



Official PREP CLASSES Parent-Student Handbook

Revision 26.1

PREP Classes Parent-Student Handbook

Mission

PREP Classes exists to equip students for educational success through academic excellence in a Christ-centered environment by partnering teachers with homeschooling parents. Our teachers and staff lead from a Biblical Worldview with the goal of launching next-generation leaders characterized by virtue, integrity, honesty, and compassion.

A Prescription for Educational Success

- In preparation for the coming year, we highly recommend that prior to registration parents research the curriculum (textbooks and supplemental readings) for the classes they are considering for their students.
- After registration is complete, PREP Classes teachers, students, and parents enter into a full year of academic partnership to ensure the students' success in their chosen courses.
- Parents oversee their student's work during the week, assisting where necessary and ensuring that their student is prepared for each class throughout the course of study. Parental assistance should take the form of organization, time management, work completion, and facilitating contact with the teacher if necessary. However, students must complete and submit their own work when it is due.
- 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 are expected to complete assignments at home.
- Parents should not hesitate to contact their student's teacher immediately if a concern or question arises. Timely communication is key to the success of this partnership.

Policies

The policies of this Handbook, which will be enforced by all staff, govern our program and assist PREP Classes in maintaining a good relationship with our host facility.

Both parents and students affirm their agreement and intent to obey said policies before acceptance to the PREP Classes program.

After students and parents carefully read this Handbook, both are to indicate their understanding and agreement to abide by these policies by signing the appropriate forms during registration.

Terms

Board: the governing body for PREP Classes

Coordinator: teacher or staff member in charge of the campus for the class day, including overseeing student adherence to the policies contained in this Handbook

Campus Assistant: staff member responsible for parking lot safety, monitoring student movement about campus, overseeing campus security and student adherence to PREP Classes' policies

Study Hall Manager: oversees students in study hall and student adherence to stated policies, makes sure students adhere to their PREP Classes schedule, sells snacks, and answers the PREP Classes' phone

Infraction Form: documentation completed by any staff member in response to a student's actions, behavior, or appearance in violation of PREP Classes' policies

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Student Honor Code

- I will show respect to my fellow students, teachers, and all adults in authority 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, stolen, or completed by another person or source, including parents and Artificial Intelligence (AI).
- I will not use any form of AI to help me complete my assignments unless specifically instructed by my teacher. Doing so is dishonest and considered cheating.
- My test scores will be my own because I will not use unacceptable resources or cheat in any way. This includes conferring with a fellow student, consulting any electronic or AI source, or referring to notes or my textbook during a test without permission.
- I will speak truthfully and respectfully.
- I will not do anything to dishonor the name of PREP Classes, and more importantly to bring dishonor to the name of Jesus Christ.
- I will respect personal 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.

Student Dress Code

ALL:

- **Acceptable Clothing:** an official PREP t-shirt or Science National Honor Society (SNHS) t-shirt, standard polo, or collared button-down shirt. Hoodies or sweatshirts are allowed. However, visible logos or artwork must not promote drugs, alcohol, rebellious or inappropriate behavior, or political slogans.
- All clothing should be laundered and clean.
- All clothing must be modest and loose-fitting. All shirts must have sleeves.
- Long pants are required: jeans or slacks; no shorts or leggings
- No underwear or midriff should be visible at any time.
- No loungewear or sleepwear (pajamas, etc.)
- No hats, hoods or sunglasses are to be worn in the buildings.
- No visible tattoos
- Appropriate footwear must be worn (no bare feet or slippers)

- Hair must be clean, neat, and conservatively styled, with no unnatural human hair colors, and eyes clearly visible.
- Students may not wear ripped, torn, or tattered clothing.

MALES:

- Piercing jewelry must be removed before coming on campus.
- Facial hair is to be neatly trimmed.

FEMALES:

- Piercings in ears only
- Knee-length skirts allowed
- No visible cleavage

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

Any student failing to follow the dress code is to be cited by an infraction form which he/she is to sign. **Parents will be contacted regarding the infraction and are to come to campus ASAP with appropriate replacement clothing.** The student will be provided a polo shirt until parents can be reached or appropriate clothing is delivered to him/her.

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 that a student may use. Parents may leave a message for their student 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. A student found with a cell phone on their person or in a backpack or purse (even if turned off), is subject to the following consequences:

1. The phone is to be confiscated, the staff member completes an infraction form, and the **parent** retrieves the phone from the teacher or Campus Coordinator.
2. Subsequent offenses may result in increasing disciplinary consequences up to and including suspension.

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

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

Discipline

Our disciplinary procedure is as follows:

First warning: The student is corrected and parents informed of the situation and the consequences. An infraction form is completed and parents are to 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 is to be sent to Study Hall, and the parent agrees to pay all Study Hall fees. It is the parent's responsibility to make sure that the situation does not occur again.

Second warning: Upon a second infraction, the student is corrected and the parents informed, including an infraction form.

If necessary, and depending on the nature of the infractions, the student may be subject to further disciplinary action up to and including suspension or dismissal from PREP Classes.

If reckless or inappropriate behavior, even outside of PREP Classes, is brought to our attention, and is deemed to be detrimental to our student population and/or to the name of Jesus Christ, an Infraction Form is to be completed and appropriate disciplinary action enacted. This includes unbecoming conduct witnessed on social media platforms.

Discipline of students is at the discretion of the teacher or staff member involved.

Dismissal from PREP Classes is at the discretion of the Board.

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

The use of AI on assignments is considered an egregious violation of the PREP Student Honor Code and is not tolerated. Teachers regularly check submitted homework for this violation, and if found as a replacement for the student's own work, will assign a zero to the assignment. A second infraction is grounds for suspension or expulsion.

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

NOTICE: NO alcohol, drugs, tobacco, lighters, electronic cigarettes, vaping devices, or 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 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 it to a Coordinator.

Facilities Information for Parents

All students must be in one of the following places at all times: in their registered 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. Realize that you, the parents, are responsible for any damages caused by your child. No student may enter non-PREP-designated buildings. Playgrounds are off-limits to everyone at all times. Our Cypress campus has limited facilities available for our use. For this reason, there is no waiting area available on campus for parents or siblings other than in your parked car.

Parents may park and walk their students to the outside door of the building. Only students, teachers, and staff are allowed in the hallways and rooms of the buildings unless an appointment is made with the teacher or staff member.

Parents are welcome to visit classes by making an appointment in advance with the teacher. They are to be escorted by the Campus Assistant to the classroom at the agreed-upon time.

There are no public restrooms. For safety and security reasons, campus bathrooms are for registered students and background-checked teachers and staff only. There will be no loitering about the facilities, including the restrooms, at any time by unsupervised students.

Drop-Off / Pick Up

Students must be dropped off **no more than five (5) minutes early** for class and be picked up on time. **This includes students who are driving themselves.** If a student is being picked up by an **older sibling or friend** of the family, that driver may not loiter on the property while waiting. All drivers must follow the designated traffic patterns and speed limits.

If a substitute driver is picking up a student from campus, it is your responsibility to inform them of PREP Classes Drop Off/Pick Up policies.

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. A student driver must have a Student Driver form signed by their parents who assume responsibility for the student's actions while driving.
2. Students must obey driving patterns, speed limits, and parking rules.
- 3. Students driving themselves may not loiter on campus before or after class.** This includes sitting in the car. To remain on campus outside of class, students 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 policies, please contact a Coordinator.

Bike Riders/Pedestrians

Students riding their bike or walking to PREP Classes must have a special permission form signed by their parents. These forms will be available on a case-by-case basis. 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

Please follow the prescribed traffic pattern and be mindful of pedestrians, especially little ones. Campus Assistants are authorized to oversee parking lot activity and may give additional direction at any time. The speed limit on the loop around Cypress Bible Church is 15 mph and through the parking lot is 5 mph.

When dropping off your students in the carpool line, **there is no parking/waiting**. If your child is not ready to exit the car when you arrive at the gate, 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. This is a safety issue.

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

PREP Classes staff and Cypress Bible Church are not responsible for any students other than those counted as present in a class and only during that class/study hall time. They are not responsible for any students after class time has ended. The parent's emergency number listed on the Medical Information Form or Registration Form is to 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 Classes for the day, those students are to be sent to Study Hall and parents are not expected to pay for that time.

Study Hall

Study Hall is provided as a paid service to our families. Study Hall fees are charged for all students signing in no matter the reason (study hall time between classes, taking make-up tests, tutoring sessions, etc.). Parents are billed by the Study Hall Managers. Prompt payment each month is required at the time of service or in advance.

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

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 allow him/her to attend Study Hall. This is NOT a babysitting service. If your child is more apt to socialize than to study, perhaps it would be a better use of your time to pick him/her up. We only have one Study Hall area; it needs to be conducive to quiet study for our students.

If your student needs Study Hall between 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 he/she is absent. Otherwise, Study Hall Managers waste time trying to locate an absent student on campus.

Students sign in and out of Study Hall. Parents pay the Study Hall Managers \$2 per half hour directly.

If your student has an occasional need for Study Hall, please send payment and your student will be accommodated.

Food

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

No eating or drinking on campus except where designated. Student(s) are expected to clean up after themselves.

No food deliveries may be made to students. **Energy drinks**, which are considered a health hazard for students, may not be consumed on campus at any time.

Virtual Meeting Protocols

Students and parents are to adhere to the following protocols for online classes or meetings.

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

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.

If not paid by August 1, the fee is late and your student's class registration is in jeopardy.

PREP Classes Annual Registration Fee may be paid in the following ways:

Checks:

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

Zelle Account:

prepclassesboard@gmail.com

PayPal Account:

Paypal.me/prepclasseshouston

2. Individual class supply fees are payable directly to each teacher as soon as registration for that class is approved, thus securing your student's placement in that class.
3. Annual 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 course results in a drop fee of three month's tuition payable directly to the teacher.
5. Withdrawal after December 15th from any course requires payment in full of tuition for the remainder of the year.
6. Failure to stay current with all fees and tuition, including Study Hall fees, may result in dismissal and, if not resolved, prevents registration in following years. In extenuating circumstances, please consult with the teacher or the PREP Classes Coordinators regarding resolution.

Important Reminders for a Smooth Operation through the Year:

- Please keep all contact information in your PREP Classes profile updated.
- Have a student who will begin driving mid-year? Mark your calendar to complete our Student Driver form that month.
- Set up tuition reminders in your calendar or online banking system.
- Keep your PREP Orientation folder in an accessible place.
- Enter the PREP phone number in your cell phone in the event you need to contact us during a school day.