



**MIDDLE SCHOOL STUDENT HANDBOOK
2011-2012**

Whatever It Takes!

We have read the YES Prep Public Schools Student Handbook, and we accept the policies and procedures contained within it. We have also read and understand the YES Prep Public Schools Honor Code and acknowledge its importance to the academic life at YES Prep Public Schools.

We, the YES Prep Public Schools student and parent, understand that a failure to follow the expected policies and procedures may result in disciplinary action, up to and including
By signing this, I grant permission for my student to attend school-sponsored field trips throughout the year.

Student Name _____

Student Signature _____ Date _____

Parent / Guardian Name _____

Parent Signature _____ Date _____

Bus Route _____

Grade _____

Homeroom _____

**Medical Release
2011-2012**

Parent/Guardian:

Please fill in this form and return to the registrar as soon as possible. Please be aware that the information given on this form may be shared with appropriate school staff in order to have better understanding of the health status of your child.

Student Name _____ Date of Birth _____



Name of Doctor _____

Doctor Number _____

Person to contact in case of emergency _____

Emergency Phone Number _____

Medical/Immunizations:

- School policy requires all immunizations to be up to date upon enrollment.
- A copy of your child's immunization should be submitted with this record.

Parent/Legal Guardian Signature _____ Date _____

Medical Treatment

I (We), _____ parent(s), legal guardian (s) of

_____ hereby give our full consent and permission to a representative of YES Preparatory Public Schools to seek and obtain medical care and/or treatment for our child while participating in any school program. School staff also has our full consent and permission to sign any authorization forms necessary to obtain medical care and/ or treatment.

Parent/Legal Guardian Signature _____ Date _____



EXPEDIENTE MÉDICO DEL ESTUDIANTE 2011-2012

Padres/Guardián:

Por favor llene la forma y regrese a la registradora de la escuela lo más pronto posible. Recuerde que esta información será compartida con el personal apropiado de la escuela para poder entender la situación médica de su hijo(a).

Nombre de Estudiante _____

Fecha de Nacimiento _____

Nombre de Doctor _____

Numero de Teléfono del Médico _____

Persona en caso de emergencia _____

Numero de Teléfono _____

Médico/Vacunas:

- La póliza de la escuela requiere que todo estudiante matriculado o registrado en esta escuela debe tener las vacunas al día.
- Copias de las vacunas de su hijo(a) debe venire acompañado con este documento.

Firma de los padres ó tutor legal _____

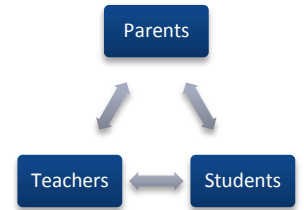
Tratamiento Médico

Yo (Nosotros), _____ padres ó tutor legal de

_____ le doy completa autorización y consentimiento a los representantes de la escuela "YES PREP PUBLIC SCHOOLS" de buscar y obtener cualquier tratamiento o ayuda médica para mi hijo(a) en caso de emergencia mientras esté participando en el programa escola. El personal de la escuela también tiene nuestro permiso y consentimiento de firmar cualquier autorización necesaria para obtener tratamiento o ayuda médica.

Firma de Padres ó tutor legal _____ Fecha _____





YES Prep Public Schools *Commitment to College Completion*

YES Prep is not just a school. YES Prep is a way of life. Every minute of every day is designed to ensure every student completes college and is committed to improving disadvantaged communities. The *Commitment to College Completion* is **shared** by all of us . . . YES Prep staff, family members and students, and it defines the ***Whatever It Takes*** spirit that all of us are expected to demonstrate in the daily pursuit of this goal.

Student's Commitments:

I fully commit to YES Prep in the following ways:

- I will arrive at school on time and will remain for the entirety of the school day.
- I will attend YES Prep on appropriate Saturdays.
- I will attend the mandatory summer program.
- I will complete all of my homework every night. If there is something I do not understand I will call my fellow classmates and teachers. I will raise my hand and ask questions in class.
- I will remain after school for Wall Street on any day that my homework is not neat, complete, accurate, or turned in on time.
- I will stay after school as required if I choose to disrespect the YES Prep team.
- I will always behave in a way that protects the safety, interest, and rights of all individuals in the classroom. This also means that I will always listen to my YES Prep teammates and respect everyone in the YES Prep family.
- I will adhere to the YES Prep dress code.
- I will always work, think, and behave in the best way I know how, and I will do ***WHATEVER IT TAKES*** for my fellow students and me to learn.
- I commit to attend all field lessons and other trips I am eligible for, including such event as Senior Signing Day and spring trip.
- **For the whole time I am a student at YES, I commit to the work required of me in order to be accepted and graduate from a 4 year college or university.**

*If I break one of the commitments above, I could lose YES Prep privileges and I could be removed from the YES Prep team.

** All YES Prep students will be reevaluated at the end of the school year and after the summer program.

Parents'/Guardians' Commitments:

We fully commit to YES Prep in the following ways:

- We will make sure our child arrives to YES Prep on time and remains for the entirety of the school day.
- We will make arrangements for our child to come to YES Prep on appropriate Saturdays and will provide transportation.
- We will ensure that our child attends the mandatory summer program.
- We will send our child to school every day, excluding any serious illness. In the **rare** case that our child is absent, we will call the school that day to notify the school of the absence.
- We will always help our child in the best way we know how, and we will do ***Whatever It Takes*** for him/her to learn. This means that we will do the following- provide a quiet place for him or her to study, review our child's homework every night, sign the agenda, and let him/her contact the teacher if there is a question about the homework.
- We understand that our child must remain after school for Wall Street on any day he or she arrives with homework that is not neat, complete, accurate, and turned in on time. It is my responsibility to provide transportation home for my child.



- We understand that our child may also be required to remain after school if he/she has chosen to disrespect the YES Prep team. If this situation occurs, we commit to picking up our child from school on time.
- We will always make ourselves available to our child and to the school and we will address any concern(s) that arise.
- We will read all papers sent home carefully, sign them, and return them within two (2) days. If we fail to return papers on time, we understand that our child will have to stay for Wall Street or detention.
- We will attend all required parent meetings, exhibitions, and conferences.
- We will allow our child to go on YES Prep field lessons, including out-of-town field lessons.
- We will make sure our child adheres to the YES Prep dress code.
- We understand that our child must follow all YES Prep rules in the handbook in order to protect the safety, interests, and rights of all individuals in the classroom.
- We, not the school, are responsible for the behavior and actions of our child.
- **For the whole time my child is a student at YES, I will do *Whatever It Takes* to support the work required of me and my child in order for him or her to be accepted and graduate from a 4 year college or university.**

* Failure to adhere to these commitments can cause my child to lose various YES Prep privileges and can lead to his or her removal from the YES Prep team.

Teachers' Commitments:

We fully commit to YES Prep in the following ways:

- We will arrive at YES Prep on time and will remain for the entirety of the school day.
- We will arrive at YES Prep on appropriate Saturdays.
- We will attend and participate in all staff meetings and professional development.
- We will teach YES Prep students in the best way we know how and we will do ***Whatever It Takes*** for our students to learn including providing students with our cell phone numbers for questions about homework after school.
- We will always make ourselves available to work with students and parents, and we will address any concern(s) they might have.
- We will be the first to both correct AND congratulate our students.
- We will provide tutorials for our students to support their learning.
- We will respond to communication from students, parents, and fellow staff members within 24 hours.
- We will always protect the safety, interests, and rights of all individuals in the classroom.
- **We will provide a rigorous college prep curriculum along with necessary support in order to prepare our YES Prep students to be accepted and graduate from a 4 year college or university.**

* Failure to adhere to these commitments can lead to my removal from the YES Prep team.





CORE PURPOSE

YES Prep exists to increase the number of low-income Houstonians who graduate from a four-year college prepared to compete in the global marketplace and committed to improving disadvantaged communities.

HONOR CODE

Philosophy: YES Prep Public Schools believes that students can take responsibility for establishing and maintaining standards for their own behavior. Honesty, integrity, and respect for each other are expected at YES Prep. Actions or attempted actions that do not uphold these ideals violate the YES Prep Public Schools Honor Code.

- A student's word is expected to be the complete truth; therefore, lying or forgery are violations of the Honor Code
- A student's work is expected to be entirely his/her own, unless properly credited; therefore, plagiarism or cheating are academic violations of the Honor Code.
- The property of others is to be respected; therefore, stealing – no matter how minor – is a violation of the Honor Code.

On all major assignments, student will include the following statement and then sign their name:
"On my honor, as a student, I have neither given nor received aid on this assignment / exam."

Students who witness an Honor Code violation must report the action to the school administrator. Working together, we can ALL create a community of learners that value hard work, creativity, and commitment to college success. It is crucial that every member of the YES community – students, parents, staff, and trustees – understands the importance of the YES Honor Code and strives to maintain its integrity.



CAMPUS ACADEMIC INFORMATION

ACADEMIC PERFORMANCE

At YES Preparatory Public Schools, it is our mission to prepare students for college. The facts are before us: most public schools in Houston are not striving for this same goal, and several of our students enter YES with test scores and skills behind the average. To combat this deficit, YES Prep believes it is imperative to do everything necessary to catch students up, not just to statistical averages, but for our students to reach levels that exceed those numbers. Our goal is for YES Prep students to be competitive as college applicants; and in order to do that, our rigor and expectations must be high.

To be in “good academic standing” means a student is passing all of his or her classes in a given grading cycle. We realize that sometimes a student may need more than one grading cycle to reach good academic standing, but it is our goal that all students will achieve and maintain this status while at YES Prep. For those students who struggle to reach good academic standing, we have instituted some supports to help them reach that goal. Academic Probation (see below) is not meant to be a punishment for struggling students; rather, it is a system that signifies to teachers and parents that a student needs extra support in the academic setting.

The promise of a YES Prep education, that each of our students will be successful in a four-year college, is realized when parents, school staff and students work together. We recognize that the expectations put upon YES students are significant. By reaching to meet these expectations, students demonstrate that they share this core value of college matriculation and success, and that they are committed to creating powerful futures for themselves.

CURRICULUM AND ASSESSMENT

The mission of YES Prep Public Schools is to ensure that each of our graduates successfully completes a four-year college or university and earns a degree. To that end, the curricular program we follow in middle school and high school has been designed to prepare students for the rigors of college-level work. Students can expect demanding classes, teachers who expect participation and engagement, opportunities to think about problems and issues in multiple frameworks, and an emphasis on clear, concise, and accurate written and verbal communication. YES Prep will provide students with the support and appropriate interventions to make it possible for each of our students to succeed academically, including group and individual tutorial and enrichment sessions; opportunities to contact the teacher for help after school; and frequent feedback to both students and parents about progress in class.

In addition to taking part in TAKS, the annual assessments required by the State of Texas, YES Prep students will also receive feedback on their progress from other assessment measures. Twice each year, students will take the MAP assessment, a national norm-referenced assessment that will allow us to measure the growth each student demonstrates over the course of each year in math and reading. MAP assessments do not factor into a student’s course grade. Additionally, YES Prep measures students’ achievement on our internal curricular standards with local Common Assessments that are administered at the end of every twelve weeks of instruction in most subject areas. Results from the Common Assessments are included in a student’s grade for that subject area.

GRADING POLICIES

YES Prep courses are generally organized into semesters. Most core academic courses span two semesters, while many elective courses are one trimester or semester long. Student grades for each semester are determined by averaging the



grades from three six-week grading cycles, with additional weight given to results from common assessments or final exams, as appropriate. Please refer to the YES Prep yearly calendar available on www.yesprep.org for report card distribution dates.

Grading Scale

YES Prep grades on a number and letter system. Please refer to the table below for conversions; grade points are only awarded for courses taken for high school credit.

Please note that YES Prep does not award a grade of “D” for any work done. Assignments, including class work, projects, labs, exam and quizzes, and all other graded work, receives either a passing grade, meaning it meets YES Prep standards, or a failing grade, meaning that it currently does not mean YES Prep standards.

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

Awarding Credit from Other Schools

YES Prep will award credit from earned at other public schools. Students seeking to have credit awarded from institutions other than Texas public schools must present a report card or transcript indicating the credits earned at the previous institution; YES Prep may require additional information (such as course syllabus) in order to award credit. YES Prep reserves the right to deny credit to a student who earned a “D” at another institution; in such cases, the student may petition to take a YES Prep competency exam in order to demonstrate proficiency in that subject area and be awarded credit for a passing score.

HONOR ROLL

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

ACADEMIC PROBATION

Overview

Any YES student who has failed two or more classes will be placed on Academic Probation. Academic Probation will last for a minimum of six weeks, or one grading cycle.

During this time, students should focus their time and effort on making sure that they are earning passing grades (70 percent or above) in all classes. Students should take advantage of study hall times, make an extra effort to call all teachers with questions about homework or projects, and schedule lunch and/or after-school tutorials if necessary to bring up their grades.



Academic Probation Logs

Any student on Academic Probation will be required to submit a weekly accountability document to his/her grade level chair. Students and parents are encouraged to use this document to reflect on his/her performance during the week and to set goals for the upcoming week. Students will work with an advisor to set and reach goals for academic, social and emotional success. Any student who fails to return the Academic Probation log will be subject to appropriate disciplinary action as determined by the school administrator.

Returning to Good Academic Standing

If, according to the next report card, the student is passing all classes, he or she will be removed from Academic Probation and will become a student in good standing.

Continuing On Academic Probation

Any student on Academic Probation who is failing classes at the end of the next grading cycle will be reviewed by his/her grade-level teachers. The grade level teachers will then advise the school administrator to make the following determination:

- a. The student is not passing all classes but is making significant progress. This student will remain on Academic Probation for another grading cycle and his/her progress will be reviewed for the next nine weeks.
- b. The student is not passing all classes and has shown little or no improvement or effort toward improvement. This student will be in jeopardy of not being promoted as a YES Prep student at the end of the academic year.

A grade-level teacher will meet with each student who continues to earn failing marks and, if necessary, his/her parent or guardian to discuss that student's academic status. The school administrator may also choose to attend these meetings. At this time, parents will be presented with additional feedback and suggestions from the child's teachers.

After two quarters on Academic Probation, a parent conference may be required. During the conference a growth plan may be developed and additional consequences may be determined. These consequences may include but are not limited to suspension from all school-sponsored activities.

WALL STREET

Wall Street is the after-school program used to ensure our students complete their daily homework assignments. It is named after Wall Street in New York City, where the motto of the investment bankers who work there is "you don't go home until the work is done." Students may be required to stay after school for Wall Street if they come to class unprepared or with work that is not up to the YES Prep standard of quality. All assignments (homework and class work) must be (1) neat, (2) complete, and (3) accurate. Students are required to stay after school for 1½ hours for Wall Street; parents will be notified **on the day Wall Street is assigned** and are responsible for transportation home after Wall Street. Wall Street **will not be rescheduled** except in the case of a family *emergency*, and the request must be made to the school administrator or principal/dean by the parent. Students who ask to reschedule Wall Street may have to stay for an extra day. This is up to the discretion of the school administrator or dean. Wall Street will also be assigned to students who do not return paperwork on time, as well as students who are tardy to school.

Students who do not stay for Wall Street may be immediately placed on RISE. Students who continue to skip Wall Street, even with permission from a parent, may also be placed on RISE. (See Campus Culture section for more information on RISE.)

PLAGIARISM / CHEATING

Students who plagiarize papers or projects or are involved in any other form of cheating may be subject to the following policy, although YES Prep reserves the right to expel any student from the school upon the occurrence of any plagiarism or cheating



1st Incident The student(s) involved will receive a grade of zero on the assignment. The school administrator will send home a letter informing the parents of the violation and giving parents the option of setting up a meeting between the parents, students, and grade level teachers. This ensures that all teachers are aware of the problem. If a student is indeed guilty of cheating, they have two (2) months to complete 20 hours of community service. This service must involve working and communicating with others – tutoring, reading to younger children, visiting senior citizens in a retirement community, etc. These hours must be arranged, completed, and documented by the student, as well as approved by the grade level chair. The service hours may be completed on the school campus if the service project is approved by the school administrator. Students are unable to attend any school-sponsored activities (this includes athletic competitions, field lessons, spring trips, etc.) until the required 20 hours of community service have been completed.

2nd Incident If a student is guilty of plagiarism or cheating for a second time, he/she has two (2) months to complete 40 hours of community service. The student will receive a failing grade in the class in which the second incident took place. The student will be unable to attend any school-sponsored activities (including athletic competitions, field lessons, spring trips, etc.) until the required 40 hours of community service have been completed. The incident will be placed on his/her permanent record, but may be removed if no other incidents occur during their middle school career at YES Prep Public Schools.

3rd Incident If a student is guilty of cheating for a third time, he/she will be expelled from YES Prep Public Schools indefinitely, and the incident will remain on the student’s permanent record.

The above policy is cumulative throughout a student’s middle school career at YES Prep Public Schools.

Depending on the seriousness of the cheating incident, YES Prep Public Schools reserves the right to expel the student from the school upon the occurrence of any incident of cheating.

School administrators reserve the right to take all necessary steps to investigate alleged academic honor code violations; including but not limited to requiring a student to retake an exam or quiz or rewriting portions of a paper. The school administrator will make the final decision on all issues related to the honor code.

RETENTION

Student retention occurs when a YES Prep student must repeat a grade level due to poor academic performance and / or poor attendance. The YES Prep Public Schools instructional staff and administration reserve the right to retain any students who fail to demonstrate academic mastery in core subject areas. Retained students may be required to repeat specific classes or an entire grade level depending upon the individual student’s performance. Grade level retention meetings are held during the second semester of the school year, and input from the instructional staff members at that particular grade level is considered when making retention decisions.

As an independent school district, YES Prep creates its own promotion / retention policies. Students who choose to attend summer school at another school system will not be promoted to the next grade level. Failure to attend the YES Prep summer school program may result in that student forfeiting their spot at a YES Prep Public Schools campus.

- Middle school students who fail **two or more sections** of the TAKS test will repeat their current grade.
- Middle school students who fail two or more core subject areas for the year will repeat their current grade.
- Middle school students who fail one section of the TAKS and one core subject area will repeat their current grade.



- Middle school students who are not in attendance at least 90% of time may lose credit (see section titled Attendance).

Promotion from 7th to 8th Grade

Because students begin taking more rigorous coursework in 8th grade, including courses for high school credit, YES Prep is committed to ensuring that all students are academically prepared to make that transition. Therefore, in order to be promoted from 7th grade to 8th grade, students must:

- pass all core classes including English, math, social studies, science, and world languages,
- pass both math and reading sections of TAKS

The campus has the option to promote students by committee in exceptional circumstances. The promotion committee will consider all applicable tests in addition to TAKS when making promotion and retention decisions, including but not limited to TAKS A, TAKS M, LAT, MAP, and other appropriate norm-referenced assessments.

STUDENT SUCCESS INITIATIVE (SSI)

In compliance with House Bill 3, beginning in spring 2010, if a student does not demonstrate proficiency on one or both TAKS tests for mathematics and reading, the student may advance to or be placed in the next grade level **only if** (1) he or she completes all accelerated instruction required by the grade placement committee (GPC), and (2) the GPC determines, by unanimous decision, that the student is likely to perform at grade level at the end of the next school year given additional accelerated instruction during the course of the year. In making promotion decisions, the GPC is required to consider the recommendation of the student’s teachers, the student’s grades, the student’s TAKS scores, and any other relevant academic information.

YES Prep will provide accelerated instruction to all students who do not demonstrate proficiency on TAKS. Whether they are in an SSI grade (grade 8) or a non-SSI grade (grades 6, or 7), students who do not meet the standard on TAKS must receive appropriate instructional intervention so that they will be able to make the academic progress necessary to do on-grade-level work at the next grade. Accelerated instruction may require participation by the student before or after normal school hours and may include participation at times of the year outside normal school operations.

Any student who fails to demonstrate proficiency in TAKS mathematics or reading must complete required accelerated instruction before being promoted or placed in the next grade, and , when promoted to the next grade level, will receive instruction in that subsequent grade from a teacher who meets all state and federal qualifications to teach that subject and grade. The NO Child Left Behind Act of 2001 defines a highly qualified teacher as one who has obtained a full state teacher certification or has passed the state teacher licensing examination and holds a license to teach in the state; holds a minimum of a bachelor’s degree; and has demonstrated subject area competence in each of the academic subjects in which the teacher teaches.

RESPONSE TO INTERVENTION (RTI) – student support services

In order to meet the requirements of providing a *Free and Appropriate Public Education (FAPE)*, YES Prep offers a variety of specialized support to students who are unable to participate fully in the regular campus program due to various qualified circumstances. When a student fails to make progress, he or she will have interventions tailored to meet his or her needs, and a case manager will be assigned to ensure program continuity, the student’s participation in the educational process to the maximum extent possible, and to maximize the student’s abilities, including those students needing an advanced curriculum. Programs include but are not limited to:

Students Experiencing Academic or Behavioral Difficulties

If a child is experiencing learning and/or behavioral difficulties, the parent may contact the school administrator or grade-level chair to learn about the district’s overall general education referral or screening system for support services. Campuses will administer a universal screening tool (see Curriculum and Assessments) to determine which students are



in need of immediate academic support. These students will be placed in intervention groups, or tier, based upon level of need. Students who are participating in research-based interventions and still failing to make progress in the regular classroom may be considered for tutorials, peer tutoring, and other support services that are available to all students through our Grade Level Process.

In our Grade Level Process, teachers meet on a regular basis to review a student's progress and develop student-specific interventions. Progress is routinely monitored and documented. Students who fail to make progress given the intervention plan created by the grade level team will move YES Prep's Intervention Team where a number of student support personnel come together to develop a tailored plan to help the student succeed. Students may be recommended by the Intervention Team for an evaluation to determine the possible need for 504 or special education services, if further intervention is needed.

At any time, a parent may request in writing an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the Intervention Team meets and determines that the evaluation is needed, the parent will be asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives written consent. The district must give a copy of the report to the parent and a meeting will be held within 30 days to review the results.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated and what supports the district will provide. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Intervention Team chairperson on that campus.

Child Find Notice

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Section 504 Coordinator for YES Prep Public Schools at (713) 967-9000.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination on the basis of disability in any program receiving Federal financial assistance. Students who qualify to receive services under Section 504 will receive accommodations based on their Individual Accommodation Plan (IAP) that will provide them with accommodations deemed necessary for them to be successful in the classroom. Students receiving services under Section 504 are responsible for all content standards for their enrolled grade level and must meet all promotion standards in order to be promoted to the next grade.

Special Education/ Free Appropriate Public Education (FAPE)

YES Prep Public Schools complies with the IDEA, which guarantees the provision of a free appropriate public education (FAPE) to all children with disabilities.

It is the policy of YES Prep Public Schools to ensure that all eligible children with disabilities who are within the YES Prep's jurisdiction have a FAPE available in accordance with its procedures as reflected in the Legal Framework for the Child-Centered Special Education Process located at: <http://framework.esc18.net/>.



YES Prep Public Schools ensures that an individualized education program (IEP) is developed, reviewed, and revised for each child with a disability in accordance with its procedures. YES Prep ensures that each of its students with disabilities receives all of the special education, related services, and supplementary aids and services identified in the child's IEP

English Language Learners

YES Prep Public Schools provides instructional and language support programs tailored to the needs of its students to ensure that all students enter college with the skill necessary to be successful. For English Language Learners (ELL), YES Prep provides a content based English-as-a-Second-Language program which focuses not only on developing a second language, but using that language as a medium to learn mathematics, science, social studies, or other academic subjects.

The goal of our program is to enable limited English proficient students to become competent in the comprehension, speaking, reading, and composition of the English language through the integrated use of second language method and to enable limited English proficient students to participate equitably in school.

In addition to providing a strong core instructional program, YES Prep provides support services, including various intervention opportunities such as tutorials and small group instructional support. These services are coordinated by the Campus Literacy Specialist with the collaboration of the Language Proficiency Assessment Committee (LPAC) which is responsible for recommendations regarding the identification, program placement, academic intervention and reclassification of limited English proficient (LEP) students.

The Literacy Specialist is the designated person on each campus to contact regarding questions for an ELL student experiencing learning difficulties or to volunteer to serve on the LPAC.

Dyslexia Services

Dyslexia, a language-based disorder, refers to a cluster of symptoms, which result in students having difficulties with specific language skills, particularly with the basic skills of decoding in reading and phonological awareness. Students with dyslexia usually experience difficulties with other language skills such as spelling and writing. Students who are suspected of having symptoms of Dyslexia are referred to the Intervention Team. If as part of the intervention process Dyslexic tendencies are noted, the student will be referred for a Section 504 evaluation for Dyslexia to be administered by trained personnel on the campus or by the YES Prep diagnostician. If after evaluation the student is identified as being at risk for Dyslexia the student will be placed in a Dyslexia program which will include a set of intensive supplemental reading activities. Student specific accommodations decided upon by the Section 504 committee will be used in the classroom and on assessments. The Section 504 plan will be reviewed annually and accommodations adjusted as necessary.

Homebound

If a student has a medical or psychological condition that necessitates being absent for a total of four weeks, not necessarily consecutively, a homebound referral will be initiated. Once the school receives confirmation from a physician that there is a *medical necessity* for the student to receive homebound services, a committee will meet to determine an educational program to meet the individual student's needs. The school will develop a quarterly curricular calendar with any needed adaptations. A case manager will be assigned, and a weekly schedule developed for in-home instruction. Students are responsible for meeting the requirements of grade-level curriculum and will be required to take all standardized tests when possible. These assessments may be taken in the home environment or in a specially designed school environment. All students referred for homebound services will be considered for qualification under Section 504.



Pregnancy Related Services (PRS)

When a student is determined eligible through a physician's confirmation to receive Pregnancy Related Services, a case manager will be assigned and a committee will meet to determine a coordinated educational plan. This plan will address needed counseling services, coordination of health services, assignment to appropriate outside agencies for support, schedule accommodations, and an individualized educational program. Students are required to meet grade-level curriculum and standardized assessment requirements. Confinement in the home may include prenatal, post-partum, extended post-partum, or break-in-service and will be determined by the student's physician based on individual need.

Homeless Students

YES Prep Public School surveys students and parents annually through the Student Residency Questionnaire to determine if their living situation is transitional as defined by the McKinney-Vento Homeless Assistance Act. Children and youth who lack a fixed, regular and adequate nighttime residence are considered homeless and may be eligible for services. Families will be contacted by their Student Support Counselor to determine the type of services the student may be eligible for during the school year. If during the year, a family's living situation changes due to economic hardship, the family should contact their Student Support Counselor to update their Student Residency Questionnaire to determine if they are eligible for services. Questions concerning services to homeless students should be directed to the Homeless Coordinator at 713-967-9000.



CAMPUS CULTURE INFORMATION

ABOUT YES PREP CULTURE

Since its beginning, YES Prep has embraced a culture of support and a “Whatever it Takes” attitude. At YES Prep, “Whatever it Takes” means working as hard as necessary to achieve the goal of college success. This includes long hours, Saturday school, service, homework each night, and much more. Reaching for such high expectations is not easy for anyone and so we endeavor for each YES Prep campus to feel like a family-oriented school. YES Prep teachers, staff members, and administrators are all dedicated to caring for a child during all the years he or she matriculates on our campus, and even afterward. The rules and policies that we enforce are often stricter than at other schools, but it is because we believe our students can and should be held to a higher standard. We are what we do every day and excellence is a habit.

CLOSED CAMPUS POLICY

Providing a safe and orderly campus environment is important. Therefore all students are required to stay on campus upon arrival. If it is necessary to leave campus for doctor or dental appointments or for reasons of illness, all students who are leaving campus must have an approved parent / guardian check out him/ her out through the attendance office.

DISCRIMINATION

State and federal law prohibits discrimination. YES Prep Public Schools complies with all non-discrimination rules and regulations and does not permit discrimination against students on the basis of race, color, national origin, gender, 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 school activities. Inquiries regarding compliance procedures may be directed to the school administrator.

HARASSMENT / BULLYING

No one should be subjected to harassment or bullying on campus for any reason. Therefore, it is the policy of YES Prep Public Schools that all employees, volunteers, parents and students will deal with all persons in ways that convey respect and consideration for individuals regardless of race, color, national origin, gender, disability, sexual orientation, family situation, religion or political affiliation. Acts of harassment, bullying, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

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

1. Sexually suggestive looks or gestures
2. Sexual jokes, pictures or teasing
3. Pressure for dates or sex
4. Sexually demeaning comments
5. Deliberate touching, cornering or pinching
6. Attempts to kiss or fondle
7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances



Bullying can include, but is not limited to, physical (hitting, kicking, pushing, choking), verbal (threatening, taunting, teasing, starting rumors, hate speech), electronic (e-mail, text messaging, blogging, chat rooms, social networking pages, etc.) or written threats.

Additionally, YES Prep recognizes that bullying may take the form of social or relational aggression. Relational aggression is behavior that is intended to harm someone by damaging or manipulating his or her relationships with others through direct and indirect methods which include but are not limited to social isolation and/or excluding, blatant acts of aggression that can be physical and verbal and harm through damage or threat of damage to another's physical well being. Students who engage in this behavior toward another YES Prep student will be subject to the same disciplinary actions outlined for other forms of bullying.

Dating violence includes the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. It is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control. Dating violence can include but is not limited to:

1. Physical abuse (hitting, kicking, pushing, choking, etc.)
2. Control of daily activities, choices, and access to resources
3. Isolation from family, friends, religious activities, school, community, etc.
4. Emotional Abuse (put-downs, public humiliation, etc.)
5. Sabotage
6. Technological abuse and stalking
7. Sexual coercion
8. Suicide or homicide threats, attempts, or completions

For counsel and assistance in resolving matters of this nature, contact the YES Prep Public Schools school administrator. Students who witness, or are made aware of, such situations are expected to report the incident immediately to an Student Administrator. Failure to do so may result in disciplinary action.

ATHLETICS / UIL / COMPETITIVE AND PERFORMANCE CLUBS

The school administrator will ensure that the eligibility requirements outlined in this section will be applied consistently to all clubs, classes, sports and student organizations for which students are required to study, practice, perform or compete outside the usual school day. Students who are failing one or more classes at an eligibility check point will remain ineligible until the next eligibility check. The eligibility checks will occur according to the state approved guidelines. Generally, these occur during the third and sixth weeks of a six-week grading cycle.

Since it is a privilege to represent our school in any performance or competition, the school reserves the right to revoke the privilege when student-athletes/performers do not meet the standards set forth in this agreement. This responsibility not only exists while the athletes/performers are involved in their chosen activity, but shall be required of them most certainly while at school and competition. All students are invited and encouraged to take part in athletic and performance programs. Program participants should be prepared to follow all rules and regulations as determined by the athletic and performance staff, administrators and Board of Trustees. Those not willing to comply with rules and regulations will not be permitted to participate in the program.

Excellent physical and mental preparation is essential for a successful athletic/performance program. A student athlete must be ready for the physical and mental rigors of the contest. This is done through participation in practice sessions planned by each coach/sponsor and by the observance of certain training rules and regulations.

A student-athlete/performer is expected to be a positive contributor to YES Prep Public Schools. Every student-athlete/performer is expected to:



1. Display dedication to hard work in practice.
2. Display sportsmanship in defeat, as well as in victory.
3. Display a respect for authority.
4. Display a spirit of cooperation.
5. Display a high standard of social behavior.

If a student athlete does not attend school the day of a game/performance, they will not be allowed to participate in the game or performance.

Student Athlete/Performer Rights and Responsibilities

Students participating in the interscholastic program or any competition/performance are to be governed by the rights, protections and responsibilities prescribed by the YES Prep Public Schools. Students who participate in the Interscholastic program or competition/performance are required to meet the eligibility requirements and follow the rules of the UIL (Reference: UIL handbook) and YES Prep Public Schools, and are expected to conduct themselves in a safe and sporting manner toward all persons associated with the athletic program (i.e., conduct becoming to an athlete—such as fairness, courteous manner and graceful acceptance of results).

Co-curricular Activities

Co-curricular activities are those that directly relate to a body of courses offered by the school. These include student groups that directly relate to the school's curriculum, address the subject matter that is actually taught, or soon will be taught, in a regularly offered course; for which the subject matter of the activity concerns the body of the course as a whole; for which the participation in the activity is required for a particular course; or for which participation in the activity results in academic credit. Such co-curricular activities would include, but not be limited to, musical groups, language clubs, debate, etc.

All students participating in co-curricular or extra-curricular activities are required to conduct themselves as role models, to demonstrate good citizenship, and to comply with all rules and regulations of the YES Prep Public Schools or be subject to suspension or expulsion from school and/or the activity involved. Coaches or advisors may apply additional, reasonable, and necessary rules unique to the particular activity for which they have responsibility and which have been approved by the school administration in advance. All competition activities will follow the eligibility rules outlined above.

ATTENDANCE

The academic day at YES Prep begins at 8:00 a.m. and concludes at 4:30 p.m. (Monday, Tuesday, Thursday and Friday); at 1: 45 p.m. on Wednesday. Students involved in athletics and other after school activities may need to stay later than the times outlined above in order to participate in practices, performances and/or games. The official ADA time is 9:30 a.m., and attendance is taken at this time. Any student who arrives after this time will be marked absent.

Students are not allowed to stay after school unless they have teacher approval or are staying for a school-sponsored activity. All students must be off campus after the end of the academic day unless prior permission to remain on campus after this time has been granted by a YES Prep Public Schools staff member who will remain with the student until they are picked up.

Parents are given a 30-minute grace period to pick up their student. **For those parents who continually pick their child up late from school, YES Prep Public Schools will report the parents to local authorities and / or Child Protective Services.**

Absences

Upon returning to school following an absence, students must report to the front office for a pass to re-enter class. Students must clear an absence with a note written and signed by a parent/guardian stating the time and reason for the



absence. Failure to bring this note may result in the appropriate level of discipline. These written notes become a part of the student's attendance record. Students who are absent for more than three days in a row must provide the front office with a doctor's note or other official documentation before they may return to class.

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 is cause for disciplinary action and/or suspension.

Procedures

1. Absences must be cleared **ON THE DAY OF RETURN** with a written excuse signed by parent/guardian. Failure to do so may result in the student being held out of class until the appropriate documentation is received.
2. A student's absence will be considered excused only if the absence meets the criteria defined under the excused absence section of this Handbook **AND** when verified by a written note from a parent/guardian.
3. If absences are not excused **UPON RETURN**, student will receive an unexcused absence slip. Students must remember that it is their responsibility to have their parents excuse absences the day they return to class.
4. Falsely representing a parent/guardian and/or their signature in any way is a violation of the Honor Code and will result in disciplinary action.

Excused Absences

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

- Illness
- Medical/Dental related, including appointments
- School-sanctioned activities
- Absences related to the legal system
- Family emergency
- Bereavement/Funeral for immediate family members
- Religious observances
- Short-term suspensions or other disciplinary actions resulting in an absence.

All of these listed absences require written documentation signed by the parent/guardian upon student's return to school.

At YES Prep Public Schools, students may lose credit for a class or be retained for the year if they miss more than 10% of the instructional time during a semester or year. This also applies to students who are continually late to school or who leave early. For example, a middle or high school student who misses their first period class more than nine times within one semester will automatically forfeit the credit in the class, even if they have a passing average.

Students may appeal to the school administrator for credits to be restored; credits can be restored only for classes where the student's average is 70 percent or higher. To avoid appeals, all students are strongly encouraged to clear any unexcused absence before final exams begin. Appeals must be made through the school administrator. Regular attendance and punctuality are the responsibilities of the student and parent.

Opportunities for Make-up Work

A student will be given the opportunity to make up work missed due to an excused absence. However, it is the responsibility of the student, immediately upon his or her return to class from an absence, to request and complete an absentee form with any assignments or tests missed because of the absence. Teachers will have regular make-up policies already in place, and students should be aware of those requirements. Remember that make-up work is the responsibility of the student. It is not the teacher's responsibility to track down students to administer make-up tests and collect homework. The teacher schedules make-up assignments and assessments, not the student.



Unexcused Absences

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence or if a signed note is not submitted by the parent/guardian **within 24 hours of returning to school**. A student whose absences are unexcused will not be allowed to make up work for the days missed. All graded activities shall be treated as if the student had chosen not to participate in them. This type of absence is also defined as truancy. (Please see truancy section of handbook.) The progressive forms of discipline for excessive unexcused absences may include short-term and long-term suspensions. Failure to document absences will result in loss of credit restoration privileges if the student exceeds the 10 percent absence limit.

- If a student is absent for one to three days, the parent or guardian written note is sufficient. If a student is absent more than three days, a doctor's note is required.
- If a student is going to be out for a week or more due to hospitalization, please notify the Health Coordinator immediately.
- For extended absences, please see Home Bound Section.

Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, or car problem is not a valid excuse for an absence. The school will take into account extenuating circumstances before applying any disciplinary action. Punctual transportation to and from school are both a student's and a parent's responsibility.

Attendance Committee

In accordance with TEC 29.092, an attendance committee composed of a majority of teachers, an administrator, and other campus staff, will convene to consider student appeals for loss of credit due to excessive absences. Appeals must be accompanied by appropriate documentation that explains confirms the reason(s) for the excessive absences. The AC will alert all students who are in danger of losing credit due to excessive absences so they will have the opportunity to appeal credit loss. The AC may decide to allow students to make up credit due to extenuating circumstances and will determine how and when the credit time is to be made up. Parents may request to be present for the appeal process but do not have a right to be present.

Truancy

Truancy is a major violation of YES Prep Public Schools regulations. Any student who misses school or a class without prior permission or who misses for reasons other than those outlined in the excused absence section may be considered truant.

The parent/guardian will be notified in writing or by phone if a student is considered truant. The parent/guardian may be required to have a conference with the school administrator.

Students who are absent from school and do not present a homeroom teacher with a note signed by a parent/guardian explaining the absence will be given an unexcused absence.

Assignments given that day will result in a zero. This includes tests and quizzes. **Please note that YES Prep will contact the appropriate constable precinct when a student is suspected of being truant. Truancy can lead suspension and/or expulsion.**

Pre-Arranged Absences

If a student anticipates an extended absence, the student must complete an absentee form. This form is available from the registrar. A written note signed by the parent/guardian indicating the dates the student will be absent must accompany the request. Please note that absences have a detrimental effect on a student's accomplishments and



progress, and this should be considered prior to requesting an absentee form. These absences could result in loss of credit for the class if student exceeds the number of days allowed and/or student fails to pass the course.

Tardy to School

The only excuse accepted for tardiness to school is late buses.

1. After three (3) tardies within a six-week cycle, notice will be given to the student and parent/guardian by the registrar.
2. Starting with the third tardy within a six-week cycle, EVERY tardy will result in the student receiving a Wall Street or detention from the registrar.
3. After the sixth (6) tardy during a six-week cycle, a parent/guardian conference may be held and the student will be put on RISE.
4. After nine (9) or more tardies in a six-week cycle, a parent/guardian conference will be held. Disciplinary action will be discussed and may result in suspension from school.
5. All tardies are cumulative over a six-week cycle.

Tardy to Class

A student is considered tardy to class if he/she arrives to class after the bell has rung without a note from a teacher or administrator. Being more than five minutes late to class without a pass may result in a student being referred to the school administrator.

After School

Students who remain after school for study hall, tutorials or other meetings are required to be in a supervised area at all times. If a student is waiting for a ride, they need to remain in the space designated by YES Prep staff until their ride arrives. Students are absolutely prohibited from wandering the campus, hanging out on decks without permission or being in a classroom unsupervised and may be subject to disciplinary action, up to and including expulsion.

Early Dismissal

Early dismissals for appointments or illness must be arranged prior to departure. All students leaving school early for such appointments must be signed out in the front office prior to departing campus. Also, the adult picking up the student must show proper identification to front office staff and must appear on the student's emergency contact card authorized by the student's legal guardian.

Emergency School Call-Off

In the event of particularly dangerous weather conditions, YES Prep Public Schools will either cancel or delay the opening of school. Such announcements will be made on KPRC, Channel 2. Please note that YES Prep will follow Houston ISD's lead on any cancellation or delays.

Withdrawal from School

A student under the age of 18 withdrawing from school must be accompanied by a parent/guardian; the family must meet with a school administrator prior to withdrawing. Parents/guardians must give the registrar 24 hours to complete all necessary withdrawal paper work. Students who are 18 years of age or older must wait two school days before withdrawal from school. Upon completion of the withdrawal sheet, all fees and fines must be paid, and all school-owned materials must be returned in appropriate condition. YES Prep Public Schools reserves the right to hold ALL student records until all fees and fines have been paid and all materials have been returned.

Student Change of Address

Parents/guardians must give the registrar written notification of a student's change of address or phone number within seven days of the change.



SCHOOL-SPONSORED ACTIVITIES

YES Prep Public Schools holds dances and other school-sponsored activities (for example Field Day, Prom, Commencement, etc.) for the enjoyment of YES Prep students and their guests. There are parameters for school-sponsored activities.

1. **Rules:** All campus rules are in effect at all school-sponsored activities (on or off-campus).
2. **Guests:** For some events, each YES Prep student may invite one non-YES Prep student as a guest. All non-YES Prep students who are guests to the activity must register with the supervising administrator at least 24 hours prior to the activity. The accompanying YES Prep student must provide the name, age, and working telephone number of his/her guest prior to the activity. Once a guest is registered, no substitution is allowed. All non-YES Prep students must have a “pre-sale” ticket to enter the activity. The administrator reserves the right to deny a person entrance into the activity.
3. **Re-entering the activity:** Students leaving prior to the end of the activity for any reason may not re-enter the activity.
4. **Conduct:** YES Prep Public Schools students and their guests may be forced to leave an activity if they conduct themselves in an inappropriate manner or violate the any rules set forth in this Handbook. No money will be refunded.
5. **Dress code:** The dress code for each event will be determined by the school administration. Students and guests who do not meet the dress code expectations will not be allowed to attend the event.
6. **Same-day absences:** Students who are absent from school are not allowed to attend or participate in any school-sponsored events (athletic competitions, school dances, theater performances, etc.) held on the day they were absent.

DISCIPLINARY PROCEDURES

Each student is expected to behave in a manner that exemplifies dedication, discipline, desire, honesty, loyalty and respect. Students will be held responsible and accountable for behavior that conveys these principles. Proper behavior is expected at all school-sponsored activities both during and after the regular school day. Students who consistently or repeatedly fail to uphold the YES Prep standards of conduct and behavior may be subject to disciplinary action up to and including expulsion.

YES Prep middle schools integrate a banking system into the discipline plan. Students earn salaries based on their performance each week. Student infractions are classified in one of two categories: behavioral or organizational. Student infractions include, but are not limited to, being unprepared for class, disrespectful behavior, off-task or disruptive behavior, chewing gum, tardies, etc., are of which will be documented on in a discipline tracking system within Navigation, YES Prep’s intranet.

YES Prep teachers and administrators adhere to the following discipline sequence:

- 1st Offense** – teacher warning
- 2nd Offense** – document infraction on Navigation
- 3rd Offense** - document infraction on Navigation
- 4th Offense** - document infraction on Navigation and follow up with a note to parent in agenda, a phone call, or home visit
- 5th Offense** - document infraction on Navigation
- 6th Offense** - Student will be placed on **RISE (Restoring Individual Student Excellence)**, parent will be notified

RISE (Restoring Individual Student Excellence)

Students will be placed on the RISE after receiving a fifth mark during a one-week period, or immediately for the following reasons:



- Vandalizing school/student property
- Using inappropriate language/profanity
- Disrespecting a YES Prep teammate or staff member
- Dishonesty
- Excessive tardies
- Bullying
- Public display of affection
- Failure to consistently turn in academic probation logs on time
- Repeated failure to stay for Wall Street

RISE is an opportunity for students to re-learn the expectations of being a member of YES Prep Public Schools, and it is a consequence that reinforces the values of making good decisions. There are three reasons why we have RISE.

- 1) RISE reflects the basic reward and punishment system of YES Prep Public Schools: positive things happen when individuals make the right choices, and negative things happen when an individual makes the wrong choices.
- 2) YES Prep Public Schools places an extremely high value on the concept of TEAM!
- 3) YES Prep Public Schools believes that in order to ensure student success we must help students by teaching them strategies they can use to help them be successful individuals.

Students are expected to contribute to the YES Prep team by respecting others and doing their share of the work. While on RISE, students will receive the same instruction as the others and will be expected to complete the same class work and homework.

When a student is given RISE, a letter will be sent home explaining the reasons for the action and the rules for RISE. The letter must be returned with a parent or guardian's signature before the student will be released from RISE. No student will be placed on the RISE during the day without approval of the school administrator.

Students serving RISE

- 1) Are required to carry a log to each class.
- 2) Are required to wear plain white t-shirt. In colder weather, students may wear a white, long-sleeve shirt under the white shirt, or if necessary, a YES Prep sweat shirt under the white t-shirt. They may not wear white-collared shirts, or YES Prep clothes as their outerwear.
- 3) Are expected to wait in the gym before school begins.
- 4) May only participate in group activities if given permission by the teacher, and if it is required for the learning activity.
- 5) Are required to ask permission to enter and leave a class.
- 6) May not communicate with other students in any way. This includes writing notes, gesturing with hands, laughing or making facial expressions at other students.
- 7) May not use the bathroom during passing periods without the supervision of a teacher.
- 8) Are required to eat lunch in a separate, designated area away from peers.

Students serving Respect RISE Level II:

- 1) Follow requirements of Level I.
- 2) Lose their locker privilege and must remove all items from their locker.

Students serving Respect RISE Level III:

- 1) Follow requirements of Level II.
- 2) Are required to sit in an isolated location in each of their classes.
- 3) Will be assigned a high school mentor to assist with school behavior and track progress.
- 4) Will contact their parents with a school administrator to inform them of their school behavior.



Students serving Respect RISE Level IV:

- 1) Follow requirements of Level III.
- 2) Are required to have a parent/guardian accompany them to classes for half a day.

The length of time spent on RISE depends on the conduct and actions of the student. A student can be cleared from RISE by demonstrating a willingness to improve upon mistakes and change the bad habits that caused the original punishment. This is shown by the student earning complete days within a 6 day period. For students on RISE, these days are earned when a student receives a 3 or 4 on their Log for each class and does not receive any marks that day. If the parent does not sign the log, the student will lose one of the ten days needed to get off of RISE. The students must also write a handwritten Action Plan to their homeroom explaining why they received the marks they did and what they are going to do to correct them in the future. This Action Plan will be edited and revised with the help of an advisor until it is considered acceptable.

There are many obstacles facing our students on their quest for college. With the effort that we are making to overcome the unfair, overwhelming odds, none of our kids deserves to lose out on educational opportunities due to students in the classroom who are negatively contributing to the overall dynamics of the school. *Any further offenses may result in the student being assigned in-school suspension or expulsion.*

Serious Infractions of the YES Prep Standards of Conduct and Behavior

The following behaviors are considered serious infractions and may be subject to immediate suspension and/or expulsion.

1. Commission of a felony;
2. Extortion, intimidation, or disrespect of another student or staff member;
3. Engaging in inappropriate physical or sexual conduct;
4. Engaging in conduct that constitutes sexual harassment, including but not limited to verbal or physical conduct of a sexual nature;
5. Assault of, or threats to, another person, including any physical, verbal, emotional and written forms;
6. Possession or sale of stolen property;
7. Possession or use of matches or a lighter, except as part of an instructional program;
8. Starting or building a fire on school grounds or at a school-sponsored event, except as part of an instructional program;
9. Possessing, distributing, selling, using, or smoking tobacco products;
10. Possessing, distributing, selling, or using medications that are available 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;
11. Possessing or selling items attempted to be passed off as drugs or contraband;
12. Possessing drug paraphernalia;
13. Possessing or distributing pornographic material;
14. Possession, distribution, or use of knives, firearms, ammunition, explosives, bladed instruments, air guns, chemical dispensing devices, fireworks, replica firearms or bombs, electronic stunning devices, and other dangerous items;
15. Discharging a fire extinguisher, except in an emergency;
16. Cheating or copying the work of another or allowing another to cheat or copy;
17. Plagiarism;
18. Gambling;
19. Truancy;
20. Throwing objects that can cause bodily injury or property damage;
21. Using profanity, vulgar language or obscene gestures;
22. Fighting;



23. Bullying or harassment, which may include repeated teasing, taunting, threatening, hitting, stealing, intentional exclusion, and rumors that create an ongoing pattern of harassment and abuse;
24. Stealing, theft, or robbery;
25. Damaging or vandalizing school property or property belonging to others;
26. Name calling, ethnic or racial slurs, or derogatory statements that school officials reasonably anticipate will disrupt the school program or incite violence;
27. Inappropriate or illegal use of the school's electronic communication systems, including the Internet, or severe abuse of the technology use policy;
28. Violating local, state or federal laws;
29. Continuous or repeated behavior that disrupts the school environment or educational process;
30. Making a terroristic threat, false alarm, or report including but not limited to bomb threats;
31. Possessing, selling, delivering, distributing, using, or being under the influence of an alcoholic beverage;
32. Possessing, using, being under the influence, distributing, attempting to distribute, buying, or attempting to buy illegal drugs;
33. Using, in a manner inconsistent with the manufacturer's instructions, or being under the influence of glue or aerosol paint;
34. Behaving in a manner that contains the elements of indecent exposure as defined by the Texas Penal Code;
35. Behaving in a manner that contains the elements of the offense of public lewdness as defined by the Texas Penal Code;
36. Retaliating against a school employee or other person;
37. 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 teachers, or will be detrimental to the educational process;
38. Being involved in any gang activity, including participating as a pledge or member, soliciting another person to become a pledge or member of a gang, or using any type of gang sign, symbol or representation;
39. Using or exhibiting an illegal knife, as defined by the Texas Penal Code;
40. Engaging in arson;
41. Verifiable evidence of crimes 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.
42. While on school property, or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, commits certain offenses and misconduct described in Chapter 37 of the Texas Education Code, specifically:
 - (A) uses, exhibits, or possesses:
 - (1) a firearm as defined by Section 46.01(3), Penal Code;
 - (2) an illegal knife as defined by Section 46.01(6), Penal Code, or by local policy;
 - (3) a club as defined by Section 46.01(1), Penal Code; or
 - (4) a weapon listed as a prohibited weapon under Section 46.05, Penal Code;
 - (B) engages in conduct that contains the elements of the offense of:
 - (1) aggravated assault under Section 22.02, Penal Code; sexual assault under Section 22.011, Penal Code; or aggravated sexual assault under Section 22.021, Penal Code;
 - (2) arson under Section 28.02, Penal Code;
 - (3) murder under Section 19.02, Penal Code; capital murder under Section 19.03, Penal Code; or criminal attempt under Section 15.01, Penal Code, to commit murder or capital murder;
 - (4) indecency with a child under Section 21.11, Penal Code;
 - (5) aggravated kidnapping under Section 20.04, Penal Code;
 - (6) aggravated robbery under Section 29.03, Penal Code;
 - (7) manslaughter under Section 19.04, Penal Code; or



- (8) criminally negligent homicide under Section 19.05, Penal Code; or
 - (C) engages in conduct specified by Section 37.006(a)(2)(C) or (D), if the conduct is punishable as a felony;
 - (D) Sells, gives, or delivers to another person or possesses, uses, or is under the influence of any amount of:
 - (1) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 *et seq.*;
 - (2) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or
 - (3) an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code;
 - (E) engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint under Sections 485.031 through 485.035, Health and Safety Code, or relating to volatile chemicals under Chapter 484, Health and Safety Code;
 - (F) engages in conduct that contains the elements of any offense listed in subsection (B)(1) or (3) above, or the offense of aggravated robbery under Section 29.03, Penal Code, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property;
 - (G) engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, Penal Code, or terroristic threat under Section 22.07, Penal Code without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property;
 - (H) engages in conduct that contains the elements of an offense under Section 22.01(a)(1), Penal Code, against a school employee or a volunteer, as defined by Section 22.053, Education Code, or in retaliation for, or as a result of the person's employment or association with the school, without regard to whether the conduct occurs on or off of school property, or while attending a school-sponsored or school-related activity on or off of school property;
 - (I) engages in conduct that contains the elements of the offense of deadly conduct under Section 22.05, Penal Code; or
 - (J) possesses a firearm, as defined by 18 U.S.C. Section 921.
43. engages or attempts to engage in three or more actions that violate the YES Prep Public Schools Honor Code.

Federal Firearms Act

YES Prep Public Schools, as an open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school. The student must be expelled from the student's regular campus for a period of at least one year, except that the Superintendent or other chief administrative officer of the school may modify the length of the expulsion in the case of an individual student.

Suspension and Expulsion as Consequences for Serious and/or Persistent Misbehaviors

A student may be suspended and/or expelled for serious infractions. Misbehaviors in violation of the Student Code of Conduct not otherwise constituting an expellable offense, may become a serious infraction subject to expulsion and/or suspension when the misbehavior is so persistent that, in cumulative effect, it is significantly disruptive of the educational process. The decision to expel shall be based on an assessment of the facts and circumstances of each case. Relevant factors, without prioritization, include, but are not limited to, the seriousness of the misconduct, the student's age, grade level, history of prior misconduct, health and safety issues, and disruptive effects upon the educational process.

Suspension Process

In addition to the above list of serious violations, the Principal/School Director or designee has the authority to suspend a student for a period of up to five (5) school days for any of the following additional reasons:

- (1) The need to further investigate an incident;
- (2) A recommendation to expel the student; or
- (3) An emergency constituting endangerment to health or safety.



A. Prerequisites to Suspension

Prior to suspending a student, the Principal/School Director or designee must hold an informal conference with the student to:

- (1) Notify the student of the accusations against him/her;
- (2) Allow the student to relate his/her version of the incident; and
- (3) Determine whether the student's conduct warrants suspension.

B. Notification to Parents/Guardians

If the Principal/School Director or designee determines the student's conduct warrants suspension during the school day, the Principal/School Director or designee must notify the student's parents/guardians that the student has been suspended before the student is sent home on the day the suspension occurs. The Principal/School Director or designee will notify a suspended student's parents/guardians of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal/School Director.

C. Credit during Suspension

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

Expulsion Process

A. Notice

When the Principal/School Director determines that a student's conduct warrants expulsion, but prior to taking any expulsion action, the Principal/School Director will provide the student's parents/guardians with written notice of:

- (1) The reasons for the proposed expulsion; and
- (2) The date and location for a hearing before the Principal/School Director, within five (5) school days from the last date of the suspension.

The notice shall further state that, at the hearing, the student:

- (1) may be present;
- (2) shall have an opportunity to present evidence;
- (3) shall be apprised and informed of the school's evidence;
- (4) may be accompanied by his/her parents/guardians; and
- (5) may be represented by an attorney.

B. Hearing Before Principal/School Director

The school shall make a good faith effort to inform the student and the student's parents/guardians of the time and place for the hearing, and the school shall hold the hearing regardless of whether the student, the student's parents/guardians, or another adult representing the student attends. The Principal/School Director shall audio record the hearing.

Immediately following the hearing on expulsion, the Principal/School Director will notify the student and the student's parents/guardians in writing of his/her decision. The decision shall specify:

- (1) The length of the expulsion, if any;
- (2) When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
- (3) The right to appeal the Principal/School Director's decision to the school Board.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.



C. Appeal to Board

The student or his/her parents/guardians may appeal the Principal/School Director's decision. The appeal process is as follows:

- (1) Parents will meet with the President or his designee (within 48 hours of decision)
- (2) If the meeting with the President or his designee fails to resolve the situation the parents can request a hearing with the school Board by notifying the President in writing within seven (7) calendar days of the date of receipt of the Principal/School Director's decision.
- (3) The Board will review the audio or transcribed record from the hearing before the Principal/School Director at the next regularly scheduled Board meeting, or at the discretion of the Board, at a specially called meeting.
- (4) The Board will notify the student and his/her parents/guardians of its decision, in writing, within five (5) calendar days of the hearing.

Forgery

Forging a parent/guardian's, teacher's, or another student's signature on any letter to the school or any school document is in violation of the Honor Code and will result in disciplinary action.

Public Display(s) of Affection

The inappropriate public display of affection is embarrassing to the staff, visitors and students of YES Prep Public Schools. Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing, handholding, sexual acts and other inappropriate displays of affection are not in accordance with the YES Prep Code of Conduct. Students failing to respect this policy may be disciplined up to and including expulsion.

Gum

Students are not allowed to chew gum at any time while on campus or any school-sponsored activity. Chewing gum will result in a mark and five hours of on-campus service to be completed within a two-week period. Excessive incidents of gum chewing will result in further disciplinary action.

Tobacco

YES Prep Public Schools promotes and maintains a tobacco-free environment. Regardless of age, students are prohibited from smoking, using tobacco products, or having tobacco in possession at any time during the school day or at any school-sponsored activities. Students in violation of the tobacco/smoking regulation will be subject to disciplinary action.

PROPERTY

School Property

All students are expected to respect and care for all property of YES Prep Public Schools including building facilities, desks, dry erase boards, books, restroom facilities, lockers, etc. Any student damaging or defacing school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is just cause for disciplinary action and may result in expulsion. Official student grades and transcripts will be withheld until all costs from the damages have been paid in full.

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

Student Property



YES Prep Public Schools assumes no responsibility for any loss to students' personal property or for items such as (but not limited to) MP3 players, radios, cameras, cellular phones, CD players, iPods, camcorders, hand held game systems, toys and cards. Students must put these items away whenever on campus or when requested to do so by school personnel or school volunteers.

Parents and students are advised that it is a violation of school code to use portable communication devices (such as, but not limited to, cellular phones) during school hour. Items will be confiscated and appropriate disciplinary action will be taken. All items that are prohibited and/or deemed unacceptable for the school environment will be confiscated and stored in the appropriate administrators' office until a parent retrieves those items after speaking with the school administrator. The school is not responsible at any point for items that are prohibited on campus. This includes cell phones.

The following items will be immediately confiscated if brought to campus: skateboards, skates, roller blades, televisions, electronic game systems (PS2, Game Cube, etc.), flat irons, curling irons, or aerosol cans (hair spray, deodorant, etc.). *This is not an exhaustive list.* Inappropriate items will be returned to parents at the discretion of the school administrator. The second time an item is confiscated it will not be returned until the end of the semester.

Student property that is traditionally considered confidential (journals, purses) will be turned over to the school administrator

Any student damaging or defacing property that belongs to another student or staff member will be required to pay for the damage or loss. Willful destruction or defacement of student or teacher property at any time is just cause for disciplinary action and may result in expulsion. Official student grades and transcripts will be withheld until all costs from the damages have been paid in full.

Cell Phones

During school hours, all student cell phones must be turned off. If at any time during the school day the cell phone is out or in use, the cell phone will be confiscated. The first incident will result in the parent/guardian picking up the cell phone and paying the campus \$10 in order for the phone to be returned. With a second incident, the cell phone will be confiscated and not returned until the last day of the current academic school year. In the event this becomes excessive, further disciplinary action may occur. Parents/guardians are encouraged to call the school's office number if an emergency arises.

Theft

Committing an act of theft may result in suspension or expulsion. The student will also be required to pay for or replace the item(s) stolen. Proper outside authorities may be contacted.

Search and Seizure

School authorities may seize any contraband, substance, material, or object, the possession of which is illegal, violates a school rule, or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. Authority to Conduct a Search - The law allows school authorities to search students, their lockers, their motor vehicles and their personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.
2. General Inspection - School authorities reserve the right to make general inspections of lockers for purposes including but not limited to safety, cleanliness, retrieval of school material and maintenance. Such general inspections shall not include searching personal items stored in lockers, clothing, bags or purses unless reasonable and specific suspicion exists.



3. Locker/Desk/Storage Area Inspections – All lockers and other storage areas provided for student use on school premises remain the property of the school and are subject to inspection, access for maintenance, and search. Students may place an approved lock for security reasons on their assigned locker only.
4. Personal Searches – A student’s person and/or personal effects (e.g., purse, backpack, etc.) may be searched when school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized items.
5. Motor Vehicle Searches – Motor vehicles driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student’s parent/guardian and/or law officials as appropriate.

SELLING ITEMS AT SCHOOL

Conducting private business or selling unauthorized items is prohibited. Items will be confiscated from the student(s), and disciplinary action will be taken.

School clubs and organizations may sell items before, after, and during school hours only after they have received permission from the school administrator.

DISTRIBUTING LITERATURE

Students must receive approval from the school administrator or designated campus-based leader prior to distributing any flyers, literature, etc. for non-school sponsored activities. For school 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 school administrator.

STUDENT ACTIVITY FEES

Parent participation in the YES Prep experience, including financial, is a crucial component to ensure we provide your son/daughter with the best possible educational experience. From all-school field trips to providing food and transportation for Saturday school to academic field trips to area museums and summer programs around the state/nation, YES Prep works hard to provide interesting opportunities for your child. These additional opportunities are a key part of what makes our school both unique and effective.

In order to provide these opportunities, we ask that each parent pay a non-refundable Student Activity fee of \$225. If a family has more than one child attending the same YES Prep campus, then we ask the family to pay \$125 for each additional sibling.

Families that pay the entire activity fee amount prior to the end of September will receive a 10 percent discount. Otherwise, we ask that parents pay half of the activity fee by the end of September and the other half by the end of January. Of course, YES Prep will consider extensions and will work with families to ensure the activity fee does not become a financial burden. Please make all requests for an extension in writing and turn them in to a member of the front office team.

If you are unable to make the monetary donation to YES Prep, then we ask that you pay the activity fee in “sweat equity.” Sweat equity is earned by volunteering at the school and completing projects at the direction of the school



administrator and members of each campus-based team. Volunteers are credited \$8/hour towards the payment of the Student Activity fee.

Students may be held from participating in field lessons and fall / spring trips depending on the balance of their student activity fee.

FIELD LESSONS

Each field lesson is a privilege for YES Prep students, not a right. This includes the spring trip taken by each grade level. Teachers at the grade level have discretion to determine eligibility criteria for field lessons. These criteria may include, but are not limited to, good academic performance and effort, number of Wall Street incidents, number of days on in-school suspension, outstanding service hours, compliance with academic probation plans, total number of absences (excused as well as unexcused) during the academic year (including Saturday school dates), overall attitude, and past field trip behavior.

If, by the time of the spring trip, a student has not completed community service hours for an honor code violation, he/she will lose spring trip eligibility.

Students who are eligible to participate on school-sponsored spring trips and fail to participate without properly notifying the school will be responsible for paying any unrecoverable expenses incurred by the school.

Students ineligible to attend a field lesson are still expected and required to attend school that day and complete all work left by their teachers. These students will be placed with another grade level for the tenure of the field lesson and are still held to the same academic and behavioral standards as the students in that grade level. Students who have not paid the activity fee will be responsible for covering any expenses associated with each individual field lesson.

FALL / SPRING TRIPS

Trips are a privilege for YES Prep students. When determining a student's fall or spring trip eligibility the following factors are taken into consideration (but are not limited to): 1) the students' grades for all preceding grading periods, 2) number of marks, detentions and/or RISE referrals given to the student during the academic year, and 3) the total number of absences (excused as well as unexcused) during the academic year, *including Saturday school*. In addition, all other criteria considered for other field lessons will be taken into account for fall or spring trip.

If, by the time of the fall or spring trip, a student has not completed community service hours for an honor code violation, he/she will forfeit fall or spring trip eligibility.

Students who are eligible to participate in school-sponsored fall or spring trips and fail to participate without properly notifying the school will be responsible for paying any unrecoverable expenses incurred by the school.

TELEPHONES

All office and classroom phones are reserved for school business purposes. Students will NOT be called out of class to receive telephone calls or messages. Students will only be allowed to use the phone in the office during school hours if given permission from a staff member.

TRANSPORTATION

School- Sponsored Transportation

Students are encouraged to appreciate and take full advantage of the free transportation provided by YES Prep Public Schools. Free transportation at YES Prep is a privilege and NOT a right. It is important for all bus riders to accept and acknowledge that this privilege will only be continued if their behavior on their school bus is reasonable and safe.



Students who choose to engage in unacceptable behaviors on a school bus create a risk for themselves as well as other students, the bus driver, the motoring public and pedestrians. Students should be aware that all the rules contained in this handbook are applicable to their conduct while riding school-provided transportation. Students will be required to sign the transportation contract outlined below before being able to ride the bus.

Bus rules, expectations and consequences for various offenses on a school bus are outlined below. Completing the signature page of this handbook indicates that students and parents understand agree with the bus rules and consequences.

- Observe the same conduct rules as you would in the classroom while riding a school bus.
- Be at your bus stop at least 10 minutes before the scheduled arrival time for the bus.
- Do not engage in inappropriate or disruptive behavior at your bus stop.
- Do not run toward the bus upon its arrival at the stop.
- Use appropriate language and be courteous to your bus driver and other passengers.
- Do not eat, drink, chew gum or smoke while on the bus.
- Do not throw objects in the bus, out the window, or litter.
- Sit in your assigned seat (if applicable) and remain seated at all times until you are at your final destination.
- Obey the directives of the bus driver assigned to your route.
- Keep all parts of your body inside of the bus at all times.
- Respect property. You and your parent /guardian will be responsible for any damage you cause to a bus.
- Do not enter a place of business where a bus stop is located without a parent/guardian
- Do not make inappropriate gestures or comments to passing motorists or others outside of the bus.



SCHOOL BUS OFFENSES

Class I Offenses	Class II Offenses
1. Spitting	1. Hanging out of windows with any part of the body
2. Excessive Noise or Loud Music	2. Throwing/shooting of any object in or out of the bus
3. Horseplay/Mischief	3. Bullying, threatening, or harassment of any person on the bus
4. Eating/Drinking/Chewing Gum/Littering the bus	4. Profanity or threats toward the bus driver or bus monitor
5. Leaving seat/standing without permission of the driver	5. Possession or use of tobacco or any controlled substance
6. Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials	6. Vandalism to the bus or any bus related equipment (restitution will be required as well)
7. Riding an unassigned bus or using an unassigned bus stop	7. Pushing, shoving, or rushing the bus at a bus stop or walking in front of a bus
8. Refusing to properly identify yourself to the bus driver	8. Lighting matches, lighters, or any other flammable object or substance
9. Disobedience to the bus driver or bus monitor	9. Unauthorized entering or leaving the bus through an emergency exit or window
10. Inappropriate or disruptive behavior at a bus stop	10. Possession or threats of possession of a weapon, explosive, or flammables
11. Other behaviors which disrupt the normal and usual operation of the school bus	11. Possession or use of a laser pen or pointer
12. Entering a place of business unescorted by a parent or guardian, or disrupting the normal activities of a business where a stop is located.	12. Other offenses and behaviors which seriously jeopardize the safety of the bus driver, other students, the motoring public, or pedestrians
	13. Parent, guardian or adult responsible for dropping the student off at the bus stop and using their vehicle to block or stop the bus so that the student may board the bus. <i>This is a Class C Misdemeanor under Texas Law and punishable by up to a \$500 fine.</i>

CONSEQUENCES for SCHOOL BUS OFFENSES

Offense Level	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Class I	warning	1 – 5 days suspension	5 – 10 day suspension, required parent conference	loss of bus privileges
Class II	1 – 5 day suspension	5 – 10 day suspension, required parent conference	10 – 15 day suspension, required parent conference	loss of bus privileges

LATE BUS

Students have the right to stay after school for tutorials, study hall or extra-curricular activities. Therefore, students who choose to remain after school for the above-listed activities may take the late bus home. Students who have to remain after school for disciplinary actions, such as Wall Street or detention, are not permitted to take the late bus home and are responsible for finding their own means of transportation. Students who attempt to ride the bus home after Wall Street or detention will be suspended from the bus for one full week.



UNIFORMS

YES Prep Public Schools encourages a tasteful lifestyle, with concern for ethical values, self-discipline, and the continuing individual growth of faculty and students. The school administrator shall be authorized to appraise any fashion, fad, hair, jewelry or article of clothing deemed inappropriate for school wear or disruptive to the education process or safety of the students and staff of the YES Prep Public Schools campus. These decisions will be made on an individual basis.

In support of this balanced lifestyle, a uniform has been adopted for all YES Prep Public Schools students. The uniform promotes the concept of team that is core to the YES Prep mission, and it also reduces competition among students based on the style and expense of their clothes. Uniforms must be properly worn throughout the school day and whenever on campus. **This means a student must keep his/her shirt tucked in and maintain a neat, clean appearance before, during, and after school.**

Reminder: Middle school students **ARE NOT** allowed to wear make-up of any sort and will be dealt with individually when necessary. Middle school students are not permitted to have lines, designs or text shaved into their heads.

A uniform shirt is defined to be a collared shirt, sold by the YES Prep Public Schools, containing the current school logo, and is the correct color for the child's campus. Students may not make modifications to their school uniform.

Additionally, the YES Prep Public Schools has school sweatshirts, windbreakers and winter coats that students may purchase and wear as an outer layer over the school uniform. Turtlenecks, T-shirts, jackets, wind-breakers, and sweaters that do not include the YES Prep Public Schools logo may be worn ***underneath*** YES Prep uniform clothing, but the outer layer must ALWAYS be a school approved uniform shirt and a YES Prep sweatshirt, sweater or jacket.

Accessory items such wrist cuffs, bracelets with text, as mouth grills, spiked collars, spiked bracelets, linked chains (for wallets or necklaces), spiked or studded belts, oversized accessories (necklaces, pendants) are prohibited. **Pierced ears are the ONLY acceptable visible piercing. Males are not permitted to have any visible piercing.**

Monday through Thursday

Shirts / Tops: Colored uniform shirt, uniform sweater (sweatshirt), or uniform jacket as the outer layer. All shirts must be of appropriate length – shirts that are too short or too baggy will not be allowed on campus. If necessary, the students will need to purchase replacement uniform shirts from the front office.

Pants / Shorts / Skirts: All pants and shorts must be appropriately sized, fitted and worn at the waist. No “hip huggers” are allowed. All pants and shorts must be fitted in the crotch and legs, not excessively baggy or tight. All pants and shorts must be free of slits, tears or holes. All pants and shorts must be one continuous solid color (khaki or navy). All shorts and skirts must be the appropriate length. Sweatpants, workout pants, etc. are not to be worn on campus.

Shoes: Open-toed shoes are not to be worn on campus. Shoes must be worn at all times.

Belts: All students must wear a belt. The belt must be visible at all times.

Hats: Hats, caps and head coverings of any kind are not to be worn inside any YES Prep Public Schools buildings. Bandanas, do-rags or wave caps are not permitted on campus.

Friday

Shirts / Tops: Students may wear any YES Prep Public Schools shirts (i.e. P.E. shirt, school-created spring trip shirt, etc.). In addition, students may wear T-shirts, sweaters, jackets etc.



from colleges and universities as the outer layer. As always, all shirts must remain tucked in at all times and be appropriately sized.

Pants / Shorts / Skirts: On Fridays, students may also choose to wear jeans, denim shorts, or denim skirts. All of these must meet the criteria established in the Monday through Thursday uniform for Pants / Shorts / Skirts. The administration reserves the right to prohibit jeans on Fridays.

Shoes: Open-toed shoes are not to be worn on campus. Shoes must be worn at all times.

Belts: All students must wear a belt. The belt must be visible at all times.

Hats: Hats, caps and head coverings of any kind are not to be worn inside any YES Prep Public Schools buildings. Bandanas, do-rags or wave caps are not permitted on campus.

Saturday and Special Event Days

On Saturdays, students do not need to be in uniform but must dress appropriately for school. The following guidelines apply for Saturdays and other out-of-uniform days:

- No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops
- No cutoffs
- No sweatpants/workout attire are allowed
- T-shirts are acceptable as long as their subject matter is appropriate.
- No bare midriffs (half shirts) allowed
- No open-toed shoes
- All pants, shorts, and skirts must meet the criteria established in the Monday through Thursday uniform for Pants / Shorts / Skirts.
- Bandanas, do-rags or wave caps are not permitted on campus.

Physical Education Classes and Athletic Practices

Students enrolled in physical education class or athletics are required to dress out. All students must purchase a YES Prep P.E. uniform prior to the first day of class. Failure to dress out for class will result in a mark and a zero for that class period.

Failure to comply with the above dress code will result in an office visit until appropriate clothing is brought to school. Students will receive a zero for assignments missed while they are in the office. Students will not be allowed to return to class until they are wearing the proper YES Prep uniform. **The staff of the YES Prep Public Schools will discipline students found in violation of any part of the school uniform.**

GUEST(S) ON CAMPUS

A student may bring a guest on campus only if: (1) a YES Prep student has presented the school administrator a written request 24 hours prior to the event, and (2) permission has been granted by the school administrator. If a student has not accomplished the above, the guest will not be allowed. YES Prep Public Schools may refuse a guest at any time or for any reason.

SERVICE HOURS

As part of the YES Prep experience, all students are expected to complete community service hours off campus. These service hours are not a punishment; they are an opportunity for students to give back to their communities. The school administration will determine the number of community service hours to be completed by students in each grade level. With the assistance of the service coordinator, students will need to document that these hours have been completed.



Students who do not complete the needed service hours may lose eligibility for certain YES Prep privileges, including but not limited to, school-sponsored activities, spring trips and Field Day.



CAMPUS OPERATIONS INFORMATION

PHOTOGRAPHING AND FILMING STUDENTS

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

By signing the signature page in the front of the handbook you are giving YES Prep permission to take your child's photograph and to use that photograph. Please notify the school administrator in writing to request that your child's picture NOT be used for these purposes.

STUDENT ACCIDENT INSURANCE

YES Prep Public Schools carries student accident insurance for all of our students. The guidelines for coverage are:

- Students with health insurance **MUST** use that insurance first.
- Accidents on campus or during a school sponsored event off-campus may be covered.
- This insurance will not cover any medication costs.
- There is a \$100 deductible that must be paid by the student's parents.
- A student must be seen by a pre-approved provider.

If you have any further questions regarding the student accident insurance, please, contact the school.

MEDICAL CARE AT SCHOOL

The school will contact parents or a designated relative or family friend if a student becomes ill or suffers an injury. **Be sure to list all emergency telephone numbers on your child's enrollment information.**

Prescription medication can be administered at school **only** when advance written parental and physician permission is on file. Only personnel designated by the school administrator may administer prescription to a student during the school day. For additional information, please contact the school administrator or the health coordinator.

Over-the-counter medication must be sent with a written parental consent and turned in to a school official in the main office immediately. Any over-the counter medication found on a student will be confiscated, and disciplinary action may follow.

Both prescription and over-the-counter medication must be sent in the original package. The name and medication must match the student's information. The prescription or written instructions from the student's physician need to be in the student's file.

Required Immunizations

Parents must update their child's immunizations. When enrolling your child in school, be sure to bring to the school a signed record of your child's current immunizations signed to enroll provisionally if the required immunization process has begun. For more information about required immunizations see the Immunization Fact Sheet or call Health Service at (713) 349-7423.



Some organizations offer free immunizations to eligible children through their regular healthcare providers such as Texas Vaccinations for Children. Others, like a few branches of the Houston Public Library (Vinson, Frank, and Robinson-Westchase) offer free immunizations during specific hours on certain days of the month.

Student Health Insurance

By law, public schools are not liable for injuries that students suffer while on campus. However, YES Prep Public Schools makes available affordable voluntary accident insurance. Parents can buy full-time coverage or coverage only for those hours when their child is at school. Enrollment materials are available in the school office. For information about health insurance for uninsured children, call 1-800-647-6558 or visit the TexCare Partnership Web site.

TEXAS NUTRITION POLICY

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

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

TECHNOLOGY USE POLICY

The YES Prep Honor Code applies to your use of computers as well as to your other actions at school. The following policies apply specifically to the use of computers, the Internet, and other technology at YES Prep. **Please note that violation of this policy may result in the loss of any technology privileges at YES Prep. Serious violations may lead to expulsion depending on the severity of the situation.**

Use of Equipment and Hardware

- I will not use the equipment in a way that disrupts or interrupts the work of others. This includes printing or downloading very large files, or not using headphones for sound.
- I will not deliberately waste printer ink, paper, disk space, or other school technology resources.
- I will not deliberately damage any school hardware or software in any way.
- I will not modify the setup of any school computer without permission.
- I will not illegally install copyrighted software on any school computer.
- I will not download information or save information to the school computer hard drives for permanent storage; I will store my information only on my personal diskettes or other storage areas indicated by the YES Prep technology staff.

Ethical Use of Technology

- I will not use school computers to view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually explicit, demeaning, illegal, or objectionable in some other way. I will not send, view or post material that contains pornography, violence, homophobia, hate, racism, sexism, alcohol, nicotine, or other drugs unless it is connected to a school project and I have received prior permission from the teacher sponsoring the project.
- I will not use the school's networks or computers to send hate mail, to harass others, to make discriminatory remarks, or to behave in any antisocial manner. I will not use the school's computers or network to develop programs that harass other users, infiltrate a computer system, or damage the software or data on any computer system. I will not send unwanted or harassing email.
- I will not gamble on the school computers.



- I will not transmit any information that is protected by trade secret.
- I will not use the school's computers or networks for product advertisement or political lobbying.
- I will not share my password with anyone or permit anyone else to access school computers with my account.
- I will not attempt to access files or data belonging to others, attempt to gain other users' passwords, or misrepresent other users on the network.
- I will not attempt to gain unauthorized access to any school system, school program, or outside institution.
- I will not attempt to access any Internet site, program, or service that is blocked by the firewall or content filter by any means, including but not limited to proxy server sites.
- I will not post or forward messages sent to me by anyone else without the permission of the person who sent it.
- I will not make unauthorized copies of any software, music, or any other copyrighted material on school computers.
- I will not violate copyrights in my class work. I will list all resources used in my project(s) with a works cited or bibliography section. If work or information is protected by copyright, I will not use it unless I ask and receive permission from the owner.

General

- I understand that the school's computer resources are to support the educational process and to facilitate the running of the school. Therefore, I will not use the school's computers or networks for commercial purposes or for excessive personal use.
- I will not publish the full name, address, or other personal information for any person (including myself) on the Internet.
- YES Prep may use my picture, video, or schoolwork on its web site.
- I understand that YES Prep may filter Internet content in any way it deems appropriate, and that it may monitor my use of technology resources including files on disk and Internet use.
- YES Prep cannot be held liable for incorrect or improper information from the Internet. The school cannot be responsible if data or information is lost due to a service interruption.

