

### **Missed Academic Work**

The MS/US makeup policy will be followed when students-athletes miss for an athletic event. It is the student-athletes responsibility to communicate with teachers for missed coursework.

### **Fees, Athletic Uniform, & Equipment Policy**

#### **Fees**

It is necessary for some sports to charge a fee to help offset the costs not entirely covered by the budget or to cover fees that accrue for more individual items that are not reused on a yearly basis. These fees help give teams additional opportunities that they would not be able to have if the program relied solely on the school budget. Any fees charged by our program are "Pay to Participate" and not "Pay to Play." These fees have no bearing on playing time and do not guarantee playing time.

#### **Required Practice / Game Attire Player Stores**

Upper School student-athletes must purchase and wear sport-specific or school-specific practice gear for all practices and games. The information regarding ordering and purchasing will be communicated to players and families prior to the beginning of the season. Below are the costs typically associated with most sports:

Cheer: New varsity and middle school cheerleaders cost is approximately \$1200 - \$2000. This includes a shell, skirt, sleeves, bloomers, other team attire, and associated

cost for cheer camp and competitions. All items are required and kept by the cheerleader.

Varsity Cross Country, Volleyball, Football, Basketball, Soccer, Golf, Tennis, Baseball, Track & Field : Approximately \$75 - \$200 for required attire.

\*Some player package items are sports specific but can be worn for multiple sports.

All practice or game attire/safety equipment must be worn during practices and games. This is a shared responsibility of the coach and student-athlete. Failure to bring one's equipment or uniform may result in the student-athlete not participating in the practice or game. The coach of each team will give further instructions regarding required practice gear.

### **Uniforms & Equipment**

- All school issued uniforms and equipment belonging to Allen Academy will be checked out to students strictly on a loan basis, for the duration of the sports season.
- Allen Academy athletic uniforms are to be worn only during competition, practice, and or approved game days with approval from school administration.
- Launder uniforms in warm water, not hot, and never use bleach. Ironing may cause damage, as will very hot dryers. Please hang dry jerseys.
- Student-athletes are responsible for all items issued to him/her. Any lost, damaged, or stolen items must be paid for by the student-athlete before another uniform item is issued.
- In the event that the school year ends and a student-athlete has not returned all items issued to him/her, the student-athlete's grades will be held until the items are returned to the school or paid for.
- All school issued uniform items are due the day after the final game of the season or on the date set by the coach.

### **Locker Rooms**

- Student-athletes are not to loiter or utilize locker rooms for any purpose other than storing athletic equipment and uniforms and changing into and out of athletic apparel for athletic practices and competitions
- Only lockers assigned by a member of the athletic department may be used and are subject to search at any time by school personnel
- All belongings should be locked in the lockers and the floors and benches should remain clear at all times
- All lockers should be cleaned out after each sports season for health and sanitary reasons
- Any items left in the lockers at the end of the year will be donated

### **Facility Usage**

Use of the Allen Academy facilities without the permission of the Athletic Director, Assistant Athletic Director, or the Director of Facilities is not permitted. Students will not be allowed in a gym or other athletic facility without the direct supervision of a coach,

school administrator, or another designee from the Allen Academy Athletic Director and Director of Facilities.

Rental of school athletic facilities should be directed to the Athletic Director.

### **Medical Protocols**

All medical protocols are available in the athletic office for review. Allen Academy will follow TAPPS Concussion Guidelines with the addition and followed by coaching staff and medical personnel.

### **Illness and Injury**

All injuries should be reported to the coach and/or athletic trainer at the time they occur so further injury can be avoided. If you are injured, remember the following:

- Tell the coach and/or athletic trainer that you are injured before leaving the court/floor
- No matter how small the injury, report it
- Student-athletes are expected to attend team practices each day that they attend school even if they are injured and unable to participate in games or practices. Injured or not, they are still part of the team
- Anyone who becomes sick, nauseated, dizzy, and/or very hot should notify the coach and/or athletic trainer immediately
- Once a student-athlete has seen a physician for an injury or illness, a note from that physician must be presented to the athletic trainer/school nurse stating the treatment plan/restrictions/release date

### **Athletic Training Service**

Allen Academy will provide training services for the athletics department. Having a Certified Athletic Trainer (ATC) on staff is one of the most important things an athletic program can do to keep its athletes healthy and on the field. Professional Athletic Training Services' ATCs provide a wide range of critical services, including:

- Prevention of Injuries
- Early Recognition, Identification, Evaluation, and Care of Injuries
- Referral of Injured Athletes to appropriate medical professionals, with expedited appointments
- Healthcare Administration, documentation and reporting of injuries
- Education and Training of Coaches, Parents, and Athletes on many topics including Concussions and Injury Prevention
- Free Injury Screenings for athletes and staff
- Serve as a liaison between physicians, coaches, student-athletes and parents regarding the students health and make recommendations as they deem necessary

### **Travel and Transportation**

- When available, Allen Academy will provide transportation to and from athletic events. When transportation is provided, all team members will travel to and from

games, together, unless other arrangements are made between the Athletic Director and head coach.

- For travel over two hours charter buses will be arranged for the safety of our athletes and coaches.
- When school transportation is not available, one of the following may be implemented:
  - Parents may be allowed to transport their child home as long as they have notified the head coach, in writing or email
  - Parents may be allowed to transport other team members as long as the request from both parents is done via email or in writing, and sent to the head coach
  - On occasion, student drivers may be permitted to transport themselves to local practice/contest venues. If this is the case, approval must be obtained from the Athletic Director prior to the event and the proper liability forms must be signed and returned to the athletic office.
  - It is the responsibility of all players to follow bus guidelines as set forth by their coach, athletic department, and the facilities department
- Varsity teams periodically have overnight trips during the regular season for tournaments or post-season playoff games. Hotel and transportation arrangements are made by the Athletic Director or the Assistant Athletic Director.
- The nature of team travel will require implementing room curfews, limiting or denying student-athlete separation from the group, and defining appropriate dress and behavior while our student-athletes are representing our school.
- Student-athletes will be responsible for all meals and lodging associated with trips.
- School rules are in effect when team travel occurs. Whether in or out of town, on or off the field/court, Allen Academy student-athletes are expected to uphold the highest standards of decorum including appropriate attire.

### **Social Media**

In conjunction with the code of conduct and values of good sportsmanship, athletes are expected to be cautious about what they post on social media. Any disrespectful, vulgar, illegal, or otherwise inappropriate postings could result in suspension from athletics.

Allen Academy holds its athletes to the highest standards of conduct and behavior in all areas.

### **Spectator Decorum**

Allen Academy and the Allen Academy Athletic Department have set the following regulations concerning student and athletic spectator decorum. Any athletic competition may be suspended when the conduct of its teams, students, or team followers is unsportsmanlike and results in actions that are detrimental to the individual, school, and public welfare, and which are prejudicial to the purpose of competition. This provision will be invoked in situations involving crowd control problems on the part of visiting schools as well. The following regulations will be strictly enforced at all sporting events:

- Vulgar, unsportsmanlike, or rude language or cheers, signage, or other language/actions/items will not be tolerated and any individual/group suspected

to be involved will be asked to vacate the athletic facilities/campus at both home or away games

- Signs must show good taste and cannot be on poles or sticks
- Law enforcement officers and administrators have the authority to remove and/or arrest any spectator whose conduct is detrimental to the activity taking place
- All school regulations apply to home and away events
- The school expects students and spectators to exhibit good sportsmanship at any athletic event

### **TAPPS Removal From Contest & Storming The Court/Field Policies**

In accordance with TAPPS by-laws the following fines will be imposed for fan behavior.

- **Removal from Contest:**

- **Fan** – school is fined \$250
- **Player** – 1 game suspension (1st half of next game in football) and a \$100 fine (\$200 fine for playoffs)
- **Coach** – 2 game suspension (1 game in football), public reprimand and a \$300 fine (\$500 fine for playoffs)

- **After 3 ejections (player or coach) in a sport/5 ejections as a school**

In addition to a required meeting by the coaches and AD with TAPPS, the AD will receive a public reprimand and probation.

- **Fans rushing the field/court/pitch at the buzzer with no incident (players and officials no longer on the court):**

- First Offense - warning
- Second Offense - \$1500 fine
- Third Offense - \$1500 fine and no fans at next game

- **Fans rushing the field/court/pitch at the buzzer with players and officials still on the court:**

- First Offense - \$1500 fine
- Second Offense - \$1500 fine and no fans at next game
- Third Offense - Additional sanctions to be determined by TAPPS

\*All fines will be paid by the offender(s).

### **TAPPS Prohibited Activities**

As a member of TAPPS (Texas Association of Private & Parochial Schools), Allen Academy proudly abides by all rules and regulations of the governing body.

- Live animal mascots, cannons, firearms, fireworks, etc. are prohibited at TAPPS athletic contests. No dogs or other animals are allowed at TAPPS contests.
- Noisemakers are prohibited at TAPPS events held in fieldhouses/gyms.
- In events held in field houses / gyms, megaphones may be used only by cheerleaders in uniform. Megaphones must not be used to strike walls, bleachers, or playing surfaces.

- Bands, when permitted, shall play only during time-outs and intermissions. Individual instruments may not be used as noisemakers.
- No sound systems, other than the one (s) provided by the host school are allowed at TAPPS Secured sites or at neutral sites unless mutually agreed.
- Body paint and like decoration shall not be permitted by players or spectators. (Exception: Small markings as sold by cheer or other school organization on the cheek are permitted)
- This rule applies to all games held at neutral sites. If a TAPPS school is not going to permit this activity at their facility, the opponent should be notified in advance of the contest.
- Streamers, confetti or other such materials are not allowed at neutral sites.
- Air horns and bullhorns, handheld or otherwise, are not permitted at any TAPPS contest.
- The use of, or appearance of using, any controlled substance (alcohol, drugs, etc.) before, during or after games at contest sites is prohibited by TAPPS.

### **Dismissal from a Team**

A student may be dismissed or suspended from a team for many reasons which include, but are not limited to:

- Violation of the school's alcohol, drug, and tobacco policies
- Failure to comply with the eligibility requirements
- Excessive unexcused or excused absences from practices or games
- Insulting remarks to teammates, coaches, opponents, spectators &/or officials
- Hazing or bullying
- Any act showing intent to do physical harm

### **Student-Athlete Misconduct**

Students may be suspended from participation in athletic activities for misconduct including, but not limited to, the following. All student-athletes MUST:

- Not possess or use tobacco, alcohol, illegal drugs, vaping, e-cigarettes, or other controlled substances. (The word "Possess" used in this code includes knowingly being in the presence of a product, even if it is not directly on your person)
- Not host a party or have the participant's parent/guardian or family member host a party at which the following are permitted for minors: illegal consumption of alcohol, use of controlled substances, steroids, or look-alike drugs
- Practice good citizenship in all environments by respecting the property and rights of others. (Poor citizenship includes actions such as stealing, vandalism, and other illegal acts)
- Display proper sportsmanship
- Not utilize social media and other websites in an inappropriate manner.
- Not engage in hazing (bullying)
- Realize the existence of and be held accountable for the individual rules as outlined by the coach or sponsor, other than those outlined in the athletic code

Consequences for conduct unbecoming of an Allen Academy student-athlete, and other violations of the Allen Academy Athletic Code of Conduct and/or school policies, may

result in suspension or separation from Allen Academy teams or the athletic program or may include other consequences as deemed appropriate by the athletic department and Allen Academy administration.

### **Athletic Code of Conduct**

Allen Academy offers an extensive and diverse athletic program providing additional learning opportunities for students. Involvement in athletics is a voluntary privilege and students choosing to participate take on extended responsibilities as representatives of their school and community. These extended responsibilities require students choosing to participate in the athletic program adhere to a higher standard of conduct as a condition of participation. The Allen Academy Athletic Department expects student-athletes to meet high standards with regard to morality, honesty, school citizenship, sportsmanship, and leadership. The behavior of those choosing to participate in the athletic program must be in accordance with this code, and those whose behavior or conduct does not meet this standard may lose the privilege of participating in athletic programs. The Allen Academy Athletic Code of Conduct is always in effect regardless of whether on or off-campus.

**The purpose of the handbook is simply to provide you with a convenient explanation of present policies and practices at the School. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. The School reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.**