ALLEGIANT PREP
ACADEMY

Family Handbook 2026-2027

ALLEGIANT PREPARATORY ACADEMY EDUCATES ALL STUDENTS WITH RIGOURUS ACADEMICS, CHARACTER DEVELOPMENT, AND A COMMITMENT TO COMMUNITY NECESSARY FOR COLLEGE SUCCESS AND A LIFE OF POSITIVE ACTION.

www.allegiantprep.org

Dear Allegiant Prep Families,

We are pleased to welcome you to Allegiant Preparatory Academy! The Allegiant Prep team could not be more delighted that you have chosen to be a part of our family.

First, we would like you to know that we take very seriously our role in ensuring a successful year for both you and your child. To ensure an excellent school year, we have created this handbook to guide your family through the policies and procedures related to our school and its mission to *prepare all students to be successful in college and live a life of positive action.*

Please support your child's success in our school and talk about the information in this handbook with him or her. It is full of information important to our partnership.

Feel free to contact any member of our team with any questions you may have.

Lastly, speaking for our entire APA team, I am truly honored to serve as your Head of School. I look forward to getting to know each of our families and working with you to help our children build the skill, confidence and awareness central to college success and a life of positive action.

All my best,

Rick Anderson

Rick Anderson,
Executive Director/Head of School

GENERAL SCHOOL INFORMATION

Allegiant Prep Academy is located 1141 N. Sheffield Ave.
Our website is www.allegiantprep.org.
Our phone number is 317.489.6877

TABLE OF CONTENTS

I. MISSION & PRINCIPLES (PAGES 4-6)
- Mission
- Core Values
- Community Contract

II. GENERAL INFORMATION (PAGES 7-14)
- Calendar
- School Schedule
- Lunch
- Supplies
- School Closing
- Health Information
- Family Involvement
- Attendance

III. ACADEMIC POLICY (PAGES 15-20)
- Curriculum Overview
- Attendance
- Lifework/Homework
- Testing
- Tutoring
- Promotion and Retention
- Holiday Packets
- Academic Celebrations

IV. CODE OF CONDUCT (PAGES 21-38)
- School Culture and Environment
- Non-Negotiable Expectations
- Character Rubric
- Safe, Structured, and Supportive Environment
- Suspensions and Expulsions
- Allegiant Prep Behavior
- Late Student Pick-Up
- Uniforms
- Harassment
- School Wide Behavior Plan
- Building Security

V. WELLNESS POLICY (PAGES 39-47)

I. Mission and Principles

Our Mission

Allegiant Preparatory Academy educates all students with rigorous academics, character development, and a commitment to community necessary for college success and a life of positive action.

Core Beliefs

In order to achieve our mission, the team of *Allegiant Preparatory Academy* (APA) believes:

- Every child, no matter race, socio-economic status, zip code or home language, can be on a path to college.
- Students learn best in a safe, structured and supportive school environment.
- Fostering intelligence *and* character is a critical component of an excellent education. We describe "character" as the combination of five core values: Respect, Integrity, Responsibility, Perseverance, and Unity.

Core Values

> *"The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy."*
>
> *Dr. Martin Luther King, Jr.*

At Allegiant Prep, our lessons, rules, and priorities start with our values. We talk about these values every day and help our young learners understand what they look like, how they impact our decisions and the responsibility each of us have to uphold these values throughout our school. These values are:

Respect.
We show respect by treating others the way we want to be treated. This includes respect for our physical space.

Integrity.
We show integrity by doing the right thing even when no one is looking.

Responsibility.
We demonstrate responsibility by taking ownership of our actions.

Perseverance
We do our very best even when the work is hard from the first minute to the last minute of the day.

Unity.
At Allegiant Preparatory we show unity as a team and believe "I am because We Are". Each individual student cares about the well-being of their classmates.

Every member of the APA community, students and staff, understands that our values are essential qualities that we must uphold if we are to reach our school's goals.

ALLEGIANT PREPARATORY ACADEMY COMMUNITY CONTRACT

For Parents/Guardians

I commit to supporting Allegiant Preparatory Academy's demanding academic program, high standards of conduct, and extended school day and year.

I commit to making sure that my student is at school on time, in uniform, every single day, unless sick or unable to attend because of a serious family emergency.

I commit to monitoring my student's schoolwork, lifework, and grades regularly. I will always encourage him or her to work hard and produce the best possible work.

I commit to maintaining an environment at home where my student can do his/her lifework, with a clean desk or table necessary materials.

I commit to calling Allegiant Preparatory Academy if I have questions and attending the required parent events.

I have read and understand APA's Code of Conduct.

I commit to making my best effort to do these things to provide my child with the opportunities he or she deserves.

Sign: _____

Date: _____

For Students

I know the APA values. I will do my best to be a good friend and student every day.

I will follow the school's rules and treat others as I hope they'll treat me.

I will go to school every day unless I am sick.

I will listen to my teacher and try my best.

I will do my lifework every night and bring it with me to school the next day.

I will wear my uniform to school every day.

I will tell my family about what I do in school and ask them to come with me to school events.

I will do my best at all times and keep my promises to my friends and family.

Sign: _____

For Teachers and Staff

I commit to being fully prepared for each class that I teach.

I commit to grading and returning all lifework within one day of when it is due; I commit to grading and returning all tests and written assignments within three days of when they are due.

I commit to enforcing all rules and policies consistently and fairly.

I commit to calling the parent/guardians of my students with reasonable frequency to communicate both positive and negative feedback.

I commit to maintaining the highest standards of academic performance and professional conduct.

I commit to living the school values of respect, integrity, responsibility, perseverance, and unity.

I have read and understand APA's Code of Conduct.

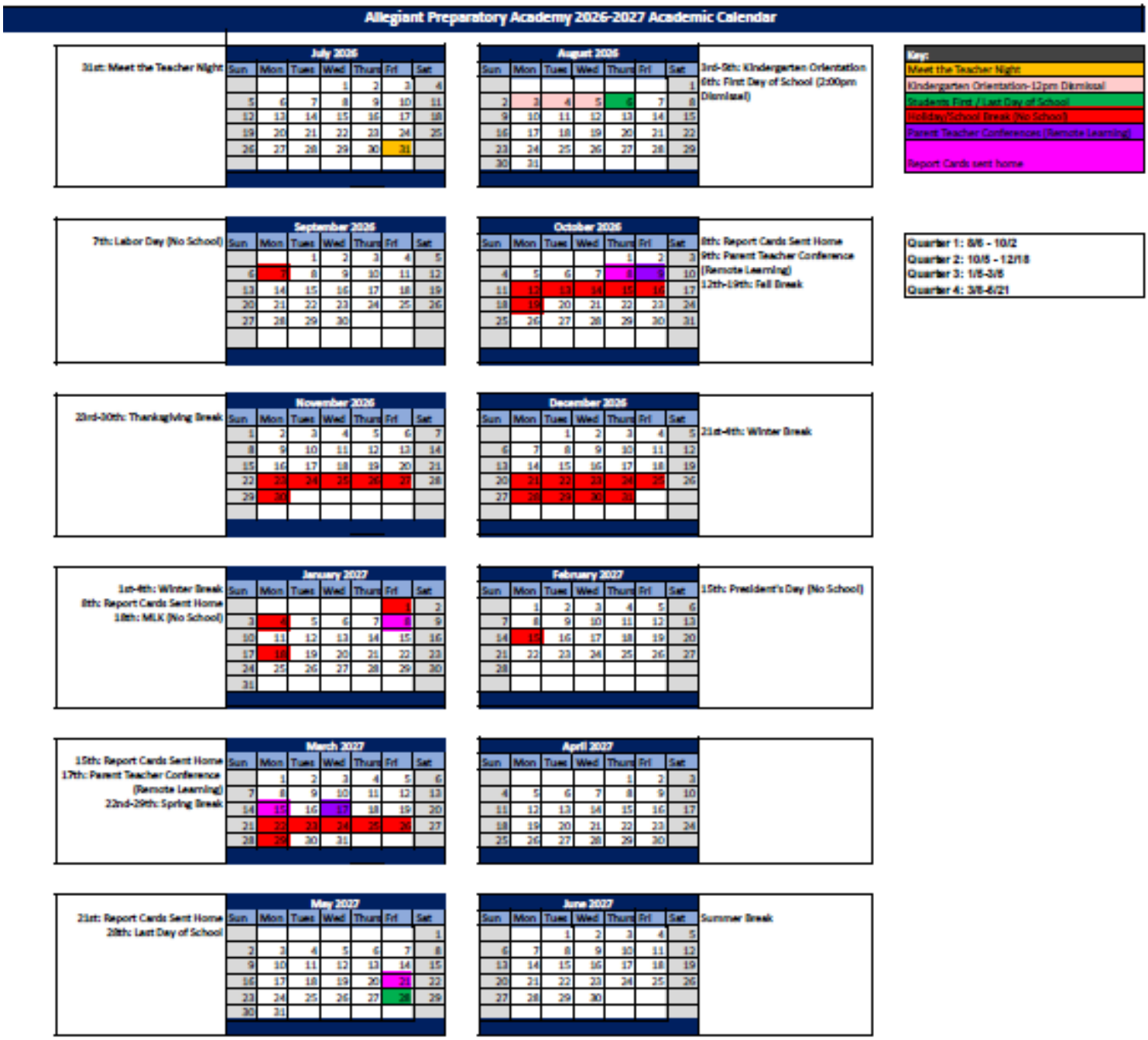
I commit to making my best effort to doing these things to give all our students the opportunities they deserve.

Sign: _____

Date: _____

II. GENERAL INFORMATION

2026-2027
ALLEGIANT PREPARATORY ACADEMY
SCHOOL CALENDAR



2026-2027
ALLEGIANT PREPARATORY ACADEMY
SCHOOL SCHEDULE

Monday-Thursday	
7:30 a.m. – 7:55 a.m.	Students arrive for breakfast
8:00 a.m.	School Starts
8:00 a.m.	Tardy Bell Students arriving after 8:00 must get tardy pass from the office.
8:00 a.m.- 2:55 p.m.	Instruction
3:00 p.m.	Dismissal

Friday	
7:30 a.m. – 7:55 a.m.	Students arrive for breakfast
8:00 a.m.	Students Starts
8:00 a.m.	Tardy Bell Students arriving after 8:00 must get tardy pass from the office.
8:00a.m.- 1:55p.m.	Instruction
2:00 p.m.	Dismissal

Student Drop-Off

Families who drive student to school in the morning must pull up to the Allegiant Prep entrance and wait their turn before allowing their child to exit the car. Our doors open at 7:30 am. At that time, an Allegiant Prep staff member will be there to greet the car and escort the student safely into the building. Students should be seated in the passenger side of the car (curbside), with their backpacks in their laps and their coats on. Parents may park in a designated area and walk their student up to the school entrance if they would like. The safety and security of Allegiant Prep's students and staff is our priority. Accordingly, parents must adhere to the above pick-up and drop-off policies and are kindly requested to respect other families picking-up and dropping off their children. Students dropped off before 7:30 am will have to wait outside at the entrance until doors open.

PICKUP POLICY

Teachers may only release students to authorized adults. We include in the Allegiant Prep Welcome Packet a form that allows parents to identify the adults authorized to pick up your child. Parents can add or take adults off their authorized pickup list at any time; however, they must do so in person in the school's office or via a written and signed note, submitted to the Allegiant Prep office. We cannot accept request for changes to pick up lists via phone.

Adults picking up students must be able to provide formal photo identification (e.g. Driver's License) in order to allow us to release a child to them.

Finally, any changes to regular routines, such as before or after school care must be communicated to the Allegiant Prep Office by 1 pm the day of the change.

LATE PICK-UP POLICY
Students are expected to be picked up by 3:30 p.m. every afternoon Monday – Thursday.
Students should be picked up by 2:30 p.m. on Fridays.

Children not picked up by 3:30 p.m. Monday – Thursday and 2:30 p.m. on Friday will be supervised; however, we reserve the right to charge families a $5 fee in any instance in which if they do not pick up before 3:30 p.m.

In the event, a student is not picked up by 4PM (or 3PM on Fridays). If we are unable to reach a parent and/or guardian, we will contact the Department of Children Services (DCS) to request their help.

EARLY RELEASE FRIDAYS
The school day ends at 2 p.m. every Friday. (Our team uses the remainder of the day each Friday for meetings and professional development.) Parents should arrange for their child to be picked up by 2:30 p.m. each Friday. Similar to our system other days, parents will incur a $5 late pick up fee for any instance in which their child is not picked up by 2:30 p.m..

Families should enroll students at after school care provider if 2pm pick-up on Friday is a concern. Please contact the Office Manager for a list of Before and After School care programs in the area.

SCHOOL BREAKFAST AND LUNCH
Allegiant Prep provides breakfast and lunch to all students each day. (Families will need to complete the Free, Reduced, Paid lunch form to determine their daily cost for lunch) Students must arrive to school between 7:30 and 7:55 a.m. to be in time for breakfast. Students may, instead, bring breakfast and/or lunch from home; however, they will not have access to a microwave to heat their lunch. We encourage families to not include soda, sugary drinks (such as sports drinks), chips and candy in lunches brought from home. **Students must be present at school during their designated lunchtime to get a school lunch. The school cannot provide lunch to a scholar who arrives after lunchtime.**

School Snack
Scholars are expected to bring a snack daily to eat at snack time. A suggested snack list can be obtained from the Administrative Assistant.

FOOD ALLERGIES
Parents need to notify Allegiant Prep and note in their child's health form any food allergies. Allegiant Prep will do all we can to accommodate students with food allergies.

In some instances, Allegiant Prep's Head of School or Operations Manager may ask to meet with the family in order to develop an Individual Health Care Plan, which will include steps to accommodate students with food allergies.

Due to possibility of food allergies (known or unknown), we will instruct students not to share or trade food.

SCHOOL SUPPLIES

Prior to the start of school, students will be given a list of supplies necessary for learning. We ask families to bring these supplies with them the first day of school. We expect that these supplies will last students most of the first semester.

We also ask that families provide their children pencils, crayons, and glue sticks at home, so they may have what they need to complete daily life work.

BIRTHDAY CELEBRATIONS

Birthdays are a big deal for young children and we are excited to celebrate them with your child. However, we do ask for your help in making sure that they do not disrupt learning in the classroom.

If you wish to organize a school-day celebration of your child's birthday, please contact the Allegiant Prep Office Manager first, will help arrange a convenient time for a celebration and inform parents of any food allergies of students in the class.

In order to make sure we can accommodate any allergies, we cannot allow families to bring in home baked goods. The food must be purchased at a store. We recommend families bring easy-to-eat treats, such as cupcakes, ice cream, yogurt and granola cups, or fruit salads.

SCHOOL CLOSING

In the event of poor weather conditions such as heavy snow or ice, please check your local television station, radio stations. We will also post this information on our website (www.allegiantprep.org) and our Facebook page. Allegiant Prep will also send an automated call to all families, relaying notice of a school closing or a two–hour delay.

Often, Allegiant Prep will follow the same delay and cancellation policies as Indianapolis Public Schools (IPS). If IPS schools are closed due to inclement weather, Allegiant Prep is likely to close too. If Indianapolis Public Schools are delayed by two hours, so is Allegiant Prep. If there is a 2-hour delay, Allegiant Prep will open our doors at 9:30am and students will be considered tardy on or after 10:00 a.m.

MAKE-UP SNOW DAYS

If Allegiant Prep is closed due to the weather more than two days, Allegiant Prep will add instructional days to the end of the school year. We will notify families within a timely manner via a written note home, newsletter, social media announcement and an automated call.

HEALTH

If a child is injured during the school day, we will contact the parent/guardian and plan for the child to get care. Please help us make sure that the Allegiant Prep office is equipped with the most updated list of emergency contacts. If, for any reason, your child requires immediate medical attention, we will make every attempt to contact an adult listed on your child's contact sheet. If we are still unable to reach you, the school will seek medical attention on its own.

Students who need to take prescribed medicine during the school day must obtain the appropriate documentation from registered doctor, complete the APA Medicine Administration form and supply the school with the prescription and the necessary medicine.

Scholars who vomit, have diarrhea or have a fever of 99 degrees or higher will be sent home and can't return until:

1. **Vomit free for 24 hours**
2. **Diarrhea free for 24 hours**
3. **Fever free for 24 hours without fever reducing medicine**

FAMILY INVOLVEMENT

Families, including parents, grandparents, older siblings, aunts and uncles, play an irreplaceable role in our students' growth and development. We want to make sure that every family is able to attend closely to the progress of their student. There are a number of ways in which families are able to keep track of their child's progress. Consistent with the promises noted in the Allegiant Prep Compact, parents are expected to participate in their children's learning in the following ways:

Parent/Teacher Conferences

We have Parent/Teacher Conferences once each semester. Students Parents/guardians should attend each conference to follow their progress of their child. If parents are unable to attend on the designated day, we ask that parents arrange an alternate time or date with their child's teacher.

Procedure for Parent/Guardian Concerns

Academic Issues

For academic issues the first call should be to the Teacher. School leadership will collaborate with the teacher to address any parent/guardian concerns. If there is not a resolution to the problem, the parent/ guardian should then contact the Dean of Academics. All issues will be mediated at this level and the appropriate decisions will be made.

Discipline Issues

Discipline problems should first be discussed with the Teacher. School leadership will collaborate with the teacher to address any parent guardian concerns. If there is no resolution to the problem, the parent/guardian should then contact the Head of School. All issues will be mediated at this level and the appropriate decisions will be made.

Community Involvement

Throughout the year, Allegiant Prep will organize opportunities for our students to learn about the surrounding community. Families can expect their children will participate in field lessons (instruction and experiences in locations outside the school building), community service activities, and special school events, including Literacy Nights, Ice Cream Socials, Grandparents' Day and more.

ALLEGIANT PREP ATTENDANCE POLICY

Allegiant Prep students must arrive by 8:00 A.M. every day (Mon. – Fri.).

Tardy to School

Students arriving after 8:00 are tardy. A parent/guardian must accompany their child to main office, at which point you will sign the student in and they will receive a pass to join his/her class.

We strongly encourage families to drop their children at school before 7:40 so that they may get breakfast and start their learning day. When children are late to school, they not only have less learning time but their tardiness can also disrupt the learning environment for other students.

Students who must be late should still come to school, no matter what time they get there; however, in accordance with state policy, students that arrive after 11:30 a.m. will be counted as absent from school that day unless they have a doctors/ dentist appointment excuse.

Early Dismissal

Every moment of the school day is important. Still, in the event that a student must leave school before 2:30 p.m. Tues-Thurs. (1:30 p.m. on Friday), parents must enter the school and sign their child out in our main office.

If parents elect to pick up their child before noon (without healthcare professional note) and the child does not return to school, he/she will be considered absent from school that day.

It is particularly important we minimize disruptions in the last 30 minutes of each school day. Thus, we cannot allow parents to sign their children out between 2:30 p.m. and 3:00 p.m., Monday through Thursday, or between 1:30 p.m.-2 p.m. on Fridays.

In the event a student is tardy more than five times in a semester, the Allegiant Prep Administrative team will organize a meeting with the child's parent or guardian and develop with them an "on-time to school plan."

Emergency Pass

We understand from time to time due to unforeseen circumstances a scholar may have to be picked up within the last 30 minutes of school. With this being said each family has one emergency pick up pass per trimester each year.

Absences

If a student must miss school due to illness or any other reason, parents must contact the school via phone by 8:30 a.m. at 317-489-6877 to inform the school of their child's absence.

- In your phone call or note informing the school of your child's absence, please leave or list your student's name, your relationship with the student, and the reason for and date(s) of the student's absence.
  *** Absence notes must be submitted within 5 days of the scholars absence. They will not be accepted if not turned in within those 5 days.**
- If a student is not in class and the school has not been notified that he/she will be absent, his parent or guardian will be called at home and/or work.

All questions regarding student attendance and attendance records should be directed to the school's office staff.

We ask that parents whose child must miss two or more days, get the help of a doctor and provide that note from their doctor upon their child's return to school.

If your child has the flu or another contagious illness, please seek medical attention and keep him or her home until better in order to avoid spreading the illness.

If a child becomes ill during the school day, we will contact the parent/guardian and make arrangements for the child to go home. Students must be fever free and have not vomited for 24 hours in order to return. Please help us make sure that the Allegiant Prep office is equipped with the most updated list of emergency contacts.

EXCESSIVE ABSENCES OR TARDINESS

Students miss valuable learning time when they are not in school. Students who miss five or more days during a single school year are more likely fall behind in the early grades and are more likely to repeat a grade. The Allegiant Prep team believes it is critical that students are with us every day they are not ill. Our consequences for tardiness and excessive absences reflect this belief. These consequences include:

Tardiness:

- If students are tardy or released early more than fifteen times a semester, parent/guardian will be required to meet with the Head of School and construct and commit to an Attendance Plan.

Absences

- If student misses three consecutive days, staff will contact the parent/guardian to arrange for completion of missing work
- If student misses five days, the parent/guardian will receive a warning notice informing you that the next step will be a meeting with the Head of School during which all parties will commit to an Attendance Plan aimed at improving attendance patterns.
- If student misses 7 days, the afore mentioned meeting will be held.
- Students who miss more than 10 days may also be retained and unable to proceed to the next grade
- Parents may now be reported to the proper authority for "Failure to Ensure" your child's school attendance.

Bereavement

- Scholars will be excused for up to 3 days if an immediate family member passes. Parents will need to provide a copy of the deceased individual obituary to excuse the absences.

Truancy

Attending school every day is an important part of your child's education. A child learns best by consistent reinforcement to the material being taught. Not attending school is related to lower grades and future tendency to drop out. Helping your child attend school every day is a great way parents can support their child in doing his or her best. It is also the law that all children attend school every day. Allegiant Prep policy states that after 10 unexcused absences, the school can file criminal charges against the parent for "Failure to Ensure" your child's school attendance. Truancy charges may also be filed. A report to Child Protective Services can also be made following 10 unexcused absences. Excused Absences include: illness with a note or call from parent, illness with a note from the doctor, and death in the immediate family with note from parent.

Please note: Students who are absent from school cannot attend or participate in any school events occurring on the day of the absence, unless the school has given advance permission.

III. ACADEMIC POLICIES

ACADEMIC PROGRAM

The program at *Allegiant Prep Academy* is built upon six core principles:

- **Rigorous instruction** coupled with high expectations for every student.
- A **structured, consistent, and disciplined school environment.**
- **Frequent assessments of students' progress** drive instruction and personalized support programs.
- A consistent focus on **character** is essential to developing the social skills and a sense of community essential to students' professional success.
- Numerous opportunities for exposure through **field lessons**.
- **Longer school day and extended school year** to ensure the instructional time essential in preparation for the rigors of college work.

CURRICULUM OVERVIEW

The Allegiant Prep curriculum is based on standards set by the state, identifying what students should know and be able to do at each grade. Each day's learning activities are designed to help our students master these standards, become great readers and math students and positive members of the classroom community.

Our teachers keep close track of what students know and how they are growing to help them determine what to teach students next. Their observations also help them know who needs extra help or more challenging work.

Parent/Family Communication

Families should expect monthly reports on their student's academic progress. Families are required to join our school communication platform, ClassDojo, to stay informed on school updates, school events, and communicate with their student's teacher. In addition, families are expected to sign their student's Lifework (homework) binder and return it to school each day. Teachers may also contact parents/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home.

Teachers will prepare Report Cards, relaying students' progress, at the conclusion of each trimester. Teachers will distribute these report cards during Parent-Teacher conference at the end of every trimester. We require a 15-minute conference each trimester between parents and their child's teacher to discuss report cards.

LIFEWORK/HOMEWORK POLICY

At Allegiant Prep, families should expect their children will have some type of work to do for school every school night and over the weekend. We call this "Life Work." Each assignment not only reinforces skills taught in class earlier that day but also helps students build habits that are critical to their college and life success.

Families should expect their children will have up to 30 minutes of lifework each night. Allegiant Prep will provide students with a lifework folder and will expect each child to bring his/her lifework folder back and forth from home to school every day.

Every Monday, teachers will supply students with the week's life work. Parents should check to make sure their child's is making adequate progress on their lifework throughout the week.

In addition to lifework, we also ask that families read with their children for 10-20 minutes every night. for at least 20 minutes. Even while students are learning letter sounds and basic words, they still gain a great deal simply listening to parents, grandparents and older siblings make sense of written words and hear what fluent reading sounds like. Over time, students will take on more responsibility for actually reading books, which is when parents can help them with new words and ask questions about the story to make sure their children understand what they are reading.

Finally, Allegiant Prep teachers will share their contact information with parents during the first week in school. Parents may contact via phone their child's teacher with any questions or concerns about lifework before 6p.m. (Monday – Thursday).

HOLIDAY PACKETS

Allegiant Prep will also require students to complete academic packets during each break of five or more days (e.g. Fall, Winter, Spring, and Summer Break). Our Holiday Packets are designed to keep students on track academically and help make sure students do not forget all that they are learning over the break. Please help supervise your child and make sure he/she completes the work assigned over each break.

MAKE-UP WORK

Students are responsible for all missed work while absent. Lifework is put in Lifework folders for the week each Monday. We expect students, if absent from school that week, will still complete their Lifework as they get well. (If absent on a Monday, students should pick up their Lifework folder when they return to school, and make-up any missed work.)

Parents may pick up their child's Lifework folder while he or she is absent. We ask that parents contact the Office Manager 30-minutes prior to coming in so that we may have time to retrieve your child's folder.

ASSESSMENTS

In order to tailor our instruction to meet students' unique learning styles and academic needs, we need to regularly check their skills and see how they're progressing. We'll use a number of different tools in every classroom to check on students' progress.

- Clearsight Assessment: Every K – 2 student will take the Clearsight assessment four times a year. These tests help us know how well students are progressing academically. We'll share the results of each assessment in our report cards.
- All Allegiant Prep students will also take interim assessments in Math, Reading and, Writing six times a year.
- Allegiant Prep students will participate in all state-mandated testing in grades 2-5.

Grade.

PROMOTION AND RETENTION

A student shall be promoted to the next grade based on academic and social readiness. If a student is retained, s/he will continue in the same grade level for another school year.

Classroom teachers, the Head of School and other school staff may contribute to the school's decision to promote or retain a student. Special consideration for promotion and/or retention shall be given to students with special academic, social, and emotional needs. Allegiant Prep does not promote students to the next grade based solely on the age of students

The Allegiant Prep team weighs a number of factors in considering students' readiness for the next grade. They include:

1. Report Card grades;
2. Knowledge and skill level, demonstrated during assessments;
3. Readiness to learn the knowledge and skills required at the next grade;
4. Record of previous interventions;
5. Number of absences;
6. Previous instances in which the students was held back or retained;
7. Special circumstances that may have adversely affected the student's participation in instruction or relevant assessments.

Senate Bill 1

Senate Bill 1 requires students be retained in grade three if they have not received a pass score on the IREAD 3 assessment.

A student's parent or guardian will be invited to discuss potential retention well in advance of a decision being made. Classroom teachers make recommendations to promote or retain students in their classroom. Head of School makes the final decision, based in part on the teachers' recommendations. Allegiant Prep reserves the right to make exceptions to this policy given special circumstances.

SPECIAL EDUCATION

Allegiant Prep is dedicated to ensuring that every student, regardless of their abilities, receives a Free Appropriate Public Education (FAPE) according to Indiana state special education law, Article 7. FAPE requires that all students, including those with disabilities, have access to general education. Students with disabilities may receive specialized support at no cost.

We offer a range of special education programs for students identified as having a disability, based on evaluations conducted in accordance with the Individuals with Disabilities Education Act (IDEA). Our approach involves providing Individualized Educational Plans (IEPs) within the regular classroom setting, often facilitated by a special education teacher working alongside the classroom instructor. This model is known as "full inclusion."

Parent and guardian involvement is crucial in this process. If a parent or guardian suspects that their child may have a disability, they should communicate this in writing to the child's teacher, Principal or Head of School. Allegiant Prep is committed to meeting the needs of all students and ensuring their success.

Teachers at Allegiant Prep are attuned to the academic expectations for each grade level and may have concerns about the performance and progress of specific students. In such cases, teachers are encouraged to present their concerns to the APA MTSS team comprising the Head of School (or leadership team designee), the teacher, the Coordinator of Student Supports, and/or the special education teacher. This committee will make recommendations based on the student's needs and reach out to the family to share their findings.

For a child to be identified as needing special education services, parents must provide consent for a formal evaluation conducted by a licensed evaluator or school psychologist.

At Allegiant Prep, we are fully committed to serving all students and supporting their educational journeys.

Withdrawing a Student

If, for any reason, a student must withdraw from school, her or his family should inform our Head of School (via the office) at least two days before the last day of attendance. School records will be forwarded when the new school requests them. Families will then be instructed to complete an official withdraw form available in our front office. The withdraw form also includes a brief "exit survey," telling our team more about your experiences at Allegiant Prep and why you are leaving.

If families are dissatisfied or disappointed with Allegiant Prep and its team for any reason, we encourage you to contact the Head of School as soon as possible. We are committed to addressing your concerns once we know about it. Our entire team is committed to addressing all concerns regarding our program and its support for Allegiant Prep students.

Building Safety and Security

Allegiant Prep always ensures the safety and security of its students and staff. Our Administrative Team reserves the right to take all necessary actions to ensure the safety of our students and staff, even if it requires, we must take action against a student and/or parent/guardian for failure to follow school policies and procedures.

Visitor Policy

All family members or other visitors to the school are required to report to the Front Desk upon entering the building. Visitors must wear a visitor badge on their visitors sticker for the duration of their visit. Any visitor, including a parent/guardian, who does not report to the office or is found in the building without authorization will be asked to leave.

Parents are encouraged to visit Allegiant Prep at any time except the first month of school – at which time students are still learning the rules and routines of Allegiant Prep. We discuss other kinds of parent engagement and involvement in more detail later in this handbook. **Classroom visits are limited to 1_ 15-minute visit per family per day.**

Emergency Procedures

Allegiant Prep considers the safety of every student and staff member to be of highest priority. We have detailed procedures our entire school community will be expected to follow in the case of emergencies, in or outside the building. For instance, students and staff will participate in fire drills monthly (as required by law) to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

In the event of an emergency, we will make every attempt to ensure families are informed of such a situation and are likely to do so through our automated message service. Please help us and make sure that your family's contact information is up to date in order to help ensure you get timely information about your child in the event of an emergency or any other unexpected event.

IV. CULTURE

Introduction

In this portion of the handbook, we discuss the culture that we strive for at Allegiant Prep. A school's culture has a tremendous impact on the achievement of its students. We believe a strong, positive school culture aligned with our values will put our students on the path to becoming great students, leaders and positive contributors to their communities.

School Culture and Environment

At Allegiant Prep, we have a vision of excellence that drives what we mean by great teaching, strong relationships, and family engagement. This vision shapes everything we do every day at Allegiant Prep.

Allegiant Prep expects all staff and students to exemplify our core values of **respect, responsibility, integrity, perseverance, and unity**. Our team will work to optimize classroom learning time and ensure all rules are fairly and consistently enforced.

Allegiant Prep classrooms are a special place. Teachers engage and challenge students in ways that are tailored to meet students' individual needs. We teach our students that effort will lead to intelligence. Our team will help students understand how every lesson connects to their interests and will help them in their lives outside of school.

Our students' p**arents** are an integral part of our school and their child's success. We expect parents to work just as hard as teachers to further their child's development and learning. Just as parents might coach us on the best ways to interact with and ensure the behavioral success of their child, we will coach them on how to best support their children academically and behaviorally, as well. Families will receive daily updates and be invited to University Nights to learn more about what students are learning at school and how to reinforce this learning at home.

The Outcomes of Our School Culture

We believe that, if our students are to succeed academically, graduate from college and be the positive contributors to the community we believe they can be, their preparation for such success must begin in kindergarten and first grade. Our school is built around preparing every student to achieve these goals for themselves and their families. The following is a list of outcomes that we will see in our school as evidence of a strong school culture. These outcomes will help us define what success looks like and measure the effectiveness of our culture program.

<u>Routines and Traditions</u>

- School-wide and classroom routines are communicated directly, clearly and with positive expectancy (both "you can" and "you will").
- School-wide and classroom routines maximize learning time.
- There is steady forward progress on the compliance-investment continuum. There is 100 percent compliance to following all routines and directions ("First time, every time").
- Every student, parent and teacher is able to explain the "What?" and "Why?" of routines and expectations. The "Why" is related to how these expectations will help

students succeed in the real world.
- Every student, teacher and parent in each grade has something to look forward to every day, week and month of the year.
- There is an intentional approach to developing character. This may include a calendared-out, monthly canon of shared readings, stories, poems, films, field lessons, assemblies, special events, etc. that simultaneously build community and reinforce the school's values.

General Outcomes

- Students have developed the academic and character skills they need to graduate from college and succeed in life.
- Students demonstrate excellent character inside and outside of school. They do the right thing even when no one is looking.
- There are high levels of student attendance, lifework completion, and parent satisfaction
- Students are in class, on-task and learning 100% of instructional time.

Physical Space

- The school environment shows close attention to detail. It is clear that great thought has gone into how to use every square inch of the physical environment to reinforce core values.
- The school environment is bright, inviting, and reflects student ownership.
- The school environment purposefully reinforces the school's core values and mission. There are posted examples of outstanding teacher and student academics and character.

Interactions and Relationships

- All students know they can achieve by working hard ("I can…") and that they will benefit from their achievement ("I want…").
- There are genuine, unscripted gestures of kindness and helpfulness. Students are genuinely happy and proud to be part of the school community.
- Teachers develop meaningful personal relationships with students. Students feel acknowledged and affirmed as worthwhile, important and cared-for as individuals by teachers.
- Classroom climates are strong. Students are encouraged to take intellectual risks.
- Students are respected at all times, even during moments of adversity
- Students praise and support each other in a genuine and mutual way.
- Visible and audible, genuine listening between students, teachers, families and each other.
- Students receive regular, detailed, individualized feedback on their academic learning.
- Students receive regular, detailed, individualized feedback on their behavior and character development.
- There is systematic, regular, proactive parent communication

System and Support

- There are very transparent and well-defined standards of behavior as well as clear, predictable, and logical consequences for student misbehavior. All students know how all teachers will respond to certain behaviors, and students also know that repeated

misbehavior will get increasingly heavier consequences.

- There are effective systems for checking, communicating, incentivizing and tracking attendance, timeliness, homework completion and uniform infractions. These systems are routinely analyzed and revised.
- There is a system of remediation for targeted academic and behavior skills and chronic under-performance. Clear criteria trigger automatic interventions.
- There are regular times for teachers to reflect on the school culture, working together to both celebrate strengths and take steps to address areas of growth.

RULES AND EXPECTATIONS FOR ALLEGIANT PREPARATORY ACADEMY STUDENTS

1. Adherence to the ALLEGIANT PREP Community Contract

2. Adherence to the ALLEGIANT PREP Core Values:
    - *Respect*
    - *Responsibility*
    - *Integrity*
    - *Perseverance*
    - *Unity*

3. The following expectations are implied by the ALLEGIANT PREP Community Contract and Core Values:

    - Be on-task at **all** times during class. While **anyone** is speaking, students will always concentrate on the speaker by focusing with their eyes (tracking) and actively listening. Remember to "SLANT" (sit up straight, listen, ask/answer questions, nod and track).
    - Respond appropriately to all questions. Non-verbal actions matter.
    - Conduct oneself in an orderly manner, demonstrating respect for our educational mission, while at ALLEGIANT PREP or at a ALLEGIANT PREP function.
    - Do the right thing when no one is watching. *"Responsibility and Integrity"*

Self-Respect: Students are expected to carry themselves with a sense of dignity, pride, and confidence. School uniforms are mandatory and are to always be worn properly. Confidence and self-respect go hand in hand.

Respect for Peers: Students are expected to refrain from insulting and humiliating others. Students are also expected to refrain from physically, emotionally, or sexually harassing/assaulting others.

Respect for All Adults: Students are expected to listen and follow directions, use appropriate tone of voice; and honor a teacher's need to present a lesson to the entire class by demonstrating an awareness of the appropriate time and place to disagree with a teacher's decision, and by accepting feedback.

Respect for Differences: Students are expected to not only be tolerant of differences but to respect differences amongst each other by being sensitive to the physical, cultural, religious, and gender differences, while refraining from using stereotypes.

Respect for Property: Students are expected to respect their personal property and the property of other students. They should maintain their books and other school resources in good condition and care

for the conditions of their school grounds and property. Students are always expected to pitch in and assist with cleaning in order to keep their community clean.

Human Rights Policy

Allegiant Prep brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, gender, nationality, sexual orientation, age or handicapped status. Allegiant Prep wishes to stress that it is the responsibility of every member of the Allegiant Prep community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the Allegiant Prep community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, expulsion.

STUDENTS LEAVING BUILDING

Under no circumstances are students to leave Allegiant Prep building without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult. Families should be aware that Allegiant Prep has several neighbors and should be respectful and courteous of their needs. Once students have entered Allegiant Prep in the morning, they may not leave the building unless they are escorted by a school staff member or other authorized adult. An authorized adult may come to the front office of the building before 2:30 pm Monday – Thursday and 1:30 pm on Friday.

Our Character Education Program

Our mission is two-fold; we not only want our students to excel academically *and* exhibit strong character. The rules of the classroom are aligned to our school's values and the constant focus on making choices that are respectful of themselves, their potential and others around them. Students should be able to understand that the right choice is not always the easy choice, but that making the right choice will allow them to be their best self.

High Standards for Academics, High Standards for Behavior

Allegiant Prep is unequivocally committed to providing a safe and orderly environment in which students can improve their academic achievement. Students whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen. Students and families have the right to attend a safe and orderly school. Therefore, ***for every infraction, there will be a consequence***. This is the basis of our student code of conduct.

Respectful and Courteous Environment

In order to create and sustain a respectful and courteous learning environment, students will be taught and expected to: politely greet staff each morning, greet teachers as they enter the classroom, as well as welcome any guests who are visiting the building with a handshake, a pleasant greeting, and an introduction. Students will practice these skills each day. These social skills are an important factor not only in creating the type of school environment we desire,

but are an essential part of every student's growth into adulthood.

School- Related Consequences

Below is a description of school-related disciplinary offenses for which a student may be subject to detention, in-school suspension, out-of-school suspension, or expulsion. A school-related disciplinary offense refers to the violation of this code occurring:

- while the student is on school grounds or school-related transportation;
- during a school-sponsored activity; or

The list of offenses that follows is not meant to be comprehensive; there may be other circumstances that warrant disciplinary measures as well. Along with the list of consequences that result from such offenses, students may also earn a loss of privileges, which include but are not limited to:

- sitting in their seat during breaks;
- eating lunch in the office;
- missing school events, trips, or activities (including field lessons and assemblies);
- serving in-house suspensions;
- reflecting on their behavior orally and/or in writing;
- apologizing to their peers in small groups or at a community circle; and
- performing extra service for the school.

Out-of-School Suspension

If a student commits one of the infractions listed below, the student may receive an out of school suspension. Before the student returns to class, the student, his/her parent or guardian, the student's classroom teacher, and Head of School will meet in order to address the student's behavior and plan for improvement. Infractions include:

- Gross disrespect of a fellow student
- Gross disrespect of faculty, staff, or
- Using or possessing over-the-counter medication inappropriately
- Using or possessing tobacco products
- Damaging, destroying, or stealing personal or school property or attempting to do so
- Committing sexual, racial, or any form of harassment or intimidation
- Using abusive, vulgar, or profane language or treatment
- Making verbal or physical threats, empty or otherwise
- Unwanted physical contact
- Setting off false alarms or calling in groundless threats
- Departing, without permission, from class, floor, building, or school-sponsored activity
- Use of a cell phone, tablet, or other electronic device during school or during a school-sponsored activity
- Unauthorized use of the building facilities
- Cheating or plagiarism, or copying of anyone else's work (including the use of language translation sites and term paper sites on the Internet)
- Repeated and fundamental disregard of school policies and procedures
- Receiving multiple detentions and out of class transfers

Expulsion

Under certain circumstances, students may be subject to expulsion by the Head of School as explained below.

- **Repeated or excessive out-of-school suspensions**
- **Repeated and fundamental disregard of school policies and procedures**

- **Assault against fellow students or other members of the school community who are not considered educational personnel**
- **Destruction or attempted destruction of school property including arson**

- **Possession of alcohol on school premises or at a school-sponsored or school-related event**
- **Possession of weapons or weapon paraphernalia.**

If the Head of School determines that the student's continued presence would have a detrimental effect on the general welfare of the school, then the Head of School is the final determinant to suspend or expel a student who has been charged with a felony.

In addition to expulsion, Allegiant Prep reserves the right to report legal violations (assault, theft, vandalism) to the local police, which may wish to take further action irrespective of the school's action.

Harassment, Intimidation, Bullying or Cyber-Bullying

Allegiant Prep supports and provides for an academic learning environment that is free from any type of harassment, bullying, intimidation, or cyber-bullying.

Harassment, intimidation or bullying as defined by the State, means any act that substantially interferes with a student's educational benefits, opportunities or performance that takes place on school grounds, at any school-sponsored activity, on school provided equipment or transportation at any official school bus stop that it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Cyber-bullying means bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging and websites.

Any student that is found guilty of harassment, intimidation, bullying or cyber-bullying is subject to discipline, up to and including, expulsion. Examples of inappropriate behavior include:

- verbal or physical abuse or threats
- sexual harassment
- obscene or demeaning remarks, jokes, or insults
- uninvited pressure to participate in illegal activities
- public display of explicitly offensive or demeaning materials
- comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation
- false accusations of harassment
- retaliation towards someone making a complaint about harassment

In-class Behavior Management System

Allegiant Prep students will adhere to the Community Contract as a guideline for in-class disciplinary action, suspension, or expulsion of students.

Lower Academy K-2

Each day, students will begin on "green" according to the classroom behavioral chart used to track student behavior. Students may move up and down the color chart throughout the day. The following list defines each of the colors and the respective behaviors associated with them.
Gold= Outstanding day: Went above and beyond the entire day
Blue= Great day: Great choices the entire day
Green= Good day: Good choices the majority of the day
Yellow= Warning: A few bad choices during the day
Red= Negative choices: Consistently made bad choices during the day

Students will never move another student's name, only their own. Doing so creates a negative dynamic amongst peers. Students will also have two warnings before moving down the behavior chart. However, each teacher reserves the right to decide which infractions warrant automatic movement without warning.

- **General infractions** for a warning can include, but are, not limited to: not following directions the first time and talking/moving when not supposed to.
- **Level two infractions** that result in automatic color change can include but are not limited to: unkind words to a teammate or teacher (name calling), tantrum (crying only), saying "no" to direction, or refusing to follow an adults direction.
- **Level three infractions** that result in automatic red include but are not limited to: profanity or sexually explicit language; physical violence toward anyone (teacher or student) – hitting, kicking, biting, pushing; vandalism (writing on or intentionally destroying school property), tantrum (physicality, not being able to stay with class); pushing furniture.
- **Positive behaviors** include repeated public "shout outs" for students who make positive choices. A student who ends on "Green" each day in a given school week may be designated Student of the Week.
    - **Student of the Week** is achieved when students are present every day, complete Life Work every night, earn Green every day, and get their Life Work signed by a parent or guardian every night. Students of the Week are rewarded weekly with treats from the treasure chest.
    - **Student of the Month** is earned when students consistently display all 5 Core Values and make progress that reflects academic and behavioral growth. Students of the Month are rewarded monthly, with a certificate, during Community Circle

Upper Academy 3-5

Scholars in Grades 3-5 utilize the Kickboard Paycheck System. They start with $50 each week and can loose and earn dollars during the course of the week. Paychecks are sent home on Wednesday's for families to review. Below, you will find incentives aligned to paychecks.

- Bronze Members: $55 - $59
- Silver: $60 - $64
- Gold: $65+

Student Restraint

Allegiant Prep maintains a strict Code of Conduct and clear disciplinary procedures. These procedures include a clear set of consequences that includes color changes, loss of privileges, suspensions, and expulsions.

Allegiant Prep does not allow parents to use corporal punishment to discipline their students while on Allegiant Prep property. Some examples of corporal punishment include, but are not limited to:

- Shoving, striking, grabbing, shaking or hitting a student
- Throwing objects at a student
- Unreasonable restraint of a student
- Directing others to engage in any of the activities listed above.

School personnel may need to physically restrain students as a last resort in order to protect students and themselves. When our teachers must physically restrain a student, the Head of School shall file a detailed report of such with Allegiant Prep's school board. All personnel authorized to administer any forms of restraint shall be trained annually in accordance with Department of Education guidelines.

BATHROOM ACCIDENTS

Parents may need to send an extra pair of pants, underwear, and socks to school if they are concerned their child may have a bathroom accident. If a child has an accident and does not have a change of clothes, we will provide loaner pants and underwear for your child and ask that it be washed and returned to school.

Allegiant Prep Behavior

Students are expected to act responsibly and respectfully at all times because they are students at Allegiant Prep. The school takes a number of measures to facilitate responsible and respectful behavior, including but not limited to:

- The Head of School or his/her designee reviews expectations for appropriate behavior at all Family Orientations;

- Teachers review expectations for appropriate behavior in class;
- Head of School or his/her designee meets students each morning to ensure appropriate student behaviors; and
- Head of School or his/her designee contacts any parent whose child has failed to act responsibly and respectfully on the school bus and imposes the appropriate consequences for the misbehavior, following those guidelines set out in the Student Code of Conduct.

Community Service and College Expeditions, Field Lessons and End-of-

Year Field Lessons

Allegiant Prep requires outside learning experiences and special school events. During these activities, it is important for all students to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds. A permission slip that allows students to attend each school field trip or event will be sent home prior to the trip/event and should be signed by a parent or guardian. Students who fail to return the signed slip — or who are not permitted to attend as a result of an earlier incident — will not be eligible to participate and will be required to attend school that day.

If parents or other volunteers assist with such trips or events, students must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. The use of portable electronic devices is prohibited on field trips unless the trip leader specifically indicates otherwise. Past or recent inappropriate behavior may result in detention, suspension, or loss of privileges in attending or participating in class trips, events, and end-of-year field lessons.

Academic Celebrations

Allegiant Prep will host academic celebrations throughout the school year to recognize our students' hard work. These celebrations will recognize students who make the Honor Roll, achieve significant academic growth and consistently demonstrate our School's Core Values.

Forgery

Shared information and constant communication among teachers, students, and parents are crucial to the success of the school. Progress regarding academic and behavioral performance will be conveyed through a variety of means, including but not limited to weekly/bi-weekly progress reports and quarterly report cards, to be brought home by students, signed by parents, and returned by students the next school day. Any student, who forges their parent or guardian's signature, or forges parental or guardian approval on any official or unofficial school communication, will face an in-school or out-of-school suspension.

Late Student Pick-Up

Parents/guardians of students are expected to make arrangements to pick up their children on-time after school. If late pick-up becomes habitual, the school may notify Child Protective Services of the parent/guardian's habitual failure to arrive on-time. In any instance that a parent/guardian is going to be late to pick up a student, the parent/guardian is required to notify the school as soon as possible. Families will be charged families a $5 fee in any instance in which if they do not pick up before 3:30 p.m.

Uniform Policy

In order to improve the school's educational environment, promote a more effective climate for learning, foster school unity and pride, and allow students to focus solely on learning and not on attire, the school has a dress policy for students that applies to all school days and school-sponsored events. The Administration of Allegiant Prep reserves the right to address any item of clothing or appearance that detracts from the uniform policy/code. In all cases, Allegiant Prep has the right and the responsibility to determine what is appropriate.

Students who do not follow the guidelines appropriately will be given the missing item from his/her uniform to borrow for the day. Loaner uniform items will be collected before dismissal at the end of the day.

Allegiant Prep Academy
BOYS
shall wear:

- Short sleeve/Long sleeve gold Allegiant Prep polo (Plain white, gray, or black short or long sleeve undershirts are allowed) OR Allegiant Prep T-shirt/Sweatshirt OR College T-Shirt or Sweatshirt
- Navy Allegiant Prep branded cardigan **(Optional)**

*** Students will not be permitted to wear a non-Allegiant Prep branded sweater/sweatshirt over their polo. Students may wear a sweater under their polo but that sweater can't have a hood**

- Navy blue khaki pants or shorts
- Socks with inappropriate language or images will not be permitted
- Black belt or brown belt
- Shoes – Closed toed (no sandals, shoes that roll, shoes that light up, shoes that make noise), flat, rubber-soled shoes

Allegiant Prep Academy
GIRLS
shall wear:

Short sleeve/Long sleeve gold Allegiant Prep polo (Plain white, gray, or black short or long sleeve undershirts are allowed.) OR Allegiant Prep T-shirt/Sweatshirt OR College T-Shirt or Sweatshirt

- Navy Allegiant Prep branded cardigan **(Optional)**

*** Students will not be permitted to wear a non- Allegiant Prep sweater/sweatshirt over their polo. Students may wear a sweater under their polo but that sweater can't have a hood**

- Navy blue khaki pants, jumper, shorts, skirt or skort
- Socks or leggings with inappropriate language or images will not be permitted
- Black belt or brown belt (when wearing pants, shorts, skirt or skort that has belt loops and when belt is needed)
- Shoes – Closed toed (no sandals, shoes that roll, shoes that light up, shoes that make noise), flat, rubber-soled shoes

Dress pants should be straight leg or regular fit, and not made of denim or jean material. They should not be ripped or frayed at the bottom. When students enter the school building, they must be in the proper uniform; they cannot change into the school uniform upon arrival. Students also may not change out of their uniform before dismissal, unless they are participants of an after-school elective that requires them to do so. At all times during the school day — including after-school — shirts must be tucked in.

- Only uniform apparel may be worn. Additions such as scarves are not permitted.
- **Students must keep their full uniform on, even when school is not in session. They may not unbutton their shirts to expose an undershirt.**

Hats, Hair, and Jewelry

Once students enter the school building, the wearing of hats, head wraps, bandanas, or nighttime headwear is not permitted unless it is in accordance with religious observation. Hats worn in the school building will be confiscated. Dyed hair or a hairstyle that serves as a distraction — at the determination of the school — will not be permitted.

Jewelry should be appropriate for a professional, school setting and may not serve, as a distraction to others or it will be confiscated. Allegiant Prep students may wear small pieces of jewelry including a watch, stud earrings or hoops no larger than a quarter, a single bracelet and average-sized rings.

Personal Belongings

Students are not allowed to have the following items at school:

- Any illegal substance
- Weapons and toy weapons
- Stuffed animals, dolls, or blankets
- PSPs, Nintendo DS or any other electronic gaming devices
- MP3 Players
- Cash in excessive amounts
- Jewelry that is a distraction
- Cellular Phones
- Tablets
- Smart Watches
- Any electronic device that causes a distraction from learning.

Telephone Use

Students may not use any school phone without permission from a member of the Leadership Team. Students will only be allowed to use the phone in case of emergency. A teacher or staff member must be present at the time of the call. At times, the teacher will dial the number for students. Students who use a phone without permission will be subject to disciplinary procedures.

STUDENT RECORDS

Access and Request for Copies: A parent has the right to request access to his or her child's temporary and permanent student record file. All requests to inspect or copy the students' record must be in writing. Upon the review of the student's record, if a parent finds that his or her student record includes inaccurate, misleading, unnecessary or irrelevant information, the family should bring any such information to the attention of the Head of School. All requests to access and copy records should be directed to the Head of School.

Confidentiality: The Family Educational Rights and Privacy Act (FERPA) requires consent of a parent and/or legal guardian Allegiant Prep will not release a student's school record to anyone who is not authorized to receive the record, without receipt of a valid, signed school record release form or valid court order.

Allegiant Prep may disclose records without consent under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of Allegiant Prep
- Accrediting organizations
- To comply with judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within juvenile justice system, pursuant to specific State law

Photographs, Video, Audio, Recorded Comments: For the purpose of publicizing student and school accomplishments, and/or documenting and studying teacher practice, Allegiant Prep has a practice of recording student life through photography, video, audio, or otherwise recorded comments. In the event a parent or eligible student objects to the release or publication of any of the above, the parent/eligible student may state that objection in writing via the media release form to the Head of School. Parents have already signed consent forms in their enrollment packets. Absent receipt of a written objection, any of the above may be released without further notice or consent.

NONDISCRIMINATION

Allegiant Prep does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color, religion, sex or national origin, in accordance with Title VI and Title VII of the Civil Rights Act of 1964 (Title VI and Title VII); on the basis of sex, gender identity and/or expression, sexual orientation or marital status in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA); or on the basis of any other protected

category pursuant state and federal law.

INTERNET USE POLICY

I. Acceptable Use

The Internet is a global network linking computers around the world. Allegiant Prep offers Internet access to students and staff. The primary purpose of providing access to the Internet is to support the educational mission of Allegiant Prep. Allegiant Prep expects that students and staff will use this access in a manner consistent with this purpose. While the Internet is a tremendous resource for electronic information, it has the potential for abuse.

Allegiant Prep makes no warranties of any kind, whether implied or expressed, for the service it is providing. Allegiant Prep shall be held harmless from and against any responsibility, liability, damages or suit that may arise as a result of or related to a students or staff's use of Allegiant Prep's Internet, school network, and/or computers. Allegiant Prep makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of Allegiant Prep's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet.

II. Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of Allegiant Prep's Internet Service:

- Disclosing, using or disseminating personal identification information about self or others including, but not limited to, Internet account numbers, passwords, etc.;
- Accessing, sending or forwarding materials or communications that are defamatory, abusive, pornographic, obscene, profane, sexually explicit, threatening, harassing, racially or sexually offensive, or illegal;
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means

III. Safety Issues

The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell a teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.

- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify a teacher.
- Allegiant Prep reserves the right to address inappropriate communication between students that arise outside of the school on the internet or social media accounts in the same way if this inappropriate communication happened within the school.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on Allegiant Prep computer network or stored in the user's directory or on a disk drive. Allegiant Prep reserves the right to examine all data involved in the user's use of Allegiant Prep's Internet service. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to Allegiant Prep's Internet service is a privilege not a right. Allegiant Prep reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. Allegiant Prep will advise appropriate law enforcement agencies of illegal activities conducted through Allegiant Prep's Internet service. Allegiant Prep also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Sexual Harassment

Sexual harassment can be a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's advancement or participation in a school activity.
- such conduct has the purpose or effect of interfering with a person's work or academic performance or intimidating or humiliating a person.

Creating a harassment free environment requires the diligent effort of our community.

Response to Harassment, Intimidation, Bullying or Cyber-Bullying

Allegiant Prep is committed to equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify your teacher, or if you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify the Head of School

The Head of School will notify the authorities, if necessary.

School-wide Behavior Plan

Hallway:
Hallways are shared spaces and carry noise. We ask that all students and adults using the hallway during the school days keep in mind that classes are disrupted by hallway noise. Classes should transition from one space to another silently, in a single file line, with their hands to their sides. Students are to walk on the colored tape lines while transitioning

Restroom:
In order to ensure that they are present in class to the greatest extent possible, students should make every effort to use the bathroom before school, during scheduled bathroom breaks, and after school. When it is necessary for students to use the bathroom during class time, students should follow their individual class's protocol for receiving bathroom permission.

Bathrooms are shared space, and students should treat their bathroom space with pride. Students should pick up after themselves, flush the toilets, and ensure that no paper products are left on the floor. Students should not bring anything with them to the bathroom, including writing instruments. Students who do not behave appropriately in the bathrooms will receive a community violation and will not be permitted to use the bathroom alone.

Bathroom Breaks:
Students will be allowed designated bathroom breaks during the day, including one before lunch and one after lunch. Any additional bathroom breaks for each individual student will be left up to the discretion of his/her teacher. Families of students who need additional bathroom breaks for medical reasons must submit a doctor's note to the main office authorizing the need for additional bathroom breaks. No other documentation will be considered sufficient for additional bathroom breaks.

Building Safety and Security

There are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

The school has procedures on file in the case of various emergencies. Parties requesting information about these policies should contact the Operations Manager.

Visitor Policy

For the safety of our school community, all visitors, including family members, must report to the Main Office upon entering the building. Visitors should wear visitor stickers at all times to indicate that they have checked-in at the main office. Parents are encouraged to visit the school; parent involvement is highly encouraged. Classroom visits are limited to 1 15 minute visit per family per day.

Our school has an open-door policy that allows parents to sit in on class during any time after the first month of school given 24-hour notice. During the beginning of school, it is critical for students to transition into their new setting, and parental presence in the classroom can slow this process. After our open house, we encourage parents to come into the classroom and see our amazing teachers and students at work. When observing in the classroom, parents are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Parents who are disruptive to the educational process will be asked to leave.

TITLE IX POLICY

If any of parents/guardians believes that he or she, or their student has been subjected to harassment, he/she should file a complaint with the Head of School (our Title IX Coordinator) at, or randerson@allegiantprep.org. This may be done in writing or orally.

All parents/guardians should take special note that, as stated above, retaliating against an individual who has complained about harassment, and retaliating against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated by this organization.

LOST AND STOLEN PROPERTY

We strongly encourage families to ensure that students do not bring valuable objects to school. Any items that students bring to school that may cause disruption will be confiscated at Allegiant Prep. We make every reasonable effort to return all personal property to the appropriate parent; however, Allegiant Prep is not able to take responsibility for replacing lost, damaged or stolen property or compensating the family for the value of that property.

TRANSPORTATION

Allegiant Prep is not able to transport students to and from home and school each day. We highly encourage families to carpool with one another and will help coordinate families interested in carpooling. Please inform the school office if interested. We will help connect interested families yet cannot otherwise guarantee or manage carpooling arrangements.

Transportation Accommodations

Special transportation service for students with disabilities is stated in their Individualized Education Plan (IEP) or Section 504 Plan.

V. WELLNESS POLICY

Wellness Policy on Physical Activity and Nutrition

The Board of School Trustees of Allegiant Preparatory, Inc. supports the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families by means of school registration, the student handbook and the corporation's website.

I. Coordinated School Health Advisory Council

The board will engage parents/guardians, food service professionals, teachers of physical education, students, school health care professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the school corporation's wellness policy.

A. In accordance with state and federal law, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at least the following:

- Parents/Guardians
- Food Service Director/Professionals
- Teachers of Physical Education
- Students
- School health care professionals/Registered Dietitians/School Nurse
- School board members
- School administrators
- Any interested member of the public
- Representatives of interested community organizations

Other potential members of the Council include teachers, teaching assistants, SNAP-Ed educators, and community representatives such as recreation professionals, city planners, industry professionals and voluntary service workers.

B. The Advisory Council shall meet at least annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.

C. The Advisory Council shall report annually to the Superintendent and the School Board on the implementation of the wellness policy and include any recommended changes or revisions.

D. The School Board will adopt or revise nutrition and physical activity policies based on recommendations made by the Advisory Council.

II. Nutrition Education and Nutrition Promotion

Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-2) according to standards of the Indiana Department of Education. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

III. Standards for USDA Child Nutrition Programs and School Meals

The board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

IV. Nutrition Standards for Competitive and Other Foods and Beverages

A. The Board will provide and allow foods and beverages that support proper nutrition, promote healthy choices, and comply with federal nutrition standards in vending machines, school stores and concession stands. This also includes food and beverages made available in schools during the school day for such events as school fundraisers and food and beverages brought into the schools by students or other person for such events as birthdays and classroom celebrations.

Fundraisers selling food items that do not meet the federal nutrition standards are limited to two such fundraisers per school building per year.

B. The Board will allow marketing in school buildings and on school grounds during the school day for only those food and beverages provided by the school that meet the federal nutrition standards. Marketing that promotes student health will be permitted in school buildings and on school grounds.

V. Physical Activity and Physical Education

The board supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before- and after-school activities; and walking and bicycling to school. Additionally, the board supports physical activity among elementary students by providing them with at least 30 of the recommended 60 minutes of physical activity per day.

VI. Other Activities that Promote Student Wellness

The board supports the health and well-being of our students and staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

VII. Evaluation

Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff at least every three years. The board will notify the public of the results of the three-year assessment and evaluation.

The board designates the superintendent to ensure compliance with this policy and its administrative regulations. The superintendent is responsible for retaining all documentation of compliance with this policy and its regulations, including but not limited to each school's three-year assessment and evaluation report and this wellness policy and plan. The superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the corporation's three-year assessment and evaluation.

LEGAL REFERENCE: 42 U.S.C. 1758b
7 CFR Part 210
I.C. 20-26-9-18.5

Administrative Regulations:

II. Nutrition education

1. Health education will be provided as part of a comprehensive health education program and taught by a licensed health education instructor.
2. The school corporation will provide nutrition education training opportunities to teachers and staff for all grade levels.

III. Nutrition promotion

1. Nutrition promotion will include lessons that cover topics such as how to read and use food labels, choosing healthy options and portion control.
2. School staff will collaborate with community groups and organizations to provide opportunities for student projects related to nutrition (e.g., cultivating school gardens, reading food labels and maintaining a caloric balance between food intake and physical activity/exercise).
3. Nutrition promotion resources will be provided to parents/guardians through handouts, website links, school newsletters, presentations and any other appropriate means available to reach parents/guardians.
4. Nutrition educators will partner with school staff of the school food service program to use the cafeteria as a learning lab. Healthy items, such as salads and fruits, will be displayed prominently in cafeterias to make healthier choices more appealing.
5. Nutrition labels will be provided on all foods to allow students to easily identify healthier foods.
6. Foods of minimal nutritional value, including brands and illustrations, shall not be advertised or marketed in educational materials.

IV. Standards for USDA Child Nutrition Programs and School Meals

A. School Meal Content

1. Meals served through the National School Lunch and Breakfast Programs will:
• Be appealing and appetizing to children;
• Meet, at a minimum, the nutrition requirements established by the USDA for federally funded programs;
• Contain 0 percent trans fats;
• Offer a variety of fruits and vegetables;
• 100 percent of the grains offered are whole grain-rich.

2. All cooked foods will be baked or steamed. Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie and sodium levels in food.
3. Schools are encouraged to purchase or obtain fresh fruits and vegetables from local farmers when practical.
4. Students will have the opportunity to provide input on local, cultural and ethnic favorites.
5. The food services department shall provide periodic food promotions that will allow for taste testing of new healthier foods being introduced on the menu.
6. Special dietary needs of students will be considered when planning meals, according to the document *Accommodating Children with Special Dietary Needs in the School Nutrition Programs.*
7. The food services department will share and publicize information about the nutritional content of meals with students and parents/guardians. The information will be available in a variety of forms that can include handouts, the school website, articles, school newsletters, presentations that focus on nutrition and healthy lifestyles, and through any other appropriate means available to reach families.

B. School Meal Participation

1. To the extent possible, schools will provide the USDA School Breakfast Program to all students.
2. To the extent possible, schools will utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, serving "grab-and-go" breakfasts and arranging transportation schedules to allow for earlier arrival times.
3. Schools will inform families of the availability and location of Summer Food Service Program meals, in accordance with the Healthy, Hunger-Free Kids Act of 2010. Schools in which more than 50 percent of students are eligible for free or reduced-priced school meals will sponsor the Summer Food Service Program when feasible.
4. Schools will provide the After School Meal Program, when it becomes available, in accordance with the Healthy, Hunger-Free Kids Act of 2010.

C. Mealtimes and Scheduling

1. Adequate time will be provided to students to eat lunch (at least 20 minutes after being served) and breakfast (at least 10 minutes after being served).
2. School meals will be served in clean and pleasant settings.
3. Students will have convenient access to hand-washing and sanitizing stations.
4. Potable (drinking) water must be readily available at all mealtimes.
5. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.

D. Professional Development

1. Professional development and training will be provided at least annually to food service managers and staff on proper food handling techniques and healthy cooking practices.

V. Nutrition Standards for Competitive and Other Food and Beverages

A. Approved Nutrition Standards, based on the nutrition standards of the Institute of Medicine (2007).

1. K-2 à la carte, school vending machines and other foods outside of school meals shall be limited to:

- No more than 30 percent of total calories from fat,
- Less than 10 percent of total calories from saturated fats,
- 0 percent trans fats,
- No more than 35 percent of calories from total sugars,
- No more than 200 milligrams of sodium per portion as packaged,
- No more than 200 calories per package, and
- 100 percent of the grains offered are whole grain-rich.

2. K-2 à la carte, school vending machines and other beverages outside of school meals shall be limited to:

- Water without flavoring, additives, or carbonation,
- Low-fat and nonfat milk (in 8- to 12-ounce portions),
- 100% fruit juice in 4-ounce portions as packaged for elementary/middle school and 8 ounces (2 portions) for high school, and
- All beverages other than water, white milk or juice shall be no larger than 12 ounces.

B. Availability

1. A vending machine at an elementary school that dispenses food or beverage items may not be accessible to students.
2. Vending machines in middle and high schools:

- Will not be available during mealtimes.
- Will contain items that meet the approved nutrition standards.

3. Vending machines for school staff will not be accessible to students.
4. Food and beverages will not be sold in school stores.
5. Students and staff will have free, potable (drinking) water for consumption available in water fountains throughout the school building.

C. Concession Stands

1. The concession items sold at school-sponsored events to participants, fans and visitors shall include at least 50 percent healthy beverages and foods, according to the approved nutrition standards.

D. Classroom Celebrations

1. Classroom celebrations will focus on activities (e.g., giving free time, extra recess, music and reading time) rather than on food.
2. Classroom celebrations that include food will be limited to one per month. Food items must comply with federal nutrition standards.
3. Schools shall inform parents/guardians of the classroom celebration guidelines.

E. Food as a Reward or Punishment

1. Teachers and staff will not use food as a reward. For example, the use of sugar-sweetened beverages or candy as a classroom reward at any school is not appropriate.
2. School staff will not withhold food or drink at mealtimes as punishment.

F. Fundraisers

1. Fundraising activities will support healthy eating and wellness. Schools will promote the sale of non-food items for school-sponsored fundraising. For a food or beverage item to be sold as a fundraiser, it must meet the approved nutrition standards. Fundraisers subject to this rule are those sold during the school day on school grounds. School day is defined as from midnight the night before to 30 minutes after the end of school.

G. Non-sold food and beverages:

1. Non-sold food and beverages will comply with federal nutrition standards.

H. Marketing

1. Signage or similar media on school campus during the school day may only advertise food and/or beverages provided and sold by the school that meet the competitive foods standards for foods sold in schools (i.e. Smart Snacks).

VI. Physical Activity and Physical Education

A. Physical Education K-2

1. All students in grades K-2 will participate in physical education in order to meet the Physical Education Standards. Also, high schools will encourage students to take more than the courses of physical education required for all Indiana diplomas.
2. Waivers will not apply towards the physical education courses required for a diploma. Credit flexibility in physical education will be limited to elective physical education courses.
3. Physical education classes will have the same student/teacher ratio used in other classes. In Indiana, the ratio for a single school shall not exceed an average of 30 to 1.
4. The physical education program shall be provided adequate space and equipment to ensure quality physical education classes for students.

B. Daily Recess and Physical Activity Breaks

1. Each elementary school shall provide daily physical activity in accordance with Indiana Code 20-30-5-7.5.
2. All elementary school students will have at least 1 period of active recess per day that is at least 20 minutes in length as recommended by the National Association for Sport and Physical Education (NASPE). This recess period will be outdoors when possible. If outdoor recess is not possible due to inclement weather, teachers will provide an indoor physical activity break in the classroom.
3. All teachers will be encouraged to use physical activity breaks during classroom time as often as possible.
4. Schools should discourage extended periods of inactivity (2 or more hours). During events such as mandatory school-wide testing, teachers will give students periodic breaks for moderate physical activity.

C. Physical Activity Opportunities Before and After School

1. Schools will offer intramurals, clubs, interscholastic sports and voluntary activities to increase opportunities for physical activity before and/or after school, taking into account student interest and supervisor availability.
2. After-school enrichment providers will include physical activity in their programs, to the extent space and equipment allow.

D. Physical Activity and Remedial Activities/Punishment

1. Students will not be removed or excused from physical education to receive instruction in other content areas.
2. School staff will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

VI. Other School Based Activities

A. Walking and Bicycling to School

1. Where appropriate and safe, schools will allow walking and bicycling to school.
2. To the extent possible, the school corporation will make improvements so it is safer, easier and more enjoyable for students to walk and bicycle to school.
3. The school corporation will explore the availability of both local and federal funding (e.g., Safe Routes to School funds administered by the Indiana Department of Transportation) to finance such improvements.
4. Schools will promote walking and bicycling to school, including the promotion of International Walk to School Day, which falls on the first Wednesday of October each year.

B. Staff Wellness

1. The school corporation will promote programs to increase knowledge of physical activity and healthy eating for faculty and staff. Presentations on health and wellness will be provided at least twice each school year.
2. The school corporation will work with local fitness centers to offer reduced membership fees.
3. Schools will allow staff to use school facilities outside of school hours for activities such as group fitness classes, walking programs and individual use.
4. Staff will be encouraged to participate in community walking, bicycling or running events.
5. Physical education will be taught by a licensed physical education instructor.
6. All staff involved in physical education will be provided opportunities for professional development focusing on physical activity, fitness, health and wellness.
7. Schools will promote breastfeeding by making reasonable efforts to provide a private location for employees to express breast milk in accordance with IC 22-2-14-2.

VII. Evaluation of Wellness Policy

The evaluation of the wellness policy and implementation will be directed by the Coordinated School Health Advisory Council with assistance from the Operations Manager, as needed. The Council will be responsible for the three-year assessment of the school's compliance with the policy and its regulations. The three-year assessment will measure:

1. the implementation of this policy and its regulations
2. the extent to which the school is in compliance with the policy
3. the extent this policy compares to other model school wellness policies
4. progress made in attaining the goals of the wellness policy

Policy and regulation language will be assessed using the Department of Education's Checklist and revised as needed.

To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff using the School Health Index (*Centers for Disease Control and Prevention)* Evaluation.