



STUDENT HANDBOOK

YES Prep Board of Directors Approved June 4, 2020

CAMPUS LOCATIONS
























<p>Brays Oaks</p>  <p>9000 West Belfort Avenue Houston, TX 77031 P: (713) 967-8400</p>	<p>East End</p>  <p>8329 Lawndale Street Houston, TX 77012 P: (713) 967-7800</p>	<p>Eisenhower HS</p>  <p>7922 Antoine Drive Houston, TX 77088 P: (281) 591-3780</p>	<p>Fifth Ward</p>  <p>1305 Benson Street Houston, TX 77020 P: (713) 924-0600</p>
<p>Gulfton</p>  <p>6565 De Moss Drive Houston, TX 77074 P: (713) 967-9800</p>	<p>Hobby</p>  <p>8787 Tallyho Road Houston, TX 77061 P: (713) 842-5600</p>	<p>Hoffman MS</p>  <p>6101 W. Little York Road Houston, TX 77091 P: (713) 924-5400</p>	<p>Home Office</p>  <p>5515 South Loop East Suite B Houston, TX 77033 P: (713) 967-9000</p>
<p>North Central Elementary</p>  <p>1900 Stran Road Houston, TX 77039</p>	<p>North Central Secondary</p>  <p>13702 Aldine-Westfield Houston, TX 77039 P: (713) 967-8800</p>	<p>North Forest</p>  <p>6602 Winfield Road Houston, TX 77050 P: (713) 967-8699</p>	<p>Northbrook MS</p>  <p>3030 Rosefield Houston, TX 77080 P: (713) 251-4200</p>
<p>Northbrook HS</p>  <p>1 Raider Circle N Houston, TX 77080 P: (713) 251-2800</p>	<p>Northline</p>  <p>5815 Airline Drive Houston, TX 77076 P: (713) 842-5400</p>	<p>Northside</p>  <p>5215 Jensen Drive Houston, TX 77026 P: (713) 924-0400</p>	<p>Northwest</p>  <p>14741 Yorktown Plaza Drive Houston, TX 77040 P: (713) 842-5510</p>
<p>Southeast Elementary</p>  <p>507 Crenshaw Road Houston, TX 77034</p>	<p>Southeast Secondary</p>  <p>353 Crenshaw Road Houston, TX 77034 P: (713) 967-9400</p>	<p>Southside</p>  <p>5515 South Loop East Houston, TX 77033 P: (713) 924-5500</p>	<p>Southwest</p>  <p>4411 Anderson Road Houston, TX 77053 P: (713) 967-9200</p>
<p>Thrive</p>  <p>5815 Airline Drive Houston, TX 77076 P: (713) 842-5423</p>	<p>West</p>  <p>10535 Harwin Drive Houston, TX 77036 P: (713) 967-8200</p>	<p>White Oak</p>  <p>5620 West Tidwell Road Houston, TX 77091 P: (713) 924-5200</p>	

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A LETTER FROM THE CEO



Welcome to YES Prep Public Schools! Choosing the right school for our children is one of the most important decisions we make as parents, and I am humbled that you have chosen YES Prep. You and your children are deeply valued members of the YES Prep family—the very reason why YES Prep exists.

YES Prep’s vision is that “every child in Houston will have equitable access to a public school that delivers an excellent, college-ready education.” To ensure we realize this bold vision, we are committed to serving all children, embracing diversity, and driving after equity in everything we do at YES Prep. In fact, serving all students who choose YES Prep and valuing the diversity of the

entire YES Prep community are two of our most core cultural values as we fight for educational equity in our city.

Thank you in advance for setting aside time to read the YES Prep Student Handbook. This important document has been developed to highlight the specific ways our school system acts to foster a culture that embraces these values. It contains opportunities, expectations, and information that will help your students realize their full potential as invaluable members of the YES Prep family. Please familiarize yourself with this guide to better understand what we’re all about at YES Prep and to ensure the success of your children.

Serving all students with conviction, embracing the rich diversity of all our teammates, and unapologetically fighting for equity are lofty ambitions—ones that may never be fully achieved. Yet we remain convinced that when we work together on behalf of the children we are privileged to serve; we will exceed even our highest expectations of success.

Thank you again for allowing us to be a part of your educational journey. Here’s to our best year yet!

In solidarity,

Mark DiBella | Chief Executive Officer

This section outlines all the policies YES Prep follows due to federal and state guidelines.

YES Prep Student Handbook Overview

It is a YES Prep expectation that every student and guardian understands the content of the entire YES Prep Public Schools (YES Prep) Student Handbook. This handbook is an easily searchable resource for regular reference. Use the “Ctrl+F” function to search the handbook for specific phrases.

Guardian Acknowledgement of the YES Prep Student Handbook

Guardians are required to acknowledge their reading and understanding of the YES Prep Student Handbook during the registration and re-registration processes. This is the language available in School Mint:

As guardians of a YES Prep student, we acknowledge that we have read and signed the appropriate forms on School Mint regarding the YES Prep Student Handbook. We acknowledge that YES Prep students and families are expected to carefully review the policies and procedures in the YES Prep Student Handbook which is available online or in hard copy upon request.

YES Prep Student Handbook Changes

Throughout the year, the handbook may be adjusted to meet the needs of students, guardians, staff, and the campus. Agreement with this handbook also means agreement with the possibility of handbook changes. If changes happen, we will notify guardians and students through campus and YES Prep communication during the school year. We will also post these changes online for easy access. The handbook is available online at yesprep.org/student-handbook, and the version found there will always be the most updated.

YES Prep Charter School Status

Charter schools are public schools intended as champions for education innovation. Charter schools are free from some of the regulations and red tape of traditional public schools. While YES Prep is a public school, some of the regulations that apply to traditional public schools do not apply to YES Prep. For example, teachers do not have contracts, YES Prep is not required to provide duty free lunches to teachers, and YES Prep can set an academic calendar and hours of operation that provide more learning time for students that are still subject to the Texas Education Agency. In Texas, charter schools receive state funding but must raise funds privately to account for resources not funded by the government.

YES Prep Governance Structure

YES Prep is managed by a group of seasoned professionals who have dedicated their careers to challenging the status quo and are committed to continuous improvement and strategic innovation at all levels:

- Mark DiBella, Chief Executive Officer
- Luis Mena, Chief Financial Officer

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- Robin Susman, Chief Advancement Officer
- Philip Wright, Chief School Officer
- Nella Garcia Urban, Chief Program Officer
- Carmen Darville, Chief of Staff
- Naveen Pinglay, Chief Operating Officer

YES Prep is governed by its own Board of Directors, which includes representatives from major energy, technology, financial, and real estate firms, non-profit, community-based organizations, and YES Prep alumni.

District Partnerships

The YES Prep mission is not limited to YES Prep students. YES Prep can have a broader impact on the education reform movement by partnering with traditional school districts that are committed to raising the bar.

SKY (Spring Branch, KIPP, YES Prep): In 2011 Spring Branch ISD, KIPP Houston, and YES Prep formed an innovative three-way partnership called SKY to provide additional excellent educational choices for students in the Spring Branch area. The partnership allows the three districts to share best practices and services to offer all students the high-quality educational options they deserve.

Aldine ISD: YES Prep launched a district partnership with Aldine ISD in 2013. The partnership unites two national Broad Prize-winning districts that are dedicated to sharing best practices and collaborating on a wide range of programs including but not limited to: college counseling, professional development, leadership development, operations and more. In addition to working under a shared-school model at Aldine’s Hoffman Middle School and Eisenhower High School, Aldine ISD has implemented YES Prep’s college counseling program.

Students and families attending YES Prep campuses in partnership districts are subject to both this student handbook and the handbook for the partnering district. Legal guardians should be familiar with both handbooks.

Notice of Legal Guardian and Student Rights

The Family Educational Rights and Privacy Act (“FERPA”) affords guardians and students over 18 years of age (eligible students) certain rights with respect to the student’s educational records.

The Right to Inspect and Review

Legal guardians and/or eligible students have the right to inspect and review the student’s educational records within 45 days of the day YES Prep receives a request for access. Legal guardians or eligible students should submit to the campus Principal a written request that identifies the record(s) they wish to inspect. The campus will plan for access and notify the guardian or eligible student of the time and place where the records may be inspected.

If circumstances effectively prevent the guardian or eligible student from exercising the right to inspect and review the student’s educational records, the campus shall provide the guardian or eligible student with a copy of the records requested or make other arrangements for the guardian or eligible student to inspect and review the requested records.

The campus shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The campus may charge a reasonable fee for a copy of an educational record that is made for the guardian or eligible student, unless the imposition of a

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fee effectively prevents a guardian or eligible student from exercising the right to inspect and review the student's educational records. The campus will not charge a fee to search for or to retrieve the educational records of a student.

If the educational records of a student contain information on more than one student, the guardian or eligible student may inspect and review or be informed of only the specific information about that student.

The Right to Seek Amendment of the Student's Educational Records

Legal guardians and/or eligible students may ask the campus to amend a record they believe is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. Such a request must be made to the Principal in writing, clearly identify the part of the record the guardian or eligible student wants changed and specify why it is inaccurate or misleading. The campus will decide whether to amend the record as requested within a reasonable time after receipt of the request. If the campus decides not to amend the record as requested by the guardian or eligible student, it will notify the guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

If, because of the hearing, the campus decides that the information in the educational record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the guardian or eligible student of the right to place a statement in the record commenting on the contested information or stating why they disagree with the decision of the campus, or both. If the campus places an amended statement in the educational records of a student, it is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

The Right to Consent Prior to Disclosure

Legal guardians and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to campus officials with legitimate educational interests. A "campus official" is a person employed by the campus as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the YES Prep Board of Directors; a person or company with whom the campus has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a legal guardian or student serving on an official committee, such as a disciplinary or grievance committee; or a guardian, student, or other volunteer assisting another campus official in performing their tasks.

A campus official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility. Upon request, the campus discloses education records without consent to officials of another open-enrollment charter school, school district, or private school in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The Right to File a Complaint

Guardians who desire to express initial grievances or complaints should escalate concerns to Principals or appropriate campus directors. These campus officials will escalate concerns to appropriate departments or district officials.

Legal guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the campus to comply with the requirements of FERPA. These complaints should be addressed as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

The Right to Access to Medical Records

Legal guardians are entitled to access their students' medical records.

The Right to Photograph or Film Students

Throughout the school year, YES Prep and its organizations (yearbook, webpage designer, etc.), as well as outside media representatives (newspaper, television stations, etc.) may be on campus to video and/or photograph students in school-related activities or events (YES Prep Photos).

Guardians must notify the campus administrator in writing to request that a student's picture not be used for these purposes or indicate so when registering in School Mint.

Notice for Directory Information

Under FERPA, the campus must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, the campus may disclose personally identifiable information contained in the student's educational records without obtaining prior written consent of the guardian or eligible student if the campus has designated the information as "directory information."

The campus has designated the following categories of information as directory information for disclosure relating to school-sponsored/school-affiliated purposes:

1. Student name;
2. Address;
3. Telephone listing;
4. Electronic mail address;
5. Photographs (including video image);
6. Date and place of birth;
7. Major field of study;
8. Degrees, honors, and awards received;
9. Dates of attendance;
10. Grade level;
11. Most recent educational institution attended;
12. Participation in officially recognized activities and sports; and
13. Weight and height of members of athletic teams.

School-sponsored/school-affiliated purposes are those events/activities the campus conducts and/or sponsors to support the educational mission of the campus. Examples include, but are not limited to:

1. Extracurricular programs or events (e.g., plays, concerts, athletic events, graduation ceremony);
2. Publications (e.g., newsletters, yearbook, etc.);
3. Honor roll and other student recognition lists;
4. Marketing materials of the campus (e.g., print media, website, videos, newspaper, etc.)

The campus has designated the following categories of information as directory information for disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. Student's name
2. Student's address
3. Student's telephone listing

The campus shall not release directory information except for the purpose indicated above, namely:

1. Disclosure relating to school-sponsored/school-affiliated purposes; and
2. Disclosure to military recruiters and institutions of higher education, but only for secondary students.

A guardian or eligible student may opt out of the release of directory information for either or both purposes by submitting a written objection to the Principal. The campus requests that such an objection be submitted within the **first week after school begins**.

If the campus does not receive an opt-out form objecting to the release of directory information by the fifth school day of the school year, the campus will assume that the guardian approves release of directory information for the purposes described above. However, guardians may alter their decision to restrict or not to restrict release of directory information by submitting a completed "Use of Student Photos and Directory Information Opt-Out Form" or otherwise notifying the campus in writing at any time during the year.

Information about the Military

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the guardian or eligible student fills out an opt-out form. This form is available in the Front Office at every campus. The military typically requests this information in the Fall semester of each academic year. Legal guardians must fill out the opt-out form by October 1st if they do not want the military to obtain this information. Legal guardians and eligible students are encouraged to remember that filling out this opt-out form means that the campus will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with the campus.

Example of Forms

DIRECTORY INFORMATION OPT-OUT (ALL STUDENTS)
A.I do NOT consent to the release of directory information about the student named below outside the school system to sources such as an institution of higher education or newspapers and other media, except as authorized by law.
B.I do NOT consent to the release of photographs or directory information within the school system such as yearbooks, rosters for sports information, programs or articles.
MILITARY OPT-OUT FOR STUDENTS (GRADES 9-12 ONLY)

C. I do NOT consent to the release of directory information to the military about the student named below [RELEASE TO MILITARY]

D. I do NOT consent to the release of directory information about the student named below to institutions of higher education upon their request without my prior written consent. [RELEASE TO INSTITUTIONS OF HIGHER EDUCATION]

Rights & Responsibilities of Guardians and Staff

Rights & Responsibilities of Guardians

Guardians, which for the purposes of this Handbook shall include mother, father, guardians or persons having lawful control of the student, have the right/responsibility to:

- Provide for the physical needs of their child;
- Be knowledgeable of campus policies and academic requirements of campus programs;
- Cooperate with campus administrators and staff;
- Encourage their child to pay attention and obey the rules;
- Have their child attend school regularly and promptly report and explain absences and tardiness to the campus;
- Notify campus authorities of any learning problems or conditions that may relate to their child's education;
- Participate in meaningful guardian-teacher conferences to discuss their child's campus progress and welfare;
- Review educational records;
- Return signed report cards and campus assignments with their child;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information with the campus;
- Ensure their child is appropriately dressed at school and school-related activities;
- Encourage their child to develop proper study habits at home;
- Ensure their child attends a campus tutorial program when required or as the need arises;
- Attend guardian training workshops when available;
- Participate in school-related organizations;
- Control their child (under Family Code 33.01, a student's guardian is legally liable for property damage proximately caused by (a) the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the guardian to exercise that duty, or (b) the willful or malicious conduct of a student who is at least 12 but under 18 years of age.);
- Pick up their child from campus when requested by campus authorities for disciplinary or other reasons;
- Provide adequate supervision for their children during periods of suspension or expulsion;
- Receive a copy of all discipline reports that are given to an administrator.

Rights & Responsibilities of Staff

YES Prep staff members have the right/responsibility to:

- Use discipline management techniques developed in the YES Prep Code of Conduct;
- Ensure good student discipline by being in regular attendance and on time;
- Be prepared to perform their duties with appropriate preparation, assignments and resource materials;
- Comply with YES Prep and campus policies, rules, regulations and directives;
- Maintain an orderly classroom atmosphere conducive to learning;

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- Teach to the standards of performance required by YES Prep;
- Establish rapport and an effective working relationship with guardians, students and other staff members;
- Teach students to strive toward self-discipline;
- Encourage good work habits that will lead to the accomplishment of personal goals;
- Serve as appropriate role models for their students, in accordance with the standards of the teaching profession and the YES Prep Employee Handbook;
- Remove a student from class who is so unruly, disruptive or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn, or is behaving in a manner in which the continued presence of the student in the classroom threatens the safety, interests and/or rights of other students or staff or will be detrimental to the educational process.

Student Record Access and Pick Up

By law, YES Prep must release students and/or their information to their guardians. Requests that conflict with a student’s guardianship (i.e. “Please don’t allow Jane Doe to pick my student up,” but Jane Doe is the guardian or guardian of the student) cannot be handled by YES Prep or its individual campuses. Only legal changes to guardian rights and/or guardianship will allow YES Prep to honor such requests.

Student Absences

Excused Absences

A student’s absence will be considered excused only if the absence meets the criteria defined under the excused absence section of this handbook and when documentation from a guardian, doctor or official is provided. This documentation becomes a part of the student’s attendance record.

Absences must be cleared within 48 hours of the student’s return to campus. Students who are absent for more than three days in a row must provide the Front Office with a doctor’s note or other official documentation before they may return to class. If absences are not excused upon return, the student will receive an unexcused absence.

Unexcused Absences

A student’s absence is considered unexcused if no documentation is provided by the guardian, doctor, or an official to verify the reason the student was absent. See the “Compliance - Compulsory Attendance” section for more details on absences.

Loss of Credit Due to Absences

If a student misses an excessive number of classes for a specific course, they may be reviewed by the Retention & Placement Committee and be denied credit for the course. Guardians will be informed if a student is reviewed by the Retention & Placement Committee.

Extended Student Absence

If a student is going to be out for a week or more due to hospitalization, please notify the campus’s Certified Medical Assistant immediately. The Certified Medical Assistant will alert the Student

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Support Counselor who will investigate and determine if the student will qualify for Homebound Services. For a description of Homebound Services, please see the Homebound Section of this handbook.

Student Absence Exceptions

Specific absences are outlined in section 3.6.3 of the Student Attendance Accounting Handbook (SAAH) published each year by TEA and may be counted as “present” with the proper documentation.

Documentation for such absences should follow the guidelines defined in the SAAH, and where the SAAH references local policy, documentation will be determined at the Principal’s discretion. Please contact the campus Front Office for more details.

Compulsory Attendance

Children ages 6-18 (up to the student’s 19th birthday) are required to attend school. Older students – students who voluntarily enroll in or voluntarily attend school after their 19th birthday – are subject to Compulsory Attendance laws and can have enrollment revoked for having more than five unexcused absences in a semester. As an alternative to revoking enrollment for older students, the campus may impose a behavior improvement plan.

At the beginning of each school year, guardians will receive notice on Compulsory Attendance for students who are absent. During the school year, if a student has been absent without excuse for three days or parts of days within a four-week period, a warning notice will be issued to the guardian informing them that the student is subject to truancy prevention measures. Truant conduct occurs if a student is absent from campus without excuse for 10 or more days or parts of days within a six-month period in the same school year.

Absenteeism may affect the final grade a student receives in any class. All students are expected to maintain regular attendance. Excessive tardiness or a pattern of unwarranted absenteeism may lead to loss of credit and/or disciplinary action.

Late to School Policy

Secondary students are considered late to school if they arrive after 8:30 AM (secondary start time). All students who enter the campus after 8:30 AM should enter through the front doors and report directly to the front office to be checked in, receive a tardy pass, and report directly to their first period class. Each time a student reports to campus after 8:30 AM, without a valid note from a guardian, they will earn a “Late to School” demerit. After a student has been late to school three times, they will earn a detention. Every 3rd time a student is late to school, they will earn a detention.

See the Elementary Individual Campus Supplement for the elementary-specific Late to School Policy.

Early Pick-Up

Early pick-up for students to attend appointments or due to illness must be arranged prior to departure. All students leaving campus early for appointments must be signed out in the Front Office prior to departing campus. The adult picking up the student must show photo identification to Front Office staff and must appear on the student’s emergency contact card authorized by the student’s guardian.

Excused Absences

It is the student's responsibility to arrange for all make-up work following an excused absence. YES Prep defines excused absences as absences due to one or more of the following:

- Illness
- Medical/dental-related, including appointments
- School-sanctioned activities
- Absences related to the legal system
- Family emergency
- Bereavement/Funeral for immediate family members
- Religious observances
- Short-term suspensions or other disciplinary actions resulting in an absence.
- Any other absence that is protected under State or Federal law.

If a student is absent due to any of the reasons listed above, the student must provide written documentation signed by the guardian/doctor upon student's return to campus.

Regular Early Dismissal for Seniors

YES Prep Public Schools allows qualifying seniors to have an early dismissal their last year on campus. Each campus will decide whether to enact this privilege on their campus.

A senior can qualify for this privilege if they meet the following district requirements along with any campus-based requirements:

- They have completed all required elective courses by the previous semester (i.e. second semester junior year or first semester senior year)
- They are currently enrolled in all additional required electives as well as English, Math, Science, and Social Studies courses.
- Every student must be in class for at least four hours every day.
- This privilege can only be utilized at the end of the day.
- The early release time for each student that qualifies will be determined by the school administration and will be dependent on the qualifying student's schedule.
- Each campus has the discretion to set additional requirements for a student to qualify for this privilege.
- Each campus has the discretion to enact or not enact this privilege.

When all the preceding requirements are satisfied, the student may have the option to choose an early dismissal in lieu of taking extra electives if the campus offers this privilege and if any additional campus requirements are satisfied.

Every student is required to get guardian permission prior to getting approval from the campus. Students will only be allowed back on campus if they have an after-school activity. This privilege may be revoked if a student is failing any course at the end of the six-week grading period or if the student commits an act of misconduct as outlined in the YES Prep Code of Conduct.

Campus administrators will have the final say in which students qualify for this privilege. More information about additional qualifications and the procedure students and families must follow regarding this policy can be found in the Individual Campus Supplement.

Campus Visitor Expectations

All campus visitors, including family members of students, are required to enter campuses through the main entrance that leads to the Front Office. All campus visitors are required to provide photo identification to the Front Office if they are going into the building. Photo IDs will be scanned at the Front Office before clearing visitors to pass beyond the Front Office. Visitors without a photo ID will not be permitted past the Front Office.

Individual campuses may have policies pertaining to former student visitors, including alumni and students who have withdrawn from the campus. This information can be found in the Individual Campus Supplement. Campus visitors are expected to act in a way that maintains the learning environment and safety of the campus. Visitors who disrupt the learning environment or create an unsafe situation on campus will be subject to dismissal from the campus and further action as determined by the Principal and Head of Schools.

Campus Volunteers

People interested in volunteering at YES Prep are required to follow the volunteer approval process. This process is required of all volunteers, including guardians, chaperones for trips, one-time volunteers, etc. Visit <https://www.yesprep.org/support-yes/volunteer> for more information.

Discrimination

Discrimination against a student is defined as conduct directed at a student based on race, color, religion, sex, gender, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, immigration status, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

State and federal law prohibits discrimination. YES Prep complies with all non-discrimination rules and regulations and does not permit discrimination against students based on race, color, national origin, sex, gender, age, disability, sexual orientation, family situation, religion, or political affiliation. This holds true for all students who are participating in educational programs and/or co-curricular activities. Inquiries regarding compliance procedures may be directed to campus administrators.

Distributing Literature

Students and families must receive approval from a designated campus-based administrator prior to distributing any flyers, literature, etc., for non-school sponsored activities. For campus-sponsored activities, such as pep rallies, dances, student government campaigns, etc., students who wish to post advertising materials for these events must have each copy signed or initialed by a campus administrator before posting. Campuses may have additional processes connected to this policy outlined in their Individual Campus Supplements.

Fundraising

School clubs and organizations and individual students may sell items before, after, and during campus hours only after they have received permission from the Principal or designated administrator. Disciplinary action may be taken with students who sell items without permission.

School Threats

Safety is YES Prep's highest priority. Any threats to student or staff safety are taken very seriously. If YES Prep is made aware of a threat, a thorough investigation will be conducted, and YES Prep will engage the local authorities as appropriate. Once local authorities are involved, the person who issued the threats may be subject to civil or criminal charges that are beyond the control of YES Prep. Guardians should ensure students are aware of the serious consequences of any written or verbal threats on or off campus grounds, including web-based and social media sites.

False Alarms

Any student found to be responsible for causing a false alarm will be subject to disciplinary action in accordance with the code of conduct.

Suicide Threats

YES Prep Protocol

YES Prep community members take warning signs and threats of suicide seriously. If a student is identified as being a physical or emotional danger to themselves, campus administration works swiftly to ensure the physical and emotional safety of that student. Licensed and trained Student Support Counselors will meet with the student to conduct a risk assessment.

Administrators will call an immediate emergency family conference to communicate risk assessment results and potential need for a psychiatric evaluation by a licensed physician. A listing of mental health providers is provided to families. The psychiatric evaluation ensures that the student receives the necessary medical attention and support needed before transitioning back to campus. Upon return to campus, a safety plan may be implemented to support the student's functioning. The safety plan is reviewed by guardians and includes their responsibility to respond in the event of a mental health emergency.

Advice for Students

If a student knows a classmate who is depressed, hopeless, and has talked about committing suicide, they must get help immediately. When someone talks about suicide, it is a cry for help. Do not promise to keep their suicidal thoughts a secret; instead, contact a trusted staff member who can help directly.

If a student is thinking of suicide, it is important to recognize these thoughts for what they are: expressions of a treatable medical illness. Do not let fear, shame, or embarrassment stand in the way of getting professional help. Student Support Counselors can confidentially provide students and families with a variety of referrals for mental health support.

Property Damage

Any student who damages or defaces property that belongs to another student, staff member, or YES Prep will be required to pay for the damage or loss. Willful destruction, defacement, or theft of property at any time will result in disciplinary action as outlined by the YES Prep Code of Conduct.

At the end of each school year, all students are required to return all campus-issued materials (textbooks, novels, athletics uniforms, calculators, etc.) in good condition. Students who fail to do so must reimburse the campus the replacement cost of these items. Failure to do so will result in the campus holding all student records from release to the guardian, student, or other organizations as legally permitted.

Reporting Crimes

Campus administrators will report crimes as required by law and may contact local law enforcement at their discretion. Reports to law enforcement may be made in addition to the disciplinary consequences described in the YES Prep Code of Conduct.

Interrogations & Searches

Personal Student Searches

In the interest of promoting student safety and to ensure that campuses are safe and drug free, campus officials may occasionally conduct searches. Searches are conducted without a warrant as permitted by applicable law.

Administrators, teachers, and other professional personnel may question a student regarding the student's conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by campus officials. Campus officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. A search is reasonable if:

- The campus official has reasonable grounds for suspecting that the search will uncover evidence or a rule violation or a criminal violation
- The scope of the search is reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

Locker, Desk, and Storage Area Inspections

Students should have no expectation of privacy in the contents of lockers, desks, or other storage areas provided by YES Prep. All lockers and storage areas provided for student use on campus premises remain the property of the campus and under the control and jurisdiction of the campus, even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned storage areas. Students must be certain their lockers are locked, and that combinations are not made available to others. Students may place an approved lock for security reasons on their assigned locker; however, the student must provide a key or combination to campus administrators upon request.

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Campus administrators may conduct general inspections of lockers at any time with or without the student present and with or without reasonable suspicion that a campus rule has been violated or another violation has occurred. Such general inspections shall not include searching personal items stored in lockers, clothing, bags, or purses, unless reasonable cause or suspicion exists.

Motor Vehicle Searches

A student has full responsibility for the security and content of their vehicle parked on YES Prep property and must make certain that it is locked and that the keys are not given to others. Vehicles parked on campus property are under the jurisdiction of YES Prep. Campus officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be required to unlock the vehicle.

Guardian Notification

Guardians will be notified if prohibited articles or materials are found in a student's locker, desk, storage area, vehicle parked on campus property, or on the student's person during a search.

Student Property

YES Prep assumes no responsibility for any loss to students' personal property or items such as (but not limited to) iPads, iPods, radios, cameras, cellular phones, smart watches, camcorders, hand held game systems, toys, cards, etc. Students must put these items away whenever on campus or when requested to do so by campus personnel or volunteers.

All items that are prohibited and/or deemed unacceptable for the campus environment will be confiscated and stored in the appropriate administrators' office until a guardian retrieves those items after speaking with the campus administrator and after following required processes. The campus is not responsible at any point for items that are prohibited on campus.

The following items should not be brought to or used on campus, and campuses have the right to confiscate if found: skateboards, skates, roller blades, televisions, electronic game systems, flat irons, curling irons, or aerosol cans (hair spray, deodorant, etc.). This is not an exhaustive list. Inappropriate items will be returned to guardians at the discretion of the campus administrator.

If student property that is traditionally considered confidential (journals, purses) is confiscated, it will be turned over to the campus administrator.

General Student Fees

Guardians should expect to pay various student fees throughout the year depending on the student's participation in special programming. YES Prep has worked to standardize student fees across campuses and ensure fees being charged to students are aligned with compliance expectations and YES Prep philosophy.

These are some general parameters applied to student fees:

- Students will not be charged a fee for items that have no cost.
- Students will not be charged a fee for items or services that benefit staff members.
- Cost inflation will not be variable for items with a fixed cost. For example, ID badges will cost the same at all campuses.
- YES Prep will not make a profit from sale of items to students and/or families.

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Student fees for specific activities may change from year to year because they are based on a percentage of cost. Campuses will communicate specific fee amounts based on the parameters above as costs for items and programs are finalized.

Cell Phone Usage

During school hours, all student cell phones must be turned off to maximize student learning and focus. If a student's cell phone is out, in use, or heard, the student may receive a detention (secondary) or have positive points removed (elementary). Students may receive permission from a YES Prep staff member to use their phone if needed.

Late After-School Pick Up

It is the responsibility of the guardian to ensure students are picked up promptly after dismissal or at the end of official after-school programming (if a student is participating). Staff members are unavailable to supervise students beyond the school day to ensure student safety unless a student is officially attending a program. Examples of after-school programming include, but are not limited to detention, tutorials, athletics, ACE, clubs, etc.

Students who are picked up 30 minutes or later after dismissal from campus or an official after-campus program in which they are approved to participate will receive a warning letter from the administrator on duty. This warning letter and a log will be signed in person as the student is retrieved from campus. Letters will be logged and tracked for each student picked up late. These letters are warnings, and after the third letter the Houston Police Department may be contacted if a student is not picked up on time, and a report may be filed with Child Protective Services.

If a guardian is aware that they will not be able to pick up a student on time, they must alert the campus and do their best to arrange for alternative transportation. Lack of transportation is not an excuse to miss required after-school programming or the school day, and absences due to lack of transportation will be unexcused.

STUDENT HEALTH AND WELLNESS

Homebound Services

If a student has a medical or psychological condition that necessitates being absent for at least four weeks, not necessarily consecutively, a homebound referral will be initiated. Once the campus receives a completed eligibility form (YPHB 2) from a licensed physician that there is a medical necessity for the student to receive homebound services, a committee will meet to review the medical documentation and determine whether homebound services would be an appropriate educational program to meet the individual student's needs. Convening of the committee is not a guarantee of approval for homebound services.

A weekly schedule will be developed for in-home instruction, which is mutually agreed upon by the committee and student's guardian. Guardians are responsible for providing adult (age 18 and over) supervision during homebound instruction, requesting any schedule changes 24 hours in advance, and securing medical documentation for continuation and/or termination of services.

Student will be permitted to return to regular campus instruction upon receipt and approval of an exit form (YPHB 8) from a licensed physician. Upon termination of homebound services, Student Support Counselors will coordinate transition services, which may include academic, medical, and

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social emotional support. In some cases, medical records may be requested, with guardian permission, to ensure continuity of care. Students referred for homebound services may be considered for qualification under Section 504. Some students may also be eligible for services under the IDEA if the student qualifies. If a student has a disability, the determination will be made by a 504 or ARD committee.

Pregnancy Related Services

When a student is determined eligible through a certified physician's written confirmation to receive Pregnancy Related Services, a committee will meet to determine a coordinated educational plan. Students are responsible for meeting the requirements of grade-level curriculum and will be required to take all standardized tests when possible. Guardians are responsible for providing adult (age 18 and over) supervision during homebound instruction, requesting any schedule changes 24 hours in advance, and securing medical documentation for continuation and/or termination of services. Confinement in the home may include prenatal, post-partum, extended post-partum, or break-in-service and will be determined by the student's physician based on individual need. Student will be permitted to return to regular campus instruction upon receipt and approval of an exit form (YPHB 8) from a certified physician. Upon termination of pregnancy related services, Student Support Counselors will coordinate transition services, which may include health and counseling supports. While in-home instruction is exclusive to parenting mothers, Student Support Counselors can recommend a range of supports and services for parenting fathers.

Homeless Students

YES Prep surveys students and families annually through the Student Residency Questionnaire (SRQ) to determine if their living situation is transitional as defined by the McKinney-Vento Homeless Assistance Act. Children and youth who lack a fixed, regular, and adequate nighttime residence are considered homeless and may be eligible for services.

Based on SRQ responses, families will be contacted by their Student Support Counselor to determine the type of services the student may be eligible for during the complete school year. Services will be provided for the duration of the qualified academic year. If, during the year, a family's living situation changes due to loss of housing or economic hardship, the family should contact their Student Support Counselor to update their SRQ and determine if they are eligible for services. Questions concerning services to students who are homeless should be directed to the Homeless Liaison at (713) 967-9155.

Suspected Child Abuse

All YES Prep staff and community members are required by law to report suspected child abuse/neglect to the proper authorities. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Any person suspecting child abuse/neglect and not reporting it can be held liable for a Class B misdemeanor. The law requires persons with first-hand knowledge of the concern to make a report within 48 hours of the time they suspect the child abuse/neglect by calling the Texas Department of Protective and Regulatory Services Abuse Hotline at 1-800-252-5400 or online at www.txabusehotline.org. The hotline is open 24 hours a day, 7 days a week. The hotline can also be called to review a case for determination of whether a report should be made. Only a suspicion is required to make a report, and general student demographic information is needed when placing the call. Student Support Counselors should be notified if a report is submitted. If a student reports a concern which presents as an imminent threat or danger, the Director of Student Support and Principal should be notified immediately.

Child Protective Services (CPS) reports may be made by classmates, neighbors, family members, clergy, campus administrators, campus social service professionals, teachers, passersby, and anyone in the community. YES Prep policy states that we do not disclose the source of the report nor do we confirm or deny that the report originated from our campus.

YES Prep students are strongly encouraged to seek help for themselves and their classmates if they are being hurt by an adult, suspect that their classmate is being hurt by an adult, or communicate intentions to harm others. By seeking help, Student Support Counselors can refer students and families to community and/or counseling agencies that teach effective ways of dealing with common family stressors.

Student Accident and Health Insurance

YES Prep carries student accident insurance for all students. However, students who are enrolled in their own health insurance policy must utilize their policy first. YES Prep insurance will not cover any medications, deductibles, and/or co-pays.

Medical Care at School

The campus will contact guardians or a designated relative if a student becomes ill or suffers an injury. Guardians must provide information on any possible reaction to food allergies on the YES Prep Allergy Form.

Subject to specific rules related to self-administration of prescription asthma or anaphylaxis medication, prescription medication can be administered at campus only when advance written approval from a guardian or physician is on file. Only personnel designated by the campus administrator may administer prescription to a student during the school day or campus sanctioned events. For additional information, please contact the campus Nurse or Certified Medical Assistant (CMA).

Over-the-counter medication must be sent with a written guardian consent and immediately turned in to a campus official in the main office. Any over-the-counter medication found on a student will be confiscated, and disciplinary action may follow. Both prescription and over-the-counter medication must be sent in the original package. The name and medication must match the student's information. The prescription or written instruction from the student's physician needs to be in the student's file.

Required Immunizations

Guardians must update their child's immunizations. When enrolling a child in school, guardians must bring a signed record of the child's current immunizations. The student can be enrolled provisionally if the required immunization process has begun. The student may remain in campus after 30 days if they have provided YES Prep with a record indicating they are 1) in the process of receiving immunizations, 2) bringing an affidavit indicating they cannot receive vaccines or 3) choosing not to receive the recommended vaccines.

If a guardian cannot provide YES Prep with the immunization records or one of the three above documents, YES Prep may require the student to stay home until the immunizations are complete.

Some organizations offer free immunizations through their regular healthcare providers, such as Texas Vaccinations for Children. Others, such as a few branches of the Houston Public Library, offer free immunizations during specific hours on certain days of the month. For more information about required immunizations call Health Services at (713) 349-7423.

Based upon specialized training and the professional judgment of the Nurse, Certified Medical Assistant and/or designated staff, students with live lice or signs of active infestation will be excluded from campus. Students who have been sent home should receive prompt treatment for lice and are expected to return to campus the following day, free of live organisms. Guardians should check their child weekly for head lice. If head lice are found, the hair must be treated before the child returns to campus the following day.

Upon return to campus, the student and guardian must report directly to the Front Office, provide information about the treatment utilized, and have the student's hair checked before reporting to class. Chronic cases and instances of non-treatment will result in unexcused absences and referral to the campus attendance office.

Texas Nutrition Policy

In accordance with the Texas Public School Nutrition Policy, guardians may provide for their own child's consumption lunch or snacks which may include FMNV - (Foods of minimal nutritional value). However, they may not provide these same items to other children on campus. This is a policy from the State of Texas, and YES Prep abides by said policy. Any questions or concerns regarding the Texas Public School Nutrition Policy may be directed to:

Texas Department of Agriculture Food and Nutrition Division
P.O. Box 12847, Austin, Texas 78711 1.888.TEX.KIDS
Or Squaremeals@agr.state.tx.us

ACADEMICS

This section outlines Academic expectations for YES Prep students.

Curriculum

YES Prep's curriculum has been designed to prepare students for the rigors of college-level work in accordance with our mission. YES Prep believes that students' access to aligned and rigorous curriculum is a key lever to educational equity. In effective classrooms, the teacher strikes a balance that allows students to struggle productively while ensuring that they have the appropriate resources and scaffolds to learn through that struggle. YES Prep will provide students with the support and appropriate interventions to make it possible for each of our students to succeed academically, including group and individual tutorial and enrichment sessions, opportunities to contact the teacher for help after school, and frequent feedback to both students and guardians about progress in class.

Assessment

The YES Prep curriculum includes regular unit assessments that students will take during regular class time. YES Prep also administers the following assessments to monitor overall progress in students' coursework and college readiness:

TX-KEA

- Kindergarten entry screener required by the State of Texas to inform teachers about the children in their classes, helping them design more appropriate learning opportunities.
- Given to students in kindergarten only
- Administered in the Fall



- Computerized adaptive tests to measure annual growth (Spring to Spring) and/or progress in interventions
- Given to students in Kindergarten - Grade 8
- Timing varies by grade level

YES Prep Common Assessments

- Internal assessments to give feedback to students for growth and to update instruction
- Given to students in grades 3-12
- Administered in Fall / Spring



- Annual assessments required by the State of Texas to measure progress a student has made in the subject area.
- Given in Grades 3-8, 9, 10, and 11
 - Grade 3- Mathematics and Reading
 - Grade 4 - Mathematics, Reading & Writing
 - Grade 5 - Mathematics, Reading & Science
 - Grade 6 - Mathematics & Reading
 - Grade 7 - Mathematics, Reading & Writing
 - Grade 8 - Mathematics, Reading, Science & Social Studies
 - High School* - Algebra I, Biology, English I, English II and US History
- Dates are set by the Texas Education Agency <https://www.texasassessment.com/staar/families/all-about-the-staar-test/>
- High school students need 5 EOCs to graduate. Retake opportunities are in December, April/May and June.



- Exams taken in high school that can qualify students for college credit, administered by CollegeBoard
- High school students enrolled in AP Courses take this exam.
- Administered in May

Credit by Exam (CBE)

- An exam to receive high school credit, most commonly administered for Spanish credits.
- Available to students in grades 7 - 12
- Available to administer in December, February, and/or May



- A practice version of the SAT exam to receive feedback on strengths and weaknesses in preparation for SAT
- Given to students in grades 9 - 11
- Administered in October



- A pre-college assessment that measures reading, writing and math as part of college admissions, administered by CollegeBoard
- Students in grades 11 - 12 take this exam.
- Administered in December and throughout the year based on student's preference



- An assessment system that determines the English language proficiency of English learners (ELs) in four domains: listening, speaking, reading, and writing
- Administered to students identified as English Learners in grades K - 12
- Administered in Spring

These assessments furnish important information about students’ progress and help YES Prep staff better support them in their journey to college. Data from these assessments:

- Demonstrate how students are currently performing on state and national standards;
- Measure student growth and progress from year to year;
- Identify students’ strengths and areas for additional focus so teachers can adjust instruction.

Graduation Requirements

High School Credit Requirements

YES Prep commits to preparing each student for success in college or university coursework. Therefore, in addition to the State of Texas diploma, to earn a YES Prep diploma, there are additional requirements each student must fulfill.

To earn a YES Prep diploma, a student must earn at least 26 credits of high school coursework, including the specific course requirements and additional requirements listed in the table below.

English	4 credits <ul style="list-style-type: none"> • English I (1.0) • English II (1.0) • Pre-AP Introduction to Rhetoric & Composition or AP English Literature (1.0) • AP English Language or AP English Literature¹(1.0)
Mathematics	4 credits <ul style="list-style-type: none"> • Algebra I (1.0) • Geometry (1.0) • Algebra II (1.0) • An additional 4th credit² from one of these courses: Advanced Quantitative Reasoning, Pre-Calculus, AP Calculus AB, AP Calculus BC, or AP Statistics (1.0)
Social Studies	4 credits <ul style="list-style-type: none"> • World Geography, Special Topics in Social Studies, or AP Human Geography (1.0) • World History or AP World History (1.0) • U.S. History or AP US History (1.0) • Economics (0.5) • Government or AP Government³(0.5)
Science	4 credits <ul style="list-style-type: none"> • Biology (1.0) • Chemistry (1.0) • Physics or AP Physics 1 (1.0) • An additional 4th Science credit² from one of these courses: Environmental Systems, AP Environmental Science, AP Biology, AP Chemistry, AP Physics 1¹ or AP Physics C. (1.0)
World Languages	2 credits in a Language Other Than English (both credits must be the same language)
Fine Arts	1 credit (1 year-long class or two semester long classes)
Physical Education	1 credit

Electives	6 credits
TOTAL	26.0 Credits
Additional Requirements for a YES Prep High School Diploma. <ul style="list-style-type: none"> • Advanced Placement Course Requirement (1.0 credits) • Assessment Requirement • Enrollment and Completion of Junior and Senior Seminar • College Acceptance Requirement 	

¹if not taken junior year

²This can be one full credit or a combination of two half credits from two different courses in the list, subject to prerequisite requirements.

³Reminder: students in AP Government are enrolled in AP Government in the Fall and Advanced Studies in the Spring.

High School AP Course Requirement

Every YES Prep student, unless exempt from these requirements by their Admission Review Dismissal (ARD) committee, must have at least 1.0 credits of an Advanced Placement course on their transcript to be eligible to receive their high school diploma from YES Prep. YES Prep suggests students take no more than 3 AP courses in a single year. Students are required to take the AP exam for each course in which they are enrolled.

High School Assessment Requirement

A student must receive passing scores on required state assessments as set forth by the State of Texas. These assessments and requirements may vary from year to year depending on a student's entrance year into ninth grade. Guardians may contact their campus for more information.

College Acceptance Requirement

A student must be accepted to at least one four-year college or university to be eligible to graduate with a YES Prep diploma unless exempt from such requirements by the student's Admission Review Dismissal (ARD) Committee. Students may be exempted from this requirement if a guardian signs a waiver on behalf of the student attesting to an alternative post-high school pathway.

Exceptions

YES Prep may choose to amend any of the additional YES Prep requirements for graduation to meet individual student needs. Requests to amend the additional requirements for a YES Prep diploma will be considered on a case by case basis and must be approved by the YES Prep Board of Directors

Grading for K-2nd Grade

Policies

YES Prep Elementary Schools will implement an equity driven grading policy clearly and transparently communicating what grades mean, why decisions are made and how all students can access growth and opportunity with fairness and consistency.

To achieve this vision, YES Prep will implement a standards-based grading system in grades K-2 to give students and families more information about the areas in need of improvement. All grades will be based on academic achievement and not include homework, effort, behavior, extra credit, or work habits. The YES Prep standards-based learning system is designed to identify specific learning gaps and academic needs, allowing learners, teachers, and guardian time to work together to enable progress.

Grading

The YES Prep Elementary standards-based report card communicates a learner’s proficiency level as they progress toward meeting state and district standards. Learning standards are the academic skills students should know or be able to do during the academic year and by the end of the school year. Standards-based grading in grades K-2 is one way for YES Prep to ensure that students are prepared for the next grade level with support that includes reteaching and reassessment. Standards-based report cards give a grade for each learning goal, so learners receive multiple grades in each subject area.

Grades in grades K-2 will be given on a rubric-based grading scale. Please refer to the table below, which indicate a student’s progress in English/Spanish Language Arts, Math, Science, and Social Studies. The YES Prep K-2 report card will include this scale and descriptors to denote levels of achievement:

- 1 – Developing proficiency
- 2 – Approaching grade level standard
- 3 – Meeting grade level standard
- 4 – Exceeding grade level standard

Standards-Based Learning Progression			
1	2	3	4
Developing Proficiency: Student demonstrates progress towards initial foundational skills of the topic.	Approaching Grade Level Standards: Student demonstrates proficiency on foundational skills of the topic.	Meeting Grade Level Standards: Student demonstrates proficiency on all grade level skills of the topic.	Exceeding Grade Level Standards: Student demonstrates understanding and performance beyond proficiency and has exceeded the standard.

Grading for 6th – 12th Grade

Policies

The purpose of grading and the reporting grades at YES Prep is to share the progress of a student’s academic achievement with everyone: the student, the guardian, the teacher, and the campus-based leadership. Most importantly, the grade a student receives shows their learning and ability to demonstrate course content achievement. Grades should provide everyone with feedback on a student’s progress and should be clear and precise. Grades should never be used to punish or reward a student.

All assignments shall relate to instructional objectives that are tied to the essential knowledge and skills for the curriculum established for each course. Students’ grades indicate the level of mastery achieved on course objectives; therefore all grades are based on achievement, rather than effort or completion. In accordance to Section 28.021 of the Texas Education Code, a student may be

promoted only based on academic achievement or demonstrated mastery of the subject matter of the course or grade level.

YES Prep courses are organized into semesters. Most core academic courses span two semesters, while some elective courses are one semester long. Students' grades for each semester are determined by averaging the grades from three six-week grading cycles, with additional weight (10%) given to results from YES Prep Common Assessments when applicable.

Grade	Courses with Common Assessments	Courses without Common Assessments
6- Weeks Average	30%	33.3%
6- Weeks Average	30%	33.3%
6- Weeks Average	30%	33.3%
Common Assessment Score	10%	n/a

Please refer to the YES Prep Academic Calendar available on www.yesprep.org for the dates of the six-week reporting cycles.

Grading Scale

Grades at YES Prep are given on a number and letter system. Please refer to the table below for conversions; grade points are only awarded for courses taken for high school credit only. Some students enroll in high- school level classes while still in middle school; grades in these courses will be reported on the student's official transcript.

Number Grade	Letter Grade	Grade Points (for credit classes only)
100-97	A+	4.33
96-93	A	4
92-90	A-	3.67
89-87	B+	3.33
86-83	B	3
82-80	B-	2.67
79-77	C+	2.33
76-73	C	2
72-70	C-	1.67
69 and Below	F	0

YES Prep does not award a grade of "D". Each assignment, including class work, projects, labs, exam and quizzes, and all other graded work, receives either a passing grade, meaning it meets YES Prep standards, or a failing grade, meaning it does not meet YES Prep standards.

For AP courses, 1 additional grade point will be added to the grade point scale for any course in which a student earns a passing grade. For example, a student who earns a B in an AP class will be awarded 4 grade points. Pre-AP courses are given a weight of 0.75 extra points. To qualify for the addition, the course must be represented on a student's official transcript as an AP or Pre-AP course. A student who receives a failing grade in an AP or Pre-AP course is not entitled to the additional grade point or 0.75 grade point, respectively.

YES Prep does not rank students. However, given the unique nature of State of Texas' admissions standards for public colleges and universities, YES Prep reserves the right to disclose academic information related to decile and quartile rankings required for automatic admission. The Uniform Admission Policy is defined in sections 51.801 through 51.809 of the Texas Education Code. The Valedictorian (graduating senior with the highest cumulative GPA) and Salutatorian (graduating senior with the second highest cumulative GPA) will be determined at the end of May to include final semester grades in cumulative GPA calculations.

Honor Roll and Academic Recognition

YES Prep celebrates those students who, through their hard work and dedication, achieve high academic results. Students who receive exceptionally high grades in any given grading cycle will be recognized and become honor roll members for the following grading cycle.

Designation	Meaning	Qualifications (for all courses)
Summa Cum Laude	Highest Honors	All As
Magna Cum Laude	High Honors	At least 3 As, the rest Bs
Cum Laude	Honors	At least 1 A, the rest Bs

Students in YES Prep Elementary Schools will be recognized for achievement as well as growth on an ongoing basis.

Gradebook Guidelines

Each teacher is expected to enter, at minimum, one to two achievement-based grades in the gradebook per week. Grades are expected to be entered within five business days of the assignment's date, except for major papers and projects. Gradebook weights and assignments must be consistent among teachers at a campus of a similarly named course.

By the end of each six-week grading cycle, every teacher must have at least 7 achievement-based grades recorded in the gradebook. The grades entered must be an accurate representation of the student's achievement in the six-weeks. No single assignment may weigh more than 25% of the six-week average in the gradebook.

Extra Credit

The purpose of grading and reporting grades is to provide an accurate reflection of a student's knowledge on the most essential concepts in the stated curriculum. Given this purpose, teachers will not create extra credit activities or assignments. Extra credit assignments tend to be misaligned with the mission of grading, insofar as creating grades that are not achievement based, adding extra grades for an objective that is already adequately tested, or giving assignments that do not cover the essential knowledge and skills. Instead of providing extra credit, teachers will adhere to the reassessment policies.

Reassessment

All students, in all grade levels, and in all content areas, will have the opportunity to reassess all assignments up to 100% with two exceptions:

- Students will have the opportunity to submit corrections to unit exams to earn back credit for failing grades up to 70%.

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- YES Prep Common Assessments do not have opportunities for reassessment.

Teachers will communicate details about reassessment opportunities for their individual courses, including the required timeline for completion and students' responsibilities for participating in remediation or reteaching.

Agendas

As strong organization supports each student's focus and mastery of content, YES Prep students use an agenda to capture assignments, upcoming assessments, and other important information.

- Middle school students will be provided with an agenda at the start of the year. If your student loses their agenda or the agenda is damaged and unable to be used, they will be asked to purchase a replacement from the front office at a cost of \$2.50 while supplies last or purchase their own agenda.
- High school students should purchase an agenda as part of their required school supplies.

Guardians should check their students' agendas regularly. Any specific grade level requirements will be clearly communicated to students at the beginning of the school year.

During the year, students who struggle with homework completion may receive additional support and accountability around the use of their agendas.

Promotions

Elementary School Promotion

The criteria outlined below must be met for promotion to the next grade level.

In grades 1st – 2nd, promotion to the next grade level shall be based on demonstrated:

- Preparedness for the next grade level by meeting an overall majority of grade level standard expectations in each of the four academic subjects (English Language Arts/Spanish Language Arts, Math, Science, and Social Studies). *This includes a holistic analysis of student growth and performance over the year.*
- Attendance in academic core classes for at least 90% of the school year. If a student misses an excessive number of days, they may be reviewed by the Retention & Placement Committee (RPC) due to excessive absences – see section on Student Absences in the Compliance Section of this handbook.

Any student who does not meet these requirements will be reviewed by the Retention & Placement Committee.

Middle School Promotion

The criteria below must be met for promotion to the next grade level.

To be promoted from 6th to 7th grade or from 7th to 8th grade students must:

- Earn a yearly average of at least 70% in at least three out of four core academic subjects (English, Mathematics, Social Studies, Science)

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- Attend each core academic class for at least 90% of the school year (if a student misses an excessive number of classes for a specific course, they may be reviewed by the Retention & Placement Committee and lose credit due to excessive absences – see section on Student Absences in the Compliance Section of this handbook)

To be promoted from 8th to 9th grade students must:

- Earn a yearly average of at least 70% in at least three out of four core academic subjects (English, Mathematics, Social Studies, Science)
- Attend each core academic class for at least 90% of the school year (if a student misses an excessive number of classes for a specific course, they may be reviewed by the Retention & Placement Committee and lose credit due to excessive absences – see section on Student Absences in the Compliance Section of this handbook)
- Earn at least “Approaches” on STAAR Mathematics and Reading assessments, as outlined by the State of Texas (see section on SSI)

Any student who does not meet these requirements will be reviewed by the campus Retention & Placement Committee.

SSI (Student Success Initiative)

As required by the Texas Education Agency (TEA), a student who does not earn satisfactory performance on 8th grade STAAR Reading and/or STAAR Mathematics will be automatically retained in 8th grade unless:

- They complete all required accelerated instruction (this includes after campus and/or summer instruction)
- They complete all required reassessments of the Reading and/or Mathematics STAAR
- The Retention & Placement Committee unanimously determines that the student is likely to perform at grade level at the end of the next school year if given additional accelerated instruction in the course during the year

High School Promotion

YES Prep has specific criteria that must be met for promotion to the next grade level. Students will be retained until proof of passing credits are official received by YES Prep from within YES Prep or from an outside agency/educational organization.

To be promoted from 9th to 10th grade students must:

- Earn credits in the following courses
 - Algebra I (1.0 credit required)
 - English I (1.0 credit required)
 - Biology, World Geography/AP Human Geography/Special Topics in Social Students (sum of 1.0 credit)
- Attend each core academic class for at least 90% of the school year (if a student misses an excessive number of classes for a specific course, they may be reviewed by the Retention & Placement Committee and lose credit due to excessive absences – see section on Student Absences in the Compliance Section of this handbook)
- Be scheduled to recover any additional missing credits in the subsequent school year

To be promoted from 10th to 11th grade students must:

- Earn credits in the following courses

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- Algebra I (1.0 credit required)
- English I (1.0 credit required)
- Biology (1.0 credit required)
- World Geography/AP Human Geography/Special Topics in Social Students (1.0 credit required)
- English II (1.0 credit required)
- Geometry, Chemistry, World History/AP World History (sum of 2.0 credits)
- Attend each core academic class for at least 90% of the school year (if a student misses an excessive number of classes for a specific course, they may be reviewed by the Retention & Placement Committee and lose credit due to excessive absences – see section on Student Absences in the Compliance Section of this handbook)
- Be scheduled to recover any additional missing credits in the subsequent school year

To be promoted from 11th to 12th grade students must:

- Earn credits in the following courses
 - Algebra I (1.0 credit required)
 - English I (1.0 credit required)
 - Biology (1.0 credit required)
 - World Geography/AP Human Geography/Special Topics in Social Students (1.0 credit required)
 - English II (1.0 credit required)
 - Geometry (1.0 credit required)
 - Chemistry (1.0 credit required)
 - World History/AP World History (1.0 credit required)
 - Pre-AP English III (IRC)/AP English Literature (1.0 credit required)
 - Algebra II (1.0 credit required)
 - Language Other than English (1.0 credit required)
 - US History/AP US History, Physics, Environmental Science (sum of 1.0 credit)
- Attend each core academic class for at least 90% of the school year (if a student misses an excessive number of classes for a specific course, they may be reviewed by the Retention & Placement Committee and lose credit due to excessive absences – see section on Student Absences in the Compliance Section of this handbook)
- Be scheduled to recover any additional missing credits in the subsequent school year

To earn a YES Prep Diploma, students must earn all required credits and meet all other YES Prep Graduation Requirements (see section on YES Prep Graduation Requirements). If a student fails to earn all required credits by the end of the current school year, they will not be able to participate in their YES Prep Commencement Ceremony.

- If a student is missing 0.5 or 1.0 credit, they must successfully complete summer credit recovery to earn their YES Prep Diploma
- If a student is missing 1.5 or more credits, they must return to YES Prep for at least the Fall Semester to complete their remaining required credits

Retention & Placement Committee

If a student does not meet the promotion standards for Elementary School, Middle School, or High School, the Retention & Placement Committee (RPC) reviews the student’s comprehensive data and makes the decision to retain or place the student. The committee chair documents the decision,

submits any requests for appeals to the Head of Schools, and leads a meeting with the guardian of the student to discuss the outcome of the RPC process.

Earning High School Credits

High school credits are earned after the successful completion (meeting grade and attendance requirements) of each semester. Other ways to earn or recover credits are outlined in the rest of this section.

Regaining Credit in HS Using Yearly Averages

In certain introductory courses, students may be able to earn credit for a failed first-semester course by demonstrating stronger performance in the second semester.

Courses: English I, English II, Algebra I, Geometry, World Languages 1, World Languages 2, Biology, Chemistry, World Geography (regular or AP), World History (regular or AP)

If the student fails the first semester of one of the courses listed above, then they can regain credit for the first semester if:

- The average of the first and second semester is 70 or higher AND
- They earn a passing score on at least one YES Prep Common Assessment for the course

YES Prep Credit Recovery

If a student did not earn credit(s) for a math, science, English and/or social studies course(s) during the fall semester, it is strongly recommended that they enroll in YES Prep Credit Recovery held during the spring semester.

If at the end of the year a student is still missing credits, they must take the class in the summer immediately following the school year to ensure they stay on track for graduation. If the student does not take the course over the following summer, the student risks having to repeat the grade level.

If the course(s) needed are offered at YES Prep Credit Recovery, the student should enroll at YES Prep. If the course(s) needed are not offered at YES Prep Credit Recovery, it is recommended that they enroll in Houston Community College Adult High School Program. Students must receive approval from their Principal to enroll in a course at any other location besides YES Prep Credit Recovery or HCC.

YES Prep Credit Recovery is reserved for students that have already attempted and not earned credit in the course, it is not designed for earning original credits.

Credit-by-Exam: Spanish

YES Prep has board-approved Credit by Exam (CBE) assessments in Spanish that allow students to receive credit for lower level Spanish courses because of these exams. Students can take a Spanish CBE test prior to student's enrollment in a Spanish course.

The student must receive a grade of 80% or greater on the CBE to receive credit for the course if the student has had no prior instruction in that course. Results of the CBE test are used to award credit for Spanish I, II, and/or III and to place the student in the appropriate level of Spanish in the following school year. For each exam in which the student scored an 80 or greater, the student will be awarded credit before the beginning of the following school year.

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Credit in Spanish I is a prerequisite for enrollment in Spanish II; credits in Spanish I and II are prerequisites for enrollment in Spanish III; credits in Spanish I, II, and III are prerequisites for enrollment in AP Spanish Language or AP Spanish Literature.

After receiving credit through a CBE test, a guardian will receive a letter from the campus indicating the grade the student will receive for this course. If a guardian wants to refuse this credit for the child, the guardian should sign and return the letter, with a check by REFUSE credit, and the student will not receive the credit or grade for this course. The guardian must return the letter to the Front Office within 10 business days of receiving the letter.

Occasionally, Spanish CBEs are administered to students who have had prior instruction in the Spanish course. If a student has received approval to take a Spanish CBE for a course for which they have had prior instruction, the student must earn a 70 or greater on the CBE to receive credit for the Spanish course (see section below).

Credit-by-Exam: Other Courses

In rare circumstances, a Director of Academics at YES Prep will approve the administration of a Credit by Exam provided by an approved CBE external vendor, UT High School. The campus will order, pay for, and track the results of the external CBE tests. The student will not pay for the CBE.

For courses in which the student has received prior instruction, the student must earn a minimum score of 70% to receive credit. For courses in which the student has received no prior instruction, the student must earn a minimum score of 80%. A student may only attempt a CBE two times, and each time must be approved by the Director of Academics.

Auditing Courses

If a student is taking a course that they have already earned credit for they are auditing the course. They will receive a grade for an audited course, but the grade is not calculated into the student's GPA. Students do not receive credit for auditing a course. Students should not audit any course they still need as a credit to fulfill promotion or graduation requirements. A campus cannot schedule a student in an audited class unless the campus has written permission from the student's guardian.

Academic Dishonesty

YES Prep students participate in a rigorous, college-preparatory curriculum, and therefore are held accountable when it comes to academic honesty. If a student is caught cheating or copying (or if they are strongly suspected of cheating or copying), they will earn the appropriate consequence outlined below. Cheating or copying is defined as, but not limited to: discussing test contents or answers verbally or in writing, using unauthorized reference materials or technology, plagiarizing another's work, taking and/or disseminating photos of secure test materials. Campus administrators reserve the right to take all necessary steps to investigate alleged academic dishonesty; including but not limited to requiring a student to retake an exam or quiz or rewriting portions of a paper.

Students who cheat or copy the work of another student, or allow another student to cheat or copy, on a unit exam, test, quiz, project or essay will be subject to the following consequence:

- Earning a minimum recorded grade of 50% on the assignment, with a retake opportunity offered to earn a maximum recorded grade of 70% at campus discretion
 - Note: unit exams may not be reassessed
- A one-day, out-of-school or in-school suspension
- May be subject to other disciplinary action as determined by the campus administration

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Students who cheat or copy the work of another student, or allow another student to cheat or copy, on a YES Prep Common Assessment will be subject to the following consequences:

- Earning a minimum recorded grade of 50% on the assessment
- A three-day, out-of-school or in-school suspension
- May be subject to other disciplinary action as determined by the campus administration

Students who cheat or copy the work of another student, or allow another student to cheat or copy, on a state standardized test (or MAP, SAT/PSAT, AP) will be subject to the following consequences:

- A three-day, out-of-school or in-school suspension
- Invalidation of the student's test
- May be subject to other disciplinary action as determined by the school administration

If it is determined that a student has been involved in cheating on a state assessment upon investigation, the district is required to:

- Submit an online report with the Texas Education Agency
- Contact guardian
- Note: this does not exempt student from retesting. If the student cheated on a STAAR Grade 8 Mathematics/Reading or STAAR End-of-Course assessment, they must retest in the next re-testing opportunity

For other possible academic dishonesty incidents, such as cheating or plagiarizing homework, please see campus individual supplement section for disciplinary consequences.

STUDENT SUPPORT SERVICES

To ensure that ALL students have access to a college-ready education, YES Prep offers a variety of supports and services to students who have identified needs. The sections below describe specific programs created to support students.

Response to Intervention (RTI) Program

Students having difficulty with academics or behavior receive help under YES Prep's Response to Intervention (RTI) Committee. The RTI Committee at each campus works to identify the reason a student may be struggling. From there, the committee develops and implements interventions to assist the student. These interventions may include supports like check-ins, tutorials, peer tutoring, counseling, behavioral support, and a variety of other services that are available to all students. A process is in place for screening potential reading difficulties. See the section on Dyslexia Services below.

If a student is experiencing learning and/or behavioral difficulties, the guardian may contact the school administrator to learn about YES Prep's overall screening system for support services. Legal guardians will be notified if a student is receiving interventions.

Should the student's family or school staff suspect a need for specially designed instruction through special education services, they can refer the student for a special education evaluation at any time.

English Learners (EL)

At the elementary level, YES Prep supports English Learners (EL) by providing high-quality bilingual programming through 5th grade in order to develop native Spanish speakers into fully bi-literate students. YES Prep provides an English-as-a-Second-Language (ESL) program to non-Spanish speaking ELs in both elementary and secondary schools that focuses on developing English as a second language and using English as a medium to learn mathematics, science, social studies, and other academic subjects.

The goal of YES Prep's program is to enable English Learners to master listening, speaking, reading, and writing in English. YES Prep works towards this goal by adjusting the way content is taught or tested for all English Learners who qualify. YES Prep trains teachers in the use of high impact instructional strategies in the teaching of English Learners so that students may work towards mastery of content and mastery of the English language. Teachers incorporate English Language Proficiency Standards into daily instruction for this purpose. All secondary English teachers are required to become certified in teaching English as a Second Language to better support English Learners in the classroom.

All English Learners will be monitored to ensure academic progress by the campus Language Proficiency Assessment Committee. This committee is responsible for coordinating additional services and supports needed for the student to meet their English as a Second Language program goals. Every year, English Learners take the state-required TELPAS (Texas English Language Proficiency Assessment System) exam to monitor their level of language proficiency and progress.

Students who are Beginning Language Learners per the TELPAS assessment will be given additional accommodations and modifications in the classroom which may include the use of Sheltered Instruction. Sheltered Instruction focuses on acquisition of academic vocabulary and English language structures while meeting content area standards.

Every campus has a designated staff member responsible for coordinating support of English Learners on the campus. YES Prep employs a Manager of Literacy Interventions who provides system-wide support. At elementary campuses, the Assistant Principal is the designated person to contact regarding questions about services for English Learners. At secondary campuses, the Literacy Specialist is the designated person to contact regarding questions about YES Prep's ESL program. Should the student's family or school staff suspect a need for specially designed instruction through special education services, they can refer the student for a special education evaluation at any time.

Dyslexia Services

Dyslexia is a neurological condition; the characteristics of dyslexia include difficulty with recognizing words accurately and quickly, difficulty breaking down words, and poor spelling. If a student is suspected of having dyslexia, they will be evaluated and served through either Section 504 or Special Education, depending on the student's need.

Elementary students demonstrating need in fluency, decoding, spelling, or phonological awareness, receive differentiated support from their teacher during the literacy block. They receive research-based direct instruction that is systematic, taught to mastery, and multisensory.

6th and 7th grade students demonstrating gaps in their reading level are enrolled in a reading intervention class where they receive research-based direct instruction in these skills.

YES Prep students go through a universal screening process in kindergarten through 2nd grades and in 7th grade as required by the state of Texas, which includes formal and informal data, to

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determine if they demonstrate characteristics of dyslexia. If students in any grade display a pattern of characteristics of dyslexia, they may be referred for an additional screening by their classroom teacher or the campus Interventionist.

Once identified, students with dyslexia are served either through 504 or Special Education and are provided with research-based individualized supports. YES Prep offers small group reading instruction with a targeted and research-based curriculum to students with dyslexia who demonstrate a need for this intervention. The Section 504 or Annual Review & Dismissal (ARD) Committee will annually review and recommend additional accommodations for all students enrolled in these programs.

Should the student's family or school staff suspect a need for specially designed instruction through special education services, they can refer the student for a special education evaluation at any time.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a civil rights law aimed at supporting students who are experiencing cognitive or physical impairments that limit major life activities. Students who qualify for services under Section 504 will receive accommodations based on their Service Plan to ensure their success in a general education classroom. Students receiving services under Section 504 are responsible for all content standards for their enrolled grade level and must meet all promotion standards to be promoted to the next grade.

If a student is experiencing cognitive or physical impairment that substantially limits a major life activity, their guardian may contact YES Prep to learn about the school's general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A guardian or adult student (age 18 or over) may request an evaluation for Section 504 services at any time.

Should the student's family or school staff suspect a need for specially designed instruction through special education services, they can refer the student for a special education evaluation at any time.

The Section 504 Parent and Educator Resource Guide, created by the Office for Civil Rights (OCR), is available at this link: <https://www2.ed.gov/about/offices/list/ocr/docs/504-resource-guide-201612.pdf>.

Special Education

YES Prep complies with the Individuals with Disabilities Education Act (IDEA). When a student enrolls at YES Prep, we provide that student with a free and appropriate public education that meets their needs. The Special Education teams on each campus provide a range of services deemed appropriate by the ARD committee for each student from direct instruction in the Learning Lab to in-class support in the general education classroom. Special education teams offer support for socio-emotional and behavioral needs. All eligible students with disabilities receive a free and appropriate public education in accordance with their ARD/IEP meeting as reflected in the Legal Framework for the Child-Centered Special Education Process located here: <http://framework.esc18.net/>.

An individualized education program (IEP) is developed, implemented and monitored for each student with a disability according to state and federal law.

Students with low incidence disabilities, like an intellectual disability or autism, who need to spend most of the day in a Special Education setting are typically referred to our YES Student Transition and Enrichment Program (YSTEP) In order to best serve students in the secondary setting, YES Prep has six formal secondary YSTEP locations: East End, Brays Oaks, Gulfton, Southside, White Oak, and Fifth Ward. Self-contained programming to serve elementary age students will be added throughout the expansion. If the ARD committee deems that YSTEP is the most appropriate placement for a student, we offer a transfer to a campus that has a unit. Community Based Vocational Instruction (CBVI) programming is offered through YSTEP, which provides real-world workforce opportunities for students.

Students prepare for rigorous postsecondary opportunities through transition planning in the ARD process. For more information on transition, consult <https://www.transitionintexas.org/>

- For Special Education services and questions, contact Ashley Dalton at 713-417-5969.
- For Transition services, contact Kayla Pickney at 713-967-9060.
- To refer your student for Special Education testing, contact Alexandra Trevino at 713-967-9803.

Special Education Resources

- [Texas Transition and Employment Guide](#)
- [Guia de Transicion y Empleo de Texas](#)
- [Parent's Guide to ARD Process](#)
- [Guia Para Padres del Proceso de ARD](#)
- [Notice of Procedural Safeguards](#)
- [Aviso Sobre Procedimientos de Proteccion](#)

Child Find Responsibilities

YES Prep is responsible for identifying, locating, and evaluating students who are potentially eligible for Special Education and related services. According to the Texas Education Agency, YES Prep's Child Find duty to seek guardian consent to evaluate a child when it suspects or has reason to suspect that the child has a disability and needs Special Education services is an affirmative one: a guardian is not required to request that the LEA identify and evaluate the child. This means that it is the responsibility of the school system, YES Prep, to identify and evaluate students who may need Special Education services. A guardian may request an initial evaluation at any time if they believe their child has a disability in need of Special Education and related services.

Referrals to Special Populations Programs

Learning Difficulties, Special Education, Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, their guardian may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for

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a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A guardian may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a guardian makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond in writing no later than 15 school days after receiving the request. At that time, the school must give the guardian a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school agrees to evaluate the student, it must also give the guardian the opportunity to give written consent for the evaluation.

A request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If YES Prep decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a guardian's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a guardian's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the guardian by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the guardian a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

- Contact Person: Director of Special Education Evaluation
- Phone Number: 713-967-9803

Section 504 Referrals

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a guardian to examine relevant records, an impartial hearing with an

opportunity for participation by the guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

- Contact Person: Manager of District 504
- Phone Number: 713-967-9000

Additional Information

The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

COLLEGE INITIATIVES

College Acceptance

A student must be accepted to at least one four-year college or university to be eligible for a YES Prep diploma, unless exempt from such requirements by the student's Admission Review Dismissal (ARD) committee or the YES Prep Board of Directors.

College Initiatives

Robust and comprehensive college counseling is a central component of the YES Prep College Initiatives program. YES Prep does this work to ensure students are accepted, matriculate and persist through college by exposing students to the five pillars of our College Initiatives programing—Seminar, College Advising, Student Opportunities, Alumni Support, and College Partnerships.

Seminar

College Prep Seminar classes offer support with career exploration, identity exploration, academic readiness, and college application guidance and support. Seminar courses are offered in 11th and 12th grades. Students further develop their college-going identity, practice skills that will lead to college success, and complete parts of the college applications.

During junior year, students receive an SAT test prep course as part of their junior seminar course.

College Advising

College Counselors meet one-on-one with students to guide them toward colleges that match their career aspirations, have strong support programs, and are financially affordable. YES Prep College Counselors work with families to help them understand financial aid award letters and determine which college are most affordable.

Students gain exposure to different colleges through tours, fly-in programs with IMPACT schools, and visits to YES Prep's College Fair. College visits or tours that fall during the school day and are not coordinated by YES Prep must have prior approval and authorization from a campus-based college counseling staff member to be considered for an excused absence.

Student Opportunities

Throughout the school year, College Counselors advertise student opportunities that match student interests and goals. Engaging in student opportunities allows a student to build their resume and activities sections on college applications. At the same time, student opportunities provide extracurricular activities where students can learn and personally grow outside the classroom.

These programs include:

- Pre-college programs at universities
- Outdoor leadership programs
- Study abroad/semester campus programs
- Career field or special interest specific programs (ex. Computer camps, medical field interest programs)
- Job and community internship programs

Applications for opportunities are open throughout the year with many opportunities occurring either during the summer and weekends throughout the school year. Financial assistance for most programs is available.

Alumni Support

YES Prep Alumni are eligible after graduation to receive services from the College Initiatives Department and to receive support from the Alumni Affairs Team. This includes contact from a designated Alumni Advisor assigned to the student's high school campus who will reach out with information periodically, as well as unlimited access to college coaching.

In addition, the Alumni Affairs Department hosts several social events per year that provide an opportunity for students to interact with staff and faculty of YES Prep, as well as a variety of outside organizations. They will also receive updates via email and social media regarding guidance through their academic and professional challenges. Upon graduation, YES Prep students will immediately become a part of the Alumni Association and receive access to all networking events created by the Alumni Association leadership team. The College Initiatives Department will ensure students are supported in their post-high campus experiences.

College Partnerships

The IMPACT Program began in 2006 to boost college persistence for YES Prep graduates. The fact that over 90% of YES Prep's graduating seniors are first-generation college-bound introduces a

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unique set of challenges for these students as they enter college. A strong emotional and academic support system at the college level, as well as the availability of financial aid, powerfully influences the likelihood of persistence. Since 2006, 84% of IMPACT Scholars have graduated from or are currently enrolled in their original IMPACT Partner or Affiliate institution.

To ensure these supports are available in college, YES Prep has entered into formal partnerships with a diverse and impressive group of colleges and universities across the country. These partnerships enable YES Prep students to enroll in “cohorts.” These cohorts, or clusters, of students are designed to serve as mutually supportive communities within the larger college campus. Partner institutions provide structured support programs to complement YES Prep’s college counseling curriculum. Additionally, YES Prep has purposely sought out and secured partnerships with colleges and universities willing to meet the full demonstrated financial need of selected students.

[Senate Bill 1843, Armed Services Vocational Aptitude Battery \(ASVAB\)](#)

Senate Bill 1843 requires that each campus year each campus district and open-enrollment charter campus provide students in grades 10 through 12 an opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) test and consult with a military recruiter.

Students grades 10 through 12 will have the option into learning more about careers in the Military through the College Initiatives Department on their campus.

SCHOOL CULTURE AND DISCIPLINE

YES Prep’s academic rigor and high expectations demand an environment that is focused on self-management and kind, respectful relationships among staff and students. To accomplish this, YES Prep has developed clear rules and policies concerning student behaviors that are both taught and enforced at every YES Prep campus. YES Prep’s rules and policies are enforced for all students whenever they are on YES Prep premises or participating in an organized campus event. YES Prep reserves the right to administer consequences to students for off-campus behavior at school-organized events and for off-campus behavior that disrupts or causes harm to the campus community.

[YES Prep Standards of Student Conduct and Behavior](#)

YES Prep students are expected to behave in a manner that promotes care for all individuals, contributes to a safe environment for students, and provides an educational environment free of disruption.

YES Prep Student Expectations

YES Prep Students are expected to:

- Demonstrate kindness
- Behave in a responsible manner, always working to exercise self-management.
- Attend all classes regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet YES Prep and campus dress code
- Meet all campus community agreements, expectations, and rules
- Respect the rights and privileges of self, students, staff, families, and volunteers.
- Respect the property of others, including YES Prep property and facilities.

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- Collaborate with the YES Prep community to create and maintain a safe working and learning environment.
- Adhere to the YES Prep Code of Conduct.

Harassment, Bullying, and Inappropriate Conduct

No one should be subject to harassment, bullying, or inappropriate conduct on campus for any reason. Therefore, it is the policy of YES Prep that all employees, volunteers, guardians, and students will deal with all persons in ways that convey care and consideration for individuals regardless of race, color, national origin, sex, gender, age, disability, immigration status, sexual orientation, family situation, religion, or political affiliation. Acts of harassment, bullying, hostility, or other inappropriate conduct, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action according to the YES Prep Code of Conduct. 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, sexual orientation, family situation, political affiliation, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- 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;
- Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; OR
- Otherwise adversely affects the student’s educational opportunities.

Prohibited harassment includes dating violence as defined by this policy. Legal agencies may also be contacted.

Inappropriate conduct that might not rise to the level of harassment is also prohibited and can include, but is not limited to: physical (hitting, kicking, pushing, choking, etc.), oral or written comments (threatening, taunting, teasing, starting rumors, hate speech, or inappropriate comments or actions that result in intimidation or revealing of personal information without permission, etc.), electronic (e-mail, text messaging, blogging, social networking sites, etc.) or written threats.

If a student believes they are a target of discrimination, harassment (including sexual harassment or dating violence) or other inappropriate behavior described in this section, the student should immediately notify their teacher, the Student Support Counselor, a Dean of Students, or the Principal. Additionally, if anyone else believes that someone has been a target of harassment, discrimination, or inappropriate behavior described in this section, that individual should immediately notify the Student Support Counselor, a Dean of Students, or the Principal.

Students may report any incident of bullying anonymously. All campuses have forms (“Student Self-Referral Forms”) where students may anonymously report an incident of bullying. These forms may be completed electronically or turned into a lockbox that will be placed near a Student Support Counselor’s office. At no point will the student need to reveal their identity if they do not wish. An investigation into the alleged incident will take place.

Guardians of a bullied student will be notified within three days of the bullying or notification of the bullying to administrators. The guardians of the alleged bully will be notified within a reasonable time by administrators. Students who witness or are made aware of such situations are expected to report the incident immediately to an administrator. Failure to do so may result in disciplinary action.

Sexual harassment includes all unwanted, uninvited, or non-reciprocal sexual attention (whether direct or indirect) as well as the creation of an intimidating, hostile, or offensive campus or work environment. Harassment can include, but is not limited to:

- Sexually suggestive looks or gestures

- Sexual jokes, pictures or teasing
- Pressure for dates or sex
- Sexually demeaning comments
- Deliberate touching, cornering, or pinching
- Attempts to kiss or fondle
- Threats, demands, or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

Dating violence, which is prohibited conduct, occurs when a person in a current or past dating relationship uses, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code. Dating violence is a pattern of coercive behavior that one partner exerts over the other for establishing and maintaining power and control. Dating violence can include, but is not limited to:

- Physical abuse (hitting, kicking, pushing, choking, etc.)
- Control of daily activities, choices, and access to resources
- Isolation from family, friends, religious activities, campus, community, etc.
- Emotional abuse (put-downs, public humiliation, etc.)
- Sabotage
- Technological abuse and stalking
- Sexual coercion
- Suicide or homicide threats, attempts, or completions

Such conduct will be considered bullying if that conduct exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct and interferes with a student’s education or substantially disrupts the operation of a campus.

Students who engage in bullying may be expelled if the student encourages another student to commit or attempt suicide, incites violence against a student through group bullying, or releases or threatens to release intimate visual material of a minor or a student who is 18 years of age.

Any student who wishes to seek additional support for engaging in harassment or bullying should contact their Student Support Counselor as well.

[YES Prep Student Code of Conduct](#)

The YES Prep Student Code of Conduct outlines the behavioral expectations of students and the consequences administered for specific acts of misconduct. Disciplinary action shall draw on the professional judgment of teachers and administrators, the seriousness of the offense, and the requirements listed in the YES Prep Student Code of Conduct.

The following discipline techniques may be used in addition to the consequences outlined in the Student Code of Conduct.

- Cooling-off time
- Verbal or written redirection
- Seating changes within the classroom or vehicles owned or operated by YES Prep
- Temporary confiscation of items that disrupt the educational process
- Behavioral interventions
- Counseling by teachers, counselors, or administrative personnel

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- Guardian-staff conferences
- Grade reductions for cheating, plagiarism, and as otherwise permitted by the Academic Dishonesty policy
- Detention, including outside regular campus hours
- Request administrator intervention, other assigned area, or in-school suspension
- Assignment of campus service hours such as cleaning or picking up litter that are natural consequences of the offense (e.g. graffiti, etc.)
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in campus sponsored clubs and organizations
- Penalties identified for an individual student organizations' extracurricular standard of behavior
- Restriction or revocation of YES Prep transportation privileges
- In and Out-of-School suspension, as specified in the Student Code of Conduct
- Expulsion or Alternative Placement, as specified in the Expulsion/DAEP section (Level IV) of the Student Code of Conduct
- Contacting law enforcement officials
- Other strategies and consequences as determined by campus administrators

Secondary Level I Acts of Misconduct

Level I acts of misconduct are those for which student behavior is in violation of classroom, campus, extracurricular, or transportation rules. YES Prep secondary students are held to these expectations to ensure campus remain safe places where students can focus on learning and are all treated with kindness and respect. Failure to adhere to these expectations may result in a demerit and/or detention or additional consequences as assigned by the teacher, Grade Level Chair, or campus administrator.

To maintain **campus pride and safety**, students are expected to:

- Wear their student ID
- Have a hall pass
- Follow the campus dress code
- Follow the campus policy for food or gum
- Demonstrate respectful behavior towards property

To maintain a **focus on learning**, students are expected to:

- Be on time to school and class
- Come to class prepared
- Keep their head up during class
- Be on task
- Not disrupt the learning environment
- Keep cell phones off and away
- Complete homework

To maintain **kindness and respect**, students are expected to:

- Follow directions
- Demonstrate respectful behavior towards others
- Be honest
- Use appropriate language
- Not engage in inappropriate physical interactions (hitting/pushing, PDA, etc.)

Elementary Level I Acts of Misconduct

YES Prep Elementary students are held to these expectations to ensure campus remain safe places where students can focus on learning and are treated with kindness and respect. Failure to adhere to these expectations may result in a consequence up to and including a demerit and/or detention or additional consequences as assigned by the teacher, Grade Level Chair, or campus administrator.

To maintain **campus pride and safety**, students are expected to follow these guidelines:

- **Safe Hands and Body:**
 - Students will use their hands and bodies in safe and kind ways to protect self, others, and school property.
 - Students will follow the campus dress codes.

To maintain a **focus on learning**, students are expected to follow these guidelines:

- **Listening and Following Directions:**
 - Students will follow the directions of teachers and leaders to ensure readiness for learning and student safety.
 - Students will use self-control to support the learning environment.

To maintain **kindness and respect**, students are expected to follow these guidelines:

- **Kind Words and Actions:**
 - Students will communicate with peers and staff using kind words and appropriate language.

Elementary & Secondary Level II Acts of Misconduct

Level II acts of misconduct are those for which an appropriate administrator may suspend the student for up to three days per occurrence. The district shall not use out-of-school suspension for students in grade 3 or below unless the conduct meets the requirements established in law. See Out of School Suspension Section.

- Damaging or vandalizing school property or property belonging to others
- Use of matches or a lighter, except as part of an instructional program
- Inappropriate language/gestures (including but not limited to profanity)
- Using any type of gang sign, symbol or representation while at school, involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society while at school
- Conducting private business, selling or buying unauthorized items
- Skipping class(es) or activities scheduled during the regular school day (advisory, all school meetings, etc.)
- Failing to attend an assigned detention two times for the same behavior incident
- Failing to provide appropriate or relevant information to school administrators, which results in mental or physical harm to another individual
- Leaving school grounds without permission of an appropriate school administrator
- Cheating or copying the work of another on a state standardized test (or MAP, SAT/PSAT, AP) or YES Prep Common Assessment or allowing another to cheat or copy on a state standardized test or YES Prep Common Assessment
- Violation of the YES Prep Academic Dishonesty by plagiarism or academic dishonesty on a unit exam test, quiz, projects, or essay
- Behaving in a manner that is consistently disruptive to the classroom or school learning environment

- Failure or refusal to cover up while on campus or at a school-related activity any tattoo that is inappropriate, obscene, offensive, vulgar, or gang-related
- Gambling or participating in gambling activities

Elementary & Secondary Level III Acts of Misconduct

Level III acts of misconduct are those for which an appropriate administrator may suspend the student for up to three days per occurrence, or if the administrator finds the Level III misconduct to be severe may recommend the student for a disciplinary hearing in which the student may be placed in a disciplinary alternative program (DAEP) or expelled. The district shall not use out-of-school suspension for students in grade 3 or below unless the conduct meets the requirements established in law. See Out of School Suspension Section.

- Engaging in inappropriate physical or sexual conduct that is consensual
- Engaging in conduct that constitutes sexual harassment, including but not limited to verbal or physical conduct of a sexual nature
- Taking, disseminating, transferring, possessing or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content, including but not limited to sexting
- Intentionally discharging a fire extinguisher or activating a fire alarm, except in an emergency
- Starting or building a fire on school grounds or at a school-sponsored event, except as part of an instructional program
- Escalated vandalism or destruction of school property or property belonging to others
- Possession or use of fireworks, "poppers," smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
- Using, in a manner inconsistent with the manufacturer's instructions, or being under the influence of glue, aerosol, paint, and other inhalants
- Possessing, distributing, selling, using, or smoking tobacco or tobacco products, smokeless cigarettes, e-cigarettes, vaporizers, any other nicotine delivery device, or any substance for consumption containing nicotine
- Possessing drug paraphernalia
- Selling, giving, delivering to another person, using or being under the influence of an alcoholic beverage
- Engaging in a fight that results in minimal physical harm
- Assault of another person, non-felony
- Threats to another person, including any physical, verbal, emotional and written forms
- Throwing objects that can cause bodily injury or property damage
- Burglary of a YES Prep facility
- Harassment due to dating violence and sexually intimidating conduct
- Cyberbullying at or away from campus. The use of the internet, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another student. This may include, but is not limited to, sending e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; sending threatening and harassing texts, instant messages, or emails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students
- ~~• Engaging in bullying, harassment, or hazing~~
- Behaving in such a manner that the continued presence of the student in the classroom threatens the safety, interests and rights of other students or staff, or will be detrimental to the educational process or engages in unruly, disruptive or abusive behavior that seriously

interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn

- Inappropriate or illegal use of the school's electronic communication systems, including the Internet, or abuse of the Technology Use Policy, referenced in this handbook
- Stealing, theft, or robbery (not felony level) in an amount under \$750
- Recording the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others
- Possession or sale of stolen property (non-felony)
- Possessing, distributing, or printing pornographic material
- Verifiable evidence of crimes (non-felony) charged for conduct committed on campus or off campus determined to have one or more of the following effects: (a) Disrupting the learning environment; (b) Providing a negative example to the other students; or (c) Creating a dangerous and unsafe environment for students or school personnel
- Possessing, distributing, selling, or using medications that are available with or without a prescription in a manner that is not consistent with the medicine's intended use as indicated on the manufacturer's label, or with school rules concerning the handling of such medications
- Possessing or selling items attempted to be passed off as illegal drugs or contraband
- Possession, distribution, carrying, exhibition, or use of a knife, which includes a switchblade knife, razor blades, utility knives, or other bladed instruments and/or possession, distribution, exhibition of ammunition or bullets
- Cases of extortion, intimidation, or disrespect of another student, staff member or campus visitor
- Making a hit-list
- Possessing, discharging, or spraying mace or pepper spray, which results in a school disturbance
- Any verbal abuse of others, including slurs, name-calling, or derogatory statements to another person.
- Any bullying or harassment of others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, national origin, disability, physical appearance, sexual orientation, gender identity and/or gender expression

Elementary & Secondary Level IV Acts of Misconduct

Level IV acts of misconduct are those for which an appropriate administrator may recommend the student for a disciplinary hearing in which the student may be placed in a disciplinary alternative program (DAEP) or expelled. The district shall not use out-of-school suspension for students in grade 3 or below unless the conduct meets the requirements established in law. See Out of School Suspension Section. These are considered serious misbehaviors and/or illegal acts that seriously disrupt the educational process.

- Conduct punishable as a felony
- Sells, gives, or delivers to another person or possesses or uses or is under the influence of marihuana or a controlled substance, as defined by Health and Safety Code Chapter 481, or a dangerous drug, as defined by Health and Safety Code Chapter 483
- Possessed, sold, used, or was under the influence of an alcoholic beverage
- Abuse of a volatile chemical
- Public Lewdness or indecent exposure
- Retaliation against a school employee
- Based on conduct occurring off campus and while the student is not in the attendance at a school-sponsored or school-related activity for felony offenses not in Title 5 Penal code

- Brought a Firearm to School or Unlawful Carrying of a Handgun, Location-restricted Knife, or club under Penal Code 46.02
- Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05
- Arson
- Murder, capital murder, criminal attempt to commit murder, or capital murder
- Indecency with a child
- Aggravated kidnapping
- Buying and attempting to buy, attempting to sell marijuana, controlled substances or a dangerous drug
- Use, exhibition or possession (even if not being carried on or about the student's person) of a club, illegal knife, or handgun
- Possession, distribution, exhibition, or use of any, pellet gun, ammunition, air gun, replica firearm or bomb, electronic stunning device, and other dangerous items
- Escalation to Expulsion Policy: Students who receive 4 or more Level III and/or Level IV suspensions in any academic year will be recommended for expulsion by the Principal
- Criminal mischief (felony violation)
- Terroristic threat
- Assault under Penal Code Section 22.01(a)(1) against a school district employee, volunteer, or someone other than a school district employee or volunteer
- Aggravated assault under Penal Code Section 22.02 against a school district employee, volunteer or someone other than a school district employee or volunteer
- Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee, volunteer or someone other than a school district employee or volunteer
- False Alarm/False Report
- Felony Controlled Substance Violation or Alcohol Violation
- Fighting/Mutual Combat
- Aggravated Robbery
- Manslaughter
- Criminally Negligent Homicide
- Engages in Deadly Conduct
- Student is required to register as a sex offender under Chapter 62 of the Code Of Criminal Procedure
- Continuous sexual abuse of young child or children under Penal Code §21.02 occurring on school property or while attending a school-sponsored or school-related activity on or off school property
- Serious misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP)
- Harassment Against an Employee of the School District under Texas Penal Code 42.07(a)(1), (2), (3), or (7) - TEC 37.006(a)(2)(G)
- Bullying - TEC 37.0052(b)

Federal Firearms Act

YES Prep, as an open-enrollment charter school, shall expel a student, grade 3 or above, who brings, possesses at campus, including any setting that is under YES Prep's control or supervision for a campus activity, a firearm, as defined by 18 U.S.C. Section 921. The student must be expelled from the student's regular campus for a period of at least one year, unless the superintendent or other

chief administrative officer of the campus chooses to modify the length of the expulsion in the case of an individual student (excluding grades 2nd and below).

Consequences for Violation of the Student Code of Conduct

Demerits and Detentions

A demerit is earned by a student when they engaged in Level I acts of misconduct as these behaviors retract from school pride and safety, maintaining a strong focus on learning, and treating all members of the YES Prep community with kindness and respect. If a student continues to engage in these behaviors within a certain timeframe, the demerit is escalated to a detention. Detention attendance is mandatory and failure to attend will result in an In-School Suspension.

Secondary Schools use Hero K12 to track student behaviors. Student demerits and detentions are accessible to students and families at any time through an online application that can be accessed through the [YES Prep Family Portal](#). Please see Campus Individual Supplement for dates and times of detention.

Elementary Schools use ClassDojo© to track student behaviors.

In-School and Out of School Suspension

If a student engages in an act of misconduct that is in violation Level II, Level III, or Level IV of YES Prep Student Code of Conduct, the student will earn an In School or Out of School Suspension for up to three days per occurrence. Prior to the suspension, the campus administrator will notify the student of the accusations against them, allow the student to share their version of the incident, conduct a thorough investigation of the events surrounding the incident, and determine whether the student's conduct was a violation of the YES Prep Code of Conduct. If it is determined that the student's behavior warrants a suspension, the campus administrator will notify the student's guardian(s) of the period of suspension, the grounds for suspension, and provide a time and place for an opportunity to meet with the campus administrator. The district shall not use out-of-school suspension for students in grade 3 or below unless, while on property or while attending a school-sponsored or school-related activity on or off school property, the student engages in one of the following offenses. The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirement of law:

- Conduct that contains the elements of an offense related to weapons under Penal Section 46.02 or 46.05; or
- Conduct that contains the elements of a violent offense under Penal Code Section 22.01, 22.011, 22.02, or 22.021,
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as define by federal or state law

The student shall receive credit for missed work during the period of removal if the student makes up the work within the same number of school days the student was absent on administrative removal.

Disciplinary Hearings

If a student is recommended for a Disciplinary Hearing, the guardian will receive written notice of the Disciplinary Hearing, reason for the Disciplinary Hearing, and the location and time the

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Disciplinary Hearing will be held. The campus shall make a good faith effort to work with the guardian to schedule the Disciplinary Hearing and will inform the student and the student's guardian of the location and time that the hearing will be held. The campus shall hold the Disciplinary Hearing regardless of whether the student, the student's guardian(s), or another adult representing the student attends.

At the hearing, the student has the right to:

- Be present at the meeting;
- Present evidence in their defense;
- Be informed and appraised of the campus's evidence;
- Be accompanied by their guardians; and
- Be represented by an attorney

The hearing will be led by the campus administrator in front of a Disciplinary Hearing Officer and will be audio recorded. Within 48 hours of the Disciplinary Hearing, the Disciplinary Hearing Officer will notify the student and the student's guardian(s) of their decision, including the length of the DAEP placement or expulsion. The decision shall also be provided to the guardian in writing from the campus. The Disciplinary Hearing Officer shall also inform the guardian of their right to appeal the decision if they believe that due process was not afforded to them during the hearing.

A disciplinary hearing decision may result in the following but is not limited to:

- Placement in a disciplinary alternative education program (See DAEP Section);
- Expulsion for up to 180-days (See Expulsion Section);
- Completion of a substance abuse contract (See Substance Abuse Contract Section); AND/OR
- Other consequences recommended by the hearing officer (e.g. counseling services, community service hours, removal from extracurricular activities)

The student or their guardians have the right to appeal the Disciplinary Hearing Officer's decision. The appeal process is as follows:

- Guardians will notify the YES Prep Heads of Schools or his designee of a desire to appeal within 48 hours of receipt of the decision.
- The Heads of Schools or his designee will review the evidence presented at the disciplinary hearing. No new evidence may be presented before review. The Heads of Schools or his designee may uphold the decision, overturn the decision, modify the length of the DAEP placement or expulsion period, or agree to meet with the guardians to hear the appeal. If a meeting is held, the Heads of Schools will hear the appeal and choose to uphold the decision of the hearing officer, overturn the decision of the hearing officer, or modify the length of the expulsion period based upon their review of the evidence presented at the disciplinary hearing.
- If the decision of the Head of Schools is to uphold the DAEP placement or expulsion (including upholding the expulsion with a modification of the length of the expulsion period), then the guardians may request a hearing with a Disciplinary Hearing Review Panel by notifying the Chief of Schools in writing within seven (7) calendar days of the date of receipt of the Head of Schools decision.
- The Discipline Hearing Review Panel will be comprised of one or more members of the Board designated by the Chairman or Vice Chairman of the Board. Also, if desired by the CEO, the CEO or his designee may serve on the Expulsion Review Panel. The Expulsion Review Panel will review the record prepared before the hearing officer and the decisions of the hearing officer and the Head of Schools. The Panel will also give the student, guardians, and Head of Schools the opportunity to make a presentation before the Panel based on the expulsion record.

- The Panel will determine the length of the presentation based on the complexity of the case, typically not to exceed fifteen (15) minutes. The Panel members may ask questions of the student, guardians, and Head of Schools (or their designee), however, the Panel members are not subject to questioning. The student and the Head of Schools (or their designee) are required to attend. The student's guardians are encouraged to attend as well. In most cases, the Disciplinary Hearing Review Panel will render its decision at the meeting, but in any event, will do so within five (5) business days after the meeting.
- The Disciplinary Hearing Review Panel's decision will be limited to upholding or overturning the expulsion. If the decision is to overturn the expulsion, the student may be subject to other consequences as determined by the Head of Schools or their designee. These consequences include, but are not limited to: counseling services, community service hours, removal of all extracurricular activities, guardians picking up the student at a set-time, in-school suspension or out-of-school suspension.
- The Head of Schools or their designee decides whether consequences will be deferred pending the outcome of an appeal. If the consequences are deferred pending the outcome of the appeal, the Head of Schools has the discretion to administratively remove the student or place the student in another educational setting within YES Prep, including in-school suspension, while awaiting the decision following an appeal.

Disciplinary Alternative Education Program (DAEP)

If a student engages in conduct listed under mandatory or discretionary DAEP placement category of the YES Prep Student Code of Conduct, a student may be removed from the school and placed into the corresponding DAEP for a determined number of days. Placements may not exceed one year, unless after reviewing it is determined that a return to the home campus is a threat to the safety of other students, YES Prep staff, or that it is in the best interest of the student to remain at the DAEP. The terms of placement in a DAEP prohibit the student from participating in any home campus activities. Students who qualify for Special Education services may be placed in the DAEP strictly in accordance with the procedures for discipline of SpEd. Students who qualify for Special Education may not be placed in a DAEP unless the Admissions, Review, and Dismissal (ARD) Committee determines that it is educationally appropriate, and that the student has engaged in conduct for which referral to DAEP is authorized.

Expulsion

If a student engages in conduct listed under the mandatory or discretionary expulsion category of the YES Prep Student Code of Conduct, a student may be expelled from the school for a maximum of 180 days. At the end of 180 days, the student will be required to enter their name in to the lottery and will only return to a YES Prep campus should their name be pulled from the lottery. Please see the Student Restrictions section below for additional information about access to the campus after an expulsion.

Substance Abuse Contract

If a student engages in conduct related to the use of any illegal substance, one potential result may be a Substance Abuse Contract. The Substance Abuse Contract requires a student to participate in a substance abuse course along with additional requirements outlined by the campus.

Administrative Removal

In addition to the offenses in this code of conduct for which a student could be suspended as a disciplinary consequence, the Principal or designee has the authority to administratively remove a

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student from campus for a period of up to 10 school days for any of the following additional reasons:

- The need to further investigate an incident;
- Pending a recommendation to expel the student or pending the outcome of an appeal of an expulsion decision; OR
- An emergency constituting endangerment to health or safety

Should a student be removed from the educational environment for these reasons, the Principal or appropriate campus administrator must notify the student's guardians/guardians of the duration and reason for the removal and the time and place for an opportunity to confer with the Principal of appropriate campus administrator.

The student shall receive credit for missed work during the period of removal if the student makes up the work within the same number of school days the student was absent on administrative removal.

Student Restrictions During DAEP Placement, Expulsion, or Administrative Leave

Students that have been placed in a DAEP, expelled, or put on administrative leave are prohibited from being on campus grounds or attending campus-sponsored or campus-related activities during the period place DAEP placement or expulsion. If the student has a sibling at YES Prep with a significant event at campus that the guardian would like to have the student attend, the guardian must first contact the campus administrator to receive a one-time approval to attend the event with their family.

Newly Enrolled Students

YES Prep will decide on a case-by-case basis the placement of a student who is subject to a DAEP placement or expulsion order from another district or an open-enrollment charter upon enrollment in the district.

Discipline of Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the YES Prep Handbook. To the extent any conflict exists, state and/or federal law will prevail.

Disclosure Policy

During the college search and application process, YES Prep does not proactively inform colleges of student disciplinary records; however, the Common Application, as well as those Colleges and Universities that do not subscribe to the Common Application, may explicitly ask students as part of the application whether or not they have been found responsible for a disciplinary violation at an educational institution they have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavior misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution.

YES Prep encourages students to answer this question honestly and openly. In those instances when the question is answered in the affirmative, counselors will assist families in developing a personal statement that will help contextualize the situation. On the occasions when a college calls YES Prep to inquire about a suspension, we require written permission from families before we would discuss a disciplinary matter.

YES Prep Thrive is a restorative Disciplinary Alternative Education Program (DAEP) that allows YES Prep campuses to hold students accountable while still ensuring that they are receiving the rigorous academic opportunities that is equivalent to those in the general YES Prep environment. At YES Prep Thrive, students will receive instruction that matches their home campus courses, in addition to individualized socio-emotional skill-building and character education, and counseling supports.

Extracurricular Activities & School-Sponsored Events

Rewards and Recognition

YES Prep recognizes students for overall achievement and growth in both academics and behavior. Each YES Prep campus has their unique way of showing students they are seen and cared for by the staff, such as student of the month awards, perfect attendance awards, or core value awards. YES Prep campuses also utilize a positive behavior incentive system that rewards students with points that can be used to participate in special events, make purchases at the school store, or earn special privileges. A student's positive points are accessible to students and families at any time through an online application that can be accessed through the [YES Prep Family Portal](#). Secondary Schools use Hero K12 to track student points and Elementary Schools use ClassDojo© to track student points. See the Individual Campus Supplement for specific details on rewards and recognitions for each campus.

Co-Curricular Activities

YES Prep offers a variety of extracurricular activities to students including athletic programming, clubs, affinity groups, performance teams, and student organizations as part of the YES Prep Student Experience. YES Prep believes offering opportunities in addition to rigorous classroom instruction allows students to engage in their campus community and develop skills that will prepare them for college and future leadership. Students who participate in co-curricular activities are held to a high standard of conduct and must comply with all YES Prep rules and policies. Co-curricular activity staff may apply additional, reasonable, and necessary rules unique to the activity for which they oversee, which have been approved by the campus administration in advance and shared with the participating students. For a complete list of opportunities, please see the Individual Campus Supplement or speak with the Director of Student Support.

Eligibility to Participate in Co-curricular Activities:

Students must be prepared to follow all rules and regulations as determined by the performance staff, advisors, activity leads, and/or administrators.

Students must be in attendance for at least 50% of the academic day to participate in a performance or co-curricular activity that same day.

School-Sponsored Activities

YES Prep holds dances and other campus-sponsored activities (for example Field Day, Prom, Commencement, etc.) for the enjoyment of YES Prep students and their guests. When attending a campus-sponsored activity, students are representing YES Prep and are still in the care of YES Prep Staff. As such, to ensure all campus-sponsored activities are safe and orderly and all YES Prep students are positively represented, students are held to the following expectations:

- Follow all campus rules and polices at the campus-sponsored event (on or off-campus)
- Secure approval for any non-YES Prep guests (see Non-YES Prep Students as Guest section)
- Students leave prior to the end of the activity for any reason may not re-enter the activity
- YES Prep students and their guests may be asked to leave an activity if they conduct themselves in an inappropriate manner or violate any rules set forth in this handbook. No money will be refunded.
- The dress code for each event will be determined by the campus administration. Students and guests who do not meet the dress code expectations will not be allowed to attend the event.
- Students who are absent from 50% or more of the school day are not allowed to attend or participate in any campus-sponsored events (athletic competitions, campus dances, theater performances, etc.) held on the day they were absent.
- Students expelled from YES Prep are not permitted to attend YES Prep sponsored activities (see section on Expulsion)

Non-YES Prep Student Guests

For some events, the campus administration may allow each YES Prep student to invite one non-YES Prep student as a guest. To ensure that all campus-sponsored events are safe and orderly, the following guidelines have been put in place for both YES Prep student and their Non-YES Prep guests.

- YES Prep students must seek approval and appropriate register the Non-YES Prep guests with the supervising administrator by the deadline set for the event.
- YES Prep students must provide the full name, age, and working telephone number of their guest prior to the activity. The supervising administrator may apply additional requirements such as a signature from the Non-YES Prep guest's campus administrator or a guardian phone call/conference.
- Once a guest is registered there is no substitution allowed.
- All Non-YES Prep students must have a ticket to enter the activity. The ticket should be purchased prior to the activity.
- The supervising administrator reserves the right to deny a person entrance into the activity and campus reserve the right to limit events solely to YES Prep students or any specific audience therein.

Field Trips

YES Prep offers a variety of field trips throughout the year as rewards and/or additional learning opportunities. Field trips, including overnight trips if offered by the campus, are a privilege for students, and campus administrators have discretion to determine eligibility criteria for all field trips. Criteria may include, good academic performance and effort, number of detentions assigned, number of suspensions, total number of absences, and past field trip behavior.

Students who are eligible to participate in field trips and fail to participate without properly notifying the campus will be responsible for paying any unrecoverable expenses incurred by the campus. Students ineligible to attend a field trip or who choose not to participate are still expected and required to attend school that day and complete all work left by their teachers.

YES Prep Athletics

Overview of the Athletic Program

The YES Prep Athletic Department provides a rigorous athletic program which complements a challenging academic program in an unconditionally supportive environment. The Athletic Department uses a values-based approach to develop responsible leaders who demand excellence from themselves and their teammates on and off the field. YES Prep believes athletic programs are an extension of the overall YES Prep experience. YES Prep encourages all students to participate; however, it is a privilege to participate in athletic programming. That privilege is earned by each student athlete through their adherence to the rules and policies set forth in the YES Prep Student Handbook.

YES Prep participates in the Houston Charter Athletic League (HCAL). Sports offered at each campus can be found in the Individual Campus Supplement.

The guardian of any student participating in an athletic program must complete and turn in the following forms to the campus Athletic Director. Failure to do so will result in the student not being allowed to participate until completion:

- Complete Physical by a Certified Physician
- Assumption of Risk, Liability, and Indemnity Agreement
- Concussion Acknowledgement Form
- Student Cardiac Arrest Awareness Form
- Transportation Release Form
- Steroid Agreement Form and NFHS Captain's Course (High School Only)

Athletic Expenses

Participating in YES Prep Athletics is a choice and a privilege. Please be aware that there will be expenses associated with your student's participation and that these expenses vary from team to team and are nonrefundable.

Athletic Participation Fee

To provide a quality athletic experience, we ask that each guardian/guardian pay a non-refundable Athletic Participation Fee at the start of every season. This fee is going directly towards facilities, programs, and transportation costs. This fee needs to be paid in full by the designated due date assigned by the campus Athletic Department.

- Athletic fee maximums for student athletes will be \$75 for the 1st sport and may vary for additional sports played for the rest of the school year. This amount should not exceed \$150 in total. Any additional charges, such as fees for award banquets or supplemental athletic gear, is optional.
- Guardians should expect to pay an entry fee, in cash, for all athletic events they attend.
- For additional information regarding payment plans contact the campus Athletic Director.

Athletic Fundraisers

Fundraisers are an integral part of the success and longevity of the Athletic Program. All student athletes are expected to participate in fundraisers set forth by the YES Prep Athletic Department. Those who wish to not participate in athletic fundraisers must notify the campus Athletic Director in advance and pay the specific amount that they were required to fundraise. All Athletic

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Fundraisers conducted by student athletes must follow the Fundraising Guidelines (see section on Fundraising)

Student Athlete Expectations

Athletes are expected to incorporate team values and ideas on and off the playing field by developing strong character and positive leadership. Student-athletes represent not only their campus but their district and community.

Student Athletes are expected to follow all campus policies and behavioral expectations outlined in the YES Prep Student Handbook and the Individual Campus Supplement. Failure to adhere to these policies will result in appropriate disciplinary action taken by the campus and potential removal from the Athletic Program.

Student Athletes are expected to:

- Have a medical and guardian clearance before trying out for any sport
- Remain eligible by maintaining a passing grade average in all classes
- Be present, prepared, and on time to all practices, games, and events
- Take care of all issued equipment and uniforms and return them in good condition
- Be in attendance for at least 50% of classes to be able to participate in any athletic event (practice, game, or meet) held that day
- Take care of their body, including reporting all injuries to coach (in or out of school), and seeing a physician if injury gets work
- Respect the game, officials, opposing team, drivers and transportation vehicles, and facilities
- Demonstrate good sportsmanship before, during, and after all practices and games
- Be modest when successful and be gracious in defeat
- Follow the Athletic Program Social Media Policy (see Social Media Policy Section)
- Complete the NFHSlearn Captain's Training Course before participating in any game/meet during the first year of student athletic participation (High School Only)

Athletic Program Social Media Policy

The Internet allows people to communicate with each other in ways that were not available in the past. Being a student athlete is a big responsibility, and people within the community look to student athletes as a reflection of YES Prep and the Athletic Program. Good sportsmanship extends well beyond the playing or practice field, and student athletes must be conscientious of what they say about the YES Prep Athletic Program, their campus, and other athletes, students, and staff.

Under no circumstances is it okay for anyone affiliated with the YES Prep Athletics Program to write or post anything on their social media account or other people's social media accounts that could be interpreted as negative or derogatory towards a coach, teammate, official, opponent or any other individual. Consequences will be handled at the discretion of the campus Athletic Director, coach, and campus administration. Consequences, at minimum, will be a period of suspension from the team determined by the Athletic Director and can range all the way up to expulsion from the team.

Eligibility for Athletic Participation

Eligibility rules and contest regulations keep competition equitable. According to HCAL standards, students are eligible to represent their campus in interscholastic activities if they are full-time students in the campus and have been in regular attendance at the campus since the 6th class day of the current school year or have been in regular attendance for 15 or more calendar days before the contest or competition.

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High School:

- Are less than 19 years of age on or before September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year
- Have not graduated from high school

Middle School:

- Are less than 15 years of age on or before September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year.
- Students who turned 15 years old on or before September 1 and do not receive SPED, 504, or ELL services are too old to compete at the middle school level. These students must play at the high school level.
- 6th grade student athletes will be required to meet the academic eligibility requirements and have approval from the Director of Student Support.

Academic Eligibility Policy

All student athletes are required to complete grade checks at both the 6-week and 3-week grade check dates. This allows both the student athlete and coach to know their current academic standing.

Report Card Check (6-week Check): Lose or Regain Eligibility

- If a student is passing all classes on their report card they are academically eligible all term until the next 6-week check.
- 6th grade student athletes must have an 80% or above in all classes to be eligible to participate in athletic events.
- If a student athlete is failing a class on a designated 6-week grade check date, they will not be allowed to participate in athletic events until the grade is brought up to passing level (70% or higher) in all classes at the next designated 3-week grade check. Student will remain ineligible for 3 weeks after the grade check.
- Any student athlete who fails two consecutive report card grade checks (6-weeks) may be removed from athletics for the remainder of the season at the campus Athletic Directors' discretion.

Progress Report Check (3-week Check): Regain Eligibility Only

- All athletes will complete the 3-week grade check.
- Players cannot lose eligibility due to progress report grades.
- An ineligible student athlete can regain eligibility with a progress report.

Advanced Placement (AP) Consideration – High School Only

Student athletes must be passing AP English Language (if applicable) to be eligible for athletics. If a student athlete is taking other AP classes, they must be within 10 points of passing to be considered eligible for athletics.

Guidelines for Ineligible Student Athletes

Student athletes who are currently ineligible to participate in a game or season are still held to the expectations outlined for all student athletes. As they work to regain eligibility, student athletes are expected to:

- Attend offered tutorials and/or seek extra help in a subject in which they are struggling.

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- Attend all practices to support team unless attending tutorial or other requirement on established action plan.
- May not attend games with the team.
- Meet the expectations of a student athlete.
- Not travel to away games, sit on the team's bench during the game, and miss class for any athletic-related event.

Practice and Game Guidelines

Student-athletes must notify the coach in advance if he/she will miss a practice or a game. Each student athlete is allowed up to three unexcused absences and five total absences per athletic season. Any absences past allowance may result in said student athlete's removal from team.

Unsportsmanlike conduct during a game will result in the reduction of playing time and/or suspension at discretion of a campus administrator.

Athletic Detention Policy

Student athletes are expected to serve detention on the day they receive it and are not allowed to participate in any athletic event the day they earn a detention. Student athletes are subject to be removed from their athletic team if they receive three detentions in a given season. Removal from the team for excessive detentions is at the discretion of the campus Athletic Director and campus administration.

Athletic Suspension Policy

Student athletes are not allowed to participate in or attend any athletic practice or event during the duration of an in or out of school suspension. This includes after-school on the day they complete their suspension. The student athlete will serve a one-game suspension after the completion of the suspension. Student athletes may be subject to additional consequence depending on the severity of the offense that resulted in a suspension. Removal from the Athletics Program and/or team will be determined by the campus administrator and the campus Athletic Director.

Quitting a Team

If a student athlete quits a team during an athletic season, they will not be allowed to tryout and/or play for any other athletic team for the remainder of the school year.

Guardians will be notified by either the coach or campus Athletic Director to discuss repercussions of quitting a YES Prep athletic team. Individual student circumstances or exceptions should be addressed with the campus Athletic Director.

Removal from YES Prep Athletic Team

If a student athlete is removed from a YES Prep athletic team by either a head coach or the campus Athletic Director, said student athlete will not be allowed to participate in other sports for a calendar year. A meeting between the student athlete, guardian, coach, and campus Athletic Director will take place upon removal.

Varsity Letterman Jacket Requirements

Student-athletes who make a varsity athletic team are eligible to purchase a letterman jacket if the below minimum requirements were met during athletic season. Campuses may use their judgement in creating additional policies and requirements for receiving a letterman jacket.

- Student athlete has earned zero suspensions during the current school year
- Student athlete maintained academic eligibility throughout entire season
- Student athlete participated in a minimum of 90% of the season
- Student athlete has participated for two-years in the varsity sport in which they are lettering
- Schools that offer JV teams – athletic director’s discretion of either two-year commitment or one-year commitment of varsity

If the student athlete meets the above requirements, then the Athletic Director will send home a memo detailing the specifics of purchasing a varsity letterman jacket.

Late Pick Up Guidelines

Student athletes and guardians must follow the YES Prep Late Pick Up Policy outlined in the YES Prep Student Handbook. Athletic Directors have the discretion to take additional action for student athletes who are continually picked up late.

Sports Injury Protocol

If a student athlete is injured during an athletic event, the coach will notify the guardian/guardian immediately. If said student athlete needs to be taken to a medical facility, then the student’s primary insurance must be used. Each student plays at their own risk. Please contact Wellness@yesprep.org for all questions regarding the sport injury protocol of YES Prep.

When to Seek Medical Treatment

It is advised to seek professional treatment if any injury is severe. A severe injury means having an obvious fracture or dislocation of a joint, prolonged swelling, or prolonged or severe pain. While many common acute injuries can be controlled with these four simple steps, especially when combined with over-the-counter pain relievers, more serious conditions may require surgery or physical therapy.

Natasha’s Law – HB 2038

Natasha’s Law requires public high schools to create a concussion oversight team (COT) to serve as a resource to each campus. Baylor College of Medicine serves as our primary Concussion Oversight Team for YES Prep. A COT includes at least one certified physician and is responsible to develop the Return-to-Play protocol that all coaches must follow. Having pre-established guidelines allows coaches to avoid outside pressure and ensures that decisions are made with the player’s best interests at heart.

In addition, any student showing signs of a concussion must be immediately removed from play and examined by a member of the concussion oversight team.

If it is determined that the player did suffer a concussion, he or she cannot participate in athletics until a doctor on the concussion oversight team has cleared the student to play. The doctor and guardian must complete the *Concussion Management Protocol Return to Play Form* and turn in to the Athletic Director before said student athlete can return.

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Lastly, Natasha’s law mandates coaches complete a two-hour educational training course covering the prevention, symptoms and long-term effects of concussions every two years. Concussion symptoms can sometimes take days or weeks to develop and this additional training, combined with the medical experience of the concussion oversight team, will increase coaches’ ability to recognize and properly diagnose a concussion on the sidelines.

OPERATIONS

Campus Hours

Elementary

Days	Campus Hours
Monday, Tuesday, Thursday, Friday	7:30 am – 3:15 pm
Wednesday	7:30 am – 2:00 pm

Secondary

Days	Campus Hours
Monday, Tuesday, Thursday, Friday	8:30 am – 4:15pm
Wednesday	8:30 am – 3:00 pm

Secondary Partnership

YES Prep Hoffman	
Days	Campus Hours
Monday – Friday	7:45 am – 3:30pm
YES Prep Eisenhower	
Days	Campus Hours
Monday – Friday	7:00 am – 2:35pm
YES Prep Northbrook Middle School	
Days	Campus Hours
Monday – Friday	7:50 am – 3:55 pm
Every Other Wednesday	7:50 am – 2:05 pm
YES Prep Northbrook High School	
Days	Campus Hours
Monday and Friday	7:45 am – 3:55pm
Tuesday, Wednesday, Thursday	7:45 am – 3:00 pm

Campus Communication to Families

YES Prep utilizes various technologies to communicate with families. Every technology relies on accurate contact information from guardians to receive messaging in a timely manner. Families should ensure their contact information is up to date and notify the campus Front Office if a **number, email address or physical address has changed.**

Families may receive communication from the district and campuses in the following ways:

- Individual phone calls
- Weekly Family Notes newsletter via email
- Social Media updates (Facebook, Instagram, Twitter, etc.)
- Updates through the Hero application on smartphones
- Automated calls, emails and texts through SchoolMessenger®

YES Prep is continually exploring new technologies to better communicate with families and provide updates about student performance, behavior, and campus events. These technologies include Skyward Family Access and Family Portal. Families will receive information about how to sign up for optional updates at campus registration, orientation and open-house events.

The preferred method for families and students to contact teachers and campus staff is through email. If families cannot contact a staff member via email, they can contact staff member's professional phone numbers. Please leave clear, detailed messages, including a call back number with the family's name, student's name and grade level if leaving a voicemail. Staff email addresses and phone numbers are published on campus websites. Families should expect staff to respond to their emails, calls and messages in 48 hours or less.

Student Meals

The purpose of Child Nutrition is to ensure that all students are ready to learn by having access to nutritious and appealing campus meals.

All meals are free of charge to students in the 2020-2021 school year. To keep this provision available to all students, please adhere to the following:

- Students who attend the YES Prep campuses below are encouraged to complete a FAMILY INCOME FORM (one per household). YES Prep is required to collect and report this information to continue receiving funding for our dynamic education programming.
 - Brays Oaks
 - East End
 - Fifth Ward
 - Gulfton
 - North Central
 - North Forest
 - Northline
 - Northside
 - Southeast
 - Southside
 - Southwest
 - West
 - White Oak
- Students who attend the campuses below are encouraged to turn in a free and reduced meal application at their campus or online by the end of August of each school year. Applications

are processed by trained Reviewing Officials to determine individual family eligibility. All meals, regardless of the outcome, are free of charge to all YES Prep students.

- Hobby
- Northwest
- North Central Elementary
- Southeast Elementary

YES Prep's food service provider is Preferred Meals. Menus can be found at: <http://www.preferredmealsmenu.com/>.

Breakfast, lunch, dinner, supper and snacks are available for students. Guardians and/or people indicated on a student's emergency contact list are welcome to eat with their students following the guidelines indicated in the Individual Campus Supplement. Non-student meals are available for a cost of \$2.50 for breakfast and \$3.75 for lunch. Lunch schedules vary by campus.

Food Deliveries

YES Prep strongly discourages lunch deliveries to students during the school day as this is a disruption to instruction. If a student forgets their lunch, they are encouraged to eat the school lunch provided daily by Preferred Meals. The Front Office will accept a lunch if it does not become a habit or if it is due to a medical emergency. A guardian is the only individual who may provide food for their student. If lunch is dropped off at the Front Office by a guardian, the student will not be called to the Front Office to get the lunch. Guardians must pre-coordinate with students that they will drop off lunch so the student knows to pick it up. See elementary campuses' Individual Campus Supplements for more specific elementary student guidelines.

YES Prep Uniforms

Uniform Policy

YES Prep Public Schools believes in the power of community and school pride while also deeply valuing a student's right to express their individuality without the fear of unnecessary discipline, body shaming, or the confines of gender norms. Students have the right to be treated equitably and dress code enforcement at YES Prep Public Schools will not create disparities, reinforce or increase the marginalization of any group, nor will it be unfairly enforced more strictly against a student because of racial identity, ethnicity, gender expression, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity.

YES Prep Public Schools uniform policy is centered around values of equity and school pride. A school uniform allows for community building and options within the uniform selection allows for student and family choice. Uniforms should be worn each school day and should meet the expectations of district and campus guidelines. Similar to all YES Prep policies, if a student's uniform, dress, or accessory choice poses a concern for student physical or emotional safety, a campus administrator has the discretion to disallow the uniform item.

A uniform shirt is defined as either a campus polo, sold by YES Prep Public Schools, containing the current school logo, and is the correct color for the student's campus or additional shirts distributed by the student's school for specified days.

YES Prep Public Schools also has winter jackets, sweatshirts, and cardigans for sale to provide multiple options for outerwear. A student's outerwear may only be YES Prep and may also include outerwear sold by the athletics department on campus.

Families should refer to campus specific policies for details on daily expectations.

Uniform Merchandise

Student uniforms must be purchased through the YES Prep approved vendor website. The vendor web address is communicated throughout the school year and during summer prior to the start of school. Students are responsible for ordering their required uniform polo shirts, and outerwear through this site which requires a debit or credit card. Students are responsible for having a complete uniform starting on the first day of school through the remainder of the school year.

Students with financial hardship can reach out to their Student Support Counselor for assistance with the purchase of uniforms. Assistance will be determined based on need. For exchanges, returned merchandise should be returned to the vendors store. The vendor is responsible for supplying uniforms in the exchange. For more questions, please reach out to the campus Front Office team.

Student ID Cards

All secondary, non-partnership students and staff are required to wear visible photo IDs while on campus. The student photo ID card is a required element of the secondary school uniform and can be used to move through lunch lines quickly and assign demerits and merits. Secondary students must adhere to these photo ID card expectations:

- IDs must be visible and worn around the neck with a lanyard, or on a belt clip
- IDs cannot be defaced with stickers, Sharpie, cutting, etc.

Secondary students receive their initial photo ID free of charge. Secondary students without a visible ID will earn a uniform violation demerit. If a student forgets their ID at home, they can request a temporary 24-hour ID from the campus Front Office. Lost IDs should be immediately returned to that student or to the campus Front Office. The campus Front Office will issue permanent replacement photo IDs for students who have lost their IDs for \$5 (ID card, lanyard, ID pouch). Students may also purchase a lanyard and pouch (no ID card) for \$1.

School-Sponsored Transportation

The mission of the YES Prep Transportation Department is to provide safe, reliable and efficient transportation daily so students across the district can get to school and maximize their time in the classroom. For transportation services, YES Prep uses two different vendors: First Student and Huerta Bus. Partnership campuses use the transportation services at Spring Branch ISD and Aldine ISD.

Bus Route Stops

The transportation department creates stops for students who live within the campus priority zone and two or more miles from campus. If a student's residence meets these criteria, a bus stop will be provided within a mile of their home. If the student is in elementary school, a bus stop will be provided within half a mile of their home. Elementary and secondary buses operate separately. Siblings in elementary and secondary will not be allowed to ride the same bus.

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- Stops are created with the safety of the students in mind, so bus stops will be at locations that allow students to wait off the main roadway for the bus if possible.
- Stops are not placed in private gated communities, cul-de-sacs or dead-end streets. Bus stops will be located at the corner of intersections that match the distance guidelines.
- Bus stops operated by First Student and Huerta Bus are not scheduled earlier than 6 a.m.
- Questions about eligibility for a bus stop or requests to make changes to a bus stop should be taken to the campus Front Office.

Student Bus Stop Expectations

- Students must be present and ready to be picked up 10 minutes before the scheduled stop time.
- Students are expected to be out of their cars and waiting to board the bus.
- Drivers will not wait for late students.
- Bus drivers are instructed not to stop or open the door for late students once the bus begins to move for safety reasons.
- Students will only be permitted to ride buses to which they are assigned.

In order to ensure student safety, these additional requirements will be enforced for all students in grades 5 and below.

- Student bus tags are required for all bus riders.
- Guardian Bus Passes are required for a student to be released at the assigned bus stop.
- Replacement tags and passes can be requested at the campus Front Office.

While bus drivers aim to be on time to all stops, they must prioritize safety on the road. If a bus is running late, please reach out directly to the bus yard that corresponds to the campus. This information is available at yesprep.org or at the campus Front Office. Guardians and students may use First View to track a student's bus in the morning and afternoon.

Student Bus Conduct

For transportation to run smoothly, students must adhere to the same campus behavior guidelines in this handbook while they are on the school bus. Some additional rules apply while riding the bus, and they are detailed below. Any violation of these expectations may result in disciplinary action, including the loss of the privilege of being able to use the school bus.

- Students may not engage in inappropriate or disruptive behavior at the bus stop.
- Students may not run toward the bus upon its arrival to the stop.
- Students must use appropriate language and be courteous to the bus driver and other passengers.
- Students may not eat or drink on the bus.
- Students must not throw objects in the bus, out the window or leave trash on the bus.
- Students must always remain seated. If the driver assigns seats, students are required to sit in their assigned seat in the AM and PM.
- Students must follow all directions from the bus driver.
- Students must always keep all body parts inside of the bus.
- Students must respect property. Students and their guardians are financially responsible for any damage caused to the bus by a student.
- Students may not make inappropriate gestures or comments to passing motorists.

Withdrawal from School

A student withdrawing from campus must be accompanied by a guardian. The family must meet with a campus administrator prior to withdrawing and give the campus 24 hours to obtain withdrawal paperwork. Upon completion of the withdrawal form, all fees and fines must be paid, and all campus-owned materials must be returned in good condition. Any student who withdraws from YES Prep solely to attend another school district and wishes to return to YES Prep will be required to apply for re-entry through the lottery system.

Student Change of Address

Guardians must give the Registrar written notification of a student's change of address or phone number so that the campus can provide information to the family on a timely basis. For a change of address, a utility bill (gas, water, or light), lease agreement or address affidavit will need to be submitted to the campus Registrar.

No-Show Policy

YES Prep is committed to serving the maximum number of students possible throughout Houston, and to prepare these students to graduate from college. To meet this goal, YES Prep asks that students return to school in August on the first day of school for YES Prep. The first day of school for YES Prep is published in the YES Prep yearly calendar, is communicated through Family Notes (newsletter distributed by campuses) and is available on the website.

Students who do not return for the first day of school in August are deemed "no-show students". After the last Friday in August, all no-show students officially lose their seats at YES Prep. The seats formally occupied by no-show students will then become available to students on the YES Prep waiting list if the applicable campus has openings in that grade level.

If the no-show student seeks to return to YES Prep after the last Friday in August, the student will not be allowed to enroll immediately. Instead, the student must complete an application in the lottery to re-enroll. The student will be offered a seat when the student moves to the top of the waitlist for the applicable campus.

Transfer Policies

YES Prep allows current YES Prep students to transfer to a different YES Prep campus if approval is granted by both Principals and seats are available at the campus of preference.

**For Partnership Schools Transfers please refer to the guidelines under the Partnership Transfer Requests section below. Partnership campuses include YES Prep Hoffman, YES Prep Eisenhower, YES Prep Northbrook Middle, and YES Prep Northbrook High School.*

Requesting A Transfer

If a family is interested in submitting a transfer request, they must:

- For immediate transfer requests: families should communicate the desire to transfer to the Registrar of the campus the student is currently attending.
- All transfer requests are processed utilizing the DocuSign system

- For next campus year transfer requests: families submit their request for transfer, the Registrar will initiate the process using DocuSign indicating the start date to be the following academic year.
- For immediate transfer requests: families should communicate the desire to transfer to the Registrar (secondary) or SIS Clerk (elementary) of the campus the student is currently attending.

Additional Transfer Guidelines

Transfer requests are accepted all year round but are dependent on Principal approval and seat availability at the desired campus. Some requests may also require approval from the Head of School for each campus.

- Transfer requests may take up to 10 business days to be accepted or denied.
- Students can request a transfer the moment they accept an Offer of Admission from a YES Prep campus.
- Transportation to and from the campus is only provided to students who live within the transportation zone for their YES Prep campus.

Partnership Transfer Requests

Transfer requests for families living within the partnership zone, or wanting to transfer into the partnership zone, may be submitted for partnership board approval. Requests may be approved or denied.

To request a transfer to or from a partnership campus, the family must communicate the desire to transfer to the Registrar of the campus the student is currently attending. The Registrar will review the transfer request and guide the family on the process to request a transfer.

Partnership Transfer Guidelines

Partnership campuses include YES Prep Hoffman, YES Prep Eisenhower, YES Prep Northbrook Middle, and YES Prep Northbrook High School.

Sibling transfers to a traditional YES Prep campus will not be permitted if the grade the student will be attending is offered by the partnership.

School Safety Protocols and Policies

Closed Campus Policy

All students are required to stay on campus upon arrival, except seniors approved to leave campus early through the Regular Early Dismissal for Seniors policy included in this handbook. All students who are leaving campus must have an approved guardian or emergency contact check out them out through the Front Office. All guardians must present a valid, non-expired, government-issued form of identification to be electronically verified through national sex offender registry. Persons required to register as a sex offender are not allowed to be on campus at any time. Guardians are not allowed to pick up students from any location on campus other than the campus Front Office. Visitors may not walk around campus unescorted. Persons found walking unescorted will be escorted back to the campus Front Office to check in.

Before and After School Expectations

Students arriving to campus before the official beginning of the school day or staying after campus for activities or pick up by a guardian are required to remain in spaces designated by YES Prep staff

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to ensure student safety. Students must always be supervised by YES Prep staff while on campus. Students may be subject to disciplinary action for breaking this expectation. Specific procedures for before and after campus expectations, including designated locations for students, are outlined in the Individual Campus Supplement.

Emergency School Cancellation

In the event of dangerous weather condition, natural disaster, or some threat to health and/or safety, YES Prep will either cancel or delay the opening of school.

Announcements about campus closures or delays will be made via SchoolMessenger® notifications (when information is available), social media and major news channels (whenever possible).

Students enrolled at YES Prep Northbrook Middle School and YES Prep Northbrook High School should follow Spring Branch ISD's notifications and protocols for campus closures. Students at YES Prep Hoffman Middle School and YES Prep Eisenhower High School should follow Aldine ISD's notifications and protocols for campus closures. If a YES Prep campus is closed or dismisses early due to an emergency, all after campus activities are cancelled.

Carpool

Any guardian dropping or picking up a student must adhere to all traffic guidelines detailed in the Individual Campus Supplement for each campus or as posted on each applicable campus. This includes observing laws and procedures for Fire Lanes, Traffic lane lines, directional signage, cones, and/or YES Prep Staff member instructions. The approved speed limit on all campus properties is 5 MPH. Failure to adhere to these guidelines may result in the police being called for assistance.

Any traffic violations, infractions, and/or accidents are subject to police investigation. The individual responsible for any damage caused to campus property, persons, or other vehicles on campus property will be held financially liable for their actions.

Student Drivers

Any student who wishes to park on campus must apply through the campus Front Office. Student drivers must adhere to local traffic laws as well as all campus traffic guidelines. Students are not permitted to park on campus until they have been cleared by campus administration. Student vehicles parked in non-designated spaces are subject to towing at the owner's expense. This privilege can be revoked at any time and without prior infractions based on the circumstances of an incident. This will be determined by campus leadership.

The student must always display written permission (in the form of a pass or permit) while their vehicle is on campus. To obtain clearance to park on campus the student must bring the following to their campus Front Office: valid Texas driver's license, valid vehicle registration, and proof of valid vehicle insurance accepted in Texas. Students without all required documents are not permitted to park on campus.

Campuses are limited in the amount of space available for parking. Campuses have discretion to limit the amount of spaces designated for student specific parking. Students who provide required documentation to park on campus will only be granted a parking spot and permit if space is available. Unauthorized vehicles will be towed at the owner's expense. Students that do not adhere to campus driving policies will be subject to disciplinary actions. Please see the Individual Campus Supplement for details about student parking on campus.

Fire lanes are defined by the Fire Marshal's Office and must always remain clear. Vehicles left parked in a fire lane may be subject to towing at the owner's expense and/or ticketing by the Fire Marshal.

Emergency Drills

All YES Prep campuses are required to run emergency drills and regularly test life safety equipment to ensure readiness in the case of an actual emergency.

Campuses are required to maintain logs of drills for the school year that include:

- Date of drill
- Time of drill
- Location of drill
- Outcomes
- Lessons learned
- Action items to address.

All campuses must run the following drills at the following frequency each year, at a minimum:

- Evacuation (Fire) - Monthly
- Evacuation (Fire) with obstruction – 6 times annually (every other drill)
- Lockout – Once per semester
- Shelter – Twice per semester (different scenarios – e.g. tornado, hazardous material)
- Lockdown – Once per semester

Everyone on campus must participate in drills by order of the Fire Marshal.

Emergency Operations Plan and Training

All campuses have a Multihazard Emergency Operations Plan (MEOP) in place that outlines the protocols to execute in the event of an emergency. This plan is reviewed annually. Directors of Campus Operations present this plan to staff during staff in-service at the beginning of August. EOPs are not publicly available but are constructed in accordance with the nationally adopted Incident Command System (ICS).

All staff are required to complete FEMA accredited ICS 100 course on the Incident Command System annually.

Emergency Notification Tools

All campuses are equipped with a notification system in each classroom and in most common areas. In the event of an emergency, this system (called Informacast) will be triggered, and messaging will be sounded throughout the campus.

In the event of an emergency, SchoolMessenger® will be used to send either districtwide or campus specific messaging to families to provide an update on the situation. Families may receive an automated phone called or text message alert.

In the event of an emergency, social media platforms are NOT the primary mode of communication. Campus and/or district social media pages may publish updates, but guardians should not rely on these for up-to-date information in an emergency.

In the event of an emergency, guardians should be aware of the guidelines through which campuses handle emergencies. Emergencies may create a chaotic environment on campuses and require first

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responders to act. Guardians' presence on campuses can hinder the recovery effort or campus staff and first responders. Unless specifically instructed, guardians and other emergency contacts should not come to campus and attempt to pick up a student during an emergency.

INDIVIDUAL CAMPUS SUPPLEMENTS

Many sections in this handbook review to an "Individual Campus Supplement". The Individual Campus Supplement outlines specific procedures campuses will take in connection to policies outlined in this handbook. Individual Campus Supplements for each campus may be found Yesprep.org on the campus page.