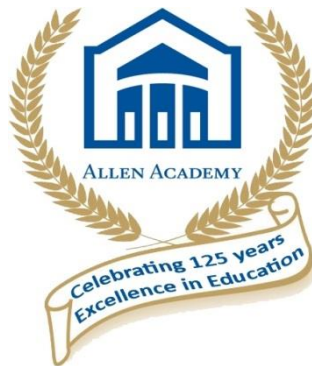




ALLEN ACADEMY

A COLLEGE PREPARATORY SCHOOL

International Boarding Student Handbook 2016-2017



Proud Members of National Association Independent Schools

Allen Academy
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ARRIVAL DATES

New students should arrive on **Tuesday, August 9th** in preparation for Orientation which begins **Wednesday, August 10th**.

Gateway Villas, our student accommodation, will not be open before Tuesday, August 9th.

Activities include:

Review Family Handbook/ Campus Tour

School Scavenger Hunt

Work on summer reading

Bowling/Swimming

First day of school is Wednesday, August 17th

AIRPORTS

International: George Bush International Airport (IAH) Local: Easterwood Airport, College Station

The nearest International airport to Bryan/College Station is **George Bush International Airport (IAH)** in Houston. From here students should take a connection to **Easterwood Airport** in College Station. House parents will transport students to and from Easterwood Airport at the beginning and end of each semester and at vacation times.

Students wishing to be picked up at George Bush International Airport in Houston will be transported to Allen Academy by taxi at a cost of around \$195. The journey takes an hour and forty minutes. House parents will arrange pick up and drop off by taxi upon request.

- If connections to College Station are inconvenient, there is a hotel at the airport in Houston between terminals A and B:

Houston Airport Marriott: www.marriott.com

18700 John F. Kennedy Blvd.

Houston, Texas 77032 USA

[Tel:1-281-443-2310](tel:1-281-443-2310) [Fax: 1-281-443-5294](tel:1-281-443-5294)

ACCOMMODATION

Students will be housed at Gateway Villas. The villas are comprised of six three bedroom houses. The first house will be occupied by Mr. and Mrs. Jolly, the house parents. Each student will be assigned their bedroom with full sized bed or twin bed and en suite bathroom. Rooms will be equipped with desks. Preferences for single occupancy rooms are given to returning students based on their seniority in the boarding program.

There is a shared kitchen, living room and dining room. Houses come fully equipped with all furniture, towels, bedding, and all kitchen equipment and utensils.

MEALS

Breakfast and lunch during the school week will be provided at school. **Students will be responsible for their own evening meal during the week and all meals at the weekend.** The villas at Gateway have a fully equipped kitchen, and there will be an opportunity to shop for groceries once a week. There are also numerous restaurants that are within walking distance from the Villas. A list of those restaurants and also restaurants that deliver will be provided.

SHOPPING

There will be weekly trips to the supermarket on Saturdays. Students wishing to go bowling or to the movies on Friday or Saturday evenings must sign up **before Wednesday of that week to book a drop off and pick up.** House Parents will try to accommodate requests that are made ahead of time and that do not clash with other school events for which they may also have to provide transport. These additional trips are considered a privilege.

HOUSEKEEPING

Each house comes equipped with vacuum cleaner, dustpan and brush, mop and broom plus all the cleaning materials necessary to keep the houses clean. **The students are responsible for keeping their apartment clean and orderly at all times. Failure to do so will result in an outcome for that student or in a revocation of privileges.**

ROOMS

Rooms must be cleaned on a regular basis: beds made, clothes picked up off the floor, trash emptied and off the floor. Bathroom surfaces must be kept clean and floors vacuumed.

COMMON AREAS (kitchen, living and dining rooms)

Common areas will be the joint responsibility of the students sharing the house. Kitchen surfaces should be kept clean and wiped down, floors mopped or vacuumed and trash emptied. The students residing in each house will be responsible for organizing the cleaning of common areas and will share their plan with the House Parents at the beginning of the year.

ROOM CHECKS

House Parents will perform a weekly house and room check each Monday during study time between 7:30 and 9:30 pm. Please make sure that communal areas and bedrooms are clean for inspections. Failure to do so will result in loss of privileges.

LAUNDRY

Washing machines and dryers are located in each house. Students are responsible for purchasing their own soap, softeners etc.

GUESTS

Guests in student's rooms are not allowed overnight unless the guest is a family member and of the same sex. Overnight visits are at the discretion of the House Parents and may only take place on non-school nights. Guests are not permitted after curfew unless the student has permission from the House Parents to work later on school assigned projects. Guests of the opposite sex must remain in the living room area and the House Parents must be notified that there is a guest. Each resident may only have one guest.

ALCOHOL, ILLEGAL DRUGS and TOBACCO

The possession or use of alcohol, illegal drugs, or tobacco is forbidden. To use these substances is against the law and will most likely result in the immediate expulsion of the student and a forfeiture of the full tuition, fees, and rent for the entire school year.

Students enrolled in Allen Academy are not allowed to smoke or use tobacco products at any time regardless of their age or the consent of their parents.

REPORTING OUT/ REPORTING IN

The House Parents need to know where students are AT ALL TIMES. Students must request to leave Gateway Villas FOR ANY REASON except going to school, and if approved must report out and upon return, by texting or calling the House Parents.

If students leave Gateway for the day or the weekend, use the DAY PASS or WEEKEND PASS. Copies of the passes are in each house and need to be given to the house parent before leaving and preferably with one day's notice.

SCHOLARSHIP

Academic performance and scholarship are the main reasons for attending Allen Academy. Grades and skills are paramount. Students whose grades are 70% or below in any subject will attend mandatory study sessions on Saturdays. This study session will be held in silence in the House Parents' presence.

STUDY/QUIET HOURS

Study/Quiet Hours are scheduled Sunday through Thursday from 7:30 – 9:30pm (of course you can always study more). House Parents may do a walk through and may enter bedroom areas upon knocking. After 10:00pm on school nights (Sunday through Thursday) students should remain in their own rooms. On Fridays and Saturdays, unless a student is on academic probation (c's or lower), **12:00 midnight is curfew**, and students must then be in their rooms.

CURFEW

School nights (Sunday through Thursday) students are to be in their rooms by 10:00 pm. On Fridays and Saturdays, unless the student is on academic probation, curfew is at 12:00 midnight. Violation of curfew will result in the House Parent restricting privileges.

SUNDAYS

Sundays are a 'day of rest' for everyone, including the house-parents. They will still be available for emergencies and will be either on- site or reachable by phone. Students should not expect House Parents to provide transportation during the day on Sunday unless they have an emergency. House parents will be on duty from 7:30pm onwards to supervise and check study hall on Sunday evening. Students must still report their whereabouts to the House Parents on Sundays.

SECURITY

Security is important. Keep rooms locked when away from the house. Do not keep large amounts of cash. Keep passports and important documents in a safe place with a lock. **Always lock the front door of the house.**

House Parents will keep a master key for emergencies. House Parents have the right to enter the villas, but will only enter student bedrooms for a weekly room check on Mondays, during study time when the student is present, or if there is a valid reason for doing so, such as an emergency.

TRANSPORTATION

To and from school

The school bus will leave Gateway Villas at 7:30 promptly. Students must be at the bus by 7:25am. Any student who is late will be absent from school without permission. Three absences per quarter will result in probation.

Students who wish to ride in a car driven by another Allen Academy student can only do so if the Student Driver Waiver in the House Parent Agreement has been signed by a parent.

PERSONAL VEHICLES

ALLEN ACADEMY STUDENTS ARE NOT ALLOWED TO OWN OR OPERATE MOTORIZED VEHICLES.

MEDICAL

The school or ISES will provide adequate health insurance at the beginning of the school year. House Parents will take students to the doctor when deemed necessary. Any student bringing medication from home must ensure that the medication is named and labeled IN ENGLISH or have the prescription translated once they arrive. Per Allen Academy policy, no students may provide medication to another student. Any over the counter medication will be the responsibility of the student. House parents may take students to a local pharmacy where they may confer with a pharmacist regarding their symptoms and any medications they currently take.

VACATION TIMES

Gateway Villas will be closed during the Thanksgiving, Christmas, Spring and Summer Breaks. Students are expected to leave during these times.

Students are required to hand in their keys and will not be allowed to use the villas during these periods as there will be no supervision. ***Students are not permitted to travel together without their parents' permission and must be supervised by an adult over the age of 21.***

Thanksgiving Vacation

The boarding house will be closed from Monday, November 21st 2016 to Friday, November 25th 2016

Winter Vacation:

Gateway Villas will close on Mon. Dec. 19th 2016 and will re-open on Monday, Jan. 2nd, 2017. School begins on Wednesday, January 4th

Spring Break

The boarding house will be closed from Monday, March 13th 2017 – Friday, March 17th 2017

Summer Vacation:

The last day of school will be Friday, May 26th 2017(Half Day) Gateway Villas will close on Sunday, May 28th 2017

Students are required to pack up all their personal items and store them in a secure storage unit over the summer vacation so that a thorough cleaning of the boarding house can take place.

BANKING

The closest bank to Gateway Villas is City Bank which is within walking distance. The House Parents will assist students in opening a bank account at City Bank during the first week of school. Students should deposit any cash that they bring to the US in their account at City Bank. Debit cards will be issued so that students can access their money at stores and supermarkets and using ATM's. Parents will be notified of banking information so that they can send money directly into the student's account. Students will be able to monitor their cash online or via their cell phone. Students will receive notification when their

accounts fall below \$200. Any student who does not use their account responsibly will have their account closed.

CREDIT CARDS

Many students choose to bring credit cards from their home country.

MOBILE PHONES

Students are required to have a mobile phone. This is the main method of communication between students and House Parents. Students should bring a cell phone from their home country which has been 'unlocked' for use in the U.S. Students who choose to buy a phone when they arrive in the US will have to buy from AT&T which is the only company that does not require a contract and monthly payments. AT&T offers a limited range of phones.

ENGLISH SPEAKING

Students should speak English when in the company of any other student or adult who does not speak their language. This includes the times spent travelling with the House Parents to and from school. This is respectful and expected.

BEHAVIOR EXPECTATIONS

All members of the Allen Academy Boarding program, adults and students, are expected to work together with mutual respect at all times.

We welcome young people from all over the world who are willing to have an open mind and a good attitude, who work diligently in their studies, participate in school functions and events, and who cooperate with one another and with the House Parents to ensure the smooth running of the boarding program. On campus, discipline will be handled by teachers/administration. At the Gateway Villas, the House Parents have the authority to restrict privileges, amend curfew, and enforce additional study hours/chores as an "outcome" to poor student choices. Allen Academy supports the House Parents in providing reasonable, just discipline and outcomes and the Division Head will be notified of any repeated infractions by students.

We strive to be very welcoming and supportive of all our students, and we hope that each one will find an environment here at Allen Academy where they can be happy and successful.

COMMUNICATION

Parents will receive copies of school grades and reports every 4 – 5 weeks. Parents and School faculty members can be contacted by e-mail. We encourage parents to communicate with the school or through their agent.