



Parent Handbook 2018 - 2019



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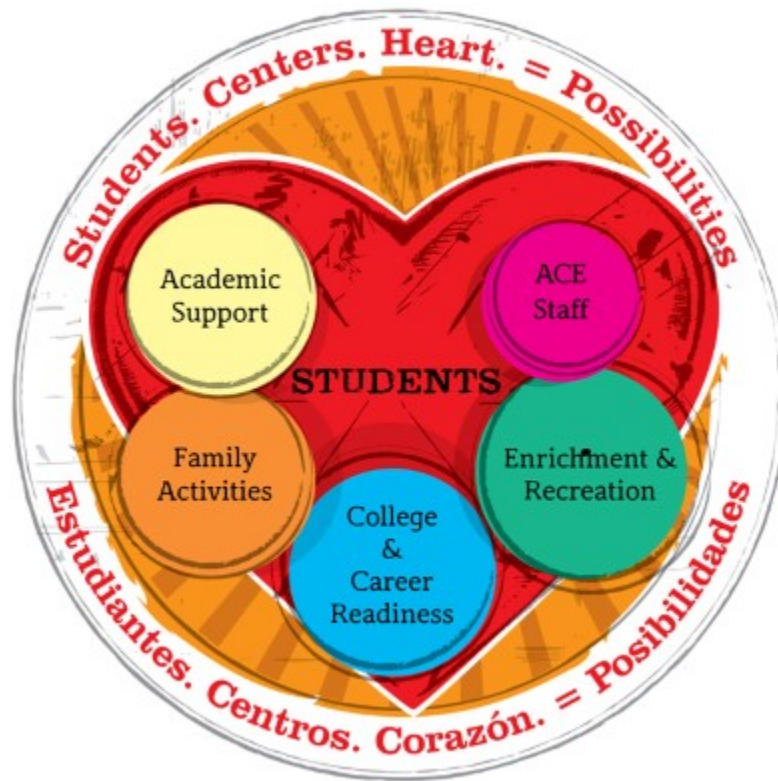


Purpose of this handbook

Welcome to ACE!

This handbook is designed to give parents and guardian's insight into the afterschool program offered by YES Prep Public Schools through the 21st Century Community Learning Center's program, now known as Texas Afterschool Centers on Education (ACE). It includes detailed information about afterschool program activities, policies, and procedures.

Please read this handbook carefully and keep it in a safe place for easy reference during the school year. ACE strives to provide a safe and welcoming atmosphere where children can develop academic skills, pursue fun enrichment opportunities, explore college and career paths, and develop social skills. In addition, ACE seeks to offer high quality classes and programs for parents. ACE exists to meet the needs of YES Prep students and families and input and feedback is always welcome. We encourage you to share your thoughts and ideas by responding to the program interest surveys, reaching out to your campus ACE Coordinator, or contacting ACE leadership at the YES Prep Home Office (see Section 7).





Message from YES Prep Chief Executive Officer, Mark DiBella

As an open-enrollment public charter school system, YES Prep proves that students from Houston's most underserved communities can achieve at the highest academic levels. To do this, we hire the best people, build relationships with parents and students, establish a culture of excellence, and create effective support systems that ensure student achievement is at the forefront of every single decision we make.

One of the best decisions we've made is to bring the ACE program to our schools. In addition to academic support, ACE provides our students with behavioral interventions, enrichment opportunities, and college and workforce readiness courses. We know that our students' success in college requires more than good grades. They need life skills, behavioral strategies, and a range of opportunities that challenge their abilities and build their confidence in who they are as individuals and not just as students.

While ACE offers all of these things, it also provides something I value even more – the opportunity to build transformative relationships with students and teachers outside of the academic classroom. Positive relationships are a key factor in our students' success at YES Prep and through college. Relationship building happens every day in every classroom, but ACE participants have the opportunity to get to know their YES Prep family in new ways, as they explore, create, and grow through the unique courses offered by ACE.

To ACE staff members – Thank you for creating life-changing opportunities by investing your time, sharing your own passions, and offering your expertise to our students. You are helping us create truly well-rounded college graduates, and for that I am deeply grateful.

To parents of ACE students – Thank you for entrusting YES Prep with your student's education and development and for participating in the ACE program! We want to work closely with you to make sure we're meeting your students' academic and social needs and are confident that the ACE program will allow us to do just that.

To ACE partners – Thank you for sharing your generosity and expertise with YES Prep! Through our partnership, we are able to offer unique experiences and skills that will prepare our students for college and the world beyond. Together we are transforming the lives of students and the future of our city.

Mark DiBella

Chief Executive Officer –YES Prep Public Schools





What is Texas ACE?

The Texas Afterschool Centers on Education (ACE) program is a program to help foster student's academic success by improving attendance, behavior, and academics. The ACE program is administered by the Texas Education Agency (TEA) and is funded through the 21st Century Community Learning Centers initiative of the U.S. Department of Education.

What We Do

YES Prep ACE offers free before and afterschool programming at ten (10) YES Prep campuses throughout the school year and summer. YES Prep's ACE program adheres to basic grant requirements by offering activities in five component areas:

- Academic Assistance
- Enrichment
- College & Career Readiness
- Behavioral Intervention
- Family & Parental Support Services

The overarching goal of the program is to foster each student's academic success by improving academic performance, attendance, behavior, promotion and graduation rates.





Program Components

- **Academic Assistance**

ACE offers services and activities that support a wide range of educational needs. Academic assistance activities are designed to help students achieve success in their day-to-day school experience, such as improving their grades, as well as to help students meet state and local standards, such as the STAAR exam.

Examples of academic activities include:

*Tutorials	*Remedial education activities	*Creative writing	*Blogging
*Note-taking	*Natural Science activities	*Mathematics activities	*Homework Help

- **Enrichment**

ACE offers services and activities that provide positive social, cultural, recreational experiences focused on developing interpersonal skills, improving health and wellness, and fostering a sense of community service.

Examples of enrichment activities include:

*Painting and visual arts	*Chess	*Flag football	*Debate	*Hip Hop, Improv, Guitar, *Drumline
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- **College & Career Readiness**

ACE offers services and activities that promote workforce awareness, job and/or college readiness, skills training, preparation for the workforce, and assistance in the attainment of employment and/or funding for college.

Examples of College and Career Readiness activities include:

*SAT Prep	*Chemistry Booster	*Driver's Education	*College life prep
*College Visits and Information Sessions	*Entrepreneurship classes	*College financial aid assistance	

- **Behavioral Intervention**

ACE provides activities and interventions that are specifically designed for students exhibiting behaviors that may lead to a referral to District Alternative Education Programs or Juvenile Justice Alternative Education Programs.

Examples of Behavioral Intervention activities include:

*Martial Arts	*Gang Awareness	*Drug and Alcohol Abuse Prevention	*Etiquette and Character Building
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- **Family & Parental Support Services**

ACE offers services for parents and activities that increase the participation of parents in the students' educational experience.

Examples of Family & Parental Support Services include:

*ESL classes	*College financial aid information	*Employment skills training	*Parenting classes
*Education planning	*Budgeting and banking	*Family health and nutrition	



Eligibility

Out-of-school time programs provide a great opportunity for YES Prep to deliver innovative and engaging activities to students and their families to build on the education of the school day. ACE is an open-enrollment program available to all YES Prep students at campuses who have an ACE program. While the program is open to any student, space is limited, and focus is given to those students who are in most need of academic assistance. Everyone interested in joining ACE must complete a Participant Registration Form for each individual student. Students who enroll are encouraged to attend ACE daily in order for the program to have the most impact on their learning.

At a minimum, STUDENTS MUST ATTEND AT LEAST 45 DAYS!





Program Staff

Important Phone Numbers

YES Prep Brays Oaks

Site Coordinator: Cynthia Eguzouwa

Phone: (713) 967-8470

Email: Cynthia.Eguzouwa@yesprep.org

YES Prep Fifth Ward

Site Coordinator: Vanessa Flores

Phone: (713) 924-0600

Email: vanessa.flores@yesprep.org

YES Prep North Forest

Site Coordinator: Jaimie Griffiths

Phone: (713) 924-0470

Email: Jaimie.Griffiths@yesprep.org

YES Prep Southside

Site Coordinator: Rhene Lawhorn

Phone: (713) 967- 9121

Email: Sjolanda.Lawhorn@yesprep.org

YES Prep West

Site Coordinator: Zayra Castillo

Phone: (713) 967-9557

Email: Zayra.Castillo@yesprep.org

Project Director

Maria Maradiaga Phone: (713) 967-9076

Email: Maria.Maradiaga@yesprep.org

YES Prep East End

Site Coordinator: Martin Perez-Lopez

Phone: (713) 967-8220

Email: Martin.Perez-Lopez@yesprep.org

YES Prep Gulfton

Site Coordinator: Corian Johnson

Phone: (713)967- 7836

Email: corian.johnson@yesprep.org

YES Prep Northside

Site Coordinator: Carnetta Griffin

Phone: (713) 967-8353

Email: Carnetta.griffin@yesprep.org

YES Prep Southwest

Site Coordinator: Paula Prince

Phone: (713) 967-9327

Email: Paula.Prince@yesprep.org

YES Prep White Oak

Site Coordinator: Nakeria Satchell

Phone: (713) 967-9558

Email: Nakeria.Satchell@yesprep.org

Family Engagement Specialist

Isamar Lopez Veracruz Phone: (713) 967-8934

Email: isamar.lopez@yesprep.org



Schedule of Operation

Each campus ACE Site Coordinator will provide students and parents with an information packet that includes a detailed schedule of operations for your campus.

On regular school days, ACE operates from approximately 4:00pm until 6:30 p.m. (Mondays, Tuesdays, Thursdays and Fridays), Wednesday programming begins at 1:30 due to early dismissal, but the ending time varies by campus. Ensure that you have an accurate schedule for your campus, as times may vary slightly.

ACE operates on all regular school days. ACE will not operate if YES Prep Public Schools is closed for inclement weather, during spring break, or on any official YES Prep Public Schools holidays. ACE schedules may be adjusted during Common Assessment week, or on weeks when large groups are on college visits. ACE may be cancelled for any reason at the discretion of the School Director and parents will be notified via the school.

School Year ACE Operations

- ACE will run for at least 29 weeks during the school year
- Activities will be offered Monday – Friday, some campuses may have activities on Saturday or Sunday
- ACE will offer at least 15 hours of activities per week
- All activities are at least 45 minutes long
- Students may not arrive late to ACE or leave early, unless a pass from a teacher is presented, or a parent/guardian has notified the ACE Coordinator in advance

Summer Programming

- ACE will run for at least six weeks in the summer
- Activities will be offered at least 4 days per week
- ACE will run for at least 4 hours per day
- All activities are at least 45 minutes long



Program Commitment

Attendance Commitment

ACE clubs/activities are provided free of charge to YES Prep students and families via grant funding, however, the program costs approximately \$1,100 per student to run. Because of this expense, **STUDENTS MUST ATTEND AT LEAST 45 DAYS OF ACE**. Inconsistent attendance will cause the school to lose its funding for this program. In addition, space is limited, and ACE cannot enroll every student who wants to enroll. Therefore, once a student enrolls in ACE and signs up for clubs and activities, YES Prep expects consistent attendance throughout the school year.

It is important for students to attend every session because most classes build upon skills taught in a prior class. Consistent participation in ACE is necessary for students to fully benefit from the activities in which they are enrolled. The ACE staff asks that you, as parents, encourage your student to attend ACE throughout the ENTIRE school year. If a student's needs are not being met, including lack of interest in a class, or a need for additional academic time, the ACE Coordinator will work with you and your student to modify his/her schedule. Please consult with your ACE Coordinator before removing your child from the ACE program.

Finally, the safety of each child is paramount to the staff of YES Prep and the ACE Program. If a child will not attend programming as scheduled, it is essential that a parent/guardian notifies the Site Coordinator to report the student's absence from the program. Teachers leading a club will take attendance prior to the start of each activity. Again, students are expected to be at their designated club before the start of each activity. Tardiness is not excusable unless a written note is given to the student by a staff, faculty, or teacher of YES Prep. Students that are late will earn a consequence, which is determined by the Site Coordinator. **STUDENTS MUST ATTEND AT LEAST 45 DAYS!**

Students leaving early:

Arrangements should be made with the Site Coordinator, 24 hours prior, if your student needs to leave early from programming. Parents may provide a written note that includes the date, reason of leaving early, and parent contact information or you may call the Site Coordinator to notify him/her of your student's absence. Students will not be excused from ACE without parent permission.

Dismissal:

Students will be dismissed from their last class by the teacher who is leading that activity. At the end of ACE, students will be directed to the main entrance of the school. Once students exit the building, they will no longer be allowed to re-enter. Students who ride the ACE bus will immediately board the bus upon dismissal. Students who are picked up by parents will wait at the main entry and the Site Coordinator will remain on campus until the last student is picked up.

Late Pick-Up policy:

Please consult your campus' ACE schedule and verify the end time of programming each day, noting that Wednesdays may end early. Parents are asked to arrive 15 minutes prior to the end of ACE. Parents are responsible for picking up their child on time and no later than 15 minutes after the end of programming. **Three late pick-ups will result in a student's removal from the ACE Program.**



Program Logistics

Snacks: will be provided to ACE students during programming hours. During summer programming lunch is provided by Preferred Meals. All students are required to eat snacks and meals on campus unless other arrangements are made with the Site Coordinator.

Discipline: engaging in bullying/hazing including cyber bullying is not permitted at any time and are grounds for dismissal from ACE. Electronic devices are not allowed during activity time unless arrangements are made between the instructor and ACE Site Coordinator. YES Prep school policies remain in place regarding the use of profanity/swearing, name calling, damaging or destroying property, and respect for staff and other students. Students are expected to be active listeners and follow directions and procedures. Although ACE is an opportunity for students to learn in a fun environment, school-day expectations for behavior still apply. Students who violate school and ACE rules may receive a consequence from the ACE Site Coordinator. Finally, ACE participants must attend the activities for which he/she is registered. Changes to schedules will be made with the ACE Coordinator only.

**Certain behaviors are considered serious infractions and may be subject to immediate suspension and/or expulsion from the ACE Program.*

Student Illness: if your student requires medicine during programming hours, parents must complete a medicine form and place it in a medicine bag, and these are medicines prescribed to the student by a physician only.

Incidents/Accidents: in the event that a student is injured during ACE, an incident/accident report is completed by the Site Coordinator at the time of the incident/accident, and the parents/guardians of the student will be contacted immediately.

Field Trips: field trips are scheduled throughout the school year and summer ACE program, and are also available at no cost to students and families. The Site Coordinator will provide parents and students additional information about trips such as, parental consent forms required, times, and locations. Unless otherwise notified, transportation will be provided. Parents are welcome to join and may make arrangements by calling the Site Coordinator. The successful completion of a background check is required at least two weeks prior to the scheduled activity. If you would like to join us on a fieldtrip, or for an in-house activity, please see the Site Coordinator for additional information about completing a background check.

Transportation: some campuses provide bus transportation for students participating in ACE. Each student needing transportation must complete a transportation request form. The YES Prep Operations team creates each campus' bus route using the address provided on the student transportation request form. Please note that student's bus stop will be determined by the number of students riding the bus and the proximity to their home. YES Prep is unable to drop-off each student at their home address, however the aim is to provide a stop within walking distance to the student's home. Despite this goal, some parents may find the stop is too far for a student to walk at certain times of the year depending on daylight and weather. In this case, parents may wish to pick the student up from the bus stop, which is still much closer than driving to campus.



Communication

ACE staff maintain an open-door policy. Please feel free to direct questions or concerns related to any facet of the Afterschool Program to your campus Site Coordinator at any time.

Please refer to section 5 for the contact information for all ACE staff. Staff are happy to speak by phone during business hours, or to arrange for an in-person meeting. The Site Coordinator will provide program schedules at the start of each semester, as well as updates throughout the year. While each campus communication varies, look for information in Parent Notes, the school marquee, phone calls, flyers, email, and the Family Resource Center on your campus. The Site Coordinator, Program Director and Family Engagement Specialist are available to answer all other questions that arise. Please feel free to call any staff person at any time.





Family Engagement

The YES Prep ACE Program is structured on the philosophy that parents must play a big role in getting student's college and career ready. Various parent engagement activities and workshops will be available throughout the year at every campus. Parents will also have opportunities to provide program satisfaction feedback and suggestions for future programming opportunities they would like to have available at their campus.

Parents are required to attend at least one activity per year and are encouraged to attend as many activities as possible.

Parents' concerns are of the utmost importance to the ACE staff. Please reach out to your campus' ACE Site Coordinator if you have concerns or need assistance with problems related to the ACE Program. You may also address concerns to the School Director, or the ACE Family Engagement Specialist. The ACE Family Engagement Specialist is fluent in both English and Spanish and will gladly assist you.

Finally, thank you for your commitment to YES Prep ACE and encouraging your student to be a consistent participant in the clubs he/she is registered for. We certainly hope that you find the opportunities presented to your student through ACE beneficial to his/her growth and development. Again, thank you for supporting ACE!





Parent Handbook Acknowledgement Form

The YES Prep ACE Program Parent Handbook

I, _____, parent of
_____, acknowledge that I have read, understand and agree to
the terms outlined in the YES Prep ACE Program Parent Handbook. I also understand that in order for my
child to be eligible to attend I, another parent/ guardian, or both are required to attend a minimum of one
parent meeting which will be announced on each campus.

Parent/Guardian Signature Date

Name of School/Campus

*Please return this form to your YES Prep ACE Site Coordinator

The handbook is also available online through www.yesprep.org/ACE

Any questions concerning the handbook, please reach out to your campus coordinator or the ACE Family
Engagement Specialist, Isamar Lopez Veracruz at 281-928-2405 or isamar.lopez@yesprep.org