



PREP CLASSES 2024-2025

Parent-Student Handbook

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Mission

PREP Classes equip students for success through academic excellence in a Christ-centered environment by partnering teachers with homeschooling parents.

A Prescription for Educational Success

* In preparation for the coming year, we highly recommend that parents research the curriculum (textbooks and supplemental readings) for the classes they are considering for their students prior to registration.

* After the registration is completed, PREP Classes teachers, students, and their parents enter into a partnership to ensure the students' academic success in their chosen courses.

* During the school year, students learn, discuss, and engage in weekly class activities as they are instructed and supervised by PREP Classes teachers on campus. Students also complete assignments at home.

* Parents oversee their student's work during the week, providing assistance where necessary and ensuring that their student is prepared for class throughout the course of study.

* Parents keep in contact with their students' teachers for any concerns or questions they may have or that may arise.

Handbook

These guidelines help our program run smoothly and help us maintain a good relationship with our host facilities. After students and parents have carefully read the handbook, the parents are to sign the handbook signature checklist indicating that they have read, understood, and **agree to abide by** and have your student(s) abide by these rules.

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Student Honor Code

The following is the core of our PREP Classes Policies and Procedures and is strictly enforced.

- I will show respect to my fellow students, teachers, and adults in authority over me while at PREP Classes.
- My speech and my actions will reflect standards of Christ-like behavior.
- My dress and appearance will reflect modesty and consideration for those around me.
- My work will reflect honesty because it is my own and not borrowed, copied, or stolen from another person or source.
- My test scores will be my own because I will not use unacceptable resources or cheat in any way.
- I will speak truthfully.
- I will not do anything to bring dishonor to the name of PREP Classes or more importantly to Jesus Christ.
- I will respect physical boundaries by refraining from physical contact with other students including teasing, bullying, wrestling, and/or any displays of affection. I will not put my hands on other students' belongings without permission.

Student Dress Code

Males:

- No piercings
- Hair should be conservatively styled, off the face and shoulders, and under control
- Facial hair should be neatly trimmed

Females:

- Piercings in ears only
- No spaghetti straps or tank tops
- No visible midriffs
- No visible cleavage
- No skin-tight clothing: This includes "yoga pants" or other exercise-type apparel as well as spandex leggings. Leggings are considered tights, not pants, and must be worn with a knee-length garment (shirt/dress/skirt).

All:

- **Required:** Polo shirts or buttoned-up, collared shirts with sleeves, appropriate length, not form fitting. If students choose to wear a buttoned-up, collared shirt, it must be buttoned / not worn as a jacket.
- **Alternatively**, an official PREP Classes T-shirt or a Science National Honor Society T-shirt may be worn.
- Jackets or sweaters may be worn, however the **collared shirt must be plainly visible**.
 - An official PREP Hoodie may be worn, but either a collared shirt or the official PREP T-shirt will be worn underneath the hoodie.
- No sleeveless shirts
- No underwear visible at any time
- No loungewear or sleepwear (pajamas, etc.)
- No hats.
- No tattoos
- Appropriate footwear must be worn (no bare feet or slippers)
- Hair must be neat, clean, and conservatively styled (no unnatural colors).
- All clothing must be knee-length or longer; **no ripped, torn, or tattered clothing**.
- Visible logos or artwork must not promote drugs, alcohol, rebellious or inappropriate behavior or political slogans.

PREP Classes Administrators, Teachers, and Staff reserve the right to address any student whom they deem inappropriately dressed.

For any student who fails to follow the dress code, **parents will be contacted to come to campus with appropriate replacement clothing**. The student will be required to wear a polo shirt provided by PREP Classes until parents can be reached or appropriate clothing can be delivered to them.

Cell Phones / Electronics

PREP Classes is a “student cell-phone-free zone.” The presence of student cell phones is an unnecessary distraction and temptation. If a student needs to call a parent, the teachers, Study Hall Managers, and Coordinators have cell phones and will allow a student to do so. Parents may contact students by calling the PREP cell phone at 832-286-7265 during regular class hours.

Cell phones **must** be left at home, in a car, or if the student is a driver, turned in to Study Hall until leaving campus. If a student is found with a cell phone on their person or in a backpack or purse (even if turned off), the following consequences will occur:

1. The phone will be confiscated, the staff member will complete an infraction form, and the **parent must** retrieve the phone from the teacher or campus administrator.
2. Subsequent offenses may result in increasing disciplinary consequences up to and including suspension from PREP.

ELECTRONIC DEVICES*, including, but not limited to laptops, smart watches, iPods, mp3 players, and earbuds are NOT ALLOWED on the PREP Classes campuses for class, Study Hall or any other reason. Electronic devices will be confiscated, necessitating retrieval by a parent.

*Calculators (as required) are an exception to this standard. If a class specifically needs a device for classwork on a given day, an exception may be granted by the teacher.

Discipline

If reckless behavior, even outside of PREP Classes, is brought to our attention, and the Coordinators deem it to be detrimental to our student population, the student may be asked to leave PREP Classes. This includes unbecoming conduct witnessed on social networking sites such as Facebook, Twitter, or other social media platforms.

Discipline of students will be at the discretion of the teacher or PREP Classes representative involved.. Dismissal from PREP Classes will be at the discretion of the teachers and Coordinators involved.

Individual teachers' conduct agreements: Students and parents must adhere to teachers' individual conduct agreements that are signed by the student and parent for their specific classes.

Consistent disregard for the Honor Code and any policy or procedure of PREP Classes will lead to suspension or expulsion.

Our disciplinary procedure will be as follows:

First warning: The student will be corrected, and parents will be informed of the situation (either by note, email or phone call) and the consequences. An infraction form will be completed and parents will receive a copy. If necessary, a student may be removed from class and the parent called to pick the student up. If a student is sent out of class for disciplinary reasons, he or she will first be sent to Study Hall, and the parent agrees to pay all Study Hall fees. It is the parents' responsibility to make sure that the situation does not occur again and to contact the appropriate staff member(s) as necessary.

Second warning: Upon a second infraction, the student will again be corrected and the parents informed, including an infraction form. If necessary, the student will be required to have a parent with him or her at all times on campus and/or may be subject to suspension or dismissal from PREP Classes.

NOTICE: NO alcohol, drugs, tobacco, lighters, electronic cigarettes, vaping devices, weapons (including knives of any kind), are permitted on campus.

Games and Other Distractions: No electronic games, roller blades, skate shoes, skateboards, water guns, fidget spinners, trading cards of any kind, or any other potentially distracting items are allowed at PREP Classes. Study Hall Managers have supplies and games approved for use by students in Study Hall.

Photo Permission

By signing the PREP Classes parent-student handbook, you give consent to have photos of your student to be used in our social media, publications, etc. If you prefer that photos of your child not be used in this way, please download the Photo Use Decline Form from the PREP Classes website, fill it out, sign and return to a Coordinator.

Facilities Information for Parents

All students must be in one of the following places at all times: in class, in Study Hall (if available), with their parents or under approved adult supervision. There will be no loitering about the facilities at any time by unsupervised students or other children. Be sure you and your children leave all areas neater than you found them. No one is to enter any buildings other than those designated for PREP use. No PREP students may enter another building or playground at any time. Our Cypress campus has limited facilities available for our use. For this reason, there is no waiting area available in the buildings for parents or siblings. Parents are welcome to visit classes by making arrangements in advance with the teacher. Realize that you, the parents, are responsible for any damages caused by your child.

Due to security and the safety of registered PREP students, there are no public restrooms available.

Siblings

Parents must supervise their children who are not in class. Please be certain that they respect other children in the area and on church property. **Playgrounds at Cypress Bible Church are not to be used by PREP students or siblings or anyone under the supervision of a PREP Classes parent or teacher.** Parents and siblings waiting to drop off or pick up students from class should wait outside the buildings. There is no space available inside for families to wait that will not disturb classes.

Drop-Off / Pick Up

Students must be dropped off **no more than five (5) minutes early** for class and be picked up on time. All students must be with parents or off campus within 10 minutes after class has ended. **This includes High School Students who are driving themselves.** If a student is being picked up by an **older sibling or friend** of the family, that teenage driver may not loiter on the property while waiting to drop off or pick up the PREP Classes student. If an older sibling or friend is sent to pick up a student at PREP Classes and will be coming onto campus to pick up that student, we ask that they follow the designated traffic patterns and speed limits while also showing respect to the families that are represented there by dressing modestly while on campus. As a parent of a PREP Classes student, the dress and behavior of your student or guests coming to a PREP Classes campus is your responsibility.

If someone other than a parent or sibling will be picking up a student from campus, please notify a Coordinator and/or the teacher with the individual's name and contact information ahead of time.

Car Services (i.e. Uber / Lyft)

PREP Classes respects the ruling guidelines of most car services which state that no person under 18 may reserve a service nor use a service without someone 18 or older to accompany them. Therefore, no student under 18 years of age may arrive to or leave from campus via one of these services. Additionally, PREP Classes does not assume any responsibility for students, of age, who arrive to or leave from campus using one of these services.

Student Drivers

1. Student drivers must have a special permission/liability form signed by their parents, assuming responsibility for the student's actions while driving.
2. PREP Classes is a closed campus. This means that once student drivers arrive for their class, they are to remain on campus until time to go home.
- 3. Students driving themselves may not loiter on campus before or after class.** This includes sitting in their car before or after class. To remain on campus outside of class, they must be registered for and attend Study Hall.
4. If a student has permission from a parent to transport another student when class is over for the day, permission from both sets of parents must be made to the Coordinators in writing ahead of time.
5. For all other circumstances not covered by these guidelines, please contact a Coordinator.

Bike Riders / Pedestrians (Hardship Only)

Students riding their bike or walking to/from PREP Classes must have a special permission/liability form signed by their parents allowing them to do so. These forms will only be available to families who are able to demonstrate significant hardship requiring such transportation and will be considered on a case-by-case basis by our Coordinators. If approved, parents will sign the form, assuming all liability for their bike-riding/walking student. **Students riding their bike or walking may not loiter on campus before or after class.** To remain on campus outside of class, they must be registered for and attend Study Hall.

Parking & Traffic

The speed limit through the parking lot is 5 mph. Please follow the traffic arrows and be mindful of pedestrians, especially little ones, as well as directions coming from our Campus Assistants! The speed limit on the loop around Cypress Bible Church is 15 mph. Please see the PREP Classes driving instructions for Cypress Bible Church.

When dropping off your students in the carpool line, **there is no parking/waiting for any purpose.** If your child is not ready to exit the car when you arrive, please park in a designated parking space to wait until they are ready. Likewise, if you do not see your child waiting for you at the gate when picking up, you may not wait for him/her in the carpool line. Please park and wait. If

you need to talk to another parent or go inside to speak with a teacher, please park in a designated parking space while you do this.

Do not park in the handicapped parking spaces unless you have a handicapped parking permit.

Do not pass other cars in the carpool line.

All these rules are for the safety and well-being of everyone at PREP Classes! We take our traffic rules very seriously and ask that you do so as well.

Students Out of Class

The PREP Classes staff and Cypress Bible Church will not be responsible for any students other than those counted as present in a class and only during that class time. They will not be responsible for any students after class time has ended. The parent's emergency number listed on the Medical Information Form or Registration Form will be used if we need to reach you for any reason during his/her class.

If Study Hall is available, and a student is left on campus without adult supervision, he or she will be sent to Study Hall and the parent agrees to pay all Study Hall fees. If no Study Hall is available, parents agree to pay, at pick up, \$15 per quarter hour (rounded to the next quarter), to help compensate the individual who must stay with that student until they are picked up. If for some reason a class ends early or is canceled after students are already at PREP for the day, those students will be sent to Study Hall and parents will not be expected to pay for that time.

Study Hall

Study Hall is provided as a service to our families. The study hall managers are not responsible for making sure homework assignments are completed. Parents, it is up to you to furnish your student with adequate work to fill his/her time in Study Hall. Please keep your child's personality and abilities in mind when you decide how long to have him wait in Study Hall. This is NOT a babysitting service. If your child will be more apt to socialize than to study, perhaps it would be a better use of your time to pick him up and wait at the nearest library or get schoolwork done in your car.

We ask that you not leave children under 9 years old in Study Hall for more than 30 minutes. Classes that are specifically for the younger ages are placed back-to-back when possible for your convenience, and if your young student needs to wait longer than 30 minutes for a sibling to be out of class, please pick him/her up and wait with them. PREP Classes' main purpose has always been to help high school students prepare for college. Because our space is limited and we only have one Study Hall area, it needs to be conducive to quiet study for our older students. Children under 9 tend to have difficulty studying on their own for longer than 30 minutes. Thank you for understanding and complying with this.

Study Hall is available from 8:00 am to 4:00 pm.

If your student will need to stay in Study Hall during a break in their classes, you must register for Study Hall and complete the Study Hall Registration Form. **Study Hall Absences:** if your student

is a regular Study Hall attendee, please notify the Study Hall Manager if they will be absent as a courtesy.

The Study Hall Managers check students in and out of Study Hall. Parents then pay the Study Hall Managers directly for the time their student spends in Study Hall. The cost is \$2 per half hour.

If your student has a one-time or occasional need for Study Hall, he or she may check in as long as there is space available, paying when leaving for the day. If there is an emergency or a class is canceled unexpectedly, we will find a way to accommodate every student involved.

Food

Light snacks and water are available in Study Hall for \$1 each. There is a microwave oven in Study Hall for heating lunches, etc.

Please, no eating or drinking inside of the church's buildings except where designated. Please instruct your student(s) to be mindful to clean up after themselves.

No food deliveries may be made except by parents. **Energy drinks** may not be consumed on the PREP campus before or during classes .

Zoom Meeting Protocols

Students and parents will adhere to the following protocols for Zoom classes or meetings.

1. Wear appropriate PREP Classes attire.
2. No cell phone or other distracting device usage during the session
3. Cameras on and student muted when arriving to the sessions
4. Students are to be seated at a desk or table while on Zoom sessions.
5. PREP appropriate behavior is required.

Financial Agreement

Financial Agreement: By registering your student(s) at PREP Classes, you are agreeing to the following financial obligations:

1. PREP Classes Annual Registration Fee for each child is payable at registration.

The fee is late if not paid by August 1 and your student's class registration is in jeopardy.

PREP Classes Annual Registration Fee may be paid by your online PayPal account, Zelle account, or by check. Payments may be made to the following addresses:

Checks:

**PREP Classes
11659 Jones Road, PMB 146
Houston, TX 77070**

Zelle Account:

prepclassesboard@gmail.com

PayPal Account:

Paypal.me/prepclasseshouston

2. Supply fees for each class registration payable directly to each teacher are due at the time of registration for each class. Registration for that course is considered incomplete until supply fees are received in full.

3. Yearly tuition for each registration is payable directly to each teacher.

Parents enter a contract with each teacher for a full year of classes and are responsible for a full year of tuition. Teachers are free to set their own payment guidelines for their classes. Payment must be received in a timely manner according to those guidelines.

a. Payment methods for each teacher are detailed on their class description page.

b. The first monthly payment is due by that month's first class unless otherwise specified by the teacher.

c. Late tuition incurs a \$10/week late fee. (Please check with the teacher if special arrangements must be made)

4. Withdrawal after September 30th from any PREP Classes course will result in a drop fee of three month's tuition payable directly to the teacher. (Consult the teacher if a payment plan is needed.)

5. Withdrawal after December 15th from any PREP Classes course will require payment in full of tuition for the remainder of the year.

6. Failure to stay current with all fees and tuition will result in dismissal and will prevent registration the following year. In extenuating circumstances, please consult with the teacher or the PREP Classes Coordinators regarding resolution.