



# Allen Academy Family Handbook

2018-2019



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# General

## **Partnership Pledge**

It is the philosophy of Allen Academy to enroll families, not just students. Parents, legal guardians, grandparents, and all other family members play an integral role in every child's education.

The faculty and staff members of Allen Academy are dedicated to providing a high quality education for students, in full accordance with our mission. In addition to an academic environment, we strive to provide for each student's intellectual, social, physical, and moral development.

By enrolling your child at Allen Academy, you as parents agree to read, understand, and endorse the school's mission and policies. No school can succeed unless parents are equally committed to the mission. Please read the Family Handbook and discuss with your child the philosophy and policies contained within the document. Show your support and encouragement by participating in school activities and attending school events, especially those in which your child is involved, either directly or indirectly.

## **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 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 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: Independence, Adaptability, Integrity, Partnership, and Vigor.	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 rumor, 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.

### **Mission Statement**

Allen Academy cultivates the skills and attitudes that characterize *adaptive expertise*, equipping students with the mindset necessary for academic success, preparation for life, and meaningful contribution to their local, college, and global communities.

### **Core Values**

The Core Values of Allen Academy are:

- Independence: Learning from failure and becoming self-governing
- Adaptability: Bringing an open mindset to new ideas, thoughts, and thinking
- Integrity: Knowing and doing what's right, even amid difficult situations
- Partnership: Looking for productive interdependence
- Vigor: Giving effort, energy, and enthusiasm

### **Academic Marking and Reporting**

The philosophy of Allen Academy is that comprehensive feedback is provided to parents and students. In general, however:

Preschool through third grade utilizes age appropriate assessment and evaluations specific to the respective division.

Fourth and fifth grade utilize a system that combines skills and content assessment, as well as a growth mindset and an introduction to traditional grade scale.

Middle and Upper School use a traditional 100 point scale with breakdown of letter grades A-F. See the Middle and Upper School section of the Handbook for more details.

### **Accidents and Emergencies**

The school performs minimal First Aid under the direction of our school nurse or athletic trainer and notifies the family immediately in case of an accident. When a doctor is urgently needed, we

notify the family and then go directly to the hospital. When it is impossible to locate either parent or the other contact person named on the permission to treat form, a staff member will assume the responsibility acting as a "prudent parent."

### **Accommodation Policy**

Our admissions screening process allows us to create an academic setting where students fall within a narrow range of abilities. With small class sizes and an outstanding faculty, it is our hope that all students will be successful. Sometimes certain accommodations are made due to specific reasons such as physical limitations or learning styles. If specific accommodations are made, it will be documented on the student's progress report. This policy is based on students' ages, developmental stages, and academic demands. Parental information shared with teachers and/or administrators is often key to the school's ability to accurately provide services.

### **Advisory**

In the **Preschool** (Pre-K I and Pre-K II), 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.

Each **Middle and Upper School** student (grades 6-12) will have a faculty advisor who will have the responsibility of supporting and guiding the student in his/her academic, social, and extracurricular life at Allen.

The advisor will help a student establish realistic goals and develop the skills needed to attain success at the school. The advisor is available to listen to student concerns and needs and to advise when a student encounters academic or social problems. The advisory group provides the student support and encouragement.

The homeroom teacher/Advisor will also coordinate any additional parent conferences as needed. In addition, the advisor may assist in course selections, study skills, and even discipline discussions.

Major changes at home may affect the student at school; if a parent wishes to share that information the homeroom teacher (PS, LS), or Advisor (MS/US) it will be handled in a confidential manner, and will allow your child's teacher to respond effectively with understanding and consideration.

### **Attendance**

Regular attendance is an essential element for a student's success in every aspect of the Allen Academy program. 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 in class on a regular basis. The school provides ample vacation time for all of its students, and we ask that our families use those times wisely and forgo others. If a child is to be absent for an extended period, his/her parents are asked to speak, in-person and well in advance with the appropriate Division Head.

In the event of absence due to illness or family emergency, a parent should call the school office before 8:30 AM. When a student is absent and the family has not notified the school, a telephone call will be made to the home. Records of all student attendance for absences and tardies are kept by the school and are reported on the student's transcript. Students will be excused from school for valid reasons, including family trips. It is the responsibility of the student to obtain make-up work from all teachers and return the assignments at the time set by the teacher. Please refer to the section on make-up work in this guide for further information. Punctuality is as important as regular attendance for a student's success in school and should be encouraged from the first day of school until the last. The school day begins promptly at 8:00 AM. A student is considered tardy if he or she arrives in the classroom after the bell rings. Students who are tardy should report to the front office to receive a tardy slip.

#### *Return from Absence*

Upon returning from full day absences, students are permitted one day for each excused absence to complete all missed assignments and tests. MS and US students should make immediate contact with their teacher to arrange all required make-up work.

#### **Assignment of Classes**

Faculty and administration work together to find the best class placement for each and every child. Each class is designed with the children's needs and teacher's style in mind. A great deal of thought, discussion, and careful consideration of both the individual learner and the class as a group of learners is involved in the process.

Because of the educational, developmental, and group considerations that comprise the placement process, parent requests for a particular teacher cannot always be honored. Any other information that you feel may be important regarding placement may be discussed with your child's current homeroom teacher and this will be discussed along with other factors when faculty and administration design the classes. Sometimes children may be disappointed when they see a new class list for the first time, especially if they were hoping to be placed with certain friends. Please take this opportunity to talk with your child about the value of making new friends as well as the ways to stay in touch with friends from past years. Learning to handle new situations and work with different types of people is an important life skill that will serve your child well for many years.

#### **Communication**

The school will communicate regularly with families. Friday Notes is a weekly email newsletter that will have important information and dates. Division specific newsletters, the Head of

School's monthly newsletter, and the School's social media sites (Facebook, Twitter, Instagram, Vimeo) are also ways in which parents can keep up with all that is happening at Allen Academy.

Communication with your child's teacher will predominantly come from the homeroom teacher (Preschool and Lower School) or Advisor (Middle and Upper School).

### **Crisis Management**

In the event of a crisis on campus, there are several issues 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.

It is impossible to predict how any crisis may impact our community. However, a working knowledge of the procedures contained herein should prove valuable in securing the safety of our students and colleagues.

### **Dismissal Time**

Pre-K I students are dismissed at 1:00 PM each day. Those students have the option of staying for nap until 3:00 or going home at 1:00. Pre-K II students are dismissed at 3:00 each day and will sit in a designated area until an adult to adult transfer takes place.

All Lower School students will be supervised at all times during the 3:10 PM dismissal. Each class will have a designated area to stand/sit while they wait to be picked up. Students will be encouraged to pay close attention at dismissal time for both safety and efficiency. Students who have been formally dismissed from school or other family children are not to use the playground or fields unless there is direct parental supervision and the facilities are not being used for other school events. Parents are encouraged to pick their children up promptly at the dismissal.

Middle and Upper School students are dismissed at 3:30 PM each day. Students not involved in extracurricular activities should be picked up at that time.

### **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.

**Parents/Guardians, please note:** I understand that if my child is in repeated violation of the Allen Academy uniform policy and I have been informed as such in writing, then it may be true that I will be charged for any uniforms given to my child from the school.

Expectations for all students:

- Hair is clean, neat, and out of the eyes
- Undergarments or the lack thereof are not visible
- Lower body apparel (shorts, skorts, skirts, and jumpers) must not be shorter than 2” above the knee
- Lower body apparel must be modest in nature (Allen Academy administration reserves the right to define what is “modest in nature.”)
- Shirts may be worn tucked in or out
- Shirts not tucked in may not fall more than 3 inches below a student’s belt loops
- If belt loops are visible, then the student must wear a belt
- Clothes are worn properly and sized to fit appropriately
- No visible body piercings (Exception: girls may wear earrings)
- Outer layers (sweatshirts, lightweight jackets, fleeces or coats) must not conceal uniform infringements.
- Sweatshirts and hoodies are plain and of a solid color, have an Allen Academy logo, or a college logo.

The students may NOT wear:

- Sweatpants of any length
- Athletic shorts
- Allen Academy t-shirts except on special designated days for athletic teams and organizations;
- Excessively tight shirts or blouses;
- Clothing that reveals any cleavage or midriff
- Clothing with offensive messages contrary to the mission of the school;
- Visible tattoos and body piercing
- Non-traditional hair colors or haircuts.
- Most head coverings or sunglasses in a school building.

College Shirt Days

On days where students have been given advance notice they will be allowed to wear a shirt from the college of their choice. The shirt must be worn along with the standard uniform and is only an exception for the standard uniform shirt.

Formal Days

Students are asked to wear their dress uniform on occasion for special events as designated by School Administration. Students will be given advance warning when this specific dress code is required. Shirts must be tucked in and belts must be worn.

The Middle and Upper School dress uniform is as follows:

- Khaki pants or the normal school skirt
- A white polo or white button down shirt (No monogram is required for the formal day shirt)

### *Spirit Days*

Every Friday students are allowed to wear an Allen Academy T-shirt with their standard uniform or jeans. If jeans are worn, they must not contain holes and must be modest in fit.

### **Dress Code Violations**

The Dean of Student Life or any of the Division Heads may choose from a range of responses to dress code violations. For especially egregious violations, a student may be asked to call a parent for an appropriate change of clothing; in special circumstances that prevent a parent's rectifying the dress code infraction, the student may be issued appropriate clothing.

### **Electronic Devices**

Student-owned electronic technologies (laptops, iPads, etc.) are permitted on campus; however, their use must not interfere with the classroom environment and/or the learning of other students. 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.

The use of student-owned electronic devices may be restricted at the discretion of the teacher during testing or other class activities.

See Responsible Use Policy (AUP) for more information.

### **Evaluation Forms for Students**

Parents may ask a teacher to complete an evaluation of a child either for possible admission to another school or for outside testing. Teachers are to complete these forms carefully and give the form to the Division Head who will, in turn, sign it, copy it, and mail it directly to the requesting school. A copy of all correspondence relating to a child is kept at the school. If there are any questions about the content of the form, please speak to the Head of School.

### **Grade Classification**

Promotion from Preschool to Kindergarten is made upon recommendation of the Head of Preschool and the Head of Lower School.

All promotion in grades kindergarten through fifth are made upon recommendation of the Head of Lower School.

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, Math, Science, and World Language. Student promotion is made upon the recommendation of the Head of Middle/Upper School and the Head of School.

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, 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 Head of School. In the alternative, complaints regarding harassment may be made directly to a Division Head or the Chairman of the Board of Trustees. Any parent may also report suspected harassment of any person to any of the above named individuals.

### **Health**

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, or until the student is taken home. Allen Academy cannot assume responsibility for the cost of treatment or transportation of the student as a result of illness or injury.

To protect all children attending school, it is Allen Academy's policy to send children home who have visible signs and symptoms of what appears to be a contagious illness. In case of a chronic ailment, it will be necessary to obtain a doctor's statement (to be placed in the school health office) establishing the ailment as being of a non-contagious nature.

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

- Until your child is fever free (less than 100 degrees) for 24 hours
- Persistent cough
- If he/she has vomited/had diarrhea within the last 24 hours
- An unexplained/undiagnosed rash
- Red conjunctiva of the eye with discharge
- If there is yellow/green mucus from the nose
- If given a prescribed antibiotic, students must take a full 24 hours of the medication prior to returning to school

Students returning to school after an illness or injury need written notification from their physician if the level of activity is a concern for PE or recess. When your child is absent from school with an illness, it is advisable to call or email your child's teacher and Allen Academy's Nurse.

Parents of new students entering Allen Academy must obtain the child's immunization record from his/her physician and provide a copy to the school nurse to remain in the child's permanent school file. All children must have DPT/DTaP/Tdap, MMR, Hib, Hepatitis B series, Varicella, and Polio immunizations as stated by the TX Board of Health. Documentation of these immunizations must be provided to the school nurse within the first 30 days of school attendance per TX State Law. If documentation is not provided within this time frame, the student will not be allowed to return to school until these requirements are fulfilled.

## **The Honor System and Pledge**

### *Honor Code*

Cheating and plagiarism are expressly forbidden at Allen Academy. Students are expected to maintain high expectations in regards to integrity and honesty.

All Allen Academy students are bound by the Allen Academy honor system.

### *The Honor System*

The Allen Academy Honor System is based on the belief that students can successfully assume responsibility for establishing and maintaining standards of integrity in academic and social life. It is grounded by the mission statement and Allen's commitment to not only academic excellence, as well as social and moral development.

The Honor System is founded upon the principle of collective responsibility whereby each individual shares in mutual concern for the community. In the academic realm, the Honor System stipulates the responsibility of students to distinguish clearly between original work and material from any other source. This includes passing information concerning the content of home learning, assignments, tests, and quizzes. In the social realm, students are expected to demonstrate their respect and responsibility for others.

### *The Honor Pledge:*

I hereby accept the Allen Honor System and realize that it is my responsibility to uphold the Honor System and an attitude of respect toward my school and peers.

In the Preschool and Lower School, Honor Code is addressed in conference with the teacher and either the Head of Preschool, or Head of Lower School, respectively. In the Middle and Upper School, the Dean of Student Life, advisors and the Head of Middle/Upper School will convene to make a decision regarding what is best in each situation.

## **Leaving Campus**

No student is permitted to leave the campus without the permission from their parents/guardians (see Early Dismissal) and the School Office (LS Admin Assistant or MS/US Admin Assistant). When it is necessary for a parent to get a student from class, a written note, email or phone call must be made to either the LS Admin Assistant for LS students, or the MS/US Admin Assistant for MS/US students. The student must have the adult with whom he/she leaves sign them out at the Reception Desk in the respective buildings.

### **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 front of the school at any time in accordance with the fire safety codes.

### **Ram Store**

The Ram Store is open daily from 7:45-8:00 and again from 3:15-4:15 for the Allen Academy community.

### **Report Cards**

The basic instrument for academic communication between students, parents, and teachers is the report card, which is formally distributed three times per year. The report card is used to keep parents informed regarding their child's academic and social progress. Class grades are also available regularly through ParentsWeb.

### **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 authorized 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 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, guns, knives, weapons, or incendiary devices. 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, 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/School Cancellation**

The school will announce school closing information on our webpage at [www.allenacademy.org](http://www.allenacademy.org). 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.

### **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:

- A 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 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 amounts, payment options or withdrawal from Allen Academy.

### **Transcript 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 requests must be made either in person or via an email request. 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 to be released, the student's account must be cleared with the business office.

### **Tutoring**

Teachers are required to make themselves readily available for assistance outside of class. Lower School teachers are available before school for additional help (by appointment) and after school until 4:00. As needed, Middle and Upper School teachers are available for extra help with students either at a regularly scheduled time or by appointment.

In general, teachers can reasonably provide approximately two sessions of 20–30 minutes per week for a student who needs ongoing extra support. When a student desires more than this

amount of assistance, he or she may be served well by working with a tutor. The Division Head can help parents by providing a list of individual tutors and tutoring agencies that have expressed a desire to work with Allen Academy students. In order to ensure comprehensive supervision of a student's academic progress, parents are encouraged to inform the Advisor of any tutoring arrangements outside of school.

### **Visitors**

All parents and visitors must use the main entrance to either the main building (Middle/Upper School) or the Lower School. 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 the building. This protocol is to ensure the safety of the faculty and students of Allen Academy

# Preschool

Dear Parents,

We are looking forward to an exciting and wonderful year with your family! I hope this handbook will help to acquaint you with the policies and procedure of our school. You have chosen a preschool that will academically challenge your child while appreciating his/her individual worth and abilities.

We have an excellent staff that is always willing to help and will always put the children's best interest first as they proceed through the school year. You can rely on their professional opinion and their ability to identify and expand on each child's ability level. Please participate in your child's classroom events and activities. Their daily events are important to them and they love to share what they did at school each day.

My door is always open to any parent. Please feel free to contact me with any questions or concerns you might experience. I truly love to hear about the exciting things your child is experiencing and how you are enjoying the school year. Through love, laughter and an outstanding curriculum we look forward to making you a part of our family.

Sincerely,

**Lori Westbrook**  
*Head of Preschool*

## **Introduction**

Welcome to Allen Academy Preschool! This portion of the Handbook has been prepared to provide information concerning the philosophy, policies and procedures of our preschool. Please read it carefully so that you will better understand the role we all play in making this year a special time in the life of your child. We look forward to a year full of love, laughter and academic excellence for your child!

## **Our Mission**

Allen Academy cultivates the skills and attitudes that characterize *adaptive expertise*, equipping students with the mindset necessary for academic success, preparation for life, and meaningful contribution to their local, college, and global communities.

The moral vitality of the school depends upon the concern for the rights and needs of all its members. Accordingly, Allen strives to teach Core Values that are essential to the well being of the individual, the school, and society.

## **Core Values**

Independence:	Learning from failure and becoming self-governing
Adaptability:	Bringing an open mindset to new ideas, thoughts, and thinking
Integrity:	Knowing and doing what's right, even amid difficult situations
Partnership:	Looking for productive interdependence
Vigor:	Giving effort, energy, and enthusiasm

## **Philosophy**

It is the philosophy of the Allen Academy Preschool to provide a well-rounded program of instruction that will ensure that each child can grow and develop cognitively, physically, emotionally, and socially in a loving atmosphere. We believe each child is a special and unique person and we encourage curiosity and creativity as he/she interacts socially and academically. We foster a child's individual growth while developing their understanding of the group dynamic of a classroom as they begin their Allen education.

## **Policies and Procedures**

### **Observation Visits**

The preschool welcomes visits by prospective parents. Please see the Director in advance, to schedule an observation time that will ensure the class will be available for a visit.

### **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. A fruit or vegetable is served twice a week with milk, juice or lemonade as the beverage. The school snack is \$9.00 per month and charged directly to your account. Please complete the form in the Welcome to Preschool packet and return it to your child's teacher. Please make sure your child's teacher is aware of any food allergies prior to the first day of school. Should your child require an Epi-pen please make sure that it is provided before the first day of school.

### **Arrival and Departure**

Our parking lot is very busy at arrival and dismissal times. Please watch for children, DRIVE SLOWLY, and park in designated parking spaces. Please do not leave your child unattended in your vehicle at any time.

Children may come to their classrooms beginning at 8:00 AM The teachers are not able to supervise the children before 8:00 as they are busy preparing for the day's activities. Early morning drop off (7:30 until 8:00) is in our Morning Room. This time is supervised by our Assistants and requires no additional charge.

Our school day will end at 1:00 for Pre-K I and 3:00 for Pre-K II. Parents are expected to be prompt in picking your child up at the end of the day. Children feel secure at school more quickly if they are not the last one to be picked up every day. If for some reason you find that you will be unavoidably detained, please call the Preschool so that we may explain the delay to your child. Children often become upset at a change in routine or a parent not arriving on time. Please discuss any changes in pick up routine with your child. Your child's teacher must be notified if someone new will be picking up your child. This includes riding home with a friend or a play date. The teacher needs clear instructions to ensure the safety of your child. Any person not known to the teacher must be prepared to show a driver's license in order to leave with your child. As always, please make sure that your child's teacher and the Preschool Director are aware of anyone who should never be allowed to pick up your child. Your child's safety and well being are our number one concern.

Each class will come to the front entry and each child will be accompanied by their teacher/assistant to their waiting parent. Please hold your child's hand as you move through our parking lot to your vehicle. It is a busy time of day and your child's safety is our number one concern.

## **Clothing**

Preschool children do not wear uniforms. Please dress your child for comfort, play and messy work. We truly enjoy our day and often share it with our clothes, so please keep that in mind when purchasing school clothes.

Please send a set of seasonally appropriate clothes in a large zip-lock bag. It should include socks and a change of underwear. Please label each item in the bag with your child's name. Your child's teacher will collect these and keep them in case a change of clothing is needed. They will be returned to you in May. Please feel free to exchange them for cold weather clothes or a larger size as the year progresses.

## **Potty training**

All children must be fully potty trained before entering our Preschool. Please discuss any possible potty problems with your child's teacher.

## **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.

## **Lunch**

Parents may provide a lunch from home for your child or purchase a hot tray from the school. Our lunchtime features family style dining in each classroom. If you send a lunch from home please follow these guidelines.

Each lunch must contain:

- A drink for your child
- A cold pack or frozen juice
- All utensils needed for the meal
- 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 in bite sized pieces. Please clearly label your child's lunch kit and cold pack (It is surprising how confusing it is to put every child's things back in the right lunch kit!)

## **Wellness Guidelines**

We take great care in trying to protect the children from acquiring infections or illness at school. To protect the children and staff members, children who are ill must be kept at home. Please keep your child at home until he/she has been free of fever, vomiting, or diarrhea for at least 24 hours. They may return to school once they are symptom free and do not have a constant wheeze or cough.

Any medication to be administered at school must be sealed in a ziplock bag, include written instructions with time and dosage(s) and be given to an Assistant or Teacher. It may not be left in a backpack or cubby.

Please make sure that someone is available to pick up your child in the event that they become ill at school. If both parents are away from phone contact, please make sure that we have an alternate contact. All names and phone numbers should be on file with your child's teacher and the office.

The final decision concerning whether a child is well enough to be in school lies with the Preschool Director and/or the child's teacher.

## **Parent-Teacher Communication**

It is our desire to always keep parents completely informed about our activities. Always read emails, texts and notes sent home as well as RenWeb and Sunday Snapshot for important information. The teachers are happy to discuss your child's activities with you in a private conference. Please do not try to have a long conversation with a teacher at arrival or departure time. The teacher's attention must be focused on your child and his/her classmates at that time. If you wish to have a conference, ask the teacher to call you later to schedule an appointment.

## **Parent-Teacher Conferences**

There will be two scheduled parent-teacher conferences: one in the first trimester (October) and one in the third trimester (April).

## **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 hugs to reinforce appropriate behavior. If a child behaves inappropriately, they will be removed from the situation and allowed a 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 Preschool. Foul language, biting, hitting and classroom destruction are behaviors that will result in immediate removal of the child from the classroom. A parent 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 Preschool. Parental behavior that is verbally disrespectful or abusive towards children or staff will also be grounds for dismissal from the Preschool.

## **Curriculum Emphasis**

### General Objectives

1. To provide a secure and nurturing environment, fostering independence, curiosity and the development of age-appropriate skills.
2. To promote a good self-image and sense of identity.
3. To encourage cooperative play.
4. To provide a delightful learning atmosphere.
5. To stimulate intellectual achievement through academic excellence.
6. To 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

- a. By acquiring a positive self-image.
- b. By becoming independent.
- c. By identifying feelings.
- d. By verbalizing feelings.
- e. By accepting reasonable authority and limitations.
- f. By interacting with the environment.
- g. By responding to new challenges.

### 2. Physical

- a. By providing each child with the opportunity to develop fine and gross motor skills through the use of age-appropriate materials and activities.
- b. By observing, encouraging, and supervising the development of these skills.

### 3. Social

- a. By encouraging cooperation in group settings.
- b. By facilitating interaction with teachers and peers.
- c. By lengthening the attention span.
- d. By guiding the ability to follow directions.
- e. By learning to complete tasks.

#### 4. Creative

##### a. Art

1. By offering manipulations, exploration and creation with a variety of art materials.
2. By encouraging the child's self-expression, feelings, and observations.

##### b. Music

1. By listening to many kinds of music and learning to sing, move and respond to music both in our Music class and in the classroom.
2. By providing activities that teach concepts, reinforce learning, and develop skills in addition to enjoying music for its own sake.

##### c. Dramatic Play

1. By providing opportunities to use puppets, costumes and other props to identify people, times and places in a make-believe world.

#### 5. Intellectual

##### a. Language Development

1. By providing the opportunity to hear proper language in individual and group activities.
2. By building vocabulary as a daily activity.
3. By participation in exercise to develop concepts of color, size, shape, position, location, relative number terms, relative weight and sizes, classification skills and substance.
4. By providing opportunities for reading-readiness – with all ages as we begin with storytelling and move forward with other learning styles.

##### b. Math Development

1. Implementing 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 through application to everyday events and future activities.

#### **Age Appropriate Expectations**

The Allen Academy Preschool 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 to every child. Each age area has its own specific age appropriate activities to facilitate each child's individual learning style.

#### Three year olds (Pre-K I)

- Social and emotional skills
- Independence / self help skills
- Exposure/recognition of letters and sounds
- Name Recognition
- Introduction to name writing

- Shapes, colors, numbers
- Thematic units for Science and Social Studies
- Counting, set creation, graphing, patterns
- Art and music experience
- Vocabulary and language development

Four year olds (Pre-K II)

- 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

Thank you for taking time to read the section of the Handbook dedicated to Preschool. We are delighted that you have chosen our program for your child!

# Lower School

# Lower School

## 2018-19

### **Introduction**

Welcome to Allen’s Lower School. We have every expectation that you and your children will acclimate to both the excitement of the educational and community life found in abundance through the Lower School experience. You are in for a wonderful school adventure.

This section of the handbook is reflective of information and procedures relevant to Lower School students, grades K-5. Parent awareness and support for school policies are essential to the running of the school, and we believe that parents, as well as students, need access to the information in this handbook. We invite parents to join with their children in reading and discussing the sections of this publication.

Much of the content of the Lower School section is informational rather than regulatory in nature. Not all rules of this division are outlined in this section of the Handbook. Although some rules and regulations need to be specified in writing, we try to keep those to a minimum as a litany of rules tends to lose its influence. Also, some of the information and school policies change from year to year, and we try to make those known whenever possible. You may also want to refer to the handbook during the school year.

The primary purpose of the handbook is to clarify and enhance communication among all members of the school community. Let this document serve as a starting point and guide for locating the information you may need. The administration, faculty, or office staff will be happy to assist, should further questions arise.

### **Our Mission**

Allen Academy cultivates the skills and attitudes that characterize *adaptive expertise*, equipping students with the mindset necessary for academic success, preparation for life, and meaningful contribution to their local, college, and global communities.

### **Core Values**

Independence:	Learning from failure and becoming self-governing
Adaptability:	Bringing an open mindset to new ideas, thoughts, and thinking
Integrity:	Knowing and doing what’s right, even amid difficult situations
Partnership:	Looking for productive interdependence
Vigor:	Giving effort, energy, and enthusiasm

### **Philosophy**

It is the philosophy of the Allen Academy Lower School to provide a well-rounded program of instruction that will ensure that each child can grow and develop cognitively, physically, emotionally, and socially in a loving atmosphere. We believe each child is a special and unique person to be valued for his/her own worth as he/she interacts within the learning environment through social play and teacher-child interaction.

### **Lower School Design**

Kindergarten and first grade homeroom teachers are responsible for the four subjects of language arts, math, science and social studies. Students remain with their homeroom teachers for a considerable portion of each day with learning activities provided by that teacher.

Once students move into second through fifth grades, the design or structure sees a change. Students will continue to have a homeroom base, but will see both grade level teachers over the course of a school day, with one teacher responsible for humanities (language arts/social studies) and the other for math/science.

### **Student Support**

There are multiple systems of student support available in Allen's Lower School. The first line is the child's homeroom teacher. From there, all of the student's teachers are available for guidance and assistance. Should the need arise, students and parents may extend to the School Counselor and the Head of Lower School. For medical support, Allen's School Nurse is also the Administrative Assistant to the Head of Lower School.

### **Arrival and Departure**

In Lower School, classes begin at 8:00 a.m. and families are asked to abide by this starting time. Arrival after 8:00 a.m. may cause unneeded stress on the student when joining their classroom, after the lessons have started. If a Lower School student is late, a parent/guardian should accompany the child inside and check in with the Administrative Assistant to the Head of Lower School, to receive a pass to enter class.

There is an early arrival protocol if students should need to be at school before homeroom teachers are set to receive them. Students may arrive as early as 7:30 AM and will be supervised by an early arrival teacher in either the K-2 or 3-5 hallway.

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 Lower School Administrative Assistant and the child's homeroom teacher. The adult responsible for picking up the student should check with Mrs. Hoffman before leaving and upon arriving, if the child returns on the same day.

All K-5 students will be dismissed at the end of the school day at 3:10 p.m. They will continue to be supervised until all students have left the building or have reported to the Extended Day Program. At dismissal time, each class will have a designated area while awaiting the pick-up call. Playing, running, and general gaming is discouraged for safety and attention reasons. Students who have been formally dismissed from school or other family children are not to use the playground or fields unless there is direct parental supervision in the area. Parents are encouraged to collect their children promptly at dismissal time.

If parents choose to pick up their children by coming into the building, they are asked to wait in the rotunda area until classes are dismissed at the 3:10 p.m. time when they may walk down the hallway to the child's homeroom.

**Excessive Absences**

If a student accumulates more than 7 absences per trimester or 20 absences per school year, this may jeopardize the student's ability to receive full benefit of class attendance. Before these total numbers actually occur, the Head of Lower School will be in contact with families regarding absences and what needs to be done to rectify the situation.

**Return From An Absence**

When a student is absent from school, especially due to a prolonged illness, teachers will assist the student and family with the make-up work.

**Absence and Extra-Curriculars**

If a student is absent from school on a given day, the student may not participate in any extra-curricular activity for that day such as play rehearsal, clubs, Fall Fest, or Fine Arts Night.

**Dismissal Time**

All K-5 students will be dismissed at the end of the school day at 3:10. They will continue to be supervised until all students have left the building or have reported to the Extended Day Program. At dismissal time, each class will have a designated area while awaiting the pick-up call. Playing, running, and general gaming is discouraged for safety and attention reasons. Students who have been formally dismissed from school or other family children are not to use the playground or fields unless there is direct parental supervision in the area. Parents are encouraged to collect their children promptly at dismissal time.

**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 parent conferences as needed. Lower School teachers are available before or after school for additional help (by appointment).

Homeroom assignments are based on the previous year's teacher recommendations and input from the Head of Lower School. Homerooms will be posted through Renweb, 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 of what will be based on what is best for each student's social/emotional development. Homerooms can and often do change as the school year unfolds. Parents will be consulted as changes or adjustments are considered.

**Extra Help**

In general, teachers can reasonably provide approximately two sessions of 20-30 minutes per week for a student who needs ongoing extra support. When a student desires requires more than this amount of assistance, he or she may be served well by working with a tutor. On certain occasions, some school personnel may serve as tutors but generally speaking, tutoring services are not provided by Allen instructors. The Head of Lower School Division Head can help

parents by providing a list of individual tutors and tutoring agencies that have expressed a desire to work with Allen Academy students. In order to ensure comprehensive supervision of a student's academic progress, parents are encouraged to inform the homeroom teacher of any tutoring arrangements outside of school.

### **Visits**

Please contact the Head of Lower School or classroom teacher in advance, to schedule an observation time that will ensure the class will be available for a visit. A class visit should be limited to about 45 minutes.

### **Snack**

Each homeroom teacher will set policy for snacks, and that information will be shared by the teacher at the start of the new school year.

### **Lunch**

Students may bring a home lunch or select a cafeteria-style lunch, on a daily basis, in the lunch room. By ordering on a daily basis, several choices are available and parents will be billed each month. Home lunches should be as nutritious as possible and students should only bring water or a natural fruit drink. No carbonated or sports drinks are allowed.

### **Parent Communication with Teachers**

Communication with parents is an important part of the engagement with Allen Academy. Reading notes sent home or posted on the school's website is an important element in the exchange of information. Teachers are encouraged to discuss a child's activities with parents, upon request. **NOTE: Scheduling a meeting with a teacher to discuss a child's progress is important for the teachers and we ask that such conversations not be initiated at arrival or dismissal times, unless prearranged with the teachers or through the Head of Lower School.** Both of those times of day are so important for the teacher's attention to each child and his/her classmates and informal parent conversations can detract from the teacher's ability to give full attention to his/her students.

### **Parent/Teacher Conferences**

In Lower School, parent/teacher conferences become an opportunity for both parties to talk about overall student academic and social/emotional progress and development. In a given school year, Lower School conferences happen two times per year, the first in October and the second in April. Along with these two conference opportunities, there are also three student grade report windows at the conclusions of the trimesters, for a total of five reporting periods per school year. In addition, if a conference or meeting is needed during the regular course of the school year, these can be arranged through parents, teachers, or administration.

### **Extended Day Program**

Allen offers an Extended Day Program for all students, pre-kindergarten through the fifth grade. The program is housed in the Lower School building from 3:20 to 5:30 p.m. Information is available in the main office or through the Administrative Assistant in the Lower School office.

## **Clubs**

Each school year, Allen’s Lower School offers special after school activities commonly referred to as clubs. Some of these clubs are at no cost to families as they are offered by current faculty. However, there are some clubs presented by off-campus agencies such as Chess America, Bricks4Kidz, Drama Kids, and Teams of Tomorrow that require special fees. As these club opportunities arise, information will be disseminated to parents for registration as desired.

## **Uniform**

All Allen students wear uniforms. The Lands’ End Company at [www.landsend.com](http://www.landsend.com) showcases all of Allen’s uniform needs. There is a uniform store and gently-used uniform section in the school’s Ram Store, located as part of the main school gym facility or SEC. Allen prides itself on our K-12 uniform guidelines but understands our children’s need for comfort, play, and an occasional “messy” day of activities. The Head of Lower School has a complete list of Uniform Guidelines for Lower School, upon request.

NOTE: Because of the nature of children’s daily schedule, we ask that students wear athletic-style tennis shoes and socks as appropriate footwear. For kindergarten, the most appropriate tennis shoes are Velcro-lace/strap, rubber-soled shoes.

## **Wellness Guidelines**

We ask families to make sound judgments with regard to sick days for students. Indeed, we support students staying home when they are not well, especially when running a fever or coming down with an infection. To protect all students and teachers, children who are ill should be kept at home. In addition, we ask that someone is available to pick up a child in the event of illness arising at school. Consultation between the child’s teacher, our school nurse, and the Head of Lower School will determine a final decision with regard to school wellness. Should a student need to stay home because of a fever, we ask families to keep the child at home until they have a 24-hour temperature-free window.

## **Discipline**

At all levels across the Allen community, students are embedded in a positive, caring, and loving environment. The rules we have established are to ensure a common ground for all of our constituents – students, faculty, staff, and parents. When a child has a moment of misbehavior, it is initially addressed by the supervising teacher. Sometimes, the Head of Lower School or the school counselor may become involved, to support the student’s and teacher’s needs. Parents will be notified if an inappropriate behavior continues or rises to a level of concern.

A primary role for our educators is to provide the most positive support mechanisms we can to assist students in becoming the best they can possibly be. Working together in the student’s best interests is now and has always been a high priority for the teachers and staff at Allen Academy. If necessary, a conference will be called for a student’s parents, teachers, the school counselor, and the Head of Lower School. A student-learning plan may be put into place with guidelines designed to benefit all parties involved. If a student’s behavior is at the root of the challenge, it is possible that a probationary period of time will be established to redirect the student’s area(s) of concern to see if the child is ready to continue with the Lower School program.

## **Physical Education**

Children in Lower School have physical education class 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. If a child is unable to participate in physical education, a note should be provided to the child's homeroom teacher, who will share it with the Head of Lower School. Frequent or long-term non-participation days may warrant a physician's note.

## **Recess**

All students (K-5) have some form of physical activity daily, whether it is recess or the physical education class. Students have recess under the supervision and guidance of their homeroom teacher. Our students work hard on their school programs and need the exercise time to help fully develop all areas of a student's growth.

## **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.

## **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:

- A Permission to Treat Form completed by the student's parents/guardian.
- 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 comply fully 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 go with the chaperone.
- No smoking or alcoholic beverages allowed.
- 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 the parental involvement, the chaperone understands that the teacher is still responsible for field trip demeanor.

## **Home Learning**

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. We also invite children to participate in reading and self-directed learning, and to explore their curiosities. We will always ensure that our students learning needs are being met.

Home learning in its truest form involves several key elements:

- Promotes reading for pleasure for at least 20-30 minutes each evening, as student reading has the single greatest impact on student achievement
- Empowers students to make choices in their learning
- Includes inquiry, exploration, and joy in learning
- Promotes the desire to keep learning
- Acknowledges the importance of developing a variety of talents and interests outside the school
- Fosters intrinsic motivation and self-directed learning

Learning initiated in the classroom will have natural extensions to home learning. For example, your child may be invited to bring items from home to contribute to school projects. In our classroom learning communities, we will celebrate school-home learning connections and invite students to share their passions and learning with their peers.

## **Curriculum Guidelines**

From a homeroom perspective, teachers are responsible for four general areas of study including Language Arts (English, Reading, Spelling, Writing), Math, Science, and Social Studies. A considerable amount of planning and coordination go into the development of each topic. Because a school day is filled with so many varied instructional moments, all four of the major topic zones are closely integrated. This means students will be experiencing a significant blend of topics so that math is found in science activities, spelling arises from history or science subjects, writing takes on multiple configurations in math and reading, and beyond.

Co-curricular classes all have dedicated teachers and include Art, Music/Band, PE, and Spanish. Each of these subjects meets multiple times per week with a special emphasis on PE, which meets every day.

Overall, subjects taught in Lower School emphasize the following topics, regardless of the grade or teacher.

1. Development of a love of learning through a secure and warm environment
2. Fostering of independence
3. Building of a positive self image and a well-rounded sense of self
4. Nurturing and inspiring personal intellectual achievement, always reaching for academic excellence

As an extension of Allen’s extraordinary Pre-School Program, Lower School strives to enhance five developmental zones including intellectual, social, emotional, physical, and creative.

### **Lower School Grade Reports**

Grades earned at Allen Academy are based on a *high standard of college preparatory work*. Lower School teachers base their expectation of work in what they have experienced with student performance in strong college preparatory programs in both public and independent schools. All students have supportive developmental skills’ lists for all subjects and all classes. Letter grades for subject areas beginning in grades four and five and transition into the Middle School years.

# Middle and Upper School

August 2017

Dear Parents and Students,

We are looking forward to an exciting and wonderful year with your family! It is important for families and administration to be on the same page in terms of both academic growth and student wellness and we want to communicate with you early and often so that your child can have the best experience possible at Allen Academy.

In the Middle and Upper School this year we have added a number of new avenues for our students to succeed. We will continue our roll out of digital learning with grades 6-7 and 9-10 now learning via laptops. In addition we have Personalized Math and a Spanish Language and Culture rotation that will allow individual students to thrive and move at their optimal pace of learning. We continue to have opportunities for our students to compete in athletic, academic and artistic events. We are excited to see the learning process and final products that our students will go through and create this year.

We welcome communication from you on any topic. Please feel free to call the front office at (979) 776-0731 for any immediate concerns or e-mail [stthomas@allenacademy.org](mailto:stthomas@allenacademy.org) or [mengstrom@allenacademy.org](mailto:mengstrom@allenacademy.org) for other communication. We promise to get back to you as soon as possible so that we can work together in the spirit of helping your child.

Yours in the spirit of fostering student growth,

**Mark Engstrom**  
Head of Middle and Upper School

**Sarah Thomas**  
Dean of Student Life

### **Advisors**

Each morning, students will meet for approximately 15 minutes with their advisor. During this time, students' assignment planners will often be verified, lockers will be periodically checked for organization, general announcements will be made, and students will have small group discussions. As a key figure in the student's daily life on campus, the advisor will create a relationship with each member of the group. This is promoted through the daily meetings and activities that are planned to educate and to bring the group closer together. The goal of the advisor/advisee system is to ensure a one-on-one supportive relationship outside the classroom for each student with a member of the Middle/Upper School faculty. It is also the first place where academic advising takes place. It is hoped that each student will feel that he/she has a special faculty member to approach with problems or concerns, as well as in whom they have an advocate.

### **Attendance**

The Allen Academy attendance policy promotes regular class attendance as 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 which 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.

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 Athletic Director, Dean of Student Life or Head of Middle/Upper School may excuse a student for either scheduled appointments or unforeseen emergencies.

#### *Arriving Late/Tardy*

Classes start promptly at 8:00 AM and it is expected that students arrive in plenty of time so as not to delay their learning process. Continually arriving at the last moment sends the wrong message regarding the importance of punctuality and commitment to learning. In the Middle and Upper School, advisory is a vital part of the student experience, and should be treated as important as academic courses.

In the Middle and Upper School, a warning bell rings at 7:55 AM, but if the student arrives after the second bell (8 AM), he/she is considered to be tardy. The student will then need to sign in at the Front Desk, receive a pass, and will be allowed to report to class. As a new policy this year, 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.

In Middle and Upper School, three (3) tardy citations within a trimester warrants a conversation with the Dean of Student Life. Accumulation of citations may also prevent a student from participating in extracurricular activities for a determined length of time.

### *An Excused Tardy*

Sometimes there are valid reasons for arriving after the second bell (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 School Office via phone (979-776-0731) or email ([absent@allenacademy.org](mailto:absent@allenacademy.org)) by 10:30 AM the day of the absence. It is the responsibility of the parents/guardians to communicate regarding the student's absence.

If a student has seen a physician of any kind, we ask that a note from the doctor accompany the student when they return to school. If the student returns to school and has not been to see a physician, the student should sign back in with either the Dean of Student Life or the Head of MS/US and return to their assigned class.

### *Examples of Excused Absences*

The following are considered typical excused absences, as long as the above steps have been taken.

- Illness, severe injury, or death in the family
- Medical Appointment
- Participation in school activities approved by Head of MS/US
- Observance of a religious holiday
- Court appearances
- Other similar situations approved by the Head of MS/US, Dean of Student Life, or Head of School.

### *Early Dismissal*

If it is necessary for a student to leave school during school hours for a medical appointment or some other valid reason, a phone call or e-mail from a parent/guardian should be submitted to the Reception Desk/School Office prior to the time of the appointment. The student should then sign out with either the Dean of Student Life or the Head of MS/US prior to leaving.

### *Planned Absences*

If an absence is known about in advance, please notify the student's advisor, the Dean of Student Life, and the front office at [absent@allenacademy.org](mailto:absent@allenacademy.org). All absences will be documented on report cards beginning this year.

### **Athletic Policies**

For details related to Allen Athletics, please see the Allen Academy Athletic Policies, which is the last part of this Family Handbook.

### **Behavior Policy**

Any student behavior (digital, face-to-face, or otherwise) that happens at any time (after-school, weekends, etc.) that negatively impacts the learning on campus will be addressed by school administration.

### **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.

#### **Expectations for all students:**

- Hair is clean, neat, and out of the eyes
- Undergarments or the lack thereof are not visible
- Lower body apparel (shorts, skorts, skirts, and jumpers) must not be shorter than 2” above the knee
- Lower body apparel must be modest in nature (Allen Academy administration reserves the right to define what is “modest in nature”)
- If belt loops are visible, then the student must wear a belt
- Clothes are worn properly and sized to fit appropriately
- Outer layers (sweatshirts, lightweight jackets, fleeces or coats) should be on top of the regular school uniform
- Sweatshirts and hoodies should be either a solid color, have an Allen Academy logo, or a college logo.

#### **The students may NOT wear:**

- Sweatpants of any length;
- Camouflage;
- Athletic shorts;
- Allen Academy t-shirts except on Fridays, specially designated days for athletic teams and organizations;
- Excessively tight shirts or blouses;
- Clothing that reveals any cleavage or midriff;
- Clothing with offensive messages or messages contrary to the mission of the school;
- Haircuts/colors, tattoos/markings and body piercings that are distracting to the learning environment
- Most head coverings or sunglasses in a school building
  - Religious head coverings are allowed

### College Shirt Days

On days where students have been given advance notice they will be allowed to wear a shirt from the college of their choice. The shirt must be worn along with the standard uniform and is only an exception for the standard uniform shirt.

### Formal Days

Students are asked to wear their dress uniform on occasion for special events as designated by School Administration. Students will be given advance warning when this specific dress code is required. Shirts must be tucked in and belts must be worn.

The Middle and Upper School dress uniform is as follows:

- Khaki pants or the normal school skirt
- A white polo or white button down shirt (No monogram is required for the formal day shirt)

### Spirit Days

Every Friday students are allowed to wear an Allen Academy T-shirt with their standard uniform or jeans. If jeans are worn, they must not contain holes and must be modest in fit.

### Electronic Devices

- Middle School students are discouraged from bringing cellphones to school. If the cell phone is present, it should be turned off and out of sight from 8:00 am to 3:30 PM.
- Upper School students may use their electronic devices during their free time, so long as it is done in a way that respects the learning environment. While in class, electronic devices 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.
- No cell phones are allowed in the cafeteria. The cafeteria is protected as a face-to-face social environment.
- All devices must be used in accordance with the Responsible Use Policy.
- Device infractions will be reported and documented.

A telephone is available for use in the case of an emergency at the front desk. Students should not expect to use the phone for forgotten items, permission to go home with a friend, etc.

Any misuse of digital devices on campus will result in the following:

- First offense—device is confiscated for the remainder of the day and an email will be sent to the parents so they are aware as well.
- Second offense— a parent or guardian will be required to collect the device at an agreed upon time. The device will remain with the Dean of Student Life until the parent has communicated that a conversation has happened at home and the family is comfortable that the lesson is learned and similar incidents won't happen again.
- Third offense— The device will remain with an administrator until a parent or guardian, accompanied by the student, has met with the administrator about the situation. The

student will not be allowed to have the phone at school for a period of time to be established in the meeting. Most likely the device will not be allowed at school for the remainder of the school year, at minimum.

### **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 will be several programs and activities throughout the year to promote college awareness and selection.

### **Community Restoration**

Community Restoration is the action of giving back to the school through some form of community service. Community Restoration is designed to allow the students to give back to the community that they have taken away from by breaking policies through service.

A student who constantly chooses to not follow policies put in place by administration or classroom teachers may receive community restoration. Community Restoration will be given at the discretion of the Dean of Student Life and the Head of Middle and Upper School.

When a student receives Community Restoration, he or she will be required to remain at school on the Tuesday following the incident for a time determined based on the action. Community Restoration *takes precedence* over athletic practice, games or matches, and other school sponsored after school activities.

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

It is expected that students will 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 and Upper 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 test calendar will be maintained to guard against a student having more than two major assessments on any one particular day.

Grades earned at Allen Academy are based on a *high standard of college preparatory work*. Upper School teachers ground their expectation 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 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.

Allen Academy courses are designated as honors courses on the official transcript to indicate their level of difficulty in the core subject areas. No quality point, however, is awarded for the honors designation in computing the grade point average.

Students should note that any trimester 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.

[Extracurricular Eligibility Policy](#)

Grade Point Average

A student's Grade Point Average (GPA) is calculated by averaging all grades from the 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 courses will receive a weighted GPA (1.0 additional grade point) at the end of the year if the student earns a 60 or higher as the final course grade for the AP course.

<u>Letter grade</u>	<u>Percent</u>	<u>Grade points</u>	<u>GPA for AP classes</u>
A+	97-100	4.33	5.33
A	93-96	4.00	5.00
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.66	3.66
C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.66	2.66
D+	67-69	1.33	2.33
D	63-66	1.00	2.00
D-	60-62	0.66	1.66
F	0-59	0.00	0.00

### Academic Warning

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

- Two trimester averages of “D” (69 or lower) in any courses or electives
- One trimester average of “F” (59 or lower) in any course or elective
- An overall cumulative grade average of 2.0 or below

Should there be a need for a parent conference, the Advisor will arrange the conference with the parents and as many of the faculty as necessary. The notice will contain a statement of the student’s needs and what corrective steps the student should take during a clear and established time frame (usually one trimester). A copy of this statement will be sent to the parents from the Advisor. 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 (i.e. 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 Head of the Middle/Upper School and the Advisor.

### **Home Learning and Tests**

Home learning is given as reinforcement or enrichment or practical application of what has been taught in class. Students should be able to do this without help from anyone; however, parental interest and support are encouraged. Middle and Upper School students should divide their Home Learning time each night based on feedback on their mastery of the material from their classes. Home Learning is available through PowerSchool and should be checked regularly. Students in grades 6-8 have a regular study hall period three times a week in which to begin Home Learning assignments. Upper School students will have “drop” periods in which they can get work done.

Teachers ensure that no more than two major tests or projects are scheduled for any grade on one-day using a test calendar.

### **Retention Policy for MS/US**

Students finishing the academic year with one F or two Ds may be asked to leave Allen

Academy. These situations will result in a discussion between the advisor, teachers of the classes of these grades and administration to decide on what is best for the student going forward.

### **Lockers**

Middle and Upper School lockers at Allen Academy are a great example of trust and respect. The purpose of the locker is to store a student's materials. The assigned student is the only student sanctioned to use that particular locker. No other student or parent may inspect any student's locker.

No picture or other materials may be glued or taped to the outside or inside of the lockers. We encourage school spirit and decoration of a locker, if a student wishes - but only through the use of magnets.

Items that are displayed outside or inside the locker may be removed by the Head of MS/US or Dean of Student Life if deemed inappropriate. No food should be left in the locker overnight. The custodial staff may remove any food items found in the lockers after school hours.

### **Lunch Period**

Since the focus of school is academic and student growth, students are not allowed to order food to be delivered on campus during the school day. If a parent or guardian would like to bring lunch for a student, it should be delivered at the start of the lunch period and should not interfere with class time.

Students can choose to eat their lunch in the cafeteria, outside, or in non-carpeted areas of the main building. Students should not take their lunch into classrooms unless they have been given permission by a teacher ahead of time.

## **Middle and Upper School Student Life**

### **Student Life**

Student Life period is a structured time designed to help students learn from experiences outside of traditional coursework. Student Life Period can take on many forms, including presentations to the student body from guest speakers, small group service projects, community-building games and workshops. On the days that Student Life periods are scheduled, students will meet in their advisor's room for the first fifteen minutes and will then proceed to their Student Life activity as a group should it be held outside of advisory.

### **Capstone and Clubs**

Capstone and Clubs 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, will be allowed to start a club (Upper School only), or will be allowed to work on their Capstone projects (Juniors and Seniors only).

### **Senior Privilege**

Seniors may propose a privilege to the Dean of Student Life if they wish to implement a privilege accessible and available to the entire senior class.

### **Substitute Credit**

Students who fail an Allen Academy course may repeat the course through an accredited school or university for “substitute credit.” The transcript will reflect both the failed course and the “substitute course.” Advanced Placement courses are not eligible for substitute credit.

There is no limit to the number of substitute credits a student may take in preparation for advanced level work or enrichment, i.e. a summer Pre-Calculus course in order to enroll in Honors Calculus, a refresher course in preparation for AP or SAT II exams, etc.

Substitute Credits must be approved by the appropriate Division Head and the Director of College Counseling prior to beginning the course to receive credit.

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

Any Upper School students may take courses at TAMU, Blinn or any other approved university 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.

Students at Allen Academy will have no more than one course off campus (either online or at a higher education institution) in a given academic school year at any one time. Therefore, over the course of their high school career, students will have a minimum of 20 of their 24 required credits earned through an on-campus high school experience

# **ALLEN ACADEMY (MS/US) ATHLETICS HANDBOOK**

## **Athletic Department Philosophy**

The Athletic Department is built on a foundation filled with small victories won through seemingly small often unobservable commitments. Yet, these commitments build upon each other in a contagious fashion. These are the inspiring and inspirational moments we live for. It's the word, the sentence, the chapter, and the book. It's the dribble, the pass, the basket, the score. It's the participation, the practice, the pain, and the victory. Because when we do things right, we're doing the right thing. From inside classroom walls to outside on the playing fields, our goal is the awakening of mind and body to find, utilize and master the tools and techniques for success in life. Robert Frost once said, *"I am not a teacher, but an awakener."* The Athletic Department realizes we are neither the first nor the final awakeners of the youth in our paths. We work in concert with other awakeners to be most effective. Within classrooms, locker rooms, homes, and communities, we join together as a team in the journey. And, as a team, when we make a commitment to the possibilities, we make the possibilities so. The Allen Academy coaching staff embraces the opportunity to work in a diverse climate where intelligence and character growth flourish. We ask every Ram to make a commitment to a vision larger than the sum of one. Commit to a project. Commit to a club. Commit to a team. Because commitment is vital for success in life to ensure one is doing the right thing, to make the possibilities so.

## **Athletic Department Mission**

The mission of the Allen Academy Athletic Department is to develop student-athletes who:

- Value the diversity and contributions of others
- Respectfully assume responsibility of their own actions
- Live physically and mentally healthy lives
- Display grit when working to achieve excellence in academic, team and individual goals

This creates empathetic Rams that lead with integrity.

### **SPORTS OFFERED**

#### **BOYS**

Cross Country  
Six-Man Football

Basketball  
Co-ed Soccer

#### **FALL**

#### **WINTER**

#### **GIRLS**

Cross Country  
Cheerleading  
Volleyball

Basketball  
Co-ed Soccer

## SPRING

Baseball  
Track and Field  
Tennis  
Golf

Softball  
Track and Field  
Tennis  
Golf

## ALL YEAR

Strength and Conditioning  
Physical Education

Strength and Conditioning  
Physical Education

## ATHLETIC COLORS AND MASCOT

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

**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 they 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!

### 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 its 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/>

### Participation Requirements

In order to participate in athletics at Allen Academy, a student must:

- Have a signed acknowledgement, on file with the school, agreeing to adhere to all policies in this handbook
- Have a valid physical and up-to-date immunization record on file with the school
- Meet all TAPPS and Allen Academy requirements

There is no doubt that participation in athletics can enhance the overall educational experience for every student through the development of teamwork, leadership, and sportsmanship. However, participation in athletics is strictly voluntary, and 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.

**Allen Academy Core Values:**

Independence, Adaptability, Integrity, Partnership, Vigor

**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 in a progressive and sequential manner
- Encourage and develop healthy habits in view of lifetime wellness
- Offer and encourage full student participation in a range of sports and activities with emphasis on the multi-sport athlete
- Offer and encourage full student participation in the strength and conditioning program

- Provide athletes with appropriate uniforms\* and equipment, commensurate with our great facilities

\*Cheerleading uniforms are an exception to the uniform provision policy

### **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.

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.

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 sports are not overlapping. However, this is not always possible. We can ensure no camps will overlap, but we cannot control the scheduling of summer games for certain sports.

### **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, he/she is 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 a privilege 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 sport 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
- Understanding the game is for students and not for the adults
- Recognizing that student participation in athletics is a privilege
- 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 and practice
- 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 vocations. 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 our program, 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 player's emotional and physical well-being ahead of 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 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 individual 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-athlete requests a meeting with their level coach.
2. Student-athlete requests a meeting with the Varsity coach & their level coach.
3. Parent/guardian requests a meeting with the level and/or Varsity coach; student-athlete is in attendance.
4. Parent/guardian requests a meeting with the AD; level coach & student-athlete are in attendance.
5. If the Athletic Director is unable to provide a satisfactory resolution, the parent may contact the Head of Middle School/Upper School.
6. If the Head of Middle/Upper School is unable to provide a solution to the issue, the parent may contact the 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 AD directly.

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

- The treatment of your child mentally and physically
- 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. Please take note that every step involves the student-athlete. The only time it would be acceptable to skip steps or not involve your son 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 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.

## **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 playing in the gym or use of 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 Absences**

- Unexcused 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 for more than half the academic school day, they cannot practice or participate in contests 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 AD prior to the date of the absence.
- A student-athlete who is absent on Friday may participate in contests over the weekend if he would have returned to school on the day of the contest.

## **Requirements for Participation**

Prior to a student participating in any practice or contest with a team, he/she must supply the coach the following items:

- Current preparticipation physical exam and history form properly completed by a physician/nurse practitioner. The TAPPS preparticipation physical exam form is provided by the athletic office and can also be found online at [tapps.biz](http://tapps.biz) and then under Athletics/Forms
- Written acknowledgement of Permission to Treat which includes insurance coverage from his/her parents
- Completion of all required TAPPS forms and tests
- All student athletes will undergo baseline concussion testing prior to their first season of participation on any team

## **Extracurricular Academic Eligibility Policy**

### **Purpose**

The purpose of this document is to clarify to all stakeholders 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.

### **Eligibility Standard**

Allen Academy adheres to a no pass, no play policy. All student's grades will be checked on the fourth Monday of the first trimester of the school year. Any student in danger of being placed on academic probation will be notified and given a warning. In the middle of each trimester, grade checks will occur on or around every fourth Monday and 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 on **academic probation and ineligible** to participate in athletic competitions, fine arts performances or other showcase events. These students can continue to practice but cannot dress out to participate in the activities listed above until they are passing the grade standard, listed above, after two academic weeks of ineligibility or on the next posted grade check, whichever occurs first.

### **Dates of Grade Checks:**

Grade check dates will be posted on the online calendar each academic year.

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

Middle school athletic eligibility will be monitored by the Athletic Director and the Head of Middle School/Upper School on a case-by-case basis to serve the best interest of the student-athlete. The decision will be made with input from the student-athlete's advisor, coach and parents.

### **While on Academic Probation**

- Students will meet with a member of the administrative team weekly to review grades and plan for the coming week
- Students may be placed in a structured study hall during drop days or other free time during their daily schedule

### **Special Cases**

The Head of MS/US and the Athletic Director reserve 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**

It is the student's responsibility to submit any work that is due prior to leaving campus or upon immediate arrival to school the following day. This includes absence due to athletic or extracurricular activities.

### **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 sport season begins
- Be willing to accept the consequences related to any missed practices or games of the school sport

### **Athletic Equipment Policy**

**Uniforms and/or equipment** belonging to Allen Academy will be checked out to students strictly on a loan basis, for the duration of the sports season.

- Each student checks out his/her equipment from the coach or designated person
- Equipment checked out will be returned immediately after the final contest of the season or at the designated date and time established by the coach
- Students not returning their equipment at the designated time are subject to disciplinary measures and replacement costs for said property including fines
- The Athletic Director reserves the right to suspend an athlete from participating in any other sport until the equipment is either returned or paid for. He/she is ineligible for any sport award until the equipment is returned or paid for

### **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 anytime 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

### **Medical Protocols**

All medical protocols are available in the athletic office for review

### **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

### **Additional Items**

#### **Fees**

It is necessary to 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.

#### **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 which are detrimental to 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 administration 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

#### **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
- Use of profanity
- Insulting remarks to teammates, coaches, opponents, spectators &/or officials
- Hazing or bullying
- Any act showing intent to do physical harm

### **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. If either coach refuses permission, the student athlete must remain in the sport.
- **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.

### **Varsity Letters**

Lettering is a privilege, not a right; therefore, a Varsity Letter must be earned. Each head coach will determine his/her own criteria for lettering, but those criteria will follow the basic outline below at a minimum:

- No unexcused absences from contests
- 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.)
- Squad 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
- Meet the playing and team standards as set forth by the coach

### **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.
- 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

### **Ram 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. 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 Ram Athletic Code of Conduct is always in effect regardless of whether a Ram is on or off campus.

The Ram Code: *“On my honor, I will represent Allen Academy with integrity and will respect all, both as a competitor and as an individual of character. I possess the vigor to adapt to any situation and know that the partnerships I forge today will make me, and all those I serve and represent, better now and forever. I know I can. I am a Ram!”*

### **Expectations of Student-Athletes**

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 Ram 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.

### **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.

### **Facility Use**

Use of the Allen Academy facilities without the permission of the Athletic Director and 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 other designee from the Allen Academy Athletic Director and Director of Facilities.

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



