



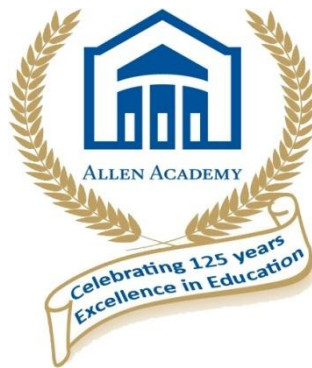
ALLEN ACADEMY

A COLLEGE PREPARATORY SCHOOL

Family Handbook

2011-2012

(Revised January 3, 2012)



Proud Members of National Association Independent Schools

Allen Academy
3201 Boonville Rd.
Bryan, TX 77802
979-731-0731
allenacademy.org

TABLE OF CONTENTS

Welcome letter from Head of School.....	3
School Covenant.....	4
Academic Policies	5
Attendance Policies	8
Counseling	10
Discipline	11
Emergency	13
Giving to Allen	13
Parent Information	14
Rights, Responsibility, and Outcomes	17
Required Courses	17
School Activities	18
Student Recourse	20
Student Treatment	21
Student Vehicles	22
Dress Code and Uniform Policy	22
Code of Conduct and Conflict Resolution Agreement	29
Staff Contact Information	32

Dear Parents:

This handbook is designed to give you and your student(s) important information regarding the policies and procedures at Allen Academy. As Head of School, it is my goal to help the school establish fundamental operating policies that are intended to provide a learning environment that is supportive and engaging. I am hopeful that this document will prove helpful in this process. The guidelines and procedures defined in this manual are designed to set parameters for a positive learning atmosphere. Should you have questions regarding these guidelines and practices, please do not hesitate to contact my office, so we can discuss your concerns.

Together we can make it possible for your child to have a rewarding experience at Allen Academy.

Sincerely,

John P. Rouse

John P. Rouse
Head of School

* All material contained in this document is subject to change and may be modified by notices distributed by the school.

School Covenant

Allen Academy and our Parents: Establishing and Maintaining the Partnership

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 staff members at Allen Academy agree to provide 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, aesthetic, 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 in fulfilling its mission 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.

Academic Policies

Academic Markings and Reports

The philosophy of Allen Academy is that comprehensive feedback is provided to parents and students.

- Pre-School through second grade utilizes age appropriate assessment and evaluations specific to the respective division.
- Third through twelfth grade utilizes the following system:

Our grading system is based on a 4.0 scale where 100 points = 4.000.

For students entering grade nine in 2011-12:

Every other grade is a percentage of 4.000 [For example, a 98 = 3.920 (98% of 4.000)]. Students who satisfactorily completes an AP course will receive an additional seven (7) points added to their final grade for that courses for use in calculating the student's grade point average. A student who has a final grade average of 100 for an AP course would receive 107 points or a 4.280. NOTE: This grading scale goes into effect for students entering as 9th graders in 2011-12.

For students in grades 10-12 for 2011-12:

Current Upper School students in grades 10 – 12 will remain under the grading system used during 2010-11 (As shown below).

A+	(98-100)	4.3	C+	(77-79)	2.3
A	(93-97)	4.0	C	(73-76)	2.0
A-	(90-92)	3.7	C-	(70-72)	1.7
B+	(87-89)	3.3	D+	(66-69)	1.3
B	(83-86)	3.0	D	(60-65)	1.0
B-	(80-82)	2.7	F	(0-59)	

Your child's teacher can provide a weighted breakdown of their grading system based on daily work, evaluations, and projects.

Academic Policy/Test Calendar

It is expected that students will maintain acceptable grades in all subjects. To aid in the accomplishment of this goal, the following guidelines have been set:

1. It is the school's intention to monitor all the Middle and Upper students' 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.
2. A student with an average below 65 at the end of any grading period will be placed on academic probation. A score of 65 serves as a warning to the student because dropping below a 60 will result in the student's failing the course. This means that the student is ineligible to participate in any school-sponsored extracurricular activity, including athletics, until the grade is brought up to at least a 65. Ineligible students will be required to meet with their

teacher to formulate a plan to regain eligibility. During the period of probation, the student would be allowed to practice but not participate in competitions or performances. If additional work is needed, families may be encouraged to seek additional out-of-school tutorial assistance, at their own expense.

3. The teacher may choose to have a parent-teacher conference at any time to discuss grades, performance, and/or possible plan of action.

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 class rank 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 70 or higher as the final course grade for the AP course.

For students entering as freshmen in 2011-12, students taking AP courses will receive an additional 7 points to be added to their final course grade for the AP course.

Report Cards

The basic instrument for communication between students, parents, and teachers is the report card, which is distributed four times per year. The report card is used to keep parents informed regarding their child's academic and social progress.

Schedule Changes

All schedule changes must have the written consent of the parents and the Student Services Coordinator. Drops should be requested by the second week of classes. A student must enroll in an additional course anytime a class is dropped unless the student has the consent of the Head of School.

Grade Classification

Promotion from kindergarten to first grade is made upon recommendation of the kindergarten staff and the Head of School.

All promotion in grades first through fifth are made upon recommendation of the faculty in conjunction with the Head of School.

All Middle School students must enter and pass the core discipline courses with a minimum year ending grade of 70. The core disciplines are English, History, Math, Science, and Foreign Language. The School administration reserves the right to promote or retain a student at any grade level, as it deems necessary.

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.

TAMU/ Blinn College Coursework

Any Upper School students may take courses at TAMU and Blinn provided the same course is not offered at Allen Academy. The Head of School will approve all requests. For Allen Academy to grant credit for such courses, an official transcript must be submitted to the registrar.

Juniors and seniors who choose to take courses at TAMU and/or Blinn that are not offered at Allen Academy should provide a written request to the College Counselor 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.

Cheating and Plagiarism

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

In the Primary and Lower School, such allegations will be addressed in conference with the teacher and the Head of School.

Middle and Upper School students are bound by the Allen Academy honor system. The Dean of Students, along with the Head of School, reserves the right to address personally any allegations of cheating and/or plagiarism.

English as a Second Language (ESL)

An ESL diploma is granted if the student successfully completes all required coursework as set forth by the School and adheres to all rules and regulations adopted by the School.

Athletic Policies- These policies are in the athletic handbook.

Attendance Policies

Attendance

The Allen Academy attendance policy promotes regular class attendance as an integral part of the learning process, as well as a means for showing respect for teachers and fellow students. Parents are encouraged to teach their child respect for school hours by bringing them on time and limiting their early dismissals. Full-time students should attend all classes, assemblies, and other school meetings. It is a real disadvantage for all concerned when there is class interruption.

Arriving Late/Tardy

Allen classes start promptly at 8 AM and it is expected that students arrive in plenty of time so as not to delay the start of school. Continually arriving at the last moment sends the wrong message regarding the importance of punctuality.

The Warning Bell rings shortly before 8 AM, but if the student arrives after the second bell (8 AM), he/she is considered to be tardy and receives a Tardy Citation on their record. The student signs in at the Reception Desk, receives a pass and will be allowed to report to class. Three such Tardy Citations, within a semester however, puts the student on Activity Suspension. Activity Suspension prevents any extra-curricular activity for the next five (5) school days (commencing that day). The fourth Tardy Citation during that semester reinstates the Activity Suspension, but now extends for ten (10) school days (commencing that day). A fifth Tardy Citation causes the student to be ineligible for the remainder of the semester. The Dean of Students is ultimately responsible for all decisions regarding suspension and will hear all appeals.

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 (979-777-0731) or email (absent@allenacademy.org) by 11:00 a.m. the day of the absence. It is the responsibility of the parents/guardians to communicate regarding the student's absence.

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 School
- Observance of a religious holiday
- Court appearances
- Other similar situations approved by the Head of School or Dean of Students.

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 written request, 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 at the Reception Desk before leaving. If the student returns to school the same day, the student should sign back in and return to his assigned class.

Excessive Absences

If a student accumulates more than 10 absences per semester or 20 absences per school year, the student may jeopardize credit for class/grade and may be placed on Conditional Enrollment. Conditional Enrollment then requires a discussion with the parents/guardians, student and school representatives that might include teachers, Dean of Students, Student Services Coordinator, and/or Head of School

“Conditional enrollment” means that the student will be placed on a waiting list for re-enrollment until all required coursework has been completed and submitted to the teacher of record. Being on the “waiting list” for lower school students might impact teacher assignment or the availability of space in the particular grade level. For MS and US students, being on the waiting list might impact course selection.

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.

Dismissal Time

All K-5 students will be supervised at all times during dismissal (3:15PM) and will exit the School together. Each class will have a designated area to stand/sit while they wait to be picked up. 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 pick their children up promptly at the dismissal.

MS and US students are dismissed at 3:30PM, unless there are extra-curricular activities.

Leaving Campus

No student is permitted to leave the campus without the permission from their parents/guardians (see Early Dismissal) and the School Office or Dean of Students. When it is necessary for a parent to get a student from class, a written note, e-mail or phone call must be made to the Reception Desk/Main Office and the student must have the adult with whom he/she leaves, sign them out at the Reception Desk.

Senior Privileges

Senior privileges are subject to review each year by the Head of School, in conference with selected members of the senior class. Regardless of the privilege, anytime a student leaves campus during the school day, the student must exercise the proper sign out/sign in procedure. Seniors may not extend their privileges to lower classmates.

Counseling

College Counseling

The Head of School along with the College Counselor 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.

Advisory

In the Primary School, kindergarten through second grade, each child is under the guidance and direction of a homeroom teacher, who will be responsible for the major academic instruction and daily routine of the student.

In the **Lower School**, third 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 or extracurricular program and to act as a liaison between the student and the rest of the School.

Each **MS and US** student will have a faculty advisor who will have the responsibility of supporting and guiding the student in his/her academic or social 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 advisor will also coordinate parent conferences as needed. In addition, the advisor may assist in course selections, study skills, and even discipline discussions.

Evaluation Forms for Students

Parents may ask a teacher to complete an evaluation of a child for possible admission to another school or for outside testing. Teachers are to complete these forms carefully and give the form to the Head of School 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.

Files

While Allen Academy is not specifically subject to the Buckley Act at the federal level, the school has established the following filing system:

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 must be maintained and are kept in a secure area.

Transcript Requests

Transcript requests must be made at least one week in advance and in writing. Official transcripts will not be given to the student, but sent directly to the receiving institution.

Tutoring

Students having academic difficulties may, in certain situations, be advised by a teacher to attend tutorials for a short period of time. Tutoring is an extension of the classroom and the responsibility of all teachers. Students assigned to mandatory tutorial must attend.

There is no monetary reimbursement for tutorials administered during the tutorial period. If, after a short period of time, the student needs additional tutoring, the teacher may refer the student to the Department of Student Services for outside of school tutoring.

Child Abuse and Neglect

Allen Academy, in accordance with the Texas Family Code, must report any suspected cases of physical, sexual, and emotional abuse and/or neglect of children under the age of 18. The definitions of such abuse are as follows:

Physical Abuse - Any physical, non-accidental injury or injuries sustained by a child as a result of malicious acts by a parent or guardian who has permanent or temporary custody or responsibility for supervision of the child.

Child Neglect - Any act or acts by any parent or other person who has permanent or temporary custody, care, or responsibility for supervision of the child who fails to take action necessary to provide adequate nutrition, clothing, shelter, or medical care.

Sexual Abuse - Any act or acts by any parent or other person who has permanent or temporary care, custody, or responsibility for supervision of the child involving sexual molestation or exploitation. These acts include, but are not limited to, incest, rape, sodomy, carnal knowledge, and any other unnatural or perverted sexual practices.

Emotional Abuse - Any act or acts by any parent or other person who has permanent or temporary care, custody, or responsibility for supervision of the child that is excessive, aggressive, or places unreasonable demands on the child. These include, but are not limited to, constant teasing, belittling, verbal attacks, or insufficient support or guidance.

All cases of suspected child abuse or neglect will be reported to the Head of School, who will then ascertain the validity of the facts. According to the law, the Head of School must then report the case to the Department of Human Services, the 24-Hour Child Abuse Hotline (800-252-5400), or the Bryan Police Department. A written report must then be filed with the Department of Human Services that contains the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

Discipline Policies

Discipline

Allen Academy utilizes a system of student management that encourages a positive learning environment by rewarding and reinforcing behavior and academic achievement. It is a privilege to attend Allen Academy, not a right. As such, families are expected to subscribe to all school rules, written and unwritten, as they are adopted by the School and the administration.

Gum

Gum is not permitted at any time in the school.

Smoking

Smoking is not permitted anywhere on campus at any time, nor are smokeless tobacco products.

Alcoholic Beverages and any types of Drugs

Alcoholic beverages and Drugs are not permitted anywhere on campus at any time.

Weapons of any Type

Students, visitors, parents, faculty, and staff are strictly forbidden to bring any dangerous and/or disruptive articles (weapons, firearms, knives, fireworks, mace, etc.) on campus, or carry them, concealed or visible, on excursions away from school with students.

Texas law permits licensed individuals to carry a concealed handgun. However, this law does not include the right to carry a handgun on school premises or at school functions regardless of licensure. It is the school's policy that all weapons, including concealed handguns, are prohibited at the school.

Personal Searches

A student's person or personal effects (e.g., backpacks, purses, and pockets) may be searched by a school administrator to determine whether the student is in possession of any dangerous contraband. Because Allen Academy is a private school, these searches can be performed without notice, consent, and/or without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Head of School or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted.

Cell phone Usage

Cell phones, when not used properly, can be a deterrent to successful education. Therefore, cell phones are to be turned off upon entering the Main Academic Building (MAB) at the start of the academic day (8 AM). The next approved period to use cell phones will be the lunch period. The phones can be used during this lunch period in the Rotunda and Locker area, as well as any place outside the MAB. After lunch, cell phone use is off-limits in the MAB until the end of the school day. If the cell phone is used during school time in the MAB, it will be confiscated and delivered to the Dean of Students' office, to be retrieved at the end of the day. Continued abuse may result in the loss of the privilege of possessing a cell phone at school. Students may always use the phone at the Reception Desk for emergencies, and parents are always able to reach their student by calling the Reception Desk/Main Office or personally coming to campus.

Termination from School

Allen Academy reserves the unconditional right to suspend or expel at any time any student for academic, behavioral, or attitudinal reasons if Allen concludes that the school does not seem to be an appropriate school for the student or if the parents' relationship with the school becomes uncooperative.

Electronic Technology

Student-owned electronic technologies (laptops, PDAs, I-pads, 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 technologies may be restricted at the discretion of the teacher during testing or other class activities.

Emergency

Emergency Evacuation

Emergency evacuation routes are posted in every classroom on campus. Emergency drills are held periodically for the safety of the students. Appropriate signal and evacuation plans are conveyed in Advisory. During any evacuation, students are to move to the assigned area in a quiet, orderly manner, then await further instruction.

Fire Drills and Emergency Procedures

Fire drills are conducted in accordance with state and local regulations. The school has a crisis management plan in place which is routinely reviewed and updated.

Tornadoes and Hurricanes

In the event of a severe weather warning, teachers will lead students to the closest safe location. Areas close to the center of the building where there is structural support above and no flying glass are optimal areas. Faculty will be responsible for taking the current daily attendance roster with them and will release and sign out students to designated guardians only.

Giving To Allen

The Allen Fund

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

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

Participation is critical to a successful campaign. A high level of participation from the school's Board, faculty, staff, parents, and grandparents has a major impact upon its ability to procure funding from outside of the school community. Foundations, corporations, and other major donors want to know that our parents believe in Allen Academy enough to contribute their charitable dollars. The frequently asked question, "What percent of parents have given?" is one that we are able to answer with a very high percentage. If a family is not in a position to make a large gift, it is important that they understand that no gift is too small.

Athletic Assessments

Funds raised from the Allen Fund are used entirely in the academic enhancement. In situations where Allen “rents” facilities for its other programs, especially on the athletic side, an assessment is assigned to each participant. An example of this would be the \$100 assessment for those students playing golf and tennis, as these students use the wonderful facilities at Miramont Country Club and are taught by their staff of professionals. This is being done across the country in public schools and allows Allen to remain competitive.

Capital Campaigns

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

Parent Information

Committees

Allen Academy will offer participation on special committees designed by the Head of School and the Parent’s Association that serve the needs of the students, parents, and faculty.

Conferences with Parents

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

There are two types of parent-teacher conferences: mandatory and requested. Both types of conferences are meant to serve the student and his/her family needs. Mandatory conferences are only called when all other avenues have been explored and a face-to-face conversation appears to be the only remedy. These conferences should be scheduled at a time mutually agreeable to both parents and teachers.

Major changes at home may affect the student at school; if a parent wishes to share that information with our Head of School or other school employee, it will be handled in a confidential manner, and will allow your child’s teacher to respond effectively with understanding and consideration.

Extended Day Program

Allen offers an Extended Day Program for all students Pre-Kindergarten through the 8th grade. Information is available in the main office.

Food Activities

All food activities need to be coordinated with either the faculty of the class involved or Main Office/Head of School in advance of implementing the activity.

Handbills, Flyers, and other Advertisements

All handbills, flyers, and advertisements must be approved by the Head of School (or designee) prior to circulation at the school. After approval, documents will be placed in designated distribution points throughout the school. Documents will not be placed in students’ take-home folders or back packs unless they are pertinent to school-sponsored events or organizations.

Immunization and Health Records

A completed and up-to-date immunization record must be on file in the school office prior to the first day of school as per Texas state law.

Please be aware that failure to submit the required immunization record or a valid exemption could result in a delay in the release of a student's grades/transcript.

Invitations

Parents of students in grades K-5 may request a time to distribute birthday invitations, with the understanding that all students in the class receive an invitation.

Valentine cards must be exchanged among all students in the classroom.

Health Policies

If a parent feels that a child is ill, it is recommended that the child refrain from attending school until the parent feels the child is back to normal.

If a teacher believes a child is ill, the child is to be sent to the Nurse's office with a health referral. Please note that teachers are not permitted to dispense aspirin or other medication to a student. If a parent leaves medicine for the child to take during the school day, the medicine must be marked with the student's name, name of medication, dosage, and time of dosage. All medication should be turned in to the Reception Desk/Main Office, along with a signed release for the dispensing of such medication.

Lost and Found

A lost and found will be designated in each building. Students should make sure that their clothing and books have proper identification. Periodically, unclaimed clothing will be given to a worthy cause.

Lunch/Food Service

For your convenience, lunch is available for all students through the school cafeteria. Lunch charges will be billed directly to your family account and billed monthly on your family statement. All lunch orders need to be placed every morning with the student's homeroom/advisory teacher. **Please be aware that any orders that have not been picked up or cancelled will still be charged to the students account.**

All lunch visitors need to sign in with the staff member on duty in the cafeteria. If visitors plan to eat a meal in our cafeteria, we ask that you call in advance if possible, so there will be enough food available. Contact Staci Wyatt before 10:00 am to reserve a meal. Please visit the Allen Academy website for menu options.

Parents' Association

The purpose of the Parents' Association is to serve Allen Academy's best interest by supporting the School's mission, programs, and activities.

The Parents' Association shall

- Build positive school spirit;
- Nurture parent-to-parent and parent-to-school communication;
- Help with special classroom and administrative needs on a voluntary basis.
- Plan and execute various social activities and fund raising events.

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.

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.

Religious Expression

Allen Academy is a non-sectarian school that welcomes students, families, faculty, and staff of all religious faiths, as well as those who do not profess religious faith.

As a non-sectarian school, Allen Academy does not sponsor, promote, or favor any particular religion, but the school does recognize the importance of religious faith to many members of the school community. The comfort, strength, and guidance many derive from religious faith are significant, and religion plays an important role in the moral development of many young people.

Allen Academy believes that its community is enriched by the contributions of individuals representing diverse views, religions, cultures, and ethnicities. Allen Academy permits religious expression in a manner that is consistent with the school's standards of deportment, honor, and civil behavior.

School Facilities

The school facilities, including the gym, the performance stage or any other campus building are for the performances and enjoyment of the entire school community. A master calendar for practices, rehearsals, performance, and other presentations is kept by the administrative assistant in the Head of School office. This must be consulted before any facility usage is determined. If facility is available, a rental fee may be determined if rental purpose is deemed acceptable. All school facilities use requests must be approved by the Dean of Students.

Student Gifts to Faculty

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

Solicitation by Students

Students and parents should not solicit faculty or staff in non-sponsored Allen fund raising activities. (i.e. boy/girl scout cookies). Any fund raising activity should be done only with prior written consent of the Dean of Students or Head of School.

Visitors to the Classroom

Allen Academy has many visitors to its campus and to the classrooms. The teacher should adapt the classroom approach to accommodate visitors without disruption to class learning.

If a parent or a prospective parent wishes to observe a classroom, the visit must be scheduled in advance through the Director of Admissions (for a prospective parent) or School Office (for an enrolled parent).

Parents are requested to not appear at a classroom and expect a teacher conference. If any person comes to the classroom unannounced, without a proper school nametag, or without a school official, it is imperative that the staff member directs that person to the main office and/or sends notification immediately to the main office.

Any person without a visitor badge or being accompanied by a school official should be reported immediately to the school office.

Rights, Responsibilities And Outcomes

Allen Academy subscribes to a behavioral program called RRO (Rights, Relationships, and Outcomes)

Allen believes that RRO improves the effectiveness of the learning environment by encouraging and enhancing a student's degree of connection with self and others. The program is grounded in Emotional Intelligence Theory and its goal is to nurture positive self-image and knowledge in our youth. This positive self-image is then utilized by students to create effective relationships in school and in the home environment, creating a strong bond between the two entities. Studies have shown that 80% of a person's future success is dependent upon his emotional intelligence quotient and interaction with others, as opposed to the 20% impact of IQ. Accordingly, Allen Academy believes it is its responsibility to nurture both intellectual and emotional intelligence for our student's future success.

Required Courses (MS And US)

Middle School Program (6-8)

Required courses for completion of Middle School are listed below. Parents and students are advised to consult with the Head of School for more specific information and approval is required if deviations from standard courses is requested.

Math

English

Science

Social Studies

Physical Education

Fine Arts

Foreign Language

Upper School Program (9-12)

The requirements for graduation are listed below. Parents and students are advised to consult with the Head of Middle/Upper School for more specific information.

Requirements for Graduation:

To qualify for an Allen Academy diploma, a student must meet specific requirements.

Required Units

English	4
History	4
Math	4
Science	3 (all lab-based sciences)
Foreign Language	3
Physical Education	1.5(may include interscholastic participation)
Fine Arts	1.5
Computer Applications	1
Speech	.5
Health	.5

Prerequisites

Students must take courses in the prescribed Allen Academy sequence. Any deviation requires the consent of the Head of School or College Counselor.

Physical Education

Physical Education is an important part of a child's instructional 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 instructor. Frequent or long-term non-participation days may warrant a physician's note. Requests for PE credits for sport activities outside of the course curriculum offered at Allen Academy must be presented in writing to the Dean of Students for review. These written requests should be presented prior to the start of the activity and may, or may not substitute for the required PE course offered by the school.

School Activities

Athletics

Interscholastic athletics can play an important role in the lives of Allen students. Allen's athletic program can be an essential part of the education of students, fostering the development of character, life skills, sportsmanship, and teamwork. Accordingly, the rules of conduct, behavior, attendance, etc. apply to athletic participation as much as they apply to academic endeavors. Students must maintain a minimum of 65 in all classes to be eligible for extra-curricular participation.

Library

This area is important to the development of the student's education. Their understanding of the benefits of a library and how to utilize the available resources is essential. Teachers are encouraged to bring their classes to this area for reading, checking out books, and research.

Extra Curricular

Allen Academy will schedule and sponsor a wide range ~~and number~~ of grade level appropriate extra-curricular activities, other than athletics. Given the nature of particular activities, some Upper School programs may warrant after school or weekend participation.

Students must maintain a minimum of 65 in all classes to be eligible for extra-curricular participation. Students seeking an elected position must have a minimum score of 65 in all classes at the preceding semester to be eligible for candidacy.

Field Trips

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

Every student participating in a school-approved field trip must agree to the following:

- A signed Parental Permission slip prior to departure from the School.
- 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 will be contacted to pick up a student who misbehaves.
- The student is expected to comply fully with the established trip uniform.

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

- All parents must complete a Parent Driving Form and submit a copy of Driver's License and insurance card prior to any trip.
- 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.

Lockers

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 another student's locker.

A student's locker or desk is the property of Allen Academy and as such, school authorities may perform general inspections of lockers and desks at any time without notice, without student and/or parent consent, and/or without a search warrant. Students are not permitted to impede access to any locker.

No picture or materials may be permanently glued or taped to the outside or inside of the lockers. Items that are displayed outside or inside the locker may be removed by the Head of School or Dean of Students 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.

The lockers at Allen Academy are the school's best example of trust and respect. Students who fail to respect the privacy of other students and their property may be called before the Honor Council for disciplinary consideration.

Homework

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

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

Student Recourse

Honor System (Middle and Upper School)

The Honor System at Allen Academy is based upon the belief that students can successfully assume responsibility for establishing and maintaining standards of integrity in academic and social life. It is founded upon the principle of collective responsibility whereby each individual shares in a 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. Honor offenses include, but are not limited to: dishonesty, theft, vandalism, cheating, plagiarism and sharing of information concerning the content of homework assignments, tests, and quizzes.

All suspected offenses will be initially presented to the Dean of Students for consideration. If it is determined that the offense needs to go in front of the Honor Council, a time and date will be

established and the involved student will make his plea. The Honor Council will be composed of students representing all four levels of the US and include both male and female members. The Honor Council will provide an opportunity for the student to make a statement regarding the alleged offense. The members of the Council may question the student concerning the offense. The Council, with consultation from the Dean of Students, make a determination as to the consequences for the student's actions. The recommendations of the Council will be presented to the Head of School. The Head of School will have the final say regarding any consequences including suspension or expulsion resulting from the student's conduct or actions.

Student Treatment

Bullying

Any forms of bullying, including intimidation, hazing, and any harassment are considered unacceptable and absolutely prohibited. The school administration will take immediate and appropriate disciplinary action, which may include a hearing before the Honor Council, suspension or expulsion, whenever it determines that a bullying act has, in fact, occurred on campus or during a school-sponsored activity.

All students are expected to refrain from any behavior or conduct, which could be interpreted as bullying toward any other student or member of the Allen Academy community.

Any student, who feels that he or she has been the victim of this type of behavior, should notify the Dean of Students. The complaint will be investigated immediately and if blame is found, the disciplinary process will be initiated, and the student or parent making the complaint will be informed of the outcome.

Sexual Harassment

This may include any unwelcome action, which is sexual in content or implication. This includes unwelcome sexual advances, requests or demands for sexual favors, and other verbal, physical, or visual conduct of a sexual nature. For example, it may include actions such as unwelcome sex-oriented teasing or jokes; unwelcome sexual flirtation; subtle pressure for sexual activities, physical contact such as touching, petting or brushing against another; or unwelcome display of pictures, cartoons, or drawings which are sexual in nature.

Threatening Statements

Allen Academy promotes a safe and secure learning environment. The school considers threatening statements (to school, others, and self) to be a violation of Allen policy. Students who make threatening statements about their intent to physically harm others or themselves will face immediate attention that is age and situation appropriate.

If it is determined by the Head of School that the situation warrants intervention by law enforcement personnel, the parent(s) of the student will be notified prior to contacting outside agencies. The Head of School, in consultation with the Dean of Students, will determine if suspension or expulsion needs to be considered.

Student Vehicles

Student Vehicle Registration

Students who have parental permission to drive to school are required to complete a Student Vehicle Registration Form, which is available in the main office. Completion of this form is required from any student who drives to school. Transportation to and from school events will be provided with school vehicles are approved volunteer adult drivers. Students are not permitted to drive to school events.

Parking

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

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

Student parking is located in the parking lot across from the prekindergarten building.

Student Dress Code and Uniform Policy

In order to set a consistent dress standard for school and minimize classroom distractions, Allen Academy requires our families to adhere to the following uniform policy.

GENERAL DRESS GUIDELINES

These are general guidelines to help parents and students understand how clothing should look and be worn in order to comply with the Uniform Policy.

- The regular uniform must be worn on all school days unless otherwise noted (such as on Allen Academy Days/Spirit Days).
- All clothing must be neat, clean, have an appropriate fit and be in good condition.
 - More specifically, clothing must not be too baggy, too tight, faded, frayed, or torn.
- 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.
 - The 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.
- Outer layers (sweatshirts, lightweight jackets, fleeces or coats) must not conceal uniform infringements.

REGULAR UNIFORM: Upper Body Apparel

Upper Body apparel must be purchased through the official school uniform suppliers: [Parker School Uniforms](#) and [Lands’ End](#). This ensures uniform appearance across all grade levels, divisions, and students.

Knit polo shirt with the Allen logo

- Long sleeve or short sleeve
 - Color – white, navy, light blue

Button down oxford shirt with the Allen logo

- Long sleeve or short sleeve
 - Color – white, chambray

¾ sleeve blouse with the Allen logo (girls only)

- Color – white, navy

Mock turtleneck with the Allen logo

- Color – white, navy

Fleece jacket with the Allen logo

- Front zip (full or half)
 - Color – navy only

Hoodie sweatshirt with the Allen logo (only available at Lands’ End)

- Front zip (full)
 - Color – navy only

Sweater with the Allen logo

- Cardigan (round and v-neck)

- Color – white, navy
- Pull-Over (v-neck)
 - Color – white, navy
- Twin Set (girls only)
 - Color – navy only
 - This sweater may be worn in place of a polo, oxford or blouse **except with the Dress Uniform**

REGULAR UNIFORM: Lower Body Apparel

Lower body apparel is available from the official school suppliers: [Parker School Uniforms](#) and [Lands' End](#).

Allen Academy recognizes that some families may opt for a less expensive, local vendor when purchasing pants or shorts. (For example: J. C. Penny [Izod Wrinkle Free Shorts; Izod Young Men's Wrinkle-Free Blended Pants; Izod Flat Front Shorts; Izod Flat Front Pants; Izod Pleated Pants] or Target [Boys' Cherokee Ultimate Flat-front Pants; Boy's Uniform Pleated Shorts]).

These options are allowed provided that the lower body apparel does not differ in appearance from the acceptable items available from the official school uniform suppliers. *Lower body apparel that is recognizable as being out of conformity with the dress code is not permitted.*

Pants

- Pleated or flat front
 - Color - dark khaki, or navy
 - No cargo styles allowed

Shorts

- Pleated or flat front
 - Color - dark khaki, or navy

Belt

- Plain or braided
 - Color - brown or black
 - Note: A belt must be worn when belt loops are visible

Skirts

- Multi-pleat
- Two-pleat
- Modesty skirt

- Skort
 - Color (for all styles) – dark khaki or the school designated plaid
 - Note: The school designated plaid must be purchased from Parker School Uniforms

Jumper (K – 2 girls only; only plaid)

- Color - dark khaki or the school designated plaid
- Note: The school designated plaid must be purchased from Parker School Uniforms

DRESS UNIFORM

The following regular uniform elements will constitute the Dress Uniform and must be purchased for all Allen Academy students. Students will be expected to wear the Dress Uniform for School Assemblies, Awards Ceremonies, Field Trips (unless an exception is approved by the Head of School), and other events as designated by the school administration.

Kindergarten through 5th Grade

Upper Body Apparel

- Navy polo shirt with the Allen logo

Lower Body Apparel

- Khaki pants or shorts (boys only)
- School designated plaid skirt or skorts (girls only)

6th through 12th Grade

Upper Body Apparel

- Navy polo shirt with the Allen logo

And

- White button down oxford shirt with the Allen logo (boys or girls) or
- White ¾ sleeve blouse with the Allen logo (girls only)

Note: Students should have both types of shirts. The Administration will notify students in advance whether a polo or button down shirt is required based on the event.

Lower Body Apparel

- Khaki pants (boys only)
- School designated plaid skirt (girls only)

Note: Sweatshirts may not be worn on Dress Uniform days. Outerwear for Dress Uniform days must be a mock turtleneck, sweater or fleece that has been purchased from [Parker School Uniforms](#) or [Lands' End](#).

ACADEMY DAY/SPIRIT DAY UNIFORM

Every Friday is Allen Academy Day/Spirit Day. Students can wear the standard uniform or clothing that conforms to the following guidelines.

Upper Body Apparel

- Allen Academy T-shirt

Lower Body Apparel

- Blue jeans or blue jean shorts, skirts or skorts

UNIFORM ACCESSORIES

Students may wear the following accessories.

Scarfs

- Colors – navy, black, white in solid colors or Allen Academy plaid

Bows and Headbands

- Must be conservative in nature

T-shirts, Turtle Necks or Tank Tops

- Short or long-sleeved t-shirts, turtle necks or tank tops may be worn under Allen Academy shirts.
 - Color – white, navy (solid color)
 - No wording or decorations may be visible on shirts worn as under layers.

Hair

- Hair must be neatly combed and conservatively styled. Dying or streaking of hair colors or hues which are not natural or conservative is not allowed. Hair accessories must be conservative in nature.

Make-Up and Nail Polish

- Make-up and nail polish must be conservative in nature.

Jewelry

- Jewelry may be worn as long as it is conservative in nature.
- Female students are allowed to wear up to two earrings per ear that are conservative in nature and not distracting or overly large. They may not wear any other form of visible body piercing jewelry.
- Male students are not allowed to wear any form of visible body piercing jewelry.
 - If a student has modifications (such as gauges or spacers) or piercings in any alternative locations (such as the nose, lip, tongue, eye brow, cheek, wrist, etc.) he/she will not be allowed to wear jewelry in any of these modifications or piercings while at school or any school sanctioned event.

Tattoos

- No student shall have or display any tattoo or body modification that is visible when wearing a school uniform or athletic uniform while attending school or any school sanctioned event.

Tights and Leggings

- Colors – navy, black, white in solid colors

Footwear

- Footwear should be conservative in nature.
 - No blinking lights or “roller –shoes” are allowed.
 - No backless shoes or flip flops are allowed.

Jackets and Coats

- All lightweight jackets, fleeces and sweatshirts must be navy blue, have the school logo and be purchased from Parker School Uniforms or Land’s End.
- Letterman jackets are permissible.
- Sweatshirts that have been purchased from Allen Academy are permissible (except on days designated as Dress Uniform days).
- Denim jackets are not permissible.

- Heavy winter coats have no color restrictions (due to cost).
 - Heavy winter coats are only to be worn while outside – i.e. traveling between buildings and during recess.
 - Approved sweaters, lightweight jackets, fleeces or sweatshirts may be worn when inside a building.

UNIFORM POLICY ENFORCEMENT AND OUTCOMES

Allen Academy parents and students hold the responsibility for complying with the school dress code. It is the responsibility of the Allen Academy faculty and staff to remind the students of the Uniform Policy if their dress is out of policy compliance by carrying out the following enforcement steps.

Note: Below you will see that students are required to remedy any infringement of the Uniform Policy. Examples of this include:

- If a shirt is not tucked in that needs to be tucked in, the student will need to tuck in his/her shirt.
- Or, if a student is wearing an inappropriate jacket or sweatshirt, the student will need to remove it.

Allen Academy teachers and staff believe that education is the highest priority, and as such, they will always strive to minimize the loss of instructional time when requiring students to remedy their infringements of the Uniform Policy.

Lower School Enforcement (Kindergarten thru 5th grade)

Students will be reminded, without an outcome, to follow the Uniform Policy until Labor Day. After Labor Day, the following reminders and outcomes will go into effect.

The first time a student is reminded to follow the Uniform Policy in a quarter:

- The student will be required to remedy their infringement of the Uniform Policy.

The second and third time a student is reminded to follow the Uniform Policy in a quarter:

- The student will be required to remedy their infringement of the Uniform Policy.
- The Dean of Students or Head of School will be notified.
- A note/email will be sent home to the parents to inform them of the infringement on the Uniform Policy.

The fourth and fifth time a student is reminded to follow the Uniform Policy in a quarter:

- The student will be required to remedy their infringement of the Uniform Policy.
- The Dean of Students or Head of School will be notified.

- A phone call will be made to the parents to schedule a meeting with the Dean of Students and/or the Head of School to discuss the infringement on the Uniform Policy.

Middle and Upper School Enforcement (6th thru 12th grade)

Students will be reminded, without an outcome, to follow the Uniform Policy until Labor Day. After Labor Day, the following reminders and outcomes will go into effect.

The first time a student is reminded to follow the Uniform Policy in a quarter:

- The student will be required to remedy their infringement of the Uniform Policy.
- An email will be sent to the parents/guardian notifying them of the infringement.

The second time a student is reminded to follow the Uniform Policy in a quarter:

- The student will be required to remedy their infringement of the Uniform Policy.
- The Dean of Students will be notified.
- An email will be sent to the parents/guardian notifying them of the infringement and the date and time of the required Saturday workday.
- The student will be required to participate in a Saturday workday – which will consist of 2 hours of service to the school.

The third time a student is reminded to follow the Uniform Policy in a quarter:

- The student will be required to remedy their infringement of the Uniform Policy.
- The Dean of Students will be notified and will request a meeting with the student and his/her parents/guardian to discuss the student’s lack of compliance with the Uniform Policy.
- The student will still be required to participate in a Saturday workday – which will consist of 2 hours of service to the school.

If a student must be reminded four or more times to follow the Uniform Policy in a quarter the Dean of Students and Head of School will take more severe action to ensure that the student and his/her parents/guardian understand and comply with the Uniform Policy.

Code of Conduct and Conflict Resolution Agreement **For Parents, Faculty, Staff and Board**

The purpose of Allen Academy is to educate young people – intellectually, aesthetically, socially, physically, and morally – so they become responsible, contributing citizens and fulfilled individuals.

Code of Conduct for Parents, Guardians, Faculty, Staff and Board

Everyone at Allen Academy plays a special role in contributing to the needs and development of our children through ensuring their emotional and physical wellbeing. It is an expectation that

everyone at Allen promotes the right to learn by maintaining and supporting a climate of mutual respect and dignity for students, parents, support staff, administrators and teachers. Everyone should reinforce positive behavior through their own actions, by conducting themselves in a professional, respectful and courteous manner.

As an Allen Parent or Guardian I will:

- Send my children ready to participate and learn;
- Ensure my children attend school regularly and on time;
- Insist my children be dressed and groomed in a manner consistent with the student dress code; and
- Recognize that the education of my children is a joint responsibility of the parents and the school community and use open communication to that end.

As an Allen Parent, Guardian, Faculty, Staff or Board Member I will:

1. Conduct myself in a responsible manner consistent with the values set forth in Allen's mission statement;
2. Respect differences in people, their ideas, and their opinions;
3. Maintain and support a climate of mutual respect and dignity for students, parents, staff, administrators and teachers;
4. Build good relationships with teachers, other parents and their children's friends;
5. Refrain from undermining or spreading ill will by passing on gossip, rumors, and innuendos which could damage Allen family morale and cohesiveness and from disparaging Allen Academy, and I will also report all rumors to the Head of School so that they can be addressed factually; and
6. Lead by example, by conducting myself in a professional, respectful and courteous manner and by being a positive role model.

I understand that my actions directly affect the quality of our children's experience at Allen Academy. I further understand that it is my responsibility to insure that every child at Allen has equal opportunity and the right to a quality education in a safe, tolerant environment.

Conflict Resolution Procedure and Agreement for Parents, Guardians, Faculty, Staff and Board

Rationale

In a small family oriented organization like Allen Academy, many of the parents, volunteers, faculty, staff, and students are friends. As a result, there is a tendency to discuss concerns or

conflicts with each other rather than addressing the concern directly with the individual or staff member. This frequently results in rumors developing which are not based on facts. To maintain a positive environment at Allen Academy and to prevent the circulation of misinformation the following conflict resolution procedures are being implemented.

Conflict Resolution Procedures

Because effective communication, cooperation, and compromise are critical to keeping Allen Academy a safe and welcoming learning environment for children and families, the Board asks that all parents, guardians, volunteers, board members, faculty and staff agree to follow these steps and procedures when a conflict arises.

As an Allen Parent, Guardian, Faculty, Staff or Board Member I will:

1. Bring my concern to the staff member who is closest to the source of the issue.
2. If having allowed the initial staff member ample time to seek resolution to this issue and it remains unresolved, I will contact the administrator who has responsibility for that portion of the school's operation.

The administrative contacts are:

- **Business, billing, FACTS, employee benefits – Rick Myers**
 - **Athletics, and Middle School or Upper School discipline, truancy, tardies, dress code, code of conduct – Dave Bliss**
 - **Admissions, Alumni, and Communications – Mike Terry**
 - **Counseling, college admissions, transcripts, social – Nilah Wright**
 - **International Students, English Language Learners – Anne Prescott**
 - **Technology, class schedules, report cards, student activities (non-athletic) – Nathan McCoy**
 - **Transportation, maintenance, or custodial – Charlie Hadaway**
 - **Prekindergarten – Lori Westbrook**
 - **Instruction, curriculum, general operations, personnel, student issues for Lower School – John Rouse**
3. If after discussing my concern with the administrator responsible for that area of operations the issue remains unresolved, I will discuss my concern with the Head of School (John Rouse) and allow the Head of School an opportunity to resolve the problem.
 4. If resolution is not reached through discussions with the Head of School, I will contact the Chair of the Board (Jerry Bullin) to express my concerns.
 5. If resolution is not reached with the Chair of the Board, I will request that my concern be brought before the Board of Trustees, and I agree that the decision by the Board of Trustees is final.

With this process there is no need to rally groups of people to support your cause, every concern brought forward by parents, staff members, and volunteers will be received and given close and careful attention.

I agree to follow the Code of Conduct and the Conflict Resolution Procedure for Allen Academy. I affirm that I will not knowingly circumvent this process or be a part of an effort to do so. Furthermore, I understand that breaching the Code of Conduct or violating the Conflict Resolution may result in disciplinary consequences including the possibility that my children's enrollment contract at Allen Academy might be revoked.

Contact Information

Who to Contact - If a concern arises, the following guidelines are provided:

Academic Difficulty – Teachers
Absences/Tardies – Roxann Allen
Admissions – Mike Terry
Announcements- Nathan McCoy
Athletics – Athletic Director Dave Bliss or respective coaching staff
Behavioral Concerns – PreK-5: John Rouse; Grades 6-12: Dave Bliss
College Counseling – Nilah Wright
Communications- Mike Terry
Curriculum – John Rouse
Development- Dave Bliss or Mike Terry
Donations to the School – Rick Myers
Extra-Curricular Activities –Dave Bliss
Family Concerns – John Rouse or Anne Prescott
Financial Issues – Rick Myers
Food Service (Menus, fees)- Staci Wyatt
Friday Notes- Roxann Allen
Fund-Raising- Dave Bliss
Homework Assignments – Teachers
Immunizations/Student Records- Staci Wyatt
Marketing - Anne Prescott or Mike Terry
Parents Association – Parent Association committee
Public Relations- Mike Terry
School Policy - John Rouse
Volunteer Opportunities- Tina Tucker
Web Page- Nathan McCoy