
YES PREP ASPIRE SECONDARY

Parent Handbook
2023-2024
YES Prep Public Schools



Dear Parents,

The YES Prep Secondary ASPIRE (After-School Program for Identity, Relationships, and Enrichment) exists for students to participate in supplemental academic and enrichment activities that help students meet state and local student standards in core academic subjects, such as reading and math; offers students a broad array of enrichment/athletic activities to reinforce and complement the regular academic program, and offers activities to help students to become college ready and ready for all post-secondary opportunities.

The Secondary ASPIRE program has 15 sites. The leadership and schools are listed below.

**Director of Afterschool
Programming**
Maria Maradiaga

**Manager of Secondary Student
Programming & Opportunities**
Carnetta Griffin

**Manager of Secondary Student
Programming & Opportunities**
Monique Graham

School Name	
Brays Oaks Secondary	Northside Secondary
East End Secondary	Northwest Secondary
Fifth Ward Secondary	Southeast Secondary
Gulfton Secondary	Southside Secondary
Hobby Secondary	Southwest Secondary
North Central Secondary	West Secondary
North Forest Secondary	White Oak Secondary
Northline Secondary	

Various school programs, civic organizations, community agencies, and volunteer partners with the ASPIRE program to provide activities and services to students and their families. This handbook is designed as an overview of the program and is part of the enrollment agreement between the ASPIRE program, student participants, and their families. The handbook is reviewed and updated on an annual basis.

Sincerely,

Maria Maradiaga

Director of Afterschool Programming



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PHILOSOPHY

Vision Statement

We will provide a safe, impactful, and engaging environment for students and families after school.

Mission Statement

ASPIRE prepares students to be literate analytical thinkers who are college, career, and workforce ready leaders in the future.

Program Purpose & Goals

The purpose of Secondary ASPIRE is to improve student achievement in reading/language arts and math, improve student attendance, decrease student disciplinary infractions/ referrals, and increase parental engagement.

ASPIRE provides academic enrichment opportunities for students who attend high-needs, high-poverty, low-performing schools that meet state and local standards in core academic subjects. ASPIRE seeks to increase family and community engagement by creating opportunities for parents and students to learn together. All Secondary ASPIRE programs contain the following key components:

Academics

Enrichment

College Readiness

Identity

Family Engagement

POLICIES

Eligibility

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

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

Attendance

Students

Once a student is enrolled in ASPIRE, they are expected to attend and participate in the complete program for the entire year. If a student is absent due to illness or family and/or personal reasons, an excuse must be submitted to the Manager of Student Enrichment upon their return.



Students absent for the full school day or who leave school due to illness, disciplinary infractions and/or suspension, will **not** be allowed to attend the ASPIRE program on that day(s).

Parents/Families

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

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

Confidentiality

Access to students' information will be limited to the student's name, grades, and any other information needed to help students be successful in the ASPIRE program.

Discipline/Responsible Behavior

YES Prep believes holding students to behavioral expectations that increase safety and joy in learning will support their ability to achieve academic success, care for their community, and ultimately increase the number of students from YES Prep prepared to succeed in college and post-secondary opportunities. Enrollment in the ASPIRE program is entirely voluntary. Students are expected to conduct themselves in a positive manner and commit to the community expectations outlined in the student handbook.

Engaging in bullying/hazing including cyber bullying is not permitted at any time and are grounds for dismissal from ASPIRE. Electronic devices are not allowed during activity time unless arrangements are made between the club instructor and Manager of Student Enrichment. YES Prep Schools' policies remain in place regarding the use of profanity/swearing, name calling, damaging or destroying property, and respect for staff and other students. Students are expected to be active listeners and follow directions and procedures. Although ASPIRE is an opportunity for students to learn in a fun environment, school-day expectations for behavior still apply.

Students who violate school and ASPIRE rules may receive a consequence from the Manager of Student Enrichment. Finally, ASPIRE participants must attend the activities for which they registered. Changes to the schedules will be made with the Manager of Student Enrichment only. **Certain behaviors are considered serious infractions and may be subject to immediate suspension and/or expulsion from the ASPIRE Program.*

Disciplinary Infractions

1. Verbal Warning regarding inappropriate behavior (Redirecting, re-teaching, and intervention)
2. Parental notification of behavioral concern and a signed agreement to provide structured support
3. Suspension from the ASPIRE program



(Determined by the Manager of Student Enrichment/School Principal and approved by the Manager Secondary Student Programming and Opportunities/Director of Afterschool Programming)

Severe behaviors or repeated behavioral infractions will result in dismissal from the program.

Hours of Operation Fall and Spring

The Secondary program will begin at 4:00 p.m. each day and end at 5:30 p.m. All students must be picked up by 5:30 p.m. Please refer to campuses' websites for specific program schedules and club offerings.

- Fall Semester Dates: August 28th- December 8th, 2023
- Spring Semester Dates: January 16th- May 10th, 2024

Program Cancellations will be communicated to parents through district callouts, email, and by phone.

Students Leaving Early

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

Dismissal

Students will be dismissed from their last class by the club instructor who is leading that activity. At the end of ASPIRE, students will be directed to the main entrance of the school. **Once students exit the building, they will no longer be allowed to re-enter.** Students who ride the ASPIRE/Unified Tutorials bus will immediately board the bus upon dismissal. Students who are picked up by parents will wait at the main entry and the Manager of Student Enrichment will remain on campus until the last student is picked up.

Transportation

In partnership with Unified Tutorials programming, bus transportation is offered on Tuesdays and Thursdays and ASPIRE students are eligible to use this mode of transportation. Transportation will start when Unified Tutorial programming starts, which is typically after ASPIRE programming has started. Some campuses may provide bus transportation for students beyond the days listed above. Each student needing transportation must complete a transportation request form. The YES Prep Transportation team creates each campus's campus route using the address provided on the student transportation request form. Please note that a student's bus stop will be determined by the number of students riding the bus and the proximity to their home. YES Prep is unable to drop-off each student at their home address, however community hubs have been created for afterschool programming. Despite this goal, some parents may find the stop is too far for a student to walk at certain times of the year depending on daylight and weather. In this case, parents may wish to pick the student up from the community hub stop, which is still much closer than driving to campus.



Late Pick Up

Students must be picked up/retrieved within fifteen (15) minutes after the program ends. (OBJ)

- 1st Occurrence - The parent will receive late pick up notice #1. A letter will be signed by the parent and documented.
- 2nd Occurrence - The parent will receive late pick up notice #2. A letter will be signed by the parent and documented.
- 3rd Occurrence - The parent will receive late pick up notice #3. A letter will be signed by the parent and documented. A conference with an administrator/designee to discuss a solution to late pick up must take place prior to student continuing program.

Medication

The ASPIRE program is not responsible for medication administration. All medication must be issued prior to the end of the regular school day. Exceptions to this rule include Epi-Pens for allergic emergencies, inhalers for asthma, and insulin.

Accidents/Incidents/Health

Should your child become ill or injured during the time they are participating in the ASPIRE program, you will be notified immediately to plan for your child to be picked up. In cases of emergencies, appropriate measures will be taken and then you will be notified.

Nutrition

During the ASPIRE program, students will be provided with a healthy snack. The Manager of Student Enrichment must be notified in writing of any special dietary needs, or concerns.

Safety

Release of Students

Students will only be released to adults who are listed on the ASPIRE program registration form with valid identification or with the secure car tag number assigned to the parent/ guardian. If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy of the order must be on file in the school office.

Acknowledgement of Student and Parent Agreement

Please read and sign the following Acknowledgement Agreement. Upon completion, please return it to your Manager of Student Enrichment.

Student and Parent Agreement

The purpose of this family contract is to clearly identify the expectations for both students and parents in the ASPIRE. Program expectations and commitments are detailed below.

Initial next to each statement to indicate that you have read, understand, and agree to make the commitments listed below.

_____ I commit myself to participate in the ASPIRE program by supporting the program's efforts to assist my child in their educational endeavors and advancement.

_____ I commit to allowing my child to fully participate in all components of the ASPIRE program.

_____ I will ensure that my student(s) is present and picked up on time during the duration of the program.

I recognize and understand that failure to meet any of the above requirements could result in my child being released from the ASPIRE Program.

Further, I do hereby release the YES Prep Secondary ASPIRE Program, and its staff, from any and all claims and liability for any damages or injuries which may be sustained. This agreement includes trips and transportation services provided by the program. I understand the commitment my child and I are making, and pledge my full support, cooperation, and active participation in the program.

I further understand that failure by my child to comply with program expectations, requirements, and responsibilities, in their entirety, may result in a family conference, loss of program entitlements, or suspension and dismissal from the program.

I, _____, parent of _____, acknowledge that I have read, understand, and agree to the terms outlined in the Secondary ASPIRE Program Parent Handbook. I also understand that for my child to be eligible to attend I, another parent/ guardian, or both are required to attend a parent enrollment meeting which will be announced on each campus at least two weeks in advance.

Parent/Guardian Signature

Date

Name of School/Campus

