



# STUDENT HANDBOOK

**2026-2027**

YES Prep Board of Directors Approved  
June 2, 2026



# Secondary Schools



## Brays Oaks Secondary

GRADES 6-12

9000 W. Bellfort Blvd.  
Houston, Texas 77031 (713) 967-8400



## East End Secondary

GRADES 6-12

8401 Lawndale St. Houston,  
Texas 77012 (713) 967-7800



## Fifth Ward Secondary

GRADES 6-12

1305 Benson St. Houston,  
Texas 77020 (713) 924-0600



## Gulfton Secondary

GRADES 6-12

6565 De Moss Dr. Houston,  
Texas 77074 (713) 967-9800



## Hobby Secondary

GRADES 6-10\*

8787 Tallyho Rd. Houston,  
Texas 77061 (713) 842-5600



## North Central Secondary

GRADES 6-12

13703 Aldine Westfield Rd. Houston,  
TX 77039  
(713) 967-8800



## North Forest Secondary

GRADES 6-12

6602 Winfield Rd. Houston,  
Texas 77050 (713) 967-8699



## Northline Secondary

GRADES 6-12

5815 Airline Dr. Houston,  
Texas 77076 (713) 842-5400



## Northside Secondary

GRADES 6-12

5215 Jensen Dr. Houston,  
Texas 77026 (713) 924-0400



## Northwest Secondary

GRADES 6-12

14741 Yorktown Plaza Dr.  
Houston, Texas 77040 (713) 842-5510



## Southeast Secondary

GRADES 6-12

353 Crenshaw Rd. Houston,  
Texas 77034 (713) 967-9400



## Southwest Secondary

GRADES 6-12

4411 Anderson Rd. Houston,  
Texas 77053 (713) 967-9200



## Southside Secondary

GRADES 6-12

5515 S. Loop E. Fwy., Suite A  
Houston, TX 77033  
(713) 924-5500



## West Secondary

GRADES 6-12

10535 Harwin Dr. Houston,  
Texas 77036 (713) 967-8200



## White Oak Secondary

GRADES 6-12

5620 W. Tidwell Rd.  
Houston, Texas 77091 (713) 924-5200

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## STUDENT HANDBOOK OVERVIEW

It is a YES Prep expectation that every student and guardian understand 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 SchoolMint regarding the YES Prep Student Handbook. We acknowledge that YES Prep students and guardians 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 temporary or permanent handbook changes. If changes are made, guardians and students will be notified through campus and YES Prep communication. Changes made during the current school year and temporary policies in place will be posted online at <https://www.yesprep.org/guardians/student-handbook> for easy access. The YES Prep Student Handbook found on this site will always be the most updated.

### YES Prep Family Campus Policy and Parent Compacts

The YES Prep Family Campus Policy and Parent Compact for each campus can be found in the Individual Campus Supplement. These may be accessed from the campus website at [YESprep.org](https://www.yesprep.org).

### Family Engagement District Policy

YES Prep is committed to working together with students, guardians, and community stakeholders to achieve ambitious student learning goals. Guardians play an important role as their child's first teacher and are valued partners in their child's schooling and will be included in appropriate decision-making opportunities to support student achievement. The complete Engagement Policy can be found at <https://www.yesprep.org/departments/family-engagement/pfepolicy>.

### 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 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 should 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 system, 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 system officials.

A guardian or legal guardian may submit a written appeal to the Board of Directors for disciplinary cases to share their grievance after all steps of the disciplinary process have been completed. The appeal will consist of the written appeal and be based upon the record of information presented at the administrative-level hearing and the decision of that level. The Board may schedule a hearing opportunity for the guardian, legal guardian or student to present to the Board in an executive session if the Board determines this appropriate in rendering its decision or as otherwise required by law. The guardian(s)/legal guardian(s) has questions about this process, they should contact the building principal. The Board of Directors will consider the written appeal at a future board meeting. The disciplinary decision or placement shall be in effect pending any appeal.

The process to submit a written appeal to the Board of Directors for disciplinary cases is as follows: The guardian(s)/legal guardian(s) should contact the Chief of Staff (dana.foughty@yesprep.org) within three school days of receipt of the District Panel’s decision. Once the Chief of Staff receives the guardian’s request for a Board of Directors appeal, the guardian(s)/legal guardian(s) will be notified of the board review date and time, which will take place at a future scheduled board meeting.

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

## 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:

- Student's name
- Student's address
- 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 can choose to withhold the release of directory information for one or both purposes by filling out or updating the "Directory Information Opt Out Form" available from the campus registration department. 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.

## **Children's Internet Protection Act (CIPA)**

YES Prep promotes digital safety and security by: (a) preventing user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, and all other forms of electronic communications; (b) preventing unauthorized access and other unlawful online activity; (c) preventing unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) complying with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Prevention and protection measures have been put in place to block or filter Internet access to inappropriate information, including but not limited to, visual depictions of material deemed obscene, pornography, child sexual assault material, or any material deemed harmful to minors. Inappropriate behavior, including (a) unauthorized access, hacking, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors, is not permitted. YES Prep periodically reviews and updates the filtering rules to include content deemed appropriate.

YES Prep monitors all online activity to ensure appropriate use. Periodic reviews are in place to update approved filtering rules to include content deemed appropriate. Students and staff are enrolled in yearly programs to educate on internet policies and best safety practices, including how to appropriately use social media and how to recognize and respond to cyberbullying. Anyone who attempts to circumvent this policy will be subject to discipline in accordance with the code of conduct.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records. The

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law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

## **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;
- Receive a copy of all discipline reports that are given to an administrator.

## **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 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.

## **Library Materials Parent Policy**

In accordance with Texas Senate Bill 13 (SB 13), parents have the ability to know which library materials are available to their child and to make decisions about what their student reads. YES Prep has a policy that outlines how parents can review the library materials and request that certain materials and resources are not made available to your child.

The complete Library Materials Parent Policy can be found on our website <https://www.yesprep.org/departments/library>.

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

## **YES Prep Governance Structure**

YES Prep is managed by a group of executive leaders who have dedicated their careers to challenging the status quo and are committed to continuous improvement and strategic innovation in service of the YES Prep Mission

- Mark DiBella, Chief Executive Officer
- Carmen Darville, Chief Operating Officer
- Dana Foughty, Chief of Staff
- Isy Gabriela Castillo, Chief External Officer
- Luis Mena, Chief Financial Officer
- Jose Muñoz, Chief Talent Officer
- Philip Wright, Chief School Officer

YES Prep is fortunate to have excellent volunteer leadership on the Board of Directors. The Board of Directors is comprised of a fervently committed and diverse group of individuals who consistently bring strong business skills, strategy, vision, and leadership to the organization.

- Michol Ecklund, Board Chair, Executive Chair
- Jordan Marye, Vice-Chair, Safety and Security Committee Chair
- Andrea Link, Secretary, Program Committee Chair
- Ben Marshall, Treasurer, Finance Committee Chair
- Chris Barbic, Director
- Mickey Barrett, Director
- Brian Colona, Director
- Joe Gatto, Director

## **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 1<sup>st</sup> 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]

## Student Absences

### Excused Absences

An absence is considered excused if a student provides physical or electronic documentation within 48 hours of absence indicating the student's full name, dates missed and is signed by a guardian or doctor mentioning any of the following reasons:

- 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

Upon return to school, a student absent for more than three (3) days in a school week because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. YES Prep students have access to Legacy clinics on site at most YES Prep campuses.

Excuse notes will not be accepted after one week (7 calendar days) of the student's return to campus.

A student's absence may be excused for attending religious courses off campus when it meets the following criteria according to the Student Attendance Accounting Handbook (SAAH) under TEC 25.087 (b)(1):

- No more than 5 hours per week
- The instruction is off school property and not conducted by school personnel
- Adheres to YES Prep District Policy

YES Prep District Policy around attending religious courses off campus during the school day:

A student's parent notifies the campus by completing the Religious Course Parent Consent form and attaches documentation of the student's enrollment in the course that indicates it is 1-5 hours/week and verified by the religious institution

Consent form must be submitted at least 2 weeks prior to the start of the fall or spring semester

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If a student is required to take a specific course to meet graduation requirements but the family chooses to enroll the student in a off-campus religious course, and scheduling constraints prevent access to the required course during the school day, the family may opt to enroll the student in the required course for original credit through our approved third-party provider, University of Texas Online High School.

The religious course cannot interfere or require a student to be absent during core academic instruction

Every week a student is in attendance, the religious institution must provide verification of the student’s attendance on a document that includes the following:

- Official letterhead
- Student’s full name
- Dates and hours of attendance
- A signature by the individual at the religious institution

**Transportation Responsibility:** The private entity, parent/guardian, or student must handle transportation (including students with disabilities).

**Liability Assumption:** The private entity must provide for and assume liability while the student is in their care.

**Academic Responsibility:** The student is responsible for completing any missed schoolwork.

Use of District funds may not be used to support the course, except for (minimal) costs.

YES may not interfere with a parent’s/legal guardian’s right to request or access a released time course for their student

## 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.

## Extended Student Absence

A student with a mental health or substance abuse condition who is being treated for a serious illness in an outpatient day treatment program or partial hospitalization program, under the care of a licensed health care professional in Texas, is excused for the authorized treatment according to the 2025-2026 Student Attendance Accounting Handbook (SAAH) under Texas Education Code (TEC) 25.087(b)(3). A certification form provided by YES Prep must be completed by the physician and include all required information to ensure that students undergoing significant medical or psychological treatment are not penalized for their absences and are marked as Absence Excused (AE) in Skyward if they miss the entire school day. Students would only be marked present for attendance if they attend part of the day at school.

If a student is going to be out for a week or more due to hospitalization, please notify the campus medical designee immediately. The medical designee will alert the Student Support Counselor who will investigate and determine if the student could 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

Under [TEC§25.085](#), Compulsory Attendance Law states that a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19<sup>th</sup> birthday shall attend school. The child must attend school each school day for the entire period the program of instruction is provided, unless the student is exempt under [TEC§25.086](#).

Compulsory attendance is also required for the following programs:

- An extended-year program for which the student is eligible is provided by the system for students identified as likely not to be promoted to the next grade level or tutorial classes required by the system
- An accelerated reading instruction program to which the student is assigned
- An accelerated instruction program to which the student is assigned
- A basic skills program to which the student is assigned
- A summer program

### For Students Aged 19 and Older

A person who voluntarily enrolls in school or voluntarily attends school after the person's 19<sup>th</sup> birthday shall attend school each school day for the entire period the program of instruction is offered. Enrollment may be revoked from these students for the remainder of the school year for having more than five unexcused absences in a semester. The system may not revoke enrollment on a day on which the student is physically present at school. As an alternative to revoking enrollment, the campus may impose a behavior improvement plan ([TEC§25.0915](#)).

### Additional Compulsory Attendance Guidelines

At the beginning of each school year, guardians will receive notice of compulsory attendance requirements. During the school year, if a student has been absent without excuse for three days within a four-week period, a warning notice will be issued to the guardian informing them that truancy prevention measures will be initiated. Truant conduct occurs if a student is absent from campus without excuse for ten or more days within a six-month period in the same school year. In these cases, the student may be subject to referral to truancy court.

With regard to administrative withdrawals, according to the Student Attendance Accounting Handbook ([SAAH 3.4.3](#)), the system must **not** withdraw a student who is temporarily absent from school but still a member of the system. The system may withdraw a student who never officially withdrew from school but whose whereabouts cannot be determined according to local policy. The system must have a policy in place that addresses how to “determine” a student’s whereabouts ([SAAH 3.4.3](#)).

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 contribute to poor academic performance and may lead to loss of credit and/or disciplinary action.

- **Middle School:** At the end of the year, Attendance Committees will review the total absences (excused and unexcused) of any student who has missed 10% of the school year to determine if they would refer students to the Retention Promotion Committee due to excessive absences. Retention Promotion Committees will then determine possible impact on retention while taking mastery into consideration. Middle School students taking courses for high school credit also risk a loss of any high school credit where the student has missed more than 10% of the days that semester. If a student is passing all courses but has excessive absences, Retention Promotion

Committees will then determine possible impact on retention or promotion while taking mastery into consideration.

- **High School:** Since High School credits are a semester-long, Attendance Committees will review the total absences for students who have missed 10% of school days at the end of each semester (approximately 9 absences at the end of each semester or 18+ absences for the school year). For students that have absences totaling 10% or more of the days in a semester, a loss of credit could occur for each course where a student has excessive absences. The High School Retention and Promotion Committee will then determine if attendance recovery is an option to regain credit.

### **Policy for Determining Student Whereabouts**

According to the Student Attendance Accounting Handbook ([TEA SAAH](#)), YES Prep may initiate withdrawal of a student who never officially withdrew from school, but whose whereabouts can no longer be determined.

YES Prep may determine the student's whereabouts to be unknown under the following conditions:

The student has been absent for:

- 10+ unexcused absences (consecutive) school days or
- 20+ unexcused absences (non-consecutive)
- Attendance initiatives have been completed and documented

Once it has been determined that the student's whereabouts are unknown, and proper documentation has been received, YES Prep may begin the withdrawal process. The effective date of the withdrawal date is the day after the 10<sup>th</sup> consecutive absence, 20<sup>th</sup> unexcused absence, or the date that the administrative withdrawal request is approved, whichever is later.

Once withdrawn, students in grades 7 through 12 must be reported as a school leaver on the 40203 School Leaver Extension and could be considered a dropout according to Section 2 Audit Requirements of the TSDS PEIMS Data Standards ([TEA SAAH](#)).

This policy refers to the "whereabouts" of a student and does not cover persistent absences less than 10 consecutive days nor repeat absenteeism, which should be addressed using truancy prevention measures above and/or according to applicable laws.

### **Attendance Recovery**

Students who fall below required attendance thresholds may be required to participate in **Attendance Recovery** in order to regain credit eligibility for their courses. Attendance Recovery provides students with the opportunity to make up instructional time that was missed due to absences.

Attendance Recovery sessions may take place **before school, after school, on weekends, or during designated school breaks**, depending on campus availability. Students are expected to attend all assigned sessions and complete any required work during the program.

Participation in Attendance Recovery may include **program hours outside of the regular school day and may have an associated fee, which may be up to \$50**. Failure to complete assigned Attendance Recovery hours may result in **loss of course credit**, even if the student has passing grades.

Campuses will communicate Attendance Recovery opportunities, expectations, and deadlines to students and guardians throughout the school year.

## 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. Early pick-up will be allowed up to 45 minutes prior to school dismissal.

## 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 scheduled 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 an additional consequence. See the Individual Campus Supplement for the campus-specific Late to School Policy.

If a student is picked up early or arrives to school late as a result of an appointment with a health care professional, including mental health professionals, and provides documentation from the health care or mental health professional, then a student will be counted present as long as they return to school on the same day as the appointment.

## Campus Visitor Expectations

All campus visitors, including family members of students, system employees and contractual/service provider workers, are required to enter campuses through the main entrance that leads to the front office. All campus visitors are required to provide photo identification and reason(s) for visit to the front office to access the building. Only visitors identified as guardian or emergency contact as indicated by the student's profile in YES Prep's student information system will be allowed to access the campus interior. 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.

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.

## Outside Service Providers

All service providers must either be YES Prep employees or approved vendors who have gone through the background check & insurance procedure. Services not provided by a YES Prep employee or approved vendor should not be provided during the school day. We encourage campuses to consult private external service providers who work with students outside the school day, and to engage with approved YES Prep vendors when additional services are needed.

A private external service provider is any individual hired by the family to provide services to a student outside of the school day.

YES Prep allows outside qualified mental health providers to work with students in a limited set of circumstances. If a family has signed consent with an outside qualified mental health provider, they can work with the Student Support Counselor (SSC) on campus to give consent for services to occur during the school day. The provider and the SSC will work together to identify times of day the student can work with the provider. Providers must be supervised by a YES Prep employee for students ages 11 and under: campus availability for supervision is not guaranteed. All providers must always adhere to YES Prep guidelines. At no point can outside therapy interfere with a student's learning opportunities. Students should be pulled from Core Enrichment or advisory to avoid loss of instructional time.

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To approve outside therapy services, outside agencies must provide written & signed consent. The SSC then obtains verbal consent from the family. The SSC will request Release of Information (ROI) from the family to ensure regular communication with the qualified mental health provider for continuity of care. A family can revoke consent for services or the voluntary Release of Information at any time.

This type of service represents a medical or psychiatric need, which is outside of the duty of the Special Education program for students who qualify for Special Education and Related Services. YES Prep offers additional services through a broad range of community partners.

Community partners who work with SSCs on campus are considered approved YES Prep vendors and can provide services directly to students pending family approval & compliance with YES Prep's visitor policy.

## **Outside Service Providers: Special Education**

All services for students with disabilities that support their educational achievement must be included in a student's IEP, approved by the ARD committee, and provided at no charge to the family and student. All Special Education service providers must either be YES Prep employees or approved vendors who have gone through the background check & insurance procedure.

Services not recommended by the ARD committee & outlined in a student's IEP provided by a YES Prep employee or approved vendor cannot be provided during the school day. We encourage campuses to consult private external service providers who work with students outside the school day, and to engage with approved YES Prep vendors when additional services are needed.

- A private external service provider is any individual hired by the family to provide services to a student outside of the school day
- Campuses can also consider entering into a formal vendor agreement and incorporating these services into a student's IEP
- Community partners who work with SSCs on campus are considered approved YES Prep vendors and can provide services directly to students pending family approval & compliance with YES Prep's visitor policy.

## **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.

## **Custody Court Order & Legal Documents**

When a student is enrolled in any YES Prep school in the district and is party to legal guardians who are separated or divorced, both guardians should provide the school Front Office/Registrar with a certified copy of the custody order, protective order, or decree and of any subsequent orders of modification. It is the responsibility of the guardian(s) to notify the school of changes by providing a certified copy of any modification order. If the school does not have any certified executed court order, then the school cannot keep any child from the guardian who appears on the child's birth certificate. Any order submitted by the legal guardian to the school must be court certified.

## **Registered Sex Offender Visitation**

To the extent that YES Prep Public Schools officials have actual knowledge that a legal guardian or other person seeking to be present on school property or at a school sponsored activity is a registered sex offender based on an offense against

a child (a person under the age of 17), the following procedures shall apply:

- No persons known to be a registered sex offender, based on an offense against a child, will be permitted to be present on school property or at any school-sponsored activity. The only exception for a known registered sex offender, based on an offense against a child, who are also legal guardians of a child, or children enrolled in YES Prep.
- A legal guardian to whom these procedures apply must comply with all requirements. Failure to do so generally will result in the loss of visiting privileges for that person at any school property or at any school-sponsored activity, regardless of location.
- Unless legal documentation (i.e., a court order) prohibits a registered sex offender from being on or within a specified distance of school property, the registered sex offender shall be allowed school-related visitation, as provided by this policy.

To ensure student safety, school administrators shall enforce the precautions listed below while a registered sex offender is on school property.

[Click here](#) to download a copy of the Registered Sex Offender Form. Please complete and submit the signed form to your child's campus front office.

For a family or administrative conference, the person will abide by the following procedures:

- They must complete the consent form provided by the campus and return it to the front office. The person may also call the campus front office and speak with the Director of Campus Operation (DCO) to schedule a meeting before coming to the school.
- They must report immediately to the front office upon arriving at school and meet with the DCO to obtain a visitor's badge, as required of all school visitors.
- They must sign in at a place designated by the DCO upon arrival at the campus or event.
- They will be escorted by a school employee the entire time they are on campus.
- They will not have any access to any common area of the building, meaning cafeterias, auditoriums, breezeways, open areas for gathering on any campus, etc.
- They will not have access to any classroom where students other than their child are present.
- They must sign out at a place designated by the DCO before departing the campus or event.
- They will be escorted back to their vehicle by a school employee at the conclusion of the visit.

When dropping off or picking up a child to or from school, the person will abide by the following procedures:

- They must complete the consent form and return it to the front office if they are the legal guardian that will be collecting their child or picking them up, whether once or on a consistent basis during the school year.
- They will pick up or drop off their child at the campus without leaving their vehicle.
- If they must leave their vehicle during pick-up or drop-off, then they must coordinate with the school and follow school instructions.
- They will be escorted back to their vehicle by a school employee after their child has been picked up or dropped off.

Prior attending any before-school, after-school, or extra-curricular event, the person will abide by the following procedures:

- They must complete the consent form provided by the campus and return it to the front office. The person may also call the campus front office and speak with the DCO.
- They must state the event they intend to attend no later than 48 hours before the start of the event. They must have approval from the DCO to attend the event.
- They must sign in at a place designated by the DCO upon arrival at the event.
- They will be escorted by a school employee the entire time they are on campus.
- They will not have any access to any common area of the building, meaning cafeterias, auditoriums, breezeways, open areas for gathering on any campus, etc.

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- They will not have access to any classroom where students other than their child are present.
- They must sign out at a place designated by the DCO before departing the event.
- They will be escorted to their vehicle by a school employee at the time of departure from the event.

When picking up or dropping off a student at an extracurricular activity, on or off school property, the person will abide by the following procedures:

- They must complete the consent form and return it to the front office if they are the legal guardian that will be collecting their child or picking them up on a consistent basis, or once or a few times during the school year.
- They will pick up or drop off their child at the campus without leaving your vehicle.
- If they must leave their vehicle during pick-up or drop-off, then they must coordinate with the school and follow school instructions.
- They will be escorted back to their vehicle by a school employee after their child has been picked up or dropped off.
- If they do not need to get out of the vehicle to collect their child, they must remain in the vehicle at all times.

A legal guardian who is subject to these procedures based on his or her identification as a registered sex offender because of an offense against a child is prohibited from transporting any student or child (other than his or her own child) to or from any school campus or school-sponsored activity without express written permission from the guardian of the student. Any person subject to these procedures is also prohibited from working as a volunteer for the school, including but not limited to volunteering for school-related activities such as family associations and class fund raisers.

Any person subject to these procedures must send the most recent court document related to the offense to [PublicInfo@yesprep.org](mailto:PublicInfo@yesprep.org) to be kept on file with YES Prep. The person can also have their parole officer or other official write YES Prep a letter indicating that they do not have any such restrictions, are low risk, or the offense was not against a child (17 years old or younger).

## **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 extracurricular activities. Inquiries regarding compliance procedures may be directed to campus administrators.

## **Distributing Literature**

Students and guardians 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 and False Alarms**

Safety is YES Prep's highest priority. Any threats, even hoax threats, to the safety of a student, the school, or a staff member are taken very seriously by YES Prep and law enforcement. 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. As a part of the investigation, guardian is notified at the start to secure any additional context for committee outcome. 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 threats via social media, text message, or through email. These threats, listed in any of the included mediums, are considered a federal crime and will be taken seriously. Students, guardians, and staff should avoid sharing or forwarding any threat, instead, threats should be reported and shared immediately with school leadership and law enforcement so that the threat can be investigated thoroughly.

Threat assessments are critical to maintaining safety and security and will be executed anytime there is a perceived threat on campus. The assessments involve a systematic process for evaluating and responding to potential threats posed by students, staff, and other individuals within the school community. They are used to identify potential threats and inform risk management strategies. Depending on the level of threat (i.e., low or med/high), the school may recommend psychiatric evaluation and supportive measures such as counseling, safety plans, or support with consequences for code of conduct violations.

Any student found to be responsible for causing a false alarm or false report will be subject to disciplinary action in accordance with the code of conduct and may be subject to civil or criminal charges that are beyond the control of YES Prep. False alarms/false reports are dangerous to first responders and to the school community. False alarms/false reports can cause severe emotional distress to students, guardians, and school personnel. If YES Prep is made aware of a false alarm/false report, a thorough investigation will be conducted, and YES Prep will engage the local authorities as appropriate.

## **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 suicide 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. If a suicide risk assessment is high and the family refuses to complete the recommended psychiatric evaluation, then the staff will report the matter to the Child Protective Services (CPS). A listing of mental health professionals is provided to guardians. If recommended, the psychiatric evaluation ensures that the student receives the necessary medical attention and support needed before transitioning back to campus. Upon return to campus, Student Support Counselors may request a Release of Information to communicate with any mental health professional in previous or current care of the student. 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.

## **Guidance for Guardians and Students**

If a family member or student knows a classmate who has expressed thoughts of suicide, they must get help immediately. Call 911 or report to the emergency room in the event of an actual emergency. Because the mental health of every student matters, Student Support Counselors can confidentially provide students and guardians with a variety of referrals for mental health support. We have partnerships with quality, vetted community agencies who can provide low to no cost therapeutic services for students and guardians. Some services can be accessed on campus.

If you see something, say something. Student and school safety is particularly important; failure to provide relevant information that interferes with the safety of students, school staff, or the environment might result in disciplinary action. Ensuring student and school safety is crucial for creating a conducive learning environment. It not only protects the well-being of students and staff but also fosters a sense of trust and security within the school community. By encouraging individuals to report any suspicious or concerning behavior, we can proactively address potential threats and prevent harm before it occurs.

## **Property Damage**

Students who damage or deface property belonging to another student, staff member, or YES Prep may be held responsible for the damage or loss. Any attempt to destroy, deface, or steal property may result in disciplinary action under the Code of Conduct at YES Prep.

All campus-issued materials will be returned in good condition at the end of each school year (such as devices, textbooks, novels, athletic uniforms, calculators, etc.). If students fail to do so, they may be required to reimburse the campus for the replacement cost of these items.

## **Mandatory Reporting**

A principal or designee who is under the principal's supervision shall notify the appropriate regulatory department including but not limited to Law Enforcement and Texas Department Family and Protective Services, in which a campus is located, for all mandatory reporting actions or offenses including, but is not limited to drugs, controlled substances, possession or use of a weapon, sexual assault, or terroristic threats if the principal or designee has reasonable belief that these actions occurred at school, on school property, or at a school sponsored or school related activity. Teachers and staff are not required to notify guardians when filing a CPS report.

## **Investigations & Searches**

### **Student Interviews Pertaining to Investigations**

Under Texas Education Code Chapter 37, school districts have both the authority and the responsibility to investigate alleged incidents of misconduct. As part of that investigation, campus administrators and the campus behavior coordinator, designated under Section 37.0012, are empowered to interview students to gather information, determine whether a reported incident occurred, and identify appropriate disciplinary responses. This authority extends to all students, including alleged victims, witnesses, and those identified as the alleged perpetrator. Conducting thorough student interviews is a foundational step in upholding the district's obligation to maintain a safe and orderly school environment consistent with the requirements of Chapter 37.

School personnel may conduct searches if there is reasonable suspicion that a student possesses prohibited items or engages in behavior that threatens safety. Reasonable suspicion is based on specific facts and circumstances, not mere hunches. Students may not possess weapons, drugs, alcohol, or other dangerous items on campus. School personnel can confiscate such items. While maintaining a safe environment, we respect students' privacy rights. Searches should be conducted discreetly and sensitively.

Searches include:

- Personal Searches: These include metal detector screening of but not limited to clothing, pockets, shoes, etc., bag checks, and personal belonging searches.
- Locker Searches: Lockers are school property, and students have limited privacy rights regarding locker contents.
- Vehicle Searches: If a student parks a vehicle on school premises, it may be searched if reasonable suspicion exists.

Guardians will be informed promptly if their child is searched. Exceptions apply in cases of imminent danger or when notifying guardians would compromise an ongoing investigation. Our primary goal is to create a secure learning environment while upholding students' rights. For detailed procedures, refer to our system's official Student Code of Conduct.

## Personal Devices & 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. Student personal belongings including but not limited to a student's cell phone or technological device, including but not limited to tablets, computers, cameras, or any other technological devices, are subject to search. 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 of 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.

School administrators may seize a student's cell phone or technological device during an investigation if the content violates school policy, code of conduct, or civil/criminal law.

## 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.

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.

## Random Searches

In a scenario of reasonable suspicion, a student may be subject to a search. This search may include review of their items such as a backpack or athletic bag and could be conducted using a metal detector wand.

## Guardian Notification – Searches

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.

## Restraint and Time-Out

It is the responsibility of YES Prep to always maintain the dignity and safety of all students. If a student is in immediate danger of harming themselves or others, students may be restrained using approved restraint techniques. The Texas Education Agency defines “restraint” to mean the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of the student’s body. (TEC 37.0021(b)(1) and 19 TAC 89.1053(b)92)). Restraint is used only in case of an emergency and is limited in use and duration. TEA defines an “emergency” to mean a situation in which the student’s behavior poses a threat of: 1) imminent, serious physical harm to a child or others; or 2) Imminent, serious property destruction (19TAC 89.1053(b)(1)).

All YES Prep staff who restrain students are trained in de-escalation and safe restraint procedures. Guardians will receive communication if a student is restrained. If a student in Special Education is restrained, a meeting may be scheduled or requested to review the student’s Behavior Intervention Plan and Safety Plan.

The Texas Education Agency defines [time-out](#) as “a behavior management technique in which, to provide a child with an opportunity to regain self-control, the child is separated from other children for a limited time in a setting that is not locked and from which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.” This includes the use of a cool-down or safe space that allows a student to regain self-control. These techniques may be used in limited circumstances to support student safety & well-being.

The use of cool-down or safe spaces occurs only in conjunction with other documented behavior supports. Use of these spaces is limited only when necessary to align to the student’s progress. If a student uses a cool-down or safe space, they will be given an opportunity to recover any missed instructional time and will be supported throughout by trained staff.

## Student Property

YES Prep assumes no responsibility for any loss to students’ personal property or items. 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 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. Guardians will not be permitted to retrieve illegal contraband. The campus is not

responsible at any point for items that are prohibited on campus. Inappropriate items will be returned to guardians at the discretion of 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 the sale of items to students and/or guardians.

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.

## HB1481: Personal Device Policy

To help create a focused learning environment, YES Prep will follow a new state law beginning in the 2025–2026 school year that bans the use of personal communication devices during the school day. This includes cell phones, smartphones, flip phones, smartwatches, fitness trackers, tablets, personal laptops, gaming devices, pagers, two-way radios, earbuds, headphones, and any other electronic device capable of telecommunication or digital communication.

House Bill 1481, signed into law on June 20, 2025, requires all public and charter schools in Texas to implement this restriction. The intent of the law is to reduce distractions, improve student engagement, and create a school culture that prioritizes learning.

In all cases, parents or guardians will be contacted with details and instructions for retrieving the device. Devices will remain secured in the front office until picked up by a parent, guardian, or another approved adult. This ensures both compliance with state law and consistency in protecting the integrity of the learning environment.

<b>Offense</b>	<b>Action</b>
1st Offense	The student’s device will be taken and stored safely in the front office. The incident will be recorded in DeansList and a parent or guardian will need to come to the school to pick it up.
2nd Offense	The device will be taken and stored in the front office. The violation will be logged in DeansList. A parent or guardian must pick up the device, and the student will be assigned detention.
3rd Offense	The device will be taken and stored in the front office. The violation will be recorded in DeansList. A parent or

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Continued Repeated Offenses

guardian must pick it up and the student will receive a suspension.

Further violations may result in more serious consequences, including longer suspensions and/or a non-compliance contract. The student may lose the privilege of bringing any person communication device to school for the rest of the year.

## **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, tutorials, athletics, 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 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 confines them at home or hospital bedside for at least four weeks, not necessarily consecutively, the homebound service option may be shared with the family along with their responsibility to secure medical documentation for committee consideration. Once the campus receives a completed eligibility form (YPHB 2) from a physician licensed to practice in the United States 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 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.

Failure to comply with the family responsibilities outlined during the Homebound committee meeting can result in discontinued services.

Students will be permitted to return to regular campus instruction upon receipt and approval of an exit form (YPHB 8) or documentation from a licensed physician or psychiatrist. Upon termination of homebound services, Student Support Counselors will coordinate transition services, which may include academic, medical, and social emotional support. In some cases, medical records may be requested, with guardian permission, to ensure continuity of care. Students referred

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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 and receives support under Section 504 or the IDEA, the determination of homebound services 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 Compensatory Education Home Instruction (CEHI), requesting any schedule changes 24 hours in advance, and securing medical documentation for the continuation of services beyond the allotted six-week post-partum recovery period. Medical 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 and the Homebound Committee/District Coordinator/Compliance following review of physician recommendations based on individual need. Students will be permitted to return to regular campus instruction without medical approval before or at the conclusion of the six-weeks recovery period. If additional recovery time is approved, the student will be permitted to return to regular campus instruction upon receipt and approval of an exit form (YPHB 8) or documentation from a physician certified to practice in the US. 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 mothers, Student Support Counselors can recommend a range of supports and services for fathers.

## **Students Experiencing Homelessness**

YES Prep surveys guardians annually through the Student Residency Questionnaire (SRQ) to determine if their living situation is transitional as defined by the McKinney-Vento Homeless Assistance Act. All newly enrolled students and guardians who qualify for McKinney-Vento based on completion of Student Residency Questionnaire (SRQ) will have a welcome meeting with their respective Student Support Counselor (SSC). SSC will review the potential needs and share available support and services. Children and youth who lack a fixed, regular, and adequate night-time residence are considered transient and may be eligible for services.

Based on SRQ responses, guardians 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. Services can include but are not limited to transportation. Should a student qualify for services, a request for transportation can be initiated by the campus. Transportation services continue as routed except in cases of changes in address, which should be communicated to the respective Student Support Counselor immediately. Failure to communicate changes in housing status or adhere to the guidelines of customized routing may result in delays or termination of services. Questions concerning services to students who are transient should be directed to the Homeless Liaison at (713)967-9000.

## **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 people 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 Family and Protective Services Abuse Hotline at 1-800-252-5400 or online at [www.txabusehotline.org](http://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 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 is presented 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 guardians 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

Parents may give consent for their child to receive care for illness or injury while at school. If a parent declines consent, the student will still receive basic first aid in an emergency. The campus will contact guardians or an approved relative if a student becomes ill or injured. Please make sure to report any food allergy reactions on the YES Prep Allergy Form.

### Prescription Medication

- Prescription medication can only be given at school with **written approval** from a guardian and the student's physician (medical order required).
- Only school-designated staff may administer prescription medication during the school day or at school-sponsored events.
- Students with asthma or severe allergies may self-carry medication only if they meet specific self-administration requirements.

### Over-the-Counter (OTC) Medication

- OTC medication must be **brought by the parent** in its unopened, original packaging and turned in to a main office or clinic staff member.
- A **written guardian consent form** is required before any OTC medication can be given.
- Any OTC medication found on a student will be confiscated, and disciplinary action may occur.

### Important Reminders for All Medications

- All medication (prescription or OTC) must be delivered by a parent/guardian and kept in its original container.
- The student's name and medication information must match school records.
- A medical provider's written order (for prescriptions) or physician instructions must be on file.

## Concussion Response and Protocol for Students (SB 2398)

This policy applies to any student who might have a concussion while at school or during a school-sponsored activity. It does not apply to concussions that happen during school sports, as those are covered by a separate policy.

If a school employee or volunteer believes a student may have a concussion, we will take these steps:

- **Immediate Removal from Activity:** The student will be immediately removed from the activity they are participating in.
- **Notification to Parent/Guardian:** We will notify the parent or the person with legal authority to make medical decisions for the student as soon as possible. The notice will let them know about the suspected concussion and that the child has been removed from the activity.
- **Return to School Activities:** For the student to return to any school-sponsored activity, a written note from a doctor or other licensed healthcare provider who has been trained in concussion management must be provided to the school.

## Academic Accommodations for Your Child

The school district may offer nonmedical academic accommodations to help students who have been diagnosed with a concussion or other brain injury.

**List of Accommodations:** We will refer to a list of nonmedical academic accommodations provided by the Texas Education Agency (TEA).

**Requesting the Form:** If you would like to learn more about these accommodations, we will provide you with the TEA form. You can get this form from a school employee after your child has been diagnosed with a concussion, or you can request it from a school employee at any time.

## 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, or 2) bringing an affidavit indicating they cannot receive/choose not to receive 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 Texas immunization please contact [Texas Minimum State Vaccine Requirements for Students Grades K-12 | Texas DSHS](#).

## Head Lice (Pediculosis) Policy

Based on the professional judgment of the campus Nurse, Certified Medical Assistant, or designated staff, students with live head lice or signs of active infestation will not be excluded from campus and will not be isolated from the classroom.

If head lice are identified, the student’s guardian will be notified and instructed to provide prompt treatment at home. Students are expected to return to campus the following day free of live lice.

Guardians are encouraged to check their student’s hair weekly for head lice and to ensure appropriate treatment before the student returns to campus if lice are found.

Guardians who need assistance obtaining medical care or treatment resources are encouraged to contact the campus Student Support Counselor.

## Bed Bugs

Based upon specialized training and the professional judgement of the Nurse, Certified Medical Assistant and/or designated staff, students with live bed bugs or signs of active bed bugs will not be excluded from campus. Students will not be isolated from the class. If possible, students' belongings will be placed in a sealed plastic bag and returned home at end of school day. Students should receive prompt treatment for bed bugs at home and are expected to return to campus the following day, free from bed bugs. If bed bugs are found, the guardian will be notified to treat the student again before they return to campus the following day. Guardians should check their students on a weekly basis for bed bugs. If bed bugs are found, the student should be treated before the student returns to campus the following day. Please communicate with the campus Student Support Counselor as they can provide resources for medical care, if needed.

## YES Prep Wellness Plan

YES Prep conducts a quarterly wellness meeting that is comprised of guardians, students, child nutrition employees, community partners and advocates.

The Child Nutrition team welcomes system employees, community leaders, guardians, and students to actively get involved and participate.

The importance of wellness through nutrition, exercise, and education is discussed during these meetings. Any changes to the plan are discussed and implemented at the meetings.

The committee works to create a well-rounded wellness plan that will encourage students to have a healthy foundation and wellness plan. The wellness plan covers all aspects of SMART snacks and food brought in for celebrations including birthdays, etc.

Find more information on the [YES Prep Wellness website](#).

## Curriculum

YES Prep’s curriculum has been designed to prepare students for the rigors of college-level work in accordance with our mission. 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 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.

## College and Career Ready Programming

The YES Prep program is designed to empower students to be successful in college. Students can earn college readiness through both testing and courses. To earn college readiness through testing, students will take SAT and/or the TSIA. To learn more about these exams, see the [Assessment](#) section.

Students can also earn college readiness through Advanced Placement (AP) courses and OnRamps courses.

### **Advanced Placement (AP)**

Students can start taking AP courses as early as 9<sup>th</sup> grade. To ensure all students have equal access to AP programming, all students are required to enroll in a minimum of 3 AP courses prior to graduating from YES Prep. At the end of the school year, students will take the AP exam. If they earn a college ready score (3, 4, or 5), students can earn college credit.

### **OnRamps**

Students may also earn college readiness and the opportunity for college credit through OnRamps courses. OnRamps is a dual enrollment program in partnership with The University of Texas at Austin that allows students to complete college-level coursework while enrolled in high school. OnRamps courses are designed to provide students with rigorous academic preparation aligned to university expectations. At the end of the course, students may have the opportunity to earn both high school credit and college credit from UT Austin, depending on their performance in the course. Students are supported by their YES Prep teacher and receive additional instructional resources developed by the university. Participation in OnRamps demonstrates readiness for advanced academic work and helps prepare students for success in college-level coursework.

### **Career and Technical Education (CTE)**

Beginning in 8<sup>th</sup> grade, students take CTE courses that are designed to prepare students for college and career by integrating academic knowledge with technical and occupational skills. In high school, students have the opportunity to pursue advanced coursework in a CTE Program of Study that can result in graduating high school earning an Industry-Based Credential (IBC).

## 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:

Assessment	Information of Note
NWEA Measures of Academic Progress (MAP)	<ul style="list-style-type: none"> <li>• Computerized adaptive tests to measure annual growth (Fall to Spring) and/or progress in interventions</li> <li>• Administered to students in grades 6-9 and students in Special Education in grades 6-12</li> <li>• Timing varies by grade level</li> </ul>
YES Prep Common Assessments (CA)	<ul style="list-style-type: none"> <li>• Internal graded assessments to assess student learning and adjust instruction.</li> <li>• Administered to students in grades 6-12.</li> <li>• Administered fall/spring</li> </ul>
State of Texas Assessments of Academic Readiness (STAAR)	<ul style="list-style-type: none"> <li>• Annual assessments required by the State of Texas to measure progress a student has made in the subject area.</li> <li>• Administered in grades and courses below:               <ul style="list-style-type: none"> <li>○ Grade 6 – Mathematics &amp; Reading Language Arts</li> <li>○ Grade 7 – Mathematics, Reading Language Arts</li> <li>○ Grade 8 – Mathematics, Reading Language Arts, Science &amp; Social Studies</li> <li>○ High School* – Algebra I, Biology, English I, English II, US History</li> </ul> </li> <li>• Testing windows are set by the TEA (<a href="https://www.texasassessment.com/staar/guardians/all-about-the-staar-test/">https://www.texasassessment.com/staar/guardians/all-about-the-staar-test/</a>)</li> <li>• High school students must score Approaches, Meets, or Masters on 5 EOCs (Algebra I, Biology, English I, English II and US History) to graduate. Retake opportunities are in December, April/May and June.</li> </ul>
Advanced Placement (AP) Exams	<ul style="list-style-type: none"> <li>• Exams taken in high school that can qualify students for college credit, administered by College Board</li> <li>• High school students enrolled in AP Courses take AP exams in May</li> <li>• A passing score is a 3, 4, or 5</li> </ul>
Credit-by-Exam (CBE)	<ul style="list-style-type: none"> <li>• An exam to receive high school credit, most administered for Spanish credits.</li> <li>• Available to students in grades 7 – 12</li> <li>• Available to administer in December, February, and/or May</li> </ul>
SAT	<ul style="list-style-type: none"> <li>• A pre-college assessment that measures reading, writing and math as part of college admissions, administered by College Board</li> <li>• Administered to students in grades 11 – 12</li> <li>• Offered in the spring for Juniors and fall for Seniors YES Prep campuses (SAT School Day) free of charge to the student</li> <li>• Offered multiple times throughout the school year at other testing centers for a fee unless student qualifies for a fee waiver</li> <li>• Students are required to take the exam a minimum of 2 times.</li> <li>• To earn a college ready score, students must earn a 530 in Math and a 480 in Reading/Writing.</li> </ul>
Texas English Language Proficiency Assessment System (TELPAS)	<ul style="list-style-type: none"> <li>• An assessment system that determines the English language proficiency of English learners (ELs) in four domains: listening, speaking, reading, and writing</li> <li>• Administered to students identified as English Learners in grades 6 – 12</li> <li>• Administered in Spring</li> </ul>
Texas Success Initiative Assessment (TSIA)	<ul style="list-style-type: none"> <li>• An assessment that helps colleges and universities determine which students are ready for college-level course work in the areas of reading, writing, and mathematics.</li> </ul>

- Required for any student who plans to enroll in a Texas college or university and has not met the college readiness benchmark on the SAT
- Administered free of charge to students in grade 10, 11, and/or 12
- To earn a college ready score, students must earn a 945 or higher along with essay score of 5 or higher and a 950 or higher.

## Accelerated Instruction

As required by the Texas Legislation HB 1416, a student who does not earn satisfactory performance on any 6-8 grade STAAR or high school End of Course exam must receive hours of accelerated learning. This applies to students who scored “Did Not Meet” and to students who did not take the STAAR or EOC and have a missing score. At YES Prep, additional learning may be delivered during the school day, after school, on Saturdays, and/or over the summer. If a student is required to attend additional learning opportunities outside the school day, the guardian will be informed.

## 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.

<b>English</b>	4 credits <ul style="list-style-type: none"> <li>• English I (1.0)</li> <li>• English II (1.0)</li> <li>• Introduction to Rhetoric &amp; Composition or AP English Literature (1.0)</li> <li>• AP English Language or English IV</li> </ul>
<b>Mathematics</b>	4 credits <ul style="list-style-type: none"> <li>• Algebra I (1.0)</li> <li>• Geometry (1.0)</li> <li>• OnRamps Algebra II or Algebra II (1.0)</li> <li>• An additional 4<sup>th</sup> credit<sup>2</sup> from an Advanced Math course</li> </ul>
<b>Social Studies</b>	4 credits <ul style="list-style-type: none"> <li>• World Geography, Special Topics in Social Studies, or AP Human Geography (1.0)</li> <li>• World History or AP World History (1.0)</li> <li>• U.S. History or AP US History (1.0)</li> <li>• Economics (0.5)</li> <li>• Government or AP Government<sup>3</sup> (0.5)</li> </ul>
<b>Science</b>	4 credits <ul style="list-style-type: none"> <li>• Biology (1.0)</li> <li>• Chemistry (1.0)</li> <li>• Physics or AP Physics 1 (1.0)</li> <li>• An additional 4<sup>th</sup> Science credit<sup>2</sup> from an Advanced Science course</li> </ul>
<b>World Languages</b>	2 credits <ul style="list-style-type: none"> <li>• Both credits must be in a language other than English</li> <li>• Both credits must be the same language</li> </ul>
<b>Fine Arts</b>	1 credit <ul style="list-style-type: none"> <li>• 1 year-long class or two semester long classes</li> </ul>
<b>Physical Education</b>	1 credit
<b>Electives</b>	6 credits
<b>TOTAL</b>	<b>26.0 Credits</b>

**Students must meet the following additional requirements to receive a YES Prep Diploma.**

- Advanced Placement Course Requirement (1.0 credits)
- Assessment Requirement
- Enrollment and Completion of Junior and Senior Seminar
- College Acceptance Requirement

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

<sup>3</sup>Students in AP Government are enrolled in AP Government in the Fall and Advanced Studies in the Spring.

## Additional State Graduation Requirements

The TEA outlines five additional graduation requirements that students must fulfill by the end of their Senior year.

1. **End of Course Assessment Requirement:** A student must receive passing scores (Approaches, Meets, or Masters) on required state STAAR End of Course assessments as set forth by the State of Texas. These are Algebra I, Biology, English I, English II, and US History. Beginning with the Class of 2028, the English II EOC will no longer be required for graduation.
2. **CPR Training:** Cardiopulmonary resuscitation (CPR) instruction must be provided to each student at least once before graduation from high school. YES Prep students will complete this requirement as part of the Senior Seminar Course during 12<sup>th</sup> grade.
3. **Peace Officer Training:** The Texas State Board of Education requires school systems and charter schools to provide instruction to students in grades 9-12 on proper interaction with peace officers during traffic stops and other in-person encounters. YES Prep students will usually complete this requirement while enrolled in the Interpersonal Studies and Professional Communication Course in 9<sup>th</sup> grade.
4. **Financial Aid Application Completion:** Each student in 12<sup>th</sup> grade must do one of the following to graduate:
  - a. Complete and submit a Free Application for Federal Student Aid (FAFSA)
  - b. Complete and submit a Texas Application for State Financial Aid (TASFA)
  - c. Submit a signed opt-out form
  - d. YES Prep students will complete this requirement as a part of the Senior Seminar Course during 12<sup>th</sup> grade.
5. **Speech Proficiency:** To receive a high school diploma, a student must demonstrate proficiency, as determined by the system in which the student is enrolled, in the following:
  - a. Delivering clear verbal messages
  - b. Choosing effective nonverbal behaviors
  - c. Listening for desired results
  - d. Applying valid critical-thinking and problem-solving processes
  - e. Identifying, analyzing, developing, and evaluating communication skills needed for professional and social success in interpersonal situations, group interactions, and personal and professional presentations
  - f. YES Prep students will be enrolled in the Interpersonal Studies and Professional Communication Course in 9<sup>th</sup> grade to complete this requirement.

## Additional YES Prep Graduation Requirements

In addition to state graduation requirements, YES Prep requires students meet the following criteria before the end of their senior year:

1. **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 YES Prep Diploma. Students are required to take the AP exam for each course in which they are enrolled.
2. **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 an ARD Committee agrees 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 Policy

### Overview

The purpose of grading and 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. The grade a student receives shows their learning and ability to demonstrate course content achievement. Grades provide everyone with feedback on a student's progress and should be clear and precise.

All assignments 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; all grades are based on achievement rather than on effort or completion.

### Year-Long Courses: Semester Averages

YES Prep courses span two semesters. Students' grades for each semester are determined by averaging the grades from two quarter grading cycles, with additional weight given to results from YES Prep Common Assessments when applicable.

### 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; number 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 and OnRamps 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. “College-Ready” (formerly known as Pre-AP) courses are given a weight of 0.75 extra points including Level III and IV CTE courses. To qualify for the addition, the course must be represented on a student’s official transcript as an AP, OnRamps, “College-Ready,” or Level III or IV CTE course. A student who receives a failing grade in these courses is not entitled to the extra weight.

## Ranking

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 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.

Meaning	Qualifications
All As Honor Roll	All As
As and Bs Honor Roll	At least 1 A, the rest Bs

## Gradebook Guidelines

Grades are expected to be entered within five business days of the assignment’s due date. Gradebook weights and assignments must be consistent among teachers at a campus of a similarly named course. Single-block courses should have a minimum of 6 graded assignments per quarter. Double-block courses should have a minimum of 8 graded assignments per quarter.

While grades may be recorded in both Schoology (our learning management platform) and Skyward (our student information system), guardians and students should refer to grading information in Skyward as the official record.

## Extra Credit

YES Prep policy does not allow for extra credit activities or assignments to improve grades.

## Homework and Late Work

Homework is a component of building academic skills and stamina that will prepare students for college and the workforce. Homework is an opportunity for students to have additional opportunities to practice skills learned during the school day or preview knowledge to prepare them for the next school day. It is the expectation that students complete homework that is assigned to them.

If a student does not complete a homework assignment, a teacher may assign a 50% in the gradebook or a different appropriate consequence. If a student is caught cheating on or plagiarizing a homework assignment, they will receive an escalated consequence. Examples of academic dishonesty with homework include, but are not limited to, copying answers from another resource, allowing another student to copy an assignment, or sharing answers to a homework assignment. Additional information on YES Prep's Academic Dishonesty policy can be found [here](#).

All assignments, including homework assignments, are expected to be completed by stated deadlines. Therefore, any work turned completed past stated deadlines are subject to grading penalties.

## YES Prep Grading Policy

For detailed information about Secondary grading at YES Prep, please review the YES Prep Grading Policy: <https://www.yesprep.org/departments/academics>

## Promotions

### Middle School Promotion and Placement

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

#### **To be promoted from 6<sup>th</sup> to 7<sup>th</sup> grade or from 7<sup>th</sup> to 8<sup>th</sup> 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)

#### **To be promoted from 8<sup>th</sup> to 9<sup>th</sup> 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)

Any student who does not meet these requirements will be reviewed by the campus Retention & Placement Committee. If a student demonstrates content proficiency by earning approaches on STAAR, the committee may allow for the student to be placed into the next grade level depending on readiness.

## 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 officially received by YES Prep from within YES Prep or from an outside agency/educational organization.

### To be promoted from 9<sup>th</sup> to 10<sup>th</sup> 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 Studies (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 – 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 10<sup>th</sup> to 11<sup>th</sup> 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 Studies (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 – 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 11<sup>th</sup> to 12<sup>th</sup> 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 Studies (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)
  - 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 – 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 has failed to earn 1.0 or fewer credits, they must successfully complete summer credit recovery to earn their YES Prep Diploma.
- If a student must earn 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 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. 504 or ARD committees will determine student promotion for students what qualify for Special Education or Section 504 services.

## 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. Credit Recovery programming may require participation outside of the regular school day and enrollment may include an associated fee.

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

YES Prep Credit Recovery is reserved for students who have already attempted and did not earn 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.

Credit in Spanish I is a pre-requisite 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.

A guardian will receive a letter from the campus indicating the grade the student will receive for this course if the student qualifies for credit through the exam. 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 to audit a 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 (including submitting work done by Artificial Intelligence, see section below for more details), 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 summative exam, test, quiz, project, or essay will be subject to the following consequences:

- First offense: 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: summative exams may not be reassessed (this includes not being eligible for corrections.)
- Subsequent offenses: 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 and a one-day in-school suspension
- Note: Students 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 YES Prep Common Assessment will be subject to the following consequences:

- Earning a minimum recorded grade of 50% on the assessment
- A two-day 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 (e.g., STAAR, TELPAS, etc.) or any other external assessment (e.g., MAP, SAT, TSIA, AP) will be subject to the following consequences:

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

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

- Submit an online report with the TEA
- Contact guardian
- This does not exempt students from retesting. If a student cheated on a 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 the Individual Campus Supplement section for disciplinary consequences.

# **AI Student Policy**

## **Guiding Philosophy**

Digital Citizenship is the responsible, safe, and respectful use of technology. As generative Artificial Intelligence (AI) tools become more common, students are expected to use these tools in ways that support learning, protect privacy, and uphold academic integrity. AI systems can generate text, images, code, and other content in response to user prompts. Because AI may produce inaccurate, misleading, or biased information, students remain responsible for the accuracy and integrity of their work. The purpose of this policy is to promote ethical AI use while preventing misuse that undermines learning or violates school standards.

## **Framework for AI Use**

Student AI use falls into three categories:

1. **AI that replaces student thinking: prohibited**
2. **AI that supports student thinking: allowed only with teacher permission**
3. **AI that extends student learning: encouraged outside of graded work**

Students are explicitly instructed on these distinctions.

## **Student Responsibilities**

Students are responsible for:

- Following teacher directions regarding AI use on assignments
- Assuming AI use is not permitted unless explicitly authorized
- Citing AI use when required by the teacher
- Protecting personal and confidential information

## **Prohibited Use**

The following are violations of school policy:

- Submitting AI-generated content (in whole or in part) as original student work without teacher authorization
- Using AI to complete or assist with graded assignments when not permitted
- Using AI during quizzes, tests, common assessments, state assessments, AP exams, or other restricted assessments
- Using AI to create or alter images, audio, or communications involving students or staff without consent
- Entering confidential or personally identifiable information into AI tools

Unauthorized AI use constitutes Academic Dishonesty and/or misuse of technology and will result in consequences in accordance with the Academic Dishonesty section of this handbook.

For additional information regarding Digital Citizenship principles, please refer to [ISTE's Essential Elements of Digital Citizenship](#).

## 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.

### Emergent Bilingual Program (EB)

YES Prep also provides an English-as-a-Second Language (ESL) program 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 ESL program at the secondary level is different from the elementary Bilingual program in that all instruction is in English for students, with additional supports provided by the classroom teacher.

All Emergent Bilingual students 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, Emergent Bilingual students 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 or Intermediate Language Learners per the TELPAS assessment will be given additional accommodation and modifications in the classrooms, as well as receive additional services provided by a campus Literacy Specialist or intervention teacher who is ESL certified.

Every campus has a designated staff member responsible for coordinating support of Emergent Bilingual students on the campus. At each secondary campus, the Literacy Specialist is the designated contact regarding questions about services for Emergent Bilingual students and the ESL program on that campus.

For Emergent Bilingual services and questions, contact the Director of Multilingual Programming at 713-967-9000.

### Dyslexia Services

Dyslexia is a specific learning disability characterized by difficulties in word reading affecting accuracy, speed, or both—and/or spelling, that can vary depending on the written language system. 6<sup>th</sup> and 7<sup>th</sup> 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. Students in 8<sup>th</sup> grade and up with characteristics of dyslexia receive additional support from the campus Literacy Specialists.

If students in any grade display a pattern of characteristics of dyslexia, they may be referred for a dyslexia evaluation by campus staff. Guardians may refer a student for dyslexia evaluation at any time. Once identified, students who are eligible to receive dyslexia services are provided with research-based individualized support through Special Education. 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. During this time, students are provided with research-based direct instruction that is systematic, taught to mastery, and multisensory. The Annual Review & Dismissal (ARD) will annually review and recommend additional accommodation for all students with dyslexia. A list of instructional and testing accommodations will be given to each guardian as part of the IEP.

Special Education teachers, interventionists and secondary Literacy Specialists receive extensive training and development in Region 4 Education Service Center’s dyslexia intervention, *Reading by Design: An Individualized Reading Intervention*. It is a systematic, multisensory approach aligned with research-based practices for developing literacy and is designed for students with basic reading difficulties, such as dyslexia.

For more information see the 2024 Dyslexia Handbook: Procedures Concerning Dyslexia and Related Services.

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.

For Dyslexia services and questions, contact the YES Prep Special Populations Department at 713-967-9000.

## **Section 504**

Section 504 of the Rehabilitation Act of 1973 is a civil rights law aimed at protecting students from discrimination due to their disability and 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>.

For Section 504 services and questions, contact the Director of Special Populations Administration at 713-967-9000.

## **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 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 small group pull-outs to in-class support in the general education classroom. Special education teams also 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.

YES Prep offers a full continuum of services for students with disabilities, including instructional and related services and self-contained Special Education classrooms. These specialized programs are designed for students who need to spend part or all their day in a Special Education classroom to meet their IEP goals. If the ARD committee deems that one of the programs below is the most appropriate placement for a student, we offer a transfer to a campus that has an available setting.

Specialized Program	Description
BASE	Designed for students with emotional and behavioral difficulties related to their disability who need structured social-emotional skill-building and on-grade level curriculum.
YSTEP	Designed for students who have the most significant cognitive or physical disabilities and require alternate curriculum & daily living skills instruction.
Community-Based ACT (18+)	Designed for students who have completed YES Prep's academic program but need ongoing instruction in functional and vocational skills. Students receive instruction in their community.

Students in Special Education prepare for rigorous post-secondary 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 the Director of Special Education at 713-967-9000.
- For Transition services, contact the Manager of Special Education Transition at 713-967-9000.
- To refer a student for Special Education testing, contact the Director of Special Education Evaluation at 713-967-9000 or use the QR code below



Special Education Resources:

- [Texas Transition and Employment Guide](#)
- [Guía de Transición y Empleo de Texas](#)
- [Guardian's Guide to ARD Process](#)
- [Guía Para Padres del Proceso de ARD](#)
- [Notice of Procedural Safeguards](#)
- [Aviso Sobre Procedimientos de Protección](#)

## Outside Service Providers

Please refer to the [Outside Service Providers](#) policy in the Compliance section for more details on how Outside Service Provider related to Special Education services may visit campus.

## 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 TEA, 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 systems 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 a Multi-Tiered System of Supports. The implementation of MTSS allows 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 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.

If a student is approved for homebound services due to a chronic illness, disability or disorder, the student may be referred for a Section 504 or an IDEA 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 system or open enrollment charter school, the system 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 prior federal notices 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 system 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 system 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 30<sup>th</sup> 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 system 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 system 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 person designated to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

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- Contact Person: Director of Special Education Evaluation
- Phone Number: 713-967-9000

## Section 504 Referrals

Each school system or charter school must have standards and procedures in place for the evaluation and placement of students in the system'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 person designated to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

- Contact Person: Director of Special Populations Administration
- Phone Number: 713-967-9000

## Multi-Tiered Systems of Support (MTSS)

MTSS is a framework that focuses on supporting the whole child through a tiered prevention system that uses data to guide decision making. MTSS is designed for all students and encompasses academic, behavioral, and mental health supports.

MTSS provides the following benefits to support students:

- Provides an integrated system to support the academic, behavioral, and mental health needs of students
- Uses assessment data to drive differentiated instruction for all students
- Assists with identifying students in need of additional support
- Provides students experiencing difficulty with additional evidence-based intervention support to reduce the widening of academic and non-academic skillset gaps
- Promotes collaboration among teachers
- Communicates student progress to caregivers

## Contact Person for MTSS

The person designated to contact regarding intervention options for a student experiencing learning difficulties is:

- Contact Person: Director of MTSS and Specialized Services
- Phone Number: 713-967-9000

## Additional Information

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

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

# SCHOOL CULTURE AND DISCIPLINE

YES Prep believes that holding students to clear behavioral expectations increases safety and joy in learning, supporting every student's ability to develop the academic and non-cognitive skills needed to thrive in college and beyond. Committing to community expectations ensures a physically and emotionally safe learning environment grounded in kindness, respect, and integrity, where students take ownership of their learning, view mistakes as part of the growth process, and develop the self-awareness, resilience, and informed decision-making that define college-ready excellence. It is the shared responsibility of the YES Prep community, including staff, families, and students, to build strong community agreements, cultivate meaningful relationships, and develop the character and leadership skills that empower students to lead with purpose, take accountability, and make a positive impact in their school and beyond.

## Rewards and Recognition

YES Prep recognizes students for overall achievement and growth in academics, attendance, 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, core value awards, honor roll, etc. 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 guardians at any time through an online application.

See the Individual Campus Supplement for specific details on rewards and recognitions for each campus.

## 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:**

1. Respectful Behavior
  - Be kind and respectful to classmates, teachers, and staff at all times.
  - Be attentive to others and wait your turn to speak.
  - Follow instructions promptly and accurately.
2. Responsible Actions
  - Be responsible for your actions and belongings both inside and outside the classroom.
  - Show respect and kindness to peers and adults by engaging in positive social interactions.
  - Follow school and classroom rules consistently and understand the consequences.
3. Academic Engagement
  - Contribute actively to classroom discussions and activities.
  - Utilize critical thinking skills to solve problems and grasp new ideas.
  - Manage time and work effectively to complete assignments and projects.
4. Safety and Well-Being
  - Be respectful of others' space and behave safely on the in and out of the classroom.
  - Resolve conflicts peacefully and seek help from adults when necessary.
  - Adhere to the YES Prep Code of Conduct
5. Character and Community
  - Uphold the YES Prep Core Values

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- Dedicated to self-improvement and community building in developing the essential knowledge and skills of positive character traits and personal skills

## **YES Prep Jurisdiction and Authority**

YES Prep has disciplinary authority over a YES Prep student:

- During the regular school day and while the student is going to and from school on YES Prep transportation including at bus stops before and after pick-up and at least 300 feet from the bus stop location;
- For any expulsion offense committed away from YES Prep property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
- For any expulsion offense committed while on YES Prep property or while attending a school-sponsored or school-related activity of YES Prep or another school in Texas;
- For any school-related misconduct, regardless of time or location, including any violations involving or impacting other students of the school;
- When criminal mischief is committed on or off YES Prep property or at a school-related event;
- When retaliation against another student, school employee or volunteer occurs or is threatened, regardless of time or location;
- When the student commits a felony, including those provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location;
- While a student is participating in any remote / virtual classroom or other period of online instruction provided by YES Prep;
- While the student is attending any school-related activity, regardless of time or location; and
- While the student is in transit to or from school or to or from school-related activities or events using YES Prep provided transportation.

## **Statement of Non-Discrimination and Title IX**

YES Prep Public Schools is committed to providing a safe learning and work environment where all school community members are treated with dignity and respect. The schools in the system are subject to all federal and state laws and constitutional provisions prohibiting discrimination based on disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. A qualified student may not be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any system program or activity based on disability, race, creed, color, sex, sexual orientation, marital status, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited per state and federal law. Based on the protected areas, any harassment/discrimination of students or staff will be investigated and responded to.

As required by Title IX, YES Prep Public Schools does not and is required to not discriminate based on sex in its educational programs or activities. This nondiscrimination requirement applies to admission to and employment with YES Prep Public Schools. Inquiries into issues related to Title IX may be referred to YES Prep Public Schools' Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. School community members, including guardians, should bring any questions or concerns about YES Prep Public Schools' compliance with these federal programs to the attention of the following people designated as being responsible for coordinating compliance with these requirements. More information can be found at <https://www.yesprep.org/departments/student-family-services/title-ix>.

## Harassment, Bullying, and Inappropriate Conduct

No one should be subject to harassment, bullying, or inappropriate conduct on campus for any reason. It is YES Prep's policy 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 (e.g., hitting, kicking, pushing, choking, etc.), oral or written comments (e.g., 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.g., e-mail, text messaging, blogging, social networking sites, etc.) or written threats.

David's Law is a federal law prohibiting and combating bullying in Texas schools. David's Law empowers school administrators and law enforcement to reprimand the aggressor, while focusing on rehabilitation. The following are amendments to Education Code 37.0832: changes the definition of "bullying" to include "single significant act" or a "pattern of acts" by one or more students directed at another student that exploits an imbalance of power; integrates "cyberbullying" into the definition of bullying; and requires Texas public schools to investigate and respond to bullying that occurs on or off school property.

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, Assistant Principal, 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 a teacher or campus administrator.

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 a campus administrator. Failure to do so may result in disciplinary action.

Reports of discrimination based on sex, including sexual harassment, gender-based harassment, or dating violence, may be directed to the designated Title IX coordinator. YES Prep will follow its Title IX procedures when such allegations, if proved, would meet the definition of sexual harassment in an education program or activity and against a person in the United States under Title IX. To review YES Prep's Title IX policies and procedures, see YES Prep Public Schools Title IX webpage.

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 a campus administrator.

## **Federal Firearms Act**

YES Prep, as an open-enrollment charter school, shall expel a student 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 2<sup>nd</sup> and below).

## **In-School and Out-of-School Suspension**

- The principal or other appropriate administrator may suspend a student who engages in conduct identified in the student code of conduct adopted under Section 37.001 as conduct for which a student may be subject to an in-school or out-of-school suspension. An out-of-school suspension under this section may not exceed three school

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days. An in-school suspension under this section is not subject to any time limit. Prior to the suspension, the campus administrator will notify the student of the claims 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 of the period of suspension, the grounds for suspension, and provide a time and place for an opportunity to meet with the campus administrator.

A school district or open-enrollment charter school may not place a student who is homeless in out-of-school suspension unless the student engages in conduct described by Subsections (c)(1)-(4) while on school property or while attending a school-sponsored or school-related activity on or off of school property.

- (1) conduct that contains the elements of a weapons offense under Penal Code §46.02 or §46.05;
- (2) conduct that threatens the immediate health and safety of other students in the classroom;
- (3) conduct that results in repeated or significant disruption to the classroom;
- (4) selling, giving, delivering, possessing, using, or being under the influence of:
  - (A) marijuana or a controlled substance;
  - (B) a dangerous drug;
  - (C) an alcoholic beverage.

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 outlining the reason for the hearing and providing the date, time, and location. 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. Following the initial three day suspension, students awaiting an MDR meeting or a disciplinary hearing may be placed in an In School Suspension (ISS) setting as a temporary measure, in accordance with Texas Education Code Section 37.009. Students who qualify for special education services will continue to receive support in alignment with their IEP Placement is determined according to TEA Guidelines, and this may not apply to all students receiving Special Education services. The campus shall hold the Disciplinary Hearing regardless of whether the student, the student's guardian, 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 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);

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- Other consequences as recommended by the hearing officer (e.g., implementation of an individual student plan, implementation of a safety plan, and or removal from extracurricular activities)
- If the guardian believes due process was not afforded to them during the hearing, the guardian has the right to appeal. The appeal process is as follows:

To appeal the decision by the Disciplinary Hearing Officer (DHO) for placement at DAEP/YES Prep Thrive:

- The guardian will notify the YES Prep Head of Schools or their designee to request an appeal within 48 hours of receipt of the decision by calling the YES Prep District number and leaving a message with the request for the appeal or email [receptionist@yesprep.org](mailto:receptionist@yesprep.org). The YES Prep District number is (713)-967-9000.
- A Head of Schools or their designee will act as the appeal officer. The appeal officer will review the evidence presented at the disciplinary hearing. No new evidence may be presented before review. The appeal officer may uphold the decision, overturn the decision, or modify the length of the DAEP placement.
- If the appeal officer elects to uphold the placement, the guardian(s) may request a second hearing review by another Head of Schools. The second Head of Schools will review the body of evidence presented at the original hearing. No new evidence may be presented before review. The second Head of Schools may uphold the decision, revise the decision, or overturn the decision.

To appeal the decision by the Disciplinary Hearing Officer (DHO) for expulsion from YES Prep Public Schools:

- The guardian will notify the YES Prep Head of Schools or their designee to request an appeal within 48 hours of receipt of the decision by calling the YES Prep District number and leaving a message with the request for the appeal or email [receptionist@yesprep.org](mailto:receptionist@yesprep.org). The YES Prep District number is (713)-967-9000.
- The Head of Schools or their designee will act as the appeal officer. The appeal officer will review the evidence presented at the disciplinary hearing. No new evidence may be presented before review. The appeal officer may uphold the decision, revise the decision, or overturn the decision.
- If the appeal officer elects to uphold the expulsion, the guardian(s) may request a second hearing review by another Head of Schools. The second Head of Schools will review the body of evidence presented at the original hearing. No new evidence may be presented before review. The second Head of Schools may uphold the decision, revise the decision, or overturn the decision.
- If the guardian disagrees with the decision of the second Head of Schools, the guardian may request a review with a Disciplinary Hearing Review Panel, by notifying the Chief Schools Officer via email within seven (7) calendar days of the date of receipt of the second Head of School's decision.
- The Disciplinary Hearing Review Panel will be comprised of one or more members of the Board, designated by the Board Chair or Vice Chair of the Board and the Chief Schools Officer. The Disciplinary Hearing Review Panel may have access to legal counsel if needed. The Disciplinary Hearing Review Panel will review the record prepared before the hearing officer and the decisions of the hearing officer, appeal officer, and second Head of Schools. The panel will also give the student, guardians, and first Head of Schools the opportunity to make a presentation before the panel.
- 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 students, 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 or revising the decision to be a placement in DAEP/YES Prep Thrive. 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 a DAEP/YES Prep Thrive placement, 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.

For all appeals, the Head of Schools or their designee decides whether consequences will be deferred pending the outcome of the 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. If a student is placed in another educational setting, the days will count towards their DAEP placement.

## 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 system for a maximum of 180 calendar days. At the end of 180 calendar days, the student will be required to enter their name into the lottery and will only return to a YES Prep campus should their name be pulled from the lottery. There is no guarantee for re-enrollment post expulsion.

For students receiving Special Education or Section 504 services, any expulsion is subject to the procedural safeguards outlined in the IDEA and Texas Education Code. This includes a Manifestation Determination Review (MDR). If the conduct is not a manifestation of the disability, the student may be expelled; however, YES Prep will continue to provide FAPE in the agreed upon setting by a duly-constituted ARD committee.

Please see the Student Restrictions section below for additional information about access to the campus after an expulsion.

## **Behavior Contract**

If a student engages in conduct related to any code of conduct offense, one potential outcome may be a **Behavioral Contract**. The Behavioral Contract requires the student to participate in designated behavioral support or intervention activities, along with any additional requirements outlined by the campus.

Failure to adhere to the terms of the Behavioral Contract may result in additional consequences, including a disciplinary hearing.

## 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 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 the hearing and/or the appeal of the hearing 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 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.

## **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 or staff. For students receiving Special Education services, any placement or extension in a DAEP shall be determined by the ARD Committee and must comply with the procedural requirements of the IDEA, including a Manifestation Determination Review (MDR). Students who qualify for Special Education services may be placed in the DAEP only in accordance with federal and state discipline procedures. The ARD Committee shall ensure that the student continues to receive a Free Appropriate Public Education (FAPE), allowing the student to progress in the general curriculum and toward their specific IEP goals while in the DAEP setting. Additionally, the ARD Committee will conduct or review a Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) as required by law.

### **YES Prep Thrive**

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.

### **House Bill 114**

Under the Texas Education House Bill 114, a student shall be removed from class and placed in a Disciplinary Alternative Education Program (DAEP) if they engage in specific conduct: sells, gives, or delivers to another person or possesses or uses or is under the influence of a controlled substance (excluding marijuana) or a dangerous drug, possesses, uses, or is under the influence of, or sells, gives, or delivers to another person marijuana or tetrahydrocannabinol (THC), possesses, uses, sells, gives, or delivers to another person an e-cigarette, or sells, gives, or delivers to another person an alcoholic beverage, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage. The bill also authorizes classroom removal and DAEP placement for students found vaping or using marijuana on or near public school property or at specific school events. A DAEP placement can take place on campus (at the school) or off-campus (at Thrive), and the number of placement days depends on the student's involvement and the impact of their infraction.

### **Student Restrictions During DAEP Placement, Expulsion, or Administrative Leave**

Students that have been placed in at YES Prep DAEP Thrive, 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.

The YES Prep DAEP Thrive may be full or incidents meeting HB114 requirements may result in a student being placed in On-Site DAEP and placed in an ISS setting on the campus assigned to them. Students serving On-site DAEP days will not be allowed to attend campus-sponsored events or activities outside of the On-site DAEP program. Students serving On-site DAEP days are required to be separated from other students as much as possible until completion of their On-site DAEP program days. The campus administration will provide guardians, guardians, and students with additional restrictions and expectations following the disciplinary hearing. The school day for students attending DAEP shall be at least 240 minute in length each day, including intermissions and reassess as required under TEC, 25.081. Campus administrations may shorten the length of the school day for students who are assigned DAEP.

## 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 system or an open-enrollment charter upon enrollment in the system.

## Discipline of Students with Disabilities

The discipline of students with disabilities, including those served under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, is governed by applicable state and federal law. To the extent any conflict exists between the YES Prep Student Code of Conduct and federal or state special education law, the law—and the decisions of a student’s Admission, Review, and Dismissal (ARD) or 504 Committee regarding placement—will prevail.

## Disclosure Policy

During the college search and application process, YES Prep does not proactively inform colleges of student disciplinary records. For any questions on application documentation that asks a counselor to disclose disciplinary history of a student, our counselors are instructed to select the “school policy prevents me from responding” option. However, some college applications may explicitly ask students whether they have been found responsible for a disciplinary violation at an educational institution they have attended from 9<sup>th</sup> 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 guardians 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, YES Prep requires written permission from guardians before discussing a disciplinary matter.

## 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.

- Providing a cooling-off period
- Issuing verbal or written redirection
- Changing student seating within the classroom or in YES Prep-operated vehicles
- Temporarily confiscating items that disrupt the learning environment
- Implementing behavioral interventions
- Offering counseling from teachers, counselors, or administrators
- Holding guardian-staff conferences
- Reducing grades for cheating, plagiarism, or other violations outlined in the Academic Dishonesty Policy
- Requesting administrator intervention, assigning alternative spaces, or implementing in-school suspension
- Assigning natural consequences (e.g., cleaning graffiti or picking up litter)
- Withdrawing privileges, such as participation in extracurricular activities, eligibility for leadership positions, or membership in clubs, athletics, or organizations
- Applying penalties defined by a student organization’s extracurricular behavior standards
- Restricting or revoking YES Prep transportation privileges

- Assigning in-school or out-of-school suspension, per the Student Code of Conduct
- Recommending expulsion or alternative placement, in alignment with Level IV guidelines of the Student Code of Conduct
- Contacting law enforcement authorities
- Applying other strategies or consequences as determined appropriate by campus administration

## 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 consequence or additional consequences as assigned by the teacher or campus administrator.

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

- Use technology appropriately
- Respect the physical or property rights of other people
- Follow dress code expectations

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

- Be prepared for class
- Be engaged in learning
- Be on time to school
- Be on time to class

To maintain kindness and respect, students are expected to:

- Demonstrate kindness in language
- Demonstrate kindness in action

A demerit may be 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 may be escalated to a consequence. Consequence compliance is mandatory and failure to comply may result in an escalated consequence.

Secondary schools use a discipline tracking system to track student behaviors. Student demerits and consequences are accessible to students and guardians at any time through an online application. Please see the Individual Campus Supplement for specific details.

## Level II Acts of Misconduct

Level II acts of misconduct are those for which an appropriate administrator may implement a restorative consequence or suspend the secondary school student for up to three days per occurrence.

- Damaging or vandalizing school property or property belonging to others
- Using matches or a lighter, except as part of an instructional program
- Using inappropriate language/gestures (including but not limited to profanity)
- Participating in inappropriate physical misconduct (including but not limited to pushing, shoving, or bumping another person)

- 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
- 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
- Violating the YES Prep Academic Dishonesty policy 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 (including but not limited to failing to adhere to safety procedures)
- Inappropriate use of a personal communication device
- Failing or refusing to cover up while on campus or at a school-related activity any tattoo that is inappropriate, obscene, offensive, vulgar, or gang-related

### 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 paired with an educational component, 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.

- Engaging in inappropriate physical or sexual conduct that is consensual
- Harassment due to dating violence and sexually intimidating conduct
- 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
- Possessing, distributing, or printing pornographic material
- Starting or building a fire on school grounds or at a school-sponsored event, except as part of an instructional program
- Using, in a manner inconsistent with the manufacturer's instructions, or being under the influence of glue, aerosol, paint, and other inhalants
- Possessing drug paraphernalia
- 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
- Assaulting another person, non-felony
- Verbally abusing others, including slurs, name-calling, or derogatory statements to another person.
- Bullying or harassing others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, national origin, religion, disability, physical appearance, sexual orientation, gender identity and/or gender expression
- Possessing, 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
- Throwing objects that can cause bodily injury or property damage
- Possessing, discharging, or spraying mace or pepper spray, which results in a school disturbance

- Committing burglary of a YES Prep facility
- Stealing, theft, or robbery (not felony level) in an amount under \$750
- Selling stolen property (non-felony)
- Gambling or participating in gambling activities
- 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
- Inappropriate or illegal use of the school's electronic communication systems, including the Internet, or abuse of the Technology Use Policy (found at <https://www.yesprep.org/guardians/student-tech>)
- Verifiably involved based on evidence of crimes (non-felony) charged for conduct committed on campus or off campus determined to have one or more of the following effects
  - Disrupting the learning environment
  - Providing a negative example to the other students
  - Creating a dangerous and unsafe environment for students or school personnel
- Intentionally discharging a fire extinguisher or activating a fire alarm, except in an emergency
- Escalated vandalism or destruction of school property or property belonging to others
- Processing or use of fireworks, “poppers,” smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
- 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
- Threatening another person, including any physical, verbal, emotional and written forms
- Engaging in bullying, harassment, or hazing
- Behaving in such a manner that the continued presence of the student threatens the safety, interests and rights of others, students or staff, or will be detrimental to the safety or educational process or engages in unruly, disruptive, or abusive behavior that seriously interferes with the ability to uphold safety of students and staff inside and outside of the classroom.
- Extorting, Intimidating, or disrespecting another student, staff member or campus visitor
- Making a hit-list
- Committing egregious repetitive Level II Offenses or behavior while serving in-school suspension
- Instigating, promoting, conspiring and/or participating in planning or execution of conflict between others
- Inappropriate use of a personal communication device

## 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. These are considered serious misbehaviors and/or illegal acts that seriously disrupt the educational process.

- Exhibiting conduct punishable as a felony
- Selling, giving, or delivering to another person or possesses or uses or is under the influence of marijuana 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
- Processing, selling, using, or being under the influence of an alcoholic beverage
- Abusing a volatile chemical
- Displaying public lewdness or indecent exposure
- Retaliating against a school employee
- Participating in conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses not in Title 5 Penal code
- Purchasing a firearm to school or unlawful carrying of a handgun, location-restricted knife, or club under Penal Code 46.02
- Acting in a manner that contains the elements of an offense relating to prohibited weapons under Penal Code 46.05

- Engaging in arson
- Committing murder, capital murder, criminal attempt to commit murder, or capital murder
- Engaging in indecency with a child
- Committing aggravated kidnapping
- Buying and attempting to buy, attempting to sell marijuana, controlled substances or a dangerous drug
- Using, exhibiting, or possessing (even if not being carried on or about the student’s person) of a club, illegal knife, or handgun
- Possessing, distributing, exhibiting, or use of any, pellet gun, ammunition, air gun, replica firearm or bomb, electronic stunning device, and other dangerous items
- Making a terroristic threat
- Assaulting under Penal Code Section 22.01(a)(1) against a school system employee, volunteer, or someone other than a school system employee or volunteer
- Committing aggravated assault under Penal Code Section 22.02 against a school system employee, volunteer or someone other than a school system employee or volunteer
- Committing sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school system employee, volunteer, or someone other than a school system employee or volunteer
- Providing a false alarm/false report
- Engaging in a felony-controlled substance violation
- Fighting/mutual combat
- Committing aggravated robbery
- Committing manslaughter
- Committing criminally negligent homicide
- Engaging in deadly conduct
- Being required to register as a sex offender under Chapter 62 of the Code Of Criminal Procedure
- Engaging in 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
- Exhibiting serious misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP)
- Harassing 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)
- Escalation Policy: Students who receive 4 or more Level III and/or Level IV suspensions in any academic year or engage in a one-time egregious behavior may escalate to DAEP placement or expulsion
- Engaging in criminal mischief (felony violation)
- 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
- 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
- Failing to adhere to an assigned behavior or safety contract

## 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

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superintendent or other chief administrative officer of the campus chooses to modify the length of the expulsion in the case of an individual student.

## **Extracurricular Activities & School-Sponsored Events**

### **Extracurricular Activities**

YES Prep offers a variety of extracurricular activities to students including athletic programming, clubs, 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 extracurricular activities are held to a high standard of conduct and must comply with all YES Prep rules and policies. Extracurricular 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 Extracurricular Activities:**

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

Students must be in attendance at ADA reporting time, and for at least 50% of the academic day to participate in a performance or extracurricular activity that same day. Exceptions may include excused absences with documentation.

### **School-Sponsored Activities**

YES Prep holds 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 represent YES Prep and are still in the care of YES Prep Staff. 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 policies 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 must be in attendance at ADA reporting time, and for at least 50% of the academic day 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 students and their non-YES Prep guests.

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- YES Prep students must seek approval and appropriately 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 the campus reserves 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 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 consequences 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 who are ineligible to attend a field trip or who choose not to participate are still required to attend school that day and complete all the 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 a 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 Honor Charter Athletics 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 through the RankOne portal. 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 Participation Fee

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

- Athletic fee maximums for student athletes will be \$75 for the first sport played, \$50 for the second sport played, and \$25 for the third sport played. Athletic fees collected must not exceed \$150 in total. Any additional charges, such as fees for award banquets or supplemental athletic gear, are optional.
- Guardians should expect to pay an entry fee, by credit/debit card or electronic/web purchase for all athletic events they attend. Cashless ticketing applies to all YES Prep campuses. Opposing teams outside YES Prep may accept various payment methods when hosting athletic events.
- Athletic fees will be collected by digital payment only. Cash and checks are not accepted.
- 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 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 system and community.

Student Athletes are expected to follow all league and campus policies and behavioral expectations outlined in the YES Prep Student Handbook and the Individual Campus Supplement, and HCAL Handbook. Failure to adhere to these policies will result in appropriate disciplinary action being 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 at ADA reporting time, and for at least 50% of classes to be able to participate in any athletic event (practice, game, or meet) held that day. Exceptions may include excused absences with documentation
- Take care of their body, including reporting all injuries to coach (in or out of school), and seeing a physician if injury gets worse
- 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 Student Leadership Training Courses before participating in any game/meet during the first year of student athletic participation (High School Only)
- Meet in-season and off-season requirements

In addition to being a role model during their respective seasons, athletes must embody the expectations of being leaders throughout the year. All student athletes will be assessed according to the following criteria and may be restricted from trying out or participating in the following seasons if they do not meet them.

Expectations:

- **Eligibility:** Students must pass all classes with a 70 or above (eligibility will extend throughout the year and will not be limited to the season in which the student athlete plays the sport)
- **Discipline:** Student must have no more than
  - Six detentions
  - Three incidents resulting in suspensions (ISS or OSS)
  - Zero disciplinary hearings
- **Attendance:** Students must have no more than 9 absences during the school year.

## Athletic Transportation Policy

YES Prep Athletics Department policy requires that transportation is provided by the school to and from athletic events that take place on a school day. As such, student-athletes are required to travel with the team to a contest/practice by a YES Prep approved means of transportation (bus/van) and return with the team utilizing that same means of transportation.

On a non-school day, schools are not required to provide transportation to an athletic event and may set the expectation that student-athletes coordinate their own means of transportation to an event. PLEASE NOTE - Student athletes traveling in a private vehicle are not covered by the YES Prep Public Schools transportation insurance policy.

## Athletic Program Social Media Policy

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 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. The consequences will be a period of suspension from the team up to expulsion from the team determined by the Athletic Director.

## Hazing Policy

No student, coach, administrator or other school system employee, contractor, or volunteer shall plan, direct, encourage, aid or engage in hazing, nor shall they permit, condone or tolerate hazing. A guardian permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. This policy applies to hazing behavior that occurs on or off school property and during and after school hours. The school system will act to investigate all complaints of hazing and will discipline or take appropriate action against any student or employee who is found to have violated this policy.

### Definitions

Hazing is defined as forcing a student to perform an act that poses a significant risk of harm for initiation or affiliation with a student organization.

The term hazing includes, but is not limited to:

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- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school system policies or regulations.

## Reporting Procedure

Any person who believes they have been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to a school administrator.

## 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 6<sup>th</sup> class day of the current school year or have been in regular attendance for 15 or more calendar days before the contest or competition.

### 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.

## Academic Eligibility Policy

All student athletes are required to complete grade checks on the designated dates stated in the athletics eligibility calendar. This allows both the student athlete and coach to know their current academic standing.

### Report Card Check: Lose or Regain Eligibility

- If a student is passing all classes on their report card, they are academically eligible for the 9 week grading period/quarter until the next report card check.
- If a student athlete is failing a class on a designated grade check date, they will be ineligible for a minimum of the 3-week period after the grade check. Ineligible athletes will not be allowed to participate in athletic competitions until the grade is brought up to passing level (70% or higher) in all classes at the next designated 3-week or 6-week grade checks.

- Any student athlete who fails two consecutive grade checks (3-weeks) may be removed from athletics for the remainder of the season at the campus Athletic Directors' discretion.

### **Progress Check (3-week Check): Regain Eligibility Only**

- All athletes will complete the 3-week grade check.
- An ineligible student athlete can regain eligibility with a 3-week or 6-week grade check.
- Athletes who regain eligibility at the 3-week check must pass the 6-week grade check to stay eligible. If they fail any course at the 6-week check, they will lose eligibility for the rest of the grading period.

### **Advanced Placement (AP) Consideration**

Student-athletes failing an Advanced Placement course at the time of an eligibility check are allowed to “bump” up their grade by 10 points.

- This is allowable in only *one* AP class, *once* per athletic season.
- The AP bump will allow an athlete a maximum of 3-weeks eligibility when used. The student must regain passing status in the course at the next scheduled grade check to remain eligible. If the athlete is failing at the next check, they will lose eligibility until the next grade check.
- AP Bump documentation must be signed by a parent or guardian, submitted to the Athletic Director and reported to the Director of Athletic Programming at the eligibility check.
- This AP bump is for the purpose of athletic academic eligibility alone and does not impact the student-athletes' grading records or reports.

### **Guidelines for Ineligible Student Athletes**

Student athletes who are currently ineligible to participate in a game or season are required to meet 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.
- Attend all practices to support team unless attending tutorial or other requirement on established action plan.
- Must meet the expectations of a student athlete.

Students regaining eligibility are not permitted to travel to away games, sit on the team's bench during the game, or miss class for any athletic-related event.

### **Practice and Game Guidelines**

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

If tardies, absences, or any discipline incidents result in an athlete's inability to participate in practices and games, those absences would be considered unexcused, and count towards removal from the team.

Unsportsmanlike conduct during a game will result in the reduction of playing time and/or suspension at discretion of a campus and athletic administration. HCAL mandates specific consequences for athlete behaviors including but not limited to:

- Playing while ineligible
- Athlete technical fouls/red cards
- Athlete ejection from contest
- Physical altercations

## Spectator Guidelines

Spectators must adhere to all spectator conduct expectations set forth by HCAL, YES Prep Athletics, host sites (away or neutral), athletic officials, or any league or school system employee designated to administer games and ensure safety and security of facilities and events. (See [Honor Charter Athletics League Manual](#))

Spectators who do not adhere to expectations set forth, including those stated verbally at a contest may be subject to verbal warnings and/or removal from the event. Spectators who demonstrate repeated unsportsmanlike behavior or egregious violations of spectator conduct policy may be prohibited from attending athletic events.

## Athletic Discipline Policy

### Detention Policy

Student athletes are expected to serve detentions on the day they are assigned and are not allowed to participate in any practice or game on the day they serve detention. Student athletes are not permitted to reschedule or postpone detentions for athletic participation, and they must serve their detention prior to returning to practice or play.

### Suspension Policy

Student athletes may not participate in or attend any athletic practice or event during:

- An active disciplinary investigation
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- After school the day they are completing a suspension

Athletes will be assigned an additional one game suspension upon return from any incident resulting in suspension. Additional consequences or conditions may be assigned based on the severity of the event.

### Disciplinary Hearings

Student athletes that are assigned a disciplinary hearing will be removed from their team and ineligible to return for the remainder of the season at minimum. If assigned DAEP, the full assigned dates and terms must be completed. Any request to rejoin athletics at a later season will be reviewed by a district committee using a standardized rubric.

## Athletic Disciplinary Removal Policy

The athletics program is in service of developing leaders and contributes to overall campus goals and culture. Student athletes should remain academically focused, demonstrate commitment to growth and display strong leadership in and outside of their team.

While in season, YES Prep athletes may be removed from a team if they have multiple absences from class, detentions, or suspensions. Specific information will be outlined in athletic compliance forms and beginning of season parent and athlete meetings. Removal from YES Prep Athletic Team

If a student athlete is removed from a YES Prep athletic team for any reason, the Athletic Director will inform the guardian. If a student is removed for disciplinary reasons (academic, attendance, or behavior), consequences may include a period of suspension from the athletic program. The student athlete will be ineligible to try out for or participate on any other team for a period of time determined based on the reason for dismissal.

## Quitting a Team

If a student athlete leaves a team during an athletic season, they will be ineligible to try out for, participate in workouts or practices, or play on any other athletic team for the rest of that season and potentially until the end 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. A student athlete who quits a team during the season must undergo a review by the Athletic Department and Student Support Team. Based on the review, they may be reinstated or deemed ineligible to join another team for the rest of the school year. They can request reinstatement after the season in which they quit ends.

## 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. Travel Policy

YES Prep Athletics Department policy requires that transportation is provided by the school to and from athletic events that take place on a school day. Student athletes are required to travel with the team to a contest/practice by a YES Prep approved means of transportation (bus/van) and return with the team utilizing that same means of transportation.

Exceptions may be made on rare occasions following the Travel Exception protocols outlined on the Travel Release Form.

## 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 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](mailto: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 such as minor sprains and strains can be treated at home, more serious conditions may require intervention by a medical professional, surgery or physical therapy. If a coach or athletic director suspects an athlete has, or is healing from a serious illness or injury that could be exacerbated by physical activity, they should remove the athlete from activity and may request guidance from a medical professional.

## 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. 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.

If any coach, licensed health care professional, or student's guardian or guardian believes a student might have sustained a concussion during practice or competition, they must be immediately removed from play and may not return to until return-to-play protocols established by the concussion oversight team have been completed.

If a player was removed from practice or competition under HB 2038 Section 38.156, they cannot participate in athletics until the student has been evaluated by a physician of the student's guardians' choosing; has successfully completed each requirement of the return-to-play protocol; the treating physician has provided a written statement indicating in the physician's professional judgement, it is safe for the student to return-to-play, and: the student's guardian or guardian has signed a return-to-play acknowledgement and consent form.

Lastly, Natasha's law mandates coaches complete a one-hour educational training course covering the prevention, symptoms, and long-term effects of concussions every year. 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.

## Honor Charter Athletics League Policies

In addition to the Athletics policies found in the Student Handbook, student athletes participating in YES Prep Athletics must adhere to all policies found in the [HCAL Athletics Handbook](#).

## 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 three strands of our College Initiatives programming—College Readiness, College and Career Access, and Alumni Support.

## College Readiness

At YES Prep, College Readiness means ensuring every student graduates prepared for life after high school—whether that includes college, career training, or another path. Our goal is for all students to pursue lives of opportunity, and we support students and families every step of the way from middle school through graduation.

**Graduation Planning (Starting in 8<sup>th</sup> Grade):** Planning begins early. Starting in 8<sup>th</sup> grade, College Counselors work with students to set goals for high school and beyond. Each year, students and counselors revisit these goals and monitor progress toward graduation requirements, ensuring students stay on track and make informed course choices.

**Seminar & College Ready Testing:** In 11<sup>th</sup> and 12<sup>th</sup> grade, students take Junior and Senior Seminar classes focused on career exploration, identity development, and college application support. Students also prepare for and take college readiness assessments:

- 10th grade: TSIA2
- 11th grade: SAT
- 11th–12th grade: TSIA2 retesting as needed

These assessments provide multiple ways for students to demonstrate readiness for college-level coursework.

**College Advising:** Each student is paired with a College Counselor who provides one-on-one support with college and career exploration, building a best-fit college list, and meeting application deadlines. Students also gain exposure to different options through college visits, the YES Prep College Fair, and partner programs.

**Planning for What’s Next & Paying for College:** By senior year, students have a clear plan for after graduation. Counselors support families with financial aid (FAFSA or TASFA), reviewing award offers, and making informed decisions. Students and families also consider long-term outcomes, including choosing pathways that lead to a living wage and understanding the return on investment of different options—setting students on a path toward a stable future and a life of opportunity.

## College and Career Access

College & Career Access programming provides students with hands-on experiences that enhance exposure to post-secondary options. Events like the Junior Spring Trip, College & Career Pathways Fair, and college and career visits, allow students to explore colleges and career pathways in intentional, interactive ways.

Through strategic partnerships with highly selective colleges and a wide range of career exploration programs, known as IMPACT College Partnerships and Ignite Career Partnerships respectively, we expand student access to meaningful leadership, college, and career development opportunities. YES Prep collaborates with an impressive network of colleges and universities nationwide to ensure that students continue receiving strong support throughout their college journey. Through these partnerships, students enroll in supportive “cohorts,” or groups designed to foster community and connection within the larger campus environment, while partner institutions offer structured programs that complement YES Prep’s college counseling curriculum. Additionally, our career partnerships expose students to a variety of industries through career-connected learning experiences such as panels, workshops, field trips, and interactions with professionals who broaden their understanding of potential pathways. YES Prep also intentionally builds relationships with colleges committed to meeting the full demonstrated financial need of selected students, ensuring both access and affordability.

Students also have the opportunity to engage in a wide range of enrichment experiences that support their personal growth, leadership development, and exploration of future pathways beyond the classroom. These student opportunities include pre-college programs at universities, outdoor leadership experiences, study abroad or semester-away programs, and career-focused or special-interest offerings such as computer camps or medical field exploration programs. Students may also participate in job and community internship programs, allowing them to deepen their interests, broaden their worldview, and build skills that prepare them for life after high school. Together, these programs and opportunities help students explore, prepare for, and pursue their futures with confidence.

## Alumni Support

YES Prep Alumni are eligible after graduation to receive services from the College Initiatives Department. This includes outreach and coaching from campus staff or the system Alumni Support Team, who provide ongoing communication and individualized guidance related to **college transition and matriculation, college persistence and college completion**. Alumni also have access to college coaching and our exclusive YES Prep alumni scholarships designed to support their college success after high school.

In addition, our Alumni Support Team hosts several social events per year providing opportunities for alumni to connect with staff, YES Prep faculty, peers, and external partners. Alumni receive regular updates via monthly newsletters and social media with resources and guidance to support their academic and professional journeys. Upon graduation, YES Prep students will immediately become a part of the Alumni Association and gain access to **alumni engagement** opportunities, networking events and supports led by the Alumni Association leadership team.

Through these coordinated efforts, the College Initiatives Department ensures YES Prep alumni are supported from high school graduation through college completion and beyond.

## College Partnerships

The IMPACT College Partnership 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 unique set of challenges for our 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.

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

Senate Bill 1843 requires that each campus year each campus system 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 to opt into learning more about careers in the Military through the College Initiatives Department on their campus.

## OPERATIONS

### Campus Hours

The YES Prep Website ([www.yesprep.org](http://www.yesprep.org)) features the most updated academic calendars. The following school hours will apply to secondary campuses unless an alternate schedule or school closure is required.

Days	Campus Hours
Monday – Friday	8:30am – 4:00pm
Early Dismissal	8:30am – 1:00pm

### Campus Communication to Guardians

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

Guardians may receive communication from the system and campuses in the following ways:

- Individual phone calls and emails
- Family Notes Newsletter
- Social Media updates (Facebook, Instagram, Twitter, etc.)
- Automated calls, emails, and texts
- Skyward Family Access
- ParentSquare

Please note: This list may not be exhaustive, and YES Prep reserves the right to utilize additional communication channels as needed.

### **Family & Teacher Two-Way Communication**

In addition to the methods listed above, guardians on secondary campuses with two-way communication with teachers will utilize ParentSquare. Please ensure your ParentSquare account is active, and you are checking messages regularly.

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

The preferred method for guardians and students to contact teachers and campus staff is through Parent Square. If guardians cannot contact a staff member via Parent Square, they can contact staff member's email and 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. Guardians should expect staff to respond to their emails, calls, and messages in 48 hours or less.

## Technology Use

All students will use a YES Prep provided laptop as part of their daily learning experience. By using a YES Prep device, a student agrees to be bound by [YES Prep Student Technology Device Use Agreement and Student Technology Policy](#) including but not limited to, being held responsible for safeguarding YES Prep's equipment, networks, and data and facing consequences for incurred damage. YES Prep policies and procedures may be adjusted from time to time due to the continually changing technology environment that requires adaptation to new conditions. The most updated versions of the YES Prep device policies and procedures, as well as resources and support for guardians and students, can be found at <https://www.yesprep.org/guardians/student-tech>.

### FINANCIAL RESPONSIBILITY

If a technology device is lost, stolen, or damaged, the student and the student's parent(s) or guardian(s) are responsible for the cost of repair or for the device's replacement costs up to **\$1,200**. \*

*\*For device cost details, contact your students' respective campus.*

The school will not pay for loss or damage caused by or resulting from the following:

1. Loss of data caused by surge, lightning, or inappropriate electrical use.
2. Dishonest, fraudulent, or criminal acts.
3. Any loss to accounts, valuable documents, music or videos, records, or assignments and/or their effects by being missing on grades, GPAs, special group considerations such as valedictorian, college or university admission, or employment. **Students are responsible for backing up their data.** A repair claim will only cover material issues with the device, not lost opportunities or data.
4. Loss caused by failure to use all reasonable means to protect the technology device that has been damaged.
5. Disappearance not accompanied by a police report.

## Child Nutrition

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 2026-2027 school year. To keep this provision available to all students who attend YES Prep are encouraged to complete a Family Income Survey (one per household). YES Prep is required to collect and report this information to continue receiving funding for our dynamic education programming.

YES Prep's food service provider is Sodexo. Menus can be found on our website at [Student Meals - YES Prep Public Schools](#) and on the Nutrislice App which can be downloaded on the App Store or Google Play Store. It can also be found on our website on the Nutriclice link [Nutrislice](#)

Breakfast, lunch, supper, and snacks are available for students each school day. 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 meal prices are available on our Child Nutrition website at [Student Meals - YES Prep Public Schools](#).

## 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 Sodexo. The Front Office will accept 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

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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 to ensure the student knows to pick it up.

## **YES Prep Uniforms**

### **Dress Code Policy**

YES Prep Public Schools' dress code policy encourages campus pride and community. If a student's dress or accessory choice poses a concern for student physical or emotional safety or does not meet system and/or campus dress code policy, a campus administrator has the discretion to disallow the dress item and issue a consequence.

YES Prep-based polos and campus spirit shirts or accessories will be sold by YES Prep Public Schools containing the current school and official YES Prep logo. These items are distributed by the campus or Athletic Department. YES Prep also provides various outerwear options.

Guardians should refer to the Individual Campus Supplement for details on campus-specific daily expectations.

### **YES Prep Attire Purchasing**

YES Prep attire 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 adhering to the campus dress code 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 YES Prep attire. Assistance will be determined based on need. For exchanges, returned merchandise should be returned to the front office. For more questions, please reach out to the campus Front Office team.

### **Backpack Policy**

YES Prep Public Schools will require all students to use clear or mesh backpacks. Small non-transparent bags no larger than 6" x 9" will be allowed for personal items, such as school supplies, cellphones, money and hygiene products.

Students participating in extracurricular activities are also required to carry transparent bags to store items pertaining to their activity (i.e., athletics, dance, etc.). Upon entry into school, all extracurricular activity bags must be stored in lockers or designated areas.

Additionally, the maximum size for non-transparent bags permitted to carry during the school day, such as lunch kits and purses, will be 6"x 9"x 5".

Please see more details on the backpack policy, including Frequently Asked questions, at <https://www.yesprep.org/guardians/safety/backpack-policy>.

### **Student ID Cards**

All secondary 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 merits and demerits. Secondary students must adhere to these photo ID card expectations:

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

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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).

## **School-Sponsored Transportation**

The mission of YES Prep Public Schools Transportation Department is to provide safe, reliable, and efficient transportation daily, ensuring that students across the system can get to school and maximize their time in the classroom. YES Prep also offers special transportation as a related service to students in Special Education and McKinney Vento Programs who qualify.

### **Student Eligibility**

Transportation is available for students who reside within the priority attendance zone and beyond the two-mile walking distance from the school. PK-4 students are eligible to ride the bus if they have an older sibling in grades K-5 attending the same school. Students living outside the priority attendance zone may utilize transportation services if space is available on the bus and their guardian provides transportation to the nearest stop. Availability may vary by campus. For more information, please contact the school's administrative office.

### **Bus Stops**

Bus stops are determined based on eligible students who request transportation during the registration window for the new school year. These stops are established before the school year begins and remain available throughout the year, depending on ridership.

After the school year has started, families may request transportation by submitting the Bus Waitlist Form, with approval contingent on seat availability.

Drivers are not permitted to stop at any address not listed on their designated route. If a student misses the bus at the assigned stop, the parent/guardian have the option of meeting the driver at the last stop. Once the bus has departed a stop, the driver will not reopen the doors.

### **Student Expectations**

- Transportation is a privilege, and YES Prep guardians are required to follow all bus and bus stop rules. The Student Code of Conduct is enforced both on the school bus and at bus stops. The following rules and expectations apply to both students and guardians. Failure to comply with these rules may result in bus suspensions or the revocation of bus privileges.

#### **Stop Expectations**

- Students are required to be at their designated stop at least 10 minutes before the scheduled pick-up time.
- Students must be prepared to board the bus as soon as it arrives.
  - Drivers will not wait for students who remain in vehicles unless there is inclement weather.
  - Drivers are instructed to adhere to the bus schedule and are not permitted to wait at stops beyond the scheduled time.

- For safety reasons, bus drivers are not allowed to stop or open the door for late students once the bus has started moving.
- Students must board the bus in a single-file line and should not run toward the bus. They must wait until the bus has come to a complete stop before approaching the doors.
  - Students should never walk behind the bus.
  - If crossing the street is necessary, students must wait for the driver's signal indicating it is safe to cross.
  - Before proceeding, students should stop and look in both directions to ensure it is safe to cross. If a student misses their bus in the morning, they should not run after it. Students can catch the bus at the next stop. Blocking the bus with personal vehicles is unacceptable.
- Guardians and students must respect others' property and refrain from engaging in disruptive behavior.
- Video or voice recording of another person is not allowed.
- Guardians should not address another student or the driver regarding behavior concerns involving their child or another student. All concerns should be directed to your campus front office.

## **Bus Expectations**

- Students must always follow and respect the bus driver's directions.
- If seats are assigned, students must go directly to their assigned seat as instructed by the bus driver. Sitting backward, lying down, or sitting sideways is prohibited as these actions are hazardous. Students must remain seated, facing forward.
- Loud noises, such as screaming, talking, music, or videos, can distract the bus driver. Students must wear headphones and speak in a quiet, classroom voice. Inappropriate language or gestures towards the bus driver, monitor, motorists, or others outside the bus are not allowed.
- Students must keep the bus free of litter. No food or drinks are allowed to be consumed on the bus.
- Students and guardians will be financially responsible for any vandalism or damage to the bus. Throwing objects inside or outside the bus is strictly prohibited. All students must keep their hands, feet, and head inside the bus at all times.
- Unauthorized entry or exit through an emergency exit or window is prohibited. For safety reasons, aisles must be kept clear of objects such as books, backpacks, musical instruments, packages, and coats.
- Items prohibited on school grounds, such as alcohol, tobacco, vapes, drugs, or weapons, are not allowed on the bus.
- Students are only permitted to ride their assigned bus to their assigned stop.

## **School Bus Acts of Misconduct**

All provisions of the YES Prep Student Code of Conduct apply to students while being transported by YES Prep transportation services. Any violations of the YES Prep Student Code of Conduct on a YES Prep school bus will be referred to the appropriate campus administrator for disciplinary action. Such violations may result in the temporary or permanent loss of transportation privileges.

### **Level 1 Acts**

- Being excessively noisy
- Engaging in horseplay and/or mischief
- Leaving one's seat/standing without permission of the driver
- Being disobedient or disrespectful to the bus driver or bus monitor
- Videoing or voice recording of another person at the stop or on the bus
- Eating, drinking, or littering on the bus

### **Level 2 Acts**

- Refusing to identify oneself to the bus driver
- Riding an unassigned bus or using an unassigned bus stop without proper permission

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- Hanging any part of the body out of a window
- Throwing any object in or out of the bus
- Bullying, threatening, or harassing any person including the bus driver and bus monitor
- Using profanity, verbally abusive language, harassment, threats, or inappropriate gestures and/or behavior
- Damaging or vandalizing vehicles used to transport students or property belonging to others
- Behaving in such a manner that the continued presence of the student on the bus threatens the safety, interests and rights of other students or staff, or engages in unruly, disruptive, or abusive behavior that interferes with the driver’s ability to transport students safely

**Level 3 Acts**

- Engaging in inappropriate physical or sexual conduct
- Possessing or using a laser pen or pointer that distracts the driver.
- Entering or leaving the bus through an emergency exit or window when unauthorized to do so
- Making a false claim against driver, bus monitor, or another passenger

**Level 4 Acts**

- Assaulting the bus driver, bus monitor, or another passenger.
- Possessing or using inappropriate or dangerous materials, including but not limited to tobacco related items, weapons, drugs, or flammable objects and substances.

**Consequences for School Bus Offenses**

Acts of Misconduct	1 <sup>st</sup> occurrence	2 <sup>nd</sup> occurrence	3 <sup>rd</sup> occurrence	4 <sup>th</sup> occurrence
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• Demerit for safety</li> <li>• Written warning</li> </ul>	<ul style="list-style-type: none"> <li>• Demerit for safety</li> <li>• Written warning</li> </ul>	<ul style="list-style-type: none"> <li>• Detention and family meeting</li> <li>• Written warning</li> </ul>	<ul style="list-style-type: none"> <li>• Detention and family meeting</li> <li>• 1 Day Bus Suspension</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Restorative Discipline Practice + Family Meeting</li> <li>• 1-3 Day Bus Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• In school suspension + Family Meeting</li> <li>• 3–5-day bus suspension</li> </ul>	<ul style="list-style-type: none"> <li>• In student suspension + Family Meeting</li> <li>• 3–5-day bus suspension</li> </ul>	<ul style="list-style-type: none"> <li>• In student suspension + Family Meeting</li> <li>• 3–5-day bus suspension</li> </ul>
<b>Level 3 / 4 (Termination)</b>	<ul style="list-style-type: none"> <li>• Out-of-school suspension and possible disciplinary hearing</li> <li>• Offenses will result in permanent loss of bus privileges for the remainder of the school year.</li> <li>• Some acts may result in legal consequences. Please refer to the Acts of Misconduct for violation offenses.</li> </ul>			

YES Prep Public Schools has the discretion based on each incident to modify the above consequence policies. The transportation team reserves the right, when applicable and considering FERPA laws, to show proof of incident to a guardian of a child involved in a specific incident. A written statement of the incident with disciplinary action will be provided. Bus Behavior Contacts are responsible for responding to incident reports in a timely manner.

**Guardian Responsibilities**

Guardians of Secondary Students are expected to follow and respect transportation guidelines, including:

- Respecting drivers, monitors and students
- Not vandalizing buses or entering buses.
- Not blocking or impeding transportation in any way.
- Not putting staff or students in danger.

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- Respecting others' property.
- Not engaging in disruptive behavior.
- Not recording videos or audio of another person.
- Not addressing another student or the driver regarding behavior concerns involving their student or another student.

Failure to adhere to these policies may result in the termination of student ridership. YES Prep Transportation reserves the right to determine consequences based on the specific incident.

## **Student Enrollment and Transfers**

### **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.

### **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 system and wishes to return to YES Prep will be required to apply for re-entry through the lottery system.

## **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. Some requests may also require approval from the Head of School for each campus.

### **Requesting A Transfer**

To request a student transfer, guardians should follow these guidelines:

- Direct Communication: Guardians must contact the current campus Registrar directly to initiate the transfer process.
- Transfer Criteria: The reason for transfer must align with one of the approved transfer reasons and supporting documentation must be reviewed for approval. The current campus must confirm space availability at the destination campus.
  - Address Change/Zoned Campus – Family has relocated and now resides within another YES Prep zone.
  - Family Support – Family requires a different location for logistical or support-related needs.
  - Sibling Priority – Family requests alignment of siblings on the same campus.
  - Employee Priority – YES Prep employee requesting transfer.
- Skyward Processing: All transfer requests are handled through Skyward, the student information platform for managing such requests.

- Immediate Transfer Requests: Guardians seeking immediate transfers should express their desire directly to the Registrar of the current campus.
- Next Campus Year Transfer Requests: For transfers planned for the next academic year, guardians should submit their transfer request to the Registrar, who will then initiate the process via Skyward and begin the transfer process at the end of the school year.

Once all criteria are met, the current Registrar will proceed to initiate the Student Transfer Process in Skyward. This ensures a streamlined and efficient transfer process for all parties involved.

## **Additional Transfer Guidelines**

- Transfer requests may take up to 10 business days to be accepted or denied.
- Guardians can request a transfer if the student is currently enrolled at 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.
- Restricted Transfer Windows
  - First two weeks of new school year
  - 4 weeks before STAAR Testing
  - Semester closing Periods (May & December)

Special Education transfers due to required services are initiated by ARD Committee, and supported by Home Office. Any other reason for transfer outside of access to services would follow the guardian request policy above.

## **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.

## **School Safety Protocols and Policies**

### **Closed Campus Policy**

All students are required to stay on campus throughout the entirety of the school day upon arrival, except Seniors aged 18 years or older 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 them out through the Front Office. All guardians must present a valid, non-expired, government-issued form of identification to be confirmed against the student records as authorized to check out the student. Guardians are not allowed to pick up

students from any location on campus other than the campus Front Office. 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 to ensure student safety. Students must always be supervised by YES Prep staff while on campus. Students may be subject to disciplinary action for violating this expectation. Specific procedures for before and after campus expectations, including designated locations for students, are outlined in the Individual Campus Supplement. All students should be collected by their guardian 30 minutes after the conclusion of any YES Prep school day and event, activity, and/or game.

## 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, delay the opening of school, or dismiss early.

Announcements about campus closures or delays will be made via Parent Square notifications through text, phone calls and emails (when information is available), social media and major news channels (whenever possible).

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.

## Fire Lanes

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:

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- Evacuation (Fire): Monthly
- Evacuation (Fire) with Obstruction: 6 times annually (every other drill)
- Secure: Once per semester
- Shelter: Once per semester (different scenarios – e.g., tornado, hazardous material)
- Lockdown: Once per semester
- Hold: 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 Multi-hazard 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, Parent Square will be used to send either systemwide or campus specific messaging to guardians to provide an update on the situation. Guardians may receive an automated phone call or text message alert.

In the event of an emergency, social media platforms are NOT the primary mode of communication. Campus and/or system 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 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.

## 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 system 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.

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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 grading period or if the student commits an act of misconduct as outlined in the YES Prep Code of Conduct. Early Dismissal privileges can also be revoked for excessive absences.

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

## Senior End-Of Year Early Dismissal Guidelines

During the last two weeks of school, at the campus discretion, seniors may be allowed to have an early dismissal if the following conditions are met:

- Senior has completed the necessary steps to become college ready
- Senior has passed all five STAAR EOCs or completed their IGC portfolio
- Senior is not enrolled in end of year credit and/or attendance recovery (earned all credits, ready to graduate)
- Senior has attended at least 24 school days between April 13 and May 15
- Senior has completed senior decision meeting with their College Counselor
- Senior has completed transition tasks to the best of their ability
- Senior has signed up for their senior checkout appointment
- Senior has paid all outstanding fees

When all the preceding requirements are satisfied, the student may have the option to choose an early dismissal during the final week of school. **Note: If a campus has required senior events planned (graduation practice, SSD practice etc.), seniors are required to attend regardless of early dismissal status.**

If a student has met all qualifications, the student will be notified and will be required to get guardian permission. Students will only be allowed back on campus if they have an after-school activity. This privilege may be revoked if the student commits an act of misconduct as outlined in the YES Prep Code of Conduct, or if the student fails to meet campus-based requirements for this privilege. Campus administrators will have the final say in which students qualify for this privilege.

## 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 the 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 the 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.

## INDIVIDUAL CAMPUS SUPPLEMENTS

Many sections in this handbook refer to an “Individual Campus Supplement”. The Individual Campus Supplement outlines specific procedures campuses will take in connection with policies outlined in this handbook. Individual Campus Supplements for each campus may be found at [www.yesprep.org](http://www.yesprep.org) on each campus page.