

# **Allegiance Academy**



**Allegiance Academy**

**Student Handbook  
and the Code of Conduct**

**2022-2023**

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### Attendance Policy

Students must regularly attend classes. Classes included academic and athletic classes, whether located at the school facilities at 100 E Midway Drive, Euless, TX 76039 or virtual. Students must arrive at classes in accordance with the class schedule supplied to students. Absences and tardiness negatively impact students' performance in the classroom and on the field. If a student is unable to attend or participate in one or more classes, the student's parents must email [bescobedo@allegianceacademy.org](mailto:bescobedo@allegianceacademy.org) or call 520.900.6056 the school to report the student's absence.

### Tardies

Students must be seated in the classroom at the beginning of the class period with all needed materials prepared for instruction. Tardies are considered "partial attendance days" and are considered unexcused except for documented illnesses or doctor appointments. Students with excessive tardies may be assigned disciplinary consequences in accordance with this Code.

### Unexcused Absences

Unexcused absences include, but are not limited to, the following:

- Being absent without parental consent or knowledge;
- Leaving school without official permission;
- Being in an unauthorized area of the school without permission;
- Willfully failing or refusing to attend school; and
- Being absent without notifying the school in accordance with the Attendance Policy above.

### Bullying

Bullying is a single significant act or a pattern of acts by a student directed at another student that exploits an imbalance of power and involves written or verbal expression, including expression through electronic means, or physical conduct that occurs on school property (including school vehicles) or at a school-related activity.

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property.
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying may include the following: hazing; threats; taunting; teasing; confinement; assault; demands for money; destruction of property; theft of valued possessions; name calling; rumor spreading; or ostracism. In some cases, bullying can occur through electronic methods ("cyberbullying"). If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify the academic director as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. To learn more about the problem of bullying, visit: <http://www.stopbullyingnow.gov/>

### Cell Phones/Electronic Devices

Students may not have cell phones in their possession at school. Cell phones will be collected at the front office at the beginning of the day. If a student needs to use his or her cell phone, he or she may go to the front office and request it. Students found to be using electronic devices when prohibited may be fined, disciplined, and the device may be confiscated. Arrangement must be made with the offending student's parents to return any confiscated items.

### Academic Dishonesty

If students knowingly engage in academic dishonesty, plagiarism, and cheating, they will be subject to penalties and disciplinary action as outlined in the Code. Cheating is the act of using unauthorized materials and/or resources during tests, exams, or other classroom tasks; giving or receiving information or help on a quiz, test, or classroom work; or having someone else complete an assignment, test, or quiz on behalf of the student. Depending on the severity of the incident, consequences may include grade reduction, repeat of the assignment, and/or other disciplinary action deemed appropriate.

### Conferences

Parent-teacher conferences are held twice a year in the fall and spring. Parents, teachers, and students may also request conferences at any time. Parent-teacher conferences offer an important opportunity to address student performance issues. Parents wishing to conference with teachers should email or message the teacher. Conferences must be scheduled before or after school or during the teacher's conference period to refrain from interrupting instruction.

### Damage to School Property

Students shall not vandalize or damage any property belonging to, or used by, the school. In addition to disciplinary sanctions under the Code, parents or guardians of students who are guilty of damaging school property are liable for damages. Students are responsible for the care and return of any materials issued to the students (including textbooks and Chromebooks) and may be charged for replacement of lost or damaged materials.

### Disruption of Classes and Activities

Conduct by students that materially disrupts class work or involves substantial disorder or invasion of the rights of others is prohibited. Student demonstrations and similar activities are prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

### Disruption of Transportation

Students are prohibited from intentionally disrupting, preventing, or interfering with the lawful transportation of students to or from school or an activity sponsored by the school on a vehicle owned or operated by or on behalf of the school.

### Dress and Grooming Code

Students must always maintain good hygiene and meet school expectations for the dress code. This dress code is established to promote the best possible environment for learning and will be enforced.

Students shall:

- Wear school polo during class instruction, and gray shirts during physical training
- Appropriate footwear for training (indoor and outdoor shoes), and class instruction (sandals, crocs.)
- Shower after practice or use personal wipes
- Wear deodorant

### Drugs and Alcohol

No student shall, during any school term and while on school premises or off school premises at a school-sponsored activity, function, or event, or within 300 feet of school property, sell, give, deliver, use, possess, or be under the influence of any amount of:

1. Marijuana or a controlled substance
2. A dangerous drug
3. An alcoholic beverage

### Emergency Drills

Students will participate in drills for emergency procedures to practice for fire, tornadoes, and other emergency situations. When the alarm is sounded, students must follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### Emergency Medical Treatment

Parents must complete Student Medical Information on the FACTS family portal, including information on emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Parents must update the Student Medical Information if there is a change in a student's health needs. If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will respond in accordance with the Student Medical Information supplied by the student's parents

### Field Trip

Field trips are designed to give students an appropriate educational experience that is not possible in the classroom environment. Field trips shall be directly related to instructional standards. These trips may be used to build background or culminate a unit to finalize instruction. These trips should foster both individual and collaborative efforts that will strengthen a student's ability to be a successful and productive citizen.

### Fighting and Abuse

Fighting is defined as two or more persons engaged in any mutual violent or physically aggressive contact toward each other, such as scuffling, pushing, shoving, or hitting. Fighting will not be tolerated on school property or while attending a school--

sponsored or school-related event. If a student is physically confronted by another student, the student should avoid striking back and alert an adult or administrator who can handle the situation.

### Food Allergies

Parents must update the Student Medical Information on FACTS family portal if a student is diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with specific food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or academic director if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

### Food and Drinks

The school offers nutritional lunch and snack options to all students. Students are welcome to bring items from home that are free of nuts. We encourage students to bring healthy items for lunch and snacks. Students can bring fruits, vegetables, and other items that promote optimal health. We discourage sugary drinks like soda, candy, and chips. Students may not provide food or drinks to any other students except for birthday treats and at limited special occasions.

### Hacking/Breach of Computer Security

Breach of computer security involves knowingly accessing a computer, computer network, or computer system without the consent of the network owner. If a student breaches the school's computer system or uses any school resource or materials to breach a third-party's computer security, the student will be disciplined in accordance with the Code and may, in certain circumstances, be reported to law enforcement.

### Harassment

All students and employees should be treated with courtesy and respect. Students should avoid any behaviors known to be offensive and stop these behaviors when asked or told to stop. Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance.

### Homework

Homework is an extension of learning beyond the classroom. Students should expect homework in the form of a project, make-up work, studying for a test, or extra credit. Students who are in advanced courses should anticipate additional work outside of the classroom. Students will receive deadlines for completing homework and must plan accordingly.

### Immunizations

A student must be fully immunized against certain diseases or must present an affidavit or certificate that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. Required immunizations include diphtheria, rubella (measles), rubella, mumps, tetanus, poliomyelitis (polio), pertussis, hepatitis A, hepatitis B, varicella (chicken pox) and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. The vaccine requirements apply to all students entering, attending, enrolling in, and/or transferring to the school. Incomplete immunizations will prevent enrollment in school or can restrict attendance once enrolled if immunizations fail to be updated according to the requirements.

If a student is unable to be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

### Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal on school property or via the use of the school technologies. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or

photographs will be disciplined according to the Code and may, in certain circumstances, be reported to law enforcement. This includes “cyberbullying” and “sexting” whether this occurs on or off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

#### Internet Educational Purposes

The internet system available at the school is designed for educational purposes. Students are expected to access the internet system to participate in teaching and learning activities. The school has the right to place reasonable restrictions on the material students access or post through the internet system. Students are expected to follow the rules set for them. Students and their parents should be aware that Internet access using school computers is not private and may be monitored by school staff. Prior to accessing the internet system, students and parents must sign and abide by the student Acceptable Use Policy related to the internet system.

#### Prescription Drugs and Non-Prescription Drugs

No student shall have non-prescription (over-the-counter medicine) or prescription drugs in his/her possession on school grounds. All medication designated for a student's use must be stored and dispensed in the school clinic, and all medication must be in a properly labeled container with one medication per container. A student found in possession of a medication currently prescribed for the student is in violation of procedures. A student who sells, gives, or delivers a prescription or non-prescription drug to another student shall be subject to disciplinary action and may, in certain circumstances, be reported to law enforcement.

#### Prohibited Items

Prohibited items that may not be brought to school include, but are not limited to, the following: any weapons, knives of any size (including pocket knives), hand instrument designed to cut or stab another by being thrown, dagger (including but not limited to a dirk, stiletto or poniard), bowie knife, sword, spear, clubs/night sticks (or items that can be used as clubs), lookalike weapons, metallic knuckles, alcohol, box cutters, chains, laser pointers, ammunition, razors, rubber bands, squirt guns; fireworks or pyrotechnics of any kind; tobacco products, electronic cigarettes, electronic or digital vaping devices, electronic nicotine delivery systems, drugs (even non-prescription drugs if not properly delivered to the school nurse), synthetic or “look alike” drugs intended for use to induce the same effects as drugs, matches, lighters, handcuffs, mace, smoke or stink bombs, balloons, toys, or any other items which may be deemed to be disruptive, dangerous, or in violation of school policies. The school reserves the right to add items to the list when they are deemed to be inappropriate for school. Students who unintentionally bring to school a prohibited item, which is not illegal, may turn in the item to a staff member without disciplinary consequences if this is done before the item is discovered or reported by a staff member or another student. This option applies only to the first time the prohibited item is accidentally brought.

#### Tobacco, electronic, vaping

Students shall be prohibited from smoking, using, or possessing tobacco products at a school-related or school-sanctioned activity on or off school property. These prohibitions will be strictly enforced on school property and at school-related or school-sponsored activities at or away from the school. Appropriate disciplinary consequences will be assessed for violations. Smoking and smokeless tobacco are not permitted in school buildings, vehicles, or on school property or at school-related or school-sanctioned events off school property. In addition, students may not possess tobacco products at any of the locations or activities listed above. Students in all grades shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions. Students are also prohibited from smoking, using, or possessing electronic cigarettes, electronic or digital vapor devices and electronic nicotine delivery systems, or any components, parts, or accessories for such devices, at a school-related or school-sanctioned activity on or off school property. These prohibitions will be strictly enforced on school property and at school-related or school-sponsored activities on or off school grounds.

#### Visitors to the School

Parents are welcome to visit the school. For the safety of all students, teachers and staff, all visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. In the event disruptive or inappropriate behavior occurs, parents and other visitors may be requested to leave school.

#### Visitor Procedures

- Upon arrival to the school, visitors must report to the front office.
- Visitors needing to go beyond the front office must sign-in and receive a visitor pass.
- Visitor passes must be worn by visitors the entire time they are at the school.
- Visitors are expected to follow all school-based rules.

- Parents wishing to visit their child’s classroom should make prior arrangements with the principal, principal’s designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances. Every effort will be made to reach a mutually agreed upon time for classroom visits.

### Student Code of Conduct

This Code provides information to parents and students regarding school-related issues, standards of conduct, consequences of misconduct, and procedures for administering discipline. Because the Code is adopted by the Board of Trustees, it has the force of policy. Students and parents need to review and be familiar with the standards set out in the Code and classroom rules.

Annually, each student and parent shall sign a statement that they have received and read the Code and acknowledge the responsibilities outlined therein. Each parent and student should also be familiar with policies and procedures outlined in student handbooks/folders and discipline procedures.

### Discipline Management Techniques

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques including positive behavior intervention supports. Discipline management techniques used when students violate the Code.

### Discipline Management

The Academic Director shall be responsible for providing discipline management in-service training for school staff. The training must include a review of the Code, as well as a review of any school-based discipline strategies or techniques.

### Discipline Authority

The Academic Director and Instructional Coach shall be responsible for establishing school rules and regulations that will ensure a safe educational program free from disruption for all students and for enforcing consistently and fairly all discipline policies and school rules and regulations regarding discipline.

### Discipline Records

Teachers and staff will maintain discipline records on each student in FACTS. Discipline records remain active for the current year only. At the end of the school year, these records are archived. Students start each year with a clean discipline record except for those assigned disciplinary consequences extending beyond the end of the previous school year.

### Disciplinary Consequences

Students who violate the Code shall be subject to disciplinary action. The disciplinary options include using one or more discipline management techniques. When imposing discipline, school personnel shall adhere to the following general guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- Students shall be treated fairly and equitably. Teachers and administrators have a variety of discipline consequences available. Consequences shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include the following:
  - The seriousness of the offense
  - The frequency of misconduct
  - Intent or lack of intent at the time the student engaged in the conduct
  - Self-Defense: Depending upon all the relevant circumstances, a student who acts in self- defense may still be subject to an appropriate discipline consequence.
  - The potential effect of the misconduct on the school environment.
  - Degree of severity and risk of danger
  - Student’s disciplinary history
  - Disability that substantially impairs the student’s capacity to assess a situation and act accordingly

Disciplinary offenses in the Code are categorized into three levels that identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline. The teacher or administrator responsible for the discipline of a student shall apply the above guidelines for assessing disciplinary consequences set forth above. In each situation the teacher or administrator may use discretion in determining the action(s) most appropriate to the setting and the infraction,

school administrators have the authority to discipline students for violations of the Code that occur in or at school or at school-related or school-sponsored activities, as well as certain offenses occurring away from school as specified by law.

### Level I Disciplinary Chart

Behaviors at this level can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior which impedes orderly classroom procedures or interferes with the orderly operation of the school. More than one disciplinary option may be assigned.

#### Procedures:

1. Intervention should occur by the teacher who is supervising the student or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher in FACTS.
3. The teacher may want to discuss the misbehavior with the parent, administrator, or instructional coach.
4. In the case of informal classroom removal (office referral), the teacher will refer the student to the academic director who will respond by employing appropriate discipline management techniques before returning the student to the classroom. If the student's behavior does not improve, the academic director will employ alternative discipline management techniques, including progressive discipline interventions.
5. Repeated violations shall result in a more severe response and/or referral to Level II.

Possible Offenses	Possible Consequences
Being tardy to class	Verbal correction
Running, making excessive noise, obstructing or being disruptive in the halls, building and school settings	Verbal warning
Not adhering to classroom rules	Teacher-student conference
Not being prepared for class with all supplies and assigned work	Verbal warning Loss of privilege
Talking back, arguing, name calling	Parent conference
Throwing objects or passing notes	Confiscation of item
Disrupting classroom instruction	Loss of privilege
Bullying or engaging in harassment toward another student	School personnel/student conference to mitigate the situation

### Level II Discipline

A level II infraction is behavior that results in a referral to the academic director, athletic director, or instructional coach. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. More than one disciplinary option may be assigned.

#### Procedures:

1. Written referral to the academic director, athletic director, or instructional coach.
2. The administrator confers with student and/or teacher to establish appropriate disciplinary consequence(s).
3. The administrator will send copies of appropriate discipline notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents are to sign and return the form to school.
4. Within these guidelines the academic director has the authority to establish appropriate disciplinary consequences based on school needs. The academic director will be consistent in administering disciplinary options. It is important to note that two students committing the same offense may have different disciplinary actions based on the overall disciplinary record of the students.
5. The administrator will notify the parent/guardian of any conduct violation by their student that results in suspension. In deciding whether to order out-of-school suspension, the school behavior coordinator shall take into consideration self-defense, intent, or lack of intent at the time the student engaged in the conduct, the student's disciplinary history or whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
6. The number of days a student's out of school suspension shall not exceed three school days.
7. Repeated violations shall result in a more severe response and/or referral to Level III.

Possible Offenses	Possible Consequences
Persistent offenses from Level 1	Listed below are the possible consequences for a Level II offense Required Parent Meeting After school detention

	Loss of privilege Exclusion from soccer training In-school suspension Confiscation of item
Using food inappropriately	
Bullying and or engaging in harassment toward another student or employee	
Refusing to follow the direction of a school staff member, being disrespectful or insubordinate	
Violating acceptable use policy for computers	
Violating dress and grooming standards	
Physically contacting another student	
Abusing the use of a hall pass	
Possessing or using a camera, phone, radio, video, or other unauthorized electronic device without expressed permission.	
Academic dishonesty including cheating or copying the work of another	
Being present in area without authorization	

**Level III**

Academic director deems an offense as serious offenses are defined but not limited to those listed below. Persistent offenses shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. More than one disciplinary option may be assigned.

**Procedures:**

1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The student is afforded proper due process.
3. The administrator determines appropriate disciplinary action(s) and notice is provided to the student and the parents and/or guardian.
4. Within these guidelines each administrator has the authority to establish appropriate disciplinary consequences based on school needs which may be different than other. The administrator will be consistent in administering disciplinary options at the school, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense may have different disciplinary actions based on the overall disciplinary record of the students.
5. The administrator will notify the parents/guardians of any conduct violation by their student that results in suspension. In deciding whether to order out-of-school suspension, the administrator shall take into consideration self-defense, intent, or lack of intent at the time the student engaged in the conduct, the student's disciplinary history or whether the student has a disability that substantially impairs the student's capacity to judge a situation appropriately.

Possible Offenses	Possible Consequences
Persistent offenses from Level II	Listed below are the possible consequences for a Level II offense Supervised school service assignment Required Parent Meeting After school detention Loss of privilege Exclusion from soccer training In-school suspension Confiscation of item
Engaging in conduct that disrupts the school environment or educational process.	
Using profane vulgar, obscene, or threatening language, or obscene gestures	
Bullying or engaging in harassment toward another student, employee including harassment	

motivated by race, color, religion, and national origin	
Using ethnic, racial or gender related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group	
Fighting; encouraging or promoting a fight	
Possessing or using tobacco products, electronic cigarettes, electronic or digital vapor devices	
Possessing, distributing, or creating pornographic or sexually oriented material and/or accessing pornography	
Possessing, distributing, and/or concealing a weapon, including knives that are not illegal.	

#### Disciplinary Consequences

The academic or athletic director may order the immediate removal of a student if the academic or athletic director believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the student's class, with the ability of the student's classmates to learn, or with the operation of school or a school sponsored activity. The student may also be removed if it is believed that the action is necessary to protect persons or property from imminent harm. Upon removal, a conference will occur between parents, staff, and school personnel.

#### Detentions

For infractions of the Code, other policies/regulations, or individual classroom rules, students may be assigned a detention before, during, or after school. Before assigning a student to a detention, the student shall be informed of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his/her version of the incident. Failure to serve a detention will result in a more serious consequence.

#### Notice to Parents

When a student is assigned detention, a copy of the discipline notice shall be given to the student to inform his/her parents of the reason for the detention and to afford them an opportunity to arrange for the student's transportation, if necessary. If a parent needs to change the date or time of an assigned detention, this may be easily accomplished by calling the school or sending a signed note prior to the scheduled detention.

#### Conference

A student who is assigned a detention may be given an informal conference with the teacher, principal, or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

#### Restrictions

A student assigned to a detention is not allowed to attend school related activities on or off school property or school-related activities on or off school property, except during the actual timeframe of the detention.

#### Complaint

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for a school detention, parental questions or complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, instructional coach, academic director or athletic director. For example, a complaint might allege that proper procedures were not followed.

#### Routine Referral

A routine referral occurs when a teacher sends a student to the academic director's office as a discipline management technique. The academic director or instructional coach will assign alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.