



# STUDENT HANDBOOK

2026-2027

YES Prep Board of Directors Approved  
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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.

## **Parent/Family 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 parents and 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, parents and 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.

# FAMILY GUIDANCE

## **YES Prep Family Campus Policy and Parent Compacts**

The YES Prep Parent and 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. Parents and 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.

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

## **The Right to Consent Prior to Disclosure**

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

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

A campus official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibility. Upon request, the campus discloses education records without consent to officials of another open-enrollment charter school, school 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 parent 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 parent, legal guardian or student to present to the Board in executive session if the Board determines this appropriate in rendering its decision or as otherwise required by law. If the parent(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 parent(s)/legal guardian(s) should contact the Chief of Staff ([dana.foughty@yesprep.org](mailto:dana.foughty@yesprep.org)) within three school days of receipt of the District Panel's decision. Once the Chief of Staff receives the parent's request for a Board of Directors appeal, the parent(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:

## 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, awards 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 shall not release directory information except for the purpose indicated above, namely: Disclosure relating to school-sponsored/school-affiliated purposes.

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 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>.

# COMPLIANCE

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

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- Ben Marshall, Treasurer, Finance Committee Chair
- Chris Barbic, Director
- Mickey Barrett, Director
- Brian Colona, Director
- Joe Gatto, Director

## **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 Community Health 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. 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).

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**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 absent for a week or more due to hospitalization, please notify the campus's medical designee immediately. The medical designee will alert the Student Support Counselor who will investigate and determine if the student qualifies 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:

- Enrollment in prekindergarten or kindergarten
- 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

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- A summer program

### **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.

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.

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 (approximately 18+ absences) to determine if they would refer students to Grade Placement Committee due to excessive absences. Grade Placement Committees will then determine possible impact on retention or promotion while taking mastery into consideration.

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

According to the Student Attendance Accounting Handbook ([24-25 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) per semester
- 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.

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.

### **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

Elementary students are considered late for school if they arrive after 7:25 AM. All students who enter the campus after 7:25 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 7:25 AM, without a valid note from a guardian. For students that are chronically late to school (5 days in a grading cycle) campuses will reach out to the guardian to determine the reason for absences and work with them toward a resolution. 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 than 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 to avoid loss of instructional time.

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 Special Education Services

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 SSC 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.

If a student with a disability is picked up early or misses school in order to attend outside services, that is considered an absence in accordance with the policies described above. YES Prep is not responsible for making up instruction or services that would have been provided during this time.

## 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.

## Guardian Custody Court Order & Legal Documents

When a student is enrolled in any YES Prep school in the system and is party to legal guardians who are separated or divorced, both guardian(s) 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 parent who appears on the child's birth certificate. Any order submitted by the legal guardian(s) 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.

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- 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 to 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.
- 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 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 co-curricular 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.

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## 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, the 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**

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 may include metal detector screening of but not limited to clothing, pockets, shoes, etc., bag checks, and personal belonging searches.
- Cubby Searches: Cubbies are school property, and students have limited privacy rights regarding cubby contents.

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.

### **Desk and Storage Area Inspections**

Students should have no expectation of privacy in the contents of desks or other storage areas, including cubbies, provided by YES Prep. All 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.

Campus administrators may conduct general inspections of storage areas 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 clothing, bags, or purses, unless reasonable cause or suspicion exists.

### **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.

### **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**

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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 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.

## Cell Phone Usage

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.

At YES Prep elementary campuses, violations of the cell phone usage policy will result in the following disciplinary actions. For the first offense, the student will receive a verbal warning and be instructed to store the device in their backpack or in a designated location assigned by a YES Prep staff member. For the second offense, the student's device will be confiscated and turned into the front office, where it will be stored in a locked and secured location with a campus administrator. The campus administrator will notify the parent or guardian, who may come to the school to retrieve the device; if they are unable to do so, they may designate a trusted individual to pick it up on their behalf. For the third offense, a behavior incident report will be completed by the campus staff member who retrieved the device from the student, and a parent or guardian conference will be required. For continued repeated offenses, further disciplinary action aligned with the Student Code of Conduct will be implemented, which may include in-school suspension and, up to, out-of-school suspension. The student may also lose the privilege of bringing the device to school.

At YES Prep secondary campuses, violations of this policy will result in escalating disciplinary actions. On the first offense, the student's device will be confiscated, stored safely in the front office, and logged in Deans List. A parent or guardian must come to the school to retrieve the device. On the second offense, the same process applies, but the student will also be assigned detention. A third offense will result in confiscation, parent pickup, and a suspension. Continued or repeated offenses may lead to more serious consequences, including longer suspensions, a non-compliance contract, or the loss of the privilege to bring any personal device to school for the remainder of the year.

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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.

## **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 tutorials, 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 local law enforcement 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.

### **Secondary Sibling Pick-Up**

If secondary students will be picking up their younger siblings, it is essential that they possess the walker tag and be listed as an eligible contact in Skyward. The secondary student must be 14 years or older to ensure appropriate supervision. They are required to show their secondary student ID to pick up the elementary student, ensuring that only authorized individuals are involved in the pick-up process. This policy is in place to maintain the safety and security of all students during dismissal.

## **Student Health and Wellness**

### **Homebound Services**

If a student has a medical or psychiatric condition that necessitates being absent for at least four weeks, not necessarily consecutively, 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 licensed physician that there is a medical necessity for the student to receive homebound services, a committee will meet to review the medical documentation and determine whether homebound services would be an appropriate educational program to meet the individual student's needs. Convening 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 the 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) from a licensed physician. 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 for homebound services may be considered for qualification under Section 504. Some students may also be eligible for services under the IDEA if the student qualifies. If a student has a disability, the determination will be made by a 504 or ARD committee.

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## **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 continuation and/or termination of services. Confinement in the home may include prenatal, post-partum, extended post-partum, or break-in-service and will be determined by the student's physician 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 upon receipt and approval of an exit form (YPHB 8) from a certified physician. Upon termination of pregnancy related services, Student Support Counselors will coordinate transition services, which may include health and counseling supports. While in-home instruction is exclusive to mothers, Student Support Counselors can recommend a range of supports and services for fathers.

## **Students Experiencing Homeless**

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 an enrollment 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 unhoused 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 transportation 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 Operations Coordinator 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 of students who are unhoused should be directed to the Homeless Liaison at (713) 967-9083.

## **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 24 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. If a student reports a concern which presents an imminent threat or danger, the Assistant Principal or 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.

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## 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 consent to their child receiving care for illness/injury while at school. Students whose parents decline consent for treatment will receive first aid in an emergency. The campus will contact guardians or a designated relative if a student becomes ill or suffers an injury. Guardians must provide information on any possible reaction to food allergies on the YES Prep Allergy Form.

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

Over-the-counter medication must be brought in with written guardian consent on the appropriate form and immediately given to a campus official in the Front Office. Any over-the-counter medication found on a student will be confiscated, and disciplinary action may follow. Both prescription and over-the-counter medication must be brought/delivered by parent in the original package. The name and medication must match the student's information. The written order from the student's medical provider needs to match the label on the prescription and be in the student's file.

## Required Immunizations

Guardians must update their child's immunizations. When enrolling a child in school, guardians must bring a signed record of the child's current immunizations. The student can be enrolled provisionally if the required immunization process has begun. **The student may remain in campus after 30 days if they have provided YES Prep with a record indicating they are 1) in the process of receiving immunizations, 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](#).

## **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.

## 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. Students' belongings will be placed in a sealed plastic bag and returned home at end of school day. If bed bugs are found, the guardian will be notified to treat the student again following day. Guardians should check their students on a weekly basis for bed bugs. If bed bugs are found, the student must 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](#).

# ACADEMICS OVERVIEW

The purpose of grading and the reporting of elementary grades at YES Prep is to communicate the progress of a student’s academic achievement with the student, the guardian, support staff, and campus-based leadership. Most importantly, the grade a student receives shows their learning and ability to demonstrate course content mastery.

YES Prep implements a standards-based grading system in grades PK-5 to give students and guardians more information about the areas in which a student is proficient as well as those in need of improvement. All grades are based on academic achievement and do not include homework, effort, behavior, extra credit, or work habits. The YES Prep standards-based learning system is designed to provide specific information about student learning, allowing learners, teachers, and guardians to work together to enable progress.

## Curriculum

YES Prep’s curriculum has been designed to prepare students for college-level work in accordance with the YES Prep mission. YES Prep will provide students with the support and appropriate interventions to make it possible for each student to succeed academically.

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
Circle Progress Monitoring	<ul style="list-style-type: none"> <li>• Prekindergarten assessment tool required by the State of Texas.</li> <li>• Measures literacy, language, math, and social-emotional skills at the beginning, middle, and end of year.</li> </ul>
Kindergarten Readiness Assessment	<ul style="list-style-type: none"> <li>• Beginning of the year kindergarten literacy school readiness screener</li> </ul>
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 kindergarten – grade 5</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 3-5 reading, math and in grade 5 science</li> <li>• Administered Fall and 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 3 – Mathematics, Reading Language Arts</li> <li>○ Grade 4 – Mathematics, Reading Language Arts</li> <li>○ Grade 5 – Mathematics, Reading Language Arts &amp; Science</li> </ul> </li> <li>• Testing windows are set by the TEA</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 Emergent Bilingual (EBs) students in four domains: listening, speaking, reading, and writing</li> <li>• Administered to students identified as Emergent Bilingual in grades K – 5</li> <li>• Administered in Spring</li> </ul>

These assessments provide important information about students’ progress and help YES Prep staff better support them in their academic success. Data from these assessments:

- Demonstrate how students are currently performing on state and national standards;
- Measure student growth and progress from year to year;

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- Identify students’ strengths and areas for additional focus so teachers can adjust instruction.

### **Additional Learning Opportunities**

As required by the Texas Legislation HB 1416, a student who does not earn satisfactory performance on any 3-5 STAAR exams must receive hours of accelerated learning. This applies to students who scored “Did Not Meet” and to students who did not take the STAAR and have a missing score. At YES Prep, additional learning opportunities may be delivered during school, after school, on Saturdays, and/or over the summer. If a student is required to attend learning outside the school day, the guardian will be informed.

### **Grading Policy**

The YES Prep Elementary standards-based report card communicates a learner’s proficiency level as they progress toward meeting state and system standards. Learning standards are the academic skills students should know or be able to demonstrate during the academic year and by the end of the school year. Standards-based report cards display a grade for each learning goal.

Grades in grades PK-5 are given on a rubric-based grading scale. Students receive grades each grading period for English or Spanish Language Arts and Reading, Math, Science, and Social Studies. Students in the Bilingual Program in grades K-4 will also receive English Language Development (ELD) grades.

The YES Prep PK-5 report card includes the scale below and descriptors to denote levels of achievement:

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

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

All elementary students are enrolled in Fine Arts and Health & Physical Education courses. Students participate in these courses, though grades are not assigned.

### **Gradebook Guidelines**

Students’ performance is based 100% on achievement-based grades. Examples include daily assignments, class discussions with a scoring rubric, teacher observations, end of module/unit assessments, and student work products. Teachers will holistically review and analyze all assigned grades each grading cycle to determine the rubric score on the student’s progress and report card.

Each teacher (K-5) is expected to enter, at minimum, two English/Spanish language arts and reading grades, two math grades, and one science or social studies grade in the gradebook per week during each grading period with exception of fifth grade science which will have two grades in science per week. Bilingual teachers are also expected to enter, at a minimum, one English Language Development grade per week for students in grades K-4. PK teachers are expected to enter one English/Spanish language arts, one math, one science, and one social studies grade per week each grading period.

### **Promotion Standards**

In grades 1<sup>st</sup> – 5<sup>th</sup>, promotion to the next grade level shall be based on demonstrated:

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- Preparedness for the next grade level, demonstrated by meeting at least 50% of end-of-year grade-level proficiency standards (earning a 3+ on the year-end expectation) in ELA/SLA, Math, and Science, and/or Social Studies. This includes a holistic analysis of student growth and performance over the year.
- Attendance in academic core classes for at least 90% of the school year. If a student misses an excessive number of days, they may be reviewed by the Retention and Promotion Committee (RPC) due to excessive absences.

Any student who does not meet these requirements will be reviewed by the Retention & Promotion Committee. Please note that the promotion standards do not apply to Pre-Kindergarten and Kindergarten students. At YES Prep, students in Pre-Kindergarten and Kindergarten are advanced to the next level of academic programming. If requested by a guardian, the RPC would meet to discuss other options.

## 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 as determined by the campus administration in accordance with the Student Code of Conduct. 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. Campus administrators reserve the right to take all necessary steps to investigate alleged academic dishonesty.

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 such as MAP assessments will be subject to the following consequences:

- Invalidation of the student’s test
- May be subject to other disciplinary action as determined by the campus administration in accordance with the Student Code of Conduct,

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

## 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

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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.

## **Multi-Tiered System of Supports (MTSS) – Response to Intervention (RTI)**

The Multi-Tiered System of Supports (MTSS) at YES Prep utilizes Response to Intervention (RTI) data to deliver additional academic and behavioral assistance to students in need. The MTSS team is responsible for identifying, designing, and implementing targeted interventions that cater to the unique requirements of each student. These interventions encompass various forms of support, such as regular check-ins, tutorials, peer tutoring, counseling, behavioral assistance, and a range of other services accessible to all students.

If a student encounters challenges in their learning or behavior, their guardian has the option to contact the school administrator to obtain information about YES Prep's comprehensive screening system for support services. In situations where students are receiving interventions, legal guardians will be promptly notified.

In cases where the student's family or school staff suspect a requirement for specially designed instruction through special education services, they can initiate a referral for a special education evaluation at any time.

For MTSS services and questions, contact the Director of Elementary Intervention at 713-967-9000.

## **Emergent Bilingual Program (EB)**

YES Prep offers robust programming to support students who speak a language other than English – Emergent Bilingual students – with language acquisition & academic success. At the elementary level, YES Prep supports Emergent Bilingual students by providing both high-quality bilingual programming and an English as a Second Language program.

The goal of the bilingual program at YES Prep is to develop biliteracy. YES Prep operates a bilingual program. Our program model is dual language one-way. Dual language one-way is designed for students who primarily speak Spanish themselves or at home most of the time to support mastery of their first language while also developing English. This is achieved by strengthening students' home language of Spanish, supporting them in transferring content mastery and developing English language fluency. By the time students leave elementary campuses, they will be able to think, read, write and speak in both Spanish and English in any setting.

The YES Prep bilingual program is designed to:

- Develop full biliteracy in students whose native language is Spanish.
- Introduce, develop, and master academic competency in the English language gradually across grade levels.
- Maintain and develop skills in the Spanish language and culture while introducing, maintaining, and developing skills in English and developing competency in both languages.
- Prepare students for the sixth-grade English only program with English as a Second Language (ESL) supports in preparation for college-ready success.

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 is different from the bilingual program in that all instruction is in English for students in the ESL program 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 bilingual or 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

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language proficiency and progress. The LPAC may also determine that students need additional accommodations in the classroom in order to accelerate their academic and language progress.

Every campus has a designated staff member responsible for coordinating support of Emergent Bilingual students on the campus. At elementary campuses, the Assistant Principal is the designated contact regarding questions about services for Emergent Bilingual students and the bilingual and ESL program on that campus.

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

To find more about elementary Emergent Bilingual programming visit this website:

<https://www.yesprep.org/schools/elementary/bilingual-programming>

## **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. If a student is suspected of having dyslexia, they will be evaluated via Special Education by having a full and individual evaluation (FIE), as required by the state of Texas.

Elementary students demonstrating need in fluency, decoding, spelling, or phonological awareness, receive differentiated support from their teacher during the literacy block.

In accordance with the [Texas Education Agency's Dyslexia Handbook](#), YES Prep students must be administered a universal dyslexia screener by the end of the school year for all kindergarten students and by January 31, 2026, for all grade 1 students as required by the state of Texas. The universal screener will include formal and informal data to determine if a student demonstrates characteristics of dyslexia. 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 a 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 accommodations 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 and elementary Interventionists receive extensive training and development in Region 4 Education Service Center's dyslexia intervention called 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. At the elementary level, YES Prep also uses Esperanza, a Spanish-language dyslexia curriculum to support Emergent Bilingual students identified with dyslexia.

For more information see the [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**

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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 accommodations. A guardian may request an evaluation for Section 504 services at any time.

If 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 Manager of Elementary 504 and Homebound Programs 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 a free and appropriate public education that meets their needs. The Special Education teams on each campus provide a range of services deemed appropriate by the ARD committee for each student from direct instruction in 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 programs. These specialized programs are designed for students who need to spend the majority of their day in a Special Education classroom in order 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.

<b>GLOW</b>	Designed for students in Pre-K who have significant cognitive disabilities who need alternate curriculum & daily living skills instruction.
<b>SHINE</b>	Designed for students in kindergarten-5 <sup>th</sup> grade who have significant cognitive disabilities and require alternate curriculum & daily living skills instruction.
<b>SOAR</b>	Designed for students with sensory needs who require on-grade level curriculum & social skill building.
<b>BASE</b>	Designed for students with emotional and behavioral difficulties related to their disability who need structured social-emotional skill-building and on-grade level curriculum.

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.

- To refer 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:

- [Legal Framework Publications](#)

## 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 or behavior 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.

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A request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the 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 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

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

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

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

- Contact Person: Manager of Elementary 504 and Homebound Programs
- 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 holding students to behavioral expectations that increase safety and joy in learning will support their ability to achieve academic success, care for their community, and ultimately increase the number of students from YES Prep prepared to succeed in college and post-secondary opportunities. Committing to community expectations ensures a physically and emotionally safe learning environment. It is the responsibility of YES Prep staff to build community agreements and teach non-cognitive social skills to help students feel safe, seen, and empowered.

## 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 core value awards, honor roll, etc. All YES Prep elementary campuses also utilize a positive behavior incentive system through ClassDojo 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 ClassDojo 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 campus pride and safety, care for all individuals, contributes to a safe environment for students, and provides an educational environment free of disruption. The following guidelines drive our student conduct and behavior expectations.

### Safe Hands and Body:

- Students will use their hands and bodies in safe and kind ways to protect self, others, and school property.
- Students will follow the campus dress codes
- Students develop relationships that show care for themselves and others.

### Kind Words and Actions:

- Students will communicate with peers and staff using kind words and appropriate language.
- Students will follow the directions of teachers and leaders to ensure readiness for learning and student safety.
- Students will use self-control to support the learning environment.

## 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 our school system is subject to all federal and state laws and constitutional provisions prohibiting discrimination based on disability, race, creed, color, sex, age, sexual orientation, marital status, national origin, religion, or any other characteristic protected by law.

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, Briana Gordon, 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’s compliance with these federal programs nondiscrimination requirements to the attention of the following persons designated as being responsible for coordinating compliance with these requirements. the Compliance Coordinators identified in this Handbook. More information can be found at <https://www.yesprep.org/departments/student-family-services/title-ix>. Please contact Briana Gordon, Title IX Coordinator, [Briana.Gordon@yesprep.org](mailto:Briana.Gordon@yesprep.org) if you have questions or concerns.

## **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, Dean of Culture, 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. All campuses have Student Assistance Forms (SAFs) where students may report an incident of bullying. These forms may be completed electronically. An investigation into the alleged incident will take place.

YES Prep prohibits bullying as defined below, as well as retaliation against anyone who reports or is involved in an investigation of potential bullying.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;

Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or

Materially and substantially disrupts the educational process or the orderly operation of a classroom or the school; or

Infringes on the rights of the victim at school.

Bullying also includes cyberbullying, which is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

YES Prep will also take steps to prevent and mediate bullying incidents between students that:

Interfere with a student’s educational opportunities; or

Substantially disrupt the orderly operations of a classroom, school, or school-sponsored or school-related activity.

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.

If the results of an investigation indicate that bullying occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

A student who receives special education services will be disciplined for conduct meeting the definition of bullying or cyberbullying within applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

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YES Prep may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying.

The Principal or designee may make a report to local law enforcement authorities if, after an investigation is completed, the Principal or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

To the greatest extent possible, YES Prep shall respect the privacy of the complainant and/or grievant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation. If a law enforcement or other regulatory agency notifies YES Prep that it is investigating the matter and requests that the school delay its investigation, YES Prep will resume the investigation at the conclusion of the agency's investigation.

A student or parent who is dissatisfied with the outcome of the investigation may appeal through YES Prep's student and parent complaint and/or grievance procedure.

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.

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,

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

If a student engages in an act of misconduct that is a Level III or Level IV offense of YES Prep's Student Code of Conduct, it can warrant a student receiving an In School (ISS) or Out of School Suspension (OSS) for up to three days per occurrence. 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.

Students in grade 2 or below, under the age 10, or those experiencing homelessness while on property or while attending a school-sponsored or school-related activity on or off school property, can be given an out-of-school-suspension if the student engages in any one of the following offenses in accordance with the requirement of law:

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

The system shall use a positive behavior program as a disciplinary alternative for students below grade 2, or students under the age 10, who commit general conduct violations instead of suspension or placement in a DAEP.

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

## **Disciplinary Hearings**

If a student is recommended for a Disciplinary Hearing, the guardian will receive written notice of the Disciplinary Hearing, reason for the Disciplinary Hearing, and the location and time the Disciplinary Hearing will be held. The campus shall make a good faith effort to work with the guardian to schedule the Disciplinary Hearing and will inform the student and the

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student's guardian of the location and time that the hearing will be held. The campus shall hold the Disciplinary Hearing regardless of whether the student, the student's guardian, 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 or two school days, whichever is later, 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 (DAEP);
- Expulsion for up to 180-days (See Expulsion Section);
- Completion of a substance abuse contract (See Substance Abuse Contract Section); AND/OR
- Other consequences recommended by the hearing officer (e.g., 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. To appeal process is as follows:

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

- The guardian will notify the YES Prep Head of Schools or their designee to request an appeal within 48 hours or two school days 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.
- 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 parent disagrees with the decision of the second Head of Schools, the parent 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 Disciplinary Hearing Review 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 student, guardians, and Head of Schools (or their designee); however, the Panel members are not subject to questioning. The student and the Head of Schools (or their designee) are required to attend. The student’s guardians are encouraged to attend as well. In most cases, the Disciplinary Hearing Review Panel will make its decision at the meeting, but in any event, it 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 which is held on-site directly at our elementary campuses. 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. Please see the Student Restrictions section below for additional information about access to the campus after an expulsion.

## Substance Abuse Contract

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

## Administrative Removal

In addition to the offenses in this code of conduct for which a student could be suspended as a disciplinary consequence, the principal or designee has the authority to administratively remove a 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 on-site DAEP for a determined number of days. Placements may not exceed 30 days. The terms of placement in the on-site DAEP prohibit the student from participating in any home campus activities. Students who qualify for Special Education services may be placed in the on-site DAEP strictly in accordance with the procedures for discipline of Special Education. Students who qualify for Special Education may not be placed in the on-site DAEP unless the Admissions, Review, and Dismissal (ARD) Committee determines that it is educationally appropriate, and that the student has engaged in conduct for which referral to DAEP is authorized.

### **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) 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 expelled or put on administrative leave are prohibited from attending campus-sponsored or campus-related activities during the expulsion or period of administrative leave. 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.

Students serving on-site DAEP days at their regular campus 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 and students with additional restrictions and expectations following the disciplinary hearing.

### **Newly Enrolled Students**

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

### **Discipline of Students with Disabilities**

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

If a student's IEP includes a behavior intervention plan, the student's ARD committee shall review the plan at least annually and more frequently if appropriate to address:

1. Changes in a student's circumstances that may impact the student's behavior, such as
  - a. Placement of student in a different educational setting:
    - i. An increase or persistence in disciplinary action taken regarding the student for similar types of behavioral incident;
    - ii. A pattern of unexcused absences; or
    - iii. An unauthorized unsupervised departure from an educational setting; or
    - iv. The safety of the student or others

### **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 verbal or written redirection
- Making seating changes within the classroom or vehicles owned or operated by YES Prep
- Temporarily confiscating items that disrupt the educational process
- Giving lunch detention
- Implementing behavioral interventions and supports
- Offering counseling by teachers, student support counselors (SSCs), or administrative personnel
- Holding parent/Guardian-staff conferences
- Requesting administrator intervention, other assigned area, or in-school suspension
- Assigning of a consequence that is natural consequences of the offense (e.g. removing graffiti, placing items in its proper place in the classroom, etc.)
- Withdrawing privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in campus sponsored clubs, athletics, and organizations
- Accepting penalties identified for an individual 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 officials
- Applying other strategies and 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 students are held to these expectations to ensure campuses remain safe places where students can focus on learning and are all treated with kindness and respect. Failure to adhere to these expectations will result in required family conferences, and/or 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
- Follow the classroom agreements and rules
- Be engaged in the learning environment
- Be on time to school
- Follow campus procedures and systems

To maintain kindness and respect, students are expected to:

- Demonstrate kindness in language
- Demonstrate kindness in action

### **Level II Acts of Misconduct**

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Level II acts of misconduct are those for which YES Prep may implement a restorative conversation or assigned in-school consequences determined by campus administration.

- Cheating or copying the work of another on a state standardized test (or MAP) or YES Prep Common Assessment or allowing another to cheat or copy on a state standardized test or YES Prep Common Assessment.
- Conducting private business, selling, or buying unauthorized items.
- Defacing or damaging school property, including textbooks, furniture, and other equipment, or property of any other person with graffiti or by any other means.
- Discharging a fire extinguisher without valid cause.
- Engaging in conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Failing to comply with directives of school staff (insubordination).
- Failing to comply with the school's medication policies, including but not limited to having or taking prescription drugs or over-the-counter drugs at school other than as provided by YES Prep policy.
- Falsifying records, passes, or other school-related documents.
- Engaging in gang-related activity of any kind or nature (behavior that is deemed serious gang-related activity may be elevated or addressed as a Level III offense).
- Leaving school grounds without permission of an appropriate school administrator.
- Making false accusations or perpetrating hoaxes regarding school safety.
- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Recording the voice or image of another without the prior consent of the individual being recorded in any way that disrupts the educational environment or invades the privacy of others.
- Refusing to allow a lawful student search.
- Repeatedly violating communicated campus or classroom standards of conduct.
- Skipping class(es) or activities scheduled during the regular school day (advisory, all school meetings, etc.).
- Trespassing on school property.
- Using profanity or vulgar/offensive language (oral or in writing).
- Using a telecommunications device, including a cell phone, or other electronic device in violation of YES Prep and campus rules.
- Using inappropriate and obscene language/gestures (including but not limited to profanity)
- Using matches or a lighter, except as part of an instructional program.
- Violating the YES Prep Academic Dishonesty policy by plagiarizing, cheating or copying the work of another or unapproved / unauthorized use of AI technology to complete a unit exam test, quiz, assignment, projects, or essay.

## 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. The system shall not use out-of-school suspension for students in grade 2 or below, or students under the age 10, unless the conduct meets the requirements established in law. See the [Out-of-School Suspension Section](#).

- 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, distributing, selling, using, or smoking tobacco or tobacco products, smokeless cigarettes, e-cigarettes, vaporizers, any other nicotine delivery device, or any substance for consumption containing nicotine
- Possessing drug paraphernalia
- 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 of another person, non-felony
- Verbally abusing others, including slurs, name-calling, or derogatory statements to another person.
- Any bullying or harassment of others, including slurs, name-calling, or derogatory statements to another person because of that person's race, color, national origin, religion, disability, physical appearance, sexual orientation, gender identity and/or gender expression
- Possessing, distributing, carrying, exhibition, or use of a knife, which includes a switchblade knife, razor blades, utility knives, 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
- Possessing or selling of stolen property (non-felony)
- 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>)
- Verifiable evidence of crimes (non-felony) charged for conduct committed on campus or off campus determined to have one or more of the following effects: (a) Disrupting the learning environment; (b) Providing a negative example to the other students; or (c) Creating a dangerous and unsafe environment for students or school personnel
- 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
- Possessing or usage of fireworks, "poppers," smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process

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- 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 in the classroom threatens the safety, interests and rights of other students or staff, or will be detrimental to the educational process or engages in unruly, disruptive, or abusive behavior that seriously interferes with the 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 an on-site disciplinary alternative program (DAEP) or expelled. The system shall not use out-of-school suspension for students in grade 2 or below or, students under the age 10, unless the conduct meets the requirements established in law. See the [Out-of-School Suspension Section](#). 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 possessing or using, 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
- Possessing, 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 any level IV 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
- Bringing a firearm to school or unlawful carrying of a handgun, location-restricted knife, or club under Penal Code 46.02
- Acting in a manner or conduct containing the elements of an offense relating to prohibited weapons under Penal Code 46.05- such as intentionally knowing or possessing, manufacturing, transporting, repairing, or selling prohibited weapons
- 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 using any, pellet gun, ammunition, air gun, replica firearm or bomb, electronic stunning devices, 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 or Alcohol Violation
- Engaging in fighting/mutual Combat
- Committing aggravated robbery
- Committing manslaughter
- Committing criminally negligent homicide
- Engaging in deadly conduct
- 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 to Expulsion Policy: Students who receive 4 or more Level III and/or Level IV suspensions in any academic year will be recommended for expulsion by the Principal
- 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

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

### **Co-Curricular 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 co-curricular activities are held to a high standard of conduct and must comply with all YES Prep rules and policies. Co-curricular activity staff may apply additional, reasonable, and necessary rules unique to the activity for which they oversee, which have been approved by the campus administration in advance and shared with the participating students. For a complete list of opportunities, please see the Individual Campus Supplement or speak with an Assistant Principal.

## **Eligibility to Participate in Co-curricular Activities**

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

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

## **School-Sponsored Activities**

YES Prep holds campus-sponsored activities (for example Field Day, family engagement nights, science fair, etc.) for the enjoyment of YES Prep students. When attending a campus-sponsored activity, students represent YES Prep and are still in the care of YES Prep Staff. As such, to ensure all campus-sponsored activities are safe and orderly and all YES Prep students are positively represented, students are held to the following expectations:

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

## **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 a student's adherence to behavioral expectations, the frequency of assigned consequences, suspension history, and prior conduct on field trips.

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 work left by their teachers.

## **ASPIRE After School Program**

All YES Prep elementary campuses offer a free after school program for students in grades PreK through 5<sup>th</sup> grade. The ASPIRE after school program is led by our YES Prep teachers. Guardians must apply to be accepted into the after-school program. Each campus is allocated a specific number of student seats, granted on a first-come, first-served basis. The ASPIRE after school program offers a wide variety of classes and will vary by campus. For more information on available classes and/or clubs and sports, please contact your campus directly.

The ASPIRE after school program consists of the following:

- Daily after school care that runs Monday through Fridays from 3:00-5:00 pm.
- There is no ASPIRE after school on holidays, breaks, or on days as determined by the campus and/or the district (i.e. School closure due to weather/inclement weather)
- Additional clubs and sports are offered as extracurricular activities for students in 4<sup>th</sup> and 5<sup>th</sup> grades that are not participants in the daily after school care.

# OPERATIONS

## Campus Hours

The [YES Prep website](#) features the most updated academic calendars. The following school hours will apply to elementary campuses unless an alternate schedule or school closure is required.

Days	Campus Hours
Monday – Friday	7:25am – 3:00pm
Early Dismissal	7:25am – 12:00pm

## 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 through Parent Square
- Skyward Family Access

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.

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.*

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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 missing 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 for students in the 2026-2027 school year. 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.

Guardians of students who attend the newest YES Prep campus, YES Prep West Elementary, will be required to complete the 26-27 household lunch application.

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 [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 provide food for their student. See elementary campuses' Individual Campus Supplements for more specific elementary student guidelines.

## **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. YES Prep also provides various outerwear options.

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

## **YES Prep Attire Merchandise Purchase**

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.

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>.

## **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.

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## 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.
- In the afternoon, guardians of elementary students in PK-5th grade must be present at the bus stop and prepared to show the bus placard to the driver. Elementary students will not be released if their guardians remain in a vehicle. Drivers are not permitted to wait for guardians in vehicles unless there is inclement weather.
- 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.

## Schools Bus Acts of Misconduct

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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.

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

- Excessive Noise
- Horseplay/Mischief
- Leaving one’s seat/standing without permission of the driver
- Not adhering to the bus driver or bus monitor’s directions or rules
- Video or voice recording of another person at the stop or on the bus
- Eating/Drinking/Littering 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
- Hanging out of windows with any part of the body
- Throwing any object in or out of the bus
- Bullying, threatening, or harassment of any person, to include the bus driver and bus monitor
- Profanity, verbal abuse, harassment, threats, or inappropriate gestures/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
- Possession or use of a laser pen or pointer that distracts the driver.
- Unauthorized entering or leaving the bus through an emergency exit or window
- Making a false claim against driver, bus monitor or another passenger

#### Level 4 Acts

- Assault towards driver, monitor or another passenger.
- Possession or involvement of inappropriate or dangerous materials, including but not limited to tobacco related items, weapons, drugs, or flammable object/substance.

### 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>• Written warning</li> </ul>	<ul style="list-style-type: none"> <li>• Written warning</li> </ul>	<ul style="list-style-type: none"> <li>• Family meeting</li> <li>• Written warning</li> </ul>	<ul style="list-style-type: none"> <li>• 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> </ul>	<ul style="list-style-type: none"> <li>• School Day Detention + Family Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• In school suspension + Family Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• In school suspension + Family Meeting</li> </ul>

	<ul style="list-style-type: none"> <li>• 1-3 Day Bus Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• 3–5-day bus suspension</li> </ul>	<ul style="list-style-type: none"> <li>• 3–5-day bus suspension</li> </ul>	<ul style="list-style-type: none"> <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 for students who are eligible for out of school suspension.</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 to modify the above consequence policies based on each individual incident. YES Prep Public Schools reserves the right, when applicable and in accordance with FERPA laws, to provide proof of an incident to the parents of a child involved. A written statement detailing the incident and any disciplinary action will be provided. Bus Behavior Contacts are responsible for responding to incident reports in a timely manner.

## Guardian Responsibilities

YES Prep requires parents to ensure that elementary students up to fifth grade are escorted to and met at the bus stop after school by an authorized guardian who has the appropriate bus tags or identification. Guardians are reminded to exit their vehicles to meet their children at the designated bus stop locations. This allows drivers to verify that the responsible adult is present to receive the student. YES Prep policies prohibit the bus driver from leaving a student unattended if no one is present at the stop to meet them. If the parent or guardian is not at the bus stop, the student will be returned to the school at the end of route, and it will be the responsibility of the parent or guardian to meet student.

Guardians 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.
- 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.
- Not removing student from bus without proper identification

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

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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 indicated on the [YES Prep academic 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. 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. Additionally, any guest, including guardians, who are remaining on campus for any reason will need to show proof of ID and will be run against the national sex offender database. Persons required to register as a sex offender—including guardians, and listed emergency contacts—are not allowed to be on campus or campus property at any time. Visitors may not walk around campus unescorted. Persons found walking unescorted will be escorted back to the campus Front Office to check in.

### **Before and After School Expectations**

Students arriving to campus before the official beginning of the school day or staying after campus for activities or pick up by a guardian are required to remain in spaces designated by YES Prep staff 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 a legal guardian 30 minutes after the conclusion of any YES Prep school day and event, activity, or game. See more information about [late pick up](#) in the Compliance section above.

### **Emergency School Cancellation**

In the event of dangerous weather conditions, 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, 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**

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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:

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

## INDIVIDUAL CAMPUS SUPPLEMENTS

Many sections in this handbook 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.