

**Young Scholars Academy
2011-2012 Enrollment Application**

YOUNG SCHOLARS DISCIPLINE AND GUIDANCE POLICY

- ◆ Discipline must be :
 1. Individualized and consistent for each child
 2. Appropriate to the child's level of understanding; and
 3. Directed toward teaching the child acceptable behavior and self-control

- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 2. Reminding a child of behavior expectations daily by using clear, positive statements;
 3. Redirecting behavior using positive statements; and
 4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 1. Corporal punishment or threats of corporal punishment;
 2. Punishment associated with food, naps , or toilet training;
 3. Pinching, shaking, or biting a child;
 4. Hitting a child with a hand or instrument;
 5. Putting anything in or on a child's mouth;
 6. Humiliating, ridiculing, rejecting, or yelling at a child;
 7. Subjecting a child to harsh, abusive, or profane language;
 8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

Parent

Employee/Caregiver

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YOUNG SCHOLARS INTERNET USER CONTRACT FOR STUDENTS

I, _____ will obey the rules for using the Internet. I also understand that any behavior that is not acceptable may result in my not being allowed to work on-line. I am responsible for all of my actions when using technology and on-line services.

STUDENT: In using the school's network, I promise to"

- Be respectful of the rights, the ideas, the information, and the privacy of others.
- Neither send nor receive information that is not related to my schoolwork, or that can be hurtful or harmful to others.
- Report to teachers any sites or persons that demonstrate inappropriate use of on-line services.

Student Signature

Date

PARENT

I, _____, being the parent/guardian of the above student, understand the policies outlined in the Internet Usage Policy. I also understand during the student's use of the Internet, complete blockage of all unauthorized material is not guaranteed, and I will not hold the school responsible for the student's access of unauthorized material. I further agree to indemnify and hold harmless Young Scholars or Houston Independent School District for any liability they may incur as a result of my child's unauthorized use of the Internet. By signing here, I give my son/daughter permission to access the Internet through his/her school.

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**YOUNG SCHOLARS ACADEMY
PARENT MEDIATION AND ARBITRATION AGREEMENT**

Young Scholars (agency) and _____ (parent/guardian),
on behalf of _____ (child) agree to try to resolve
any dispute arising out of the child care agreement or the services to be performed hereunder by good
faith discussion between (agency) and the (parent). If the dispute cannot be settled through discussion,
then the parties will submit the dispute to non-binding mediation for resolution. If the dispute is not settled
through mediation, the parties will submit the dispute to binding arbitration in Houston, Texas according to
the rules of the American Arbitration Association. The parties agree to abide by the award of the
arbitrators and the prevailing party may enforce the award in any court of competent jurisdiction.

Agreed and Accepted on _____, 20_____.

Parent/Guardian Signature

Young Scholars Representative Signature

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**YOUNG SCHOLARS
PARENT TIME CLOCK ALERT!**

Today's Date _____

To the parent(s) of _____

- Did you know you put your child's safety at risk when you fail to clock your child in and/or out!
- You might ask, "How?"
 - Young Scholars official attendance reports are generated from the time clock system. These reports are used for FIRE DRILLS, FIELD LESSONS, SPECIAL PROJECTS AND SCHEDULING ACTIVITIES, ETC. When you fail to clock your child in, your child's name fails to print on all reports.
 - When you clock your child in, then fail to clock your child out that day, your child remains in the system as clocked in. The problem then occurs the next time you clock your child in – the system is recognizing that you have clocked the child out. As a result, your child's name does not print on the attendance reports.
- Effective immediately, failure to clock your child in and out will result in a \$15.00 fine for each occurrence. Fines will automatically be assessed to your account.
- If you are having a problem with your code, notify the secretary.

**PLEASE CUT, SIGN, & RETURN
ACKNOWLEDGEMENT.
THANKS**

Time Clock Acknowledgement

I acknowledge and understand that when my child has failed to be clocked in and out, my child's safety is at risk, I understand that effective 08/22/2011, my account will be assessed a \$15.00 fine for each occurrence. I am aware that I am also responsible for persons authorized to drop-off and/or pick-up my child.

Parent

Date

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YOUNG SCHOLARS HEALTHY ENVIRONMENT POLICY

PUBLIC CONDUCT

Young Scholars is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "public" shall mean all persons when on school property or attending a school function--parents, students, teachers, HISD personnel.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. Young Scholars recognizes that free inquiry and free expression are indispensable to the objectives of Young Scholars. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be **properly attired.**

Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property; this includes graffiti and arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Wear clothing on school grounds or at school functions that are revealing in nature, that is obscene, advocates illegal action, appears defamatory, obstructs the rights of others, or disruptive to the school environment.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, economic status, marital status, or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Violate the traffic laws, parking regulations or other restrictions on vehicles.
8. Possess, consume, sell, distribute or exchange alcoholic beverages, or controlled substances, or be under the influence of either on school property or at a school function.
9. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
10. Litter and/or loiter (hang around) on or about school property.
11. Gamble, as defined by Texas State law, on school property or at school functions.
12. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
13. Willfully incite others to commit any of the acts prohibited by this Code.
14. Violate any federal or state statute, local ordinance or HISD Board policy while on school property or while at a school function.
15. Smoke in school buildings, on school grounds, or on any school property.
16. Walk dogs on school property.

Parent Acknowledgement _____

Date _____

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YOUNG SCHOLARS VISITOR'S POLICY

The building principal or designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of Young Scholars will be considered a visitor.
2. All visitors to Young Scholars must report to the visitor's reception area upon arrival at the school.
3. Visitor's are required to sign the visitor's register and will be issued a visitor's identification badge, or visitor's sticker, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the issuing office before leaving the building.
4. Visitors, including former Young Scholars personnel, who desire to visit our school building or secure belongings, shall do so only with the permission and escort of appropriate administrative staff member. HISD Charter School Administrator is not required to utilize an escort.
5. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are required to register as well.
6. Parents of children enrolled must refrain from visiting classrooms during school hours, excluding parents of infants (6 weeks to 12 months).
7. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the appropriate building administrator, so that class disruption is kept to a minimum.
8. Teachers are expected not to take class time to discuss individual matters with visitors/parents. Conferences must be scheduled.
9. Any unauthorized person on school property will be reported to the principal or principal's designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

All visitors are expected to abide by the rules for public conduct on school property contained in this Young Scholars Visitors Code of Conduct Policy.

Parent Acknowledgement _____ Date _____

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SCHOOL ATTENDANCE POLICY

SCHOOL ATTENDANCE POLICY

Effective August 22, 2011

In order for us to provide optimal learning opportunities for all children in child care and school, parents must ensure that their child's arrival complies with Young Scholars Attendance Policy.

Please read, sign, and return the School Attendance Policy acknowledgement to the School Registrar.

I understand:

- Young Scholars Charter School is a school of choice. Excessive absenteeism may result in dismissal from our school program.

- HISD School Families that exceed eight (8) unscheduled absences within a school year, violate school truancy laws and will be subject to such penalties. Violators will be reported and may be dismissed from our school program. Preschool and Pre-Kindergarten families which have been awarded HISD Full Day slots by Young Scholars must not exceed eight unexcused absences per year. Excessive absences will result in loss of full-time slot.

- School hours are from 8:00 a.m. to 3:00 p.m. Children enrolled in our private or public school programs are expected to attend school according to our school calendar. Excessive absences or tardies impact the child's progress and may impact the child's advancement to the next grade.

- Children will not be accepted to school or child care after 9:45 a.m. without a doctor's statement or prior principal approval; as arrivals after 9:45 a.m. create a hardship for your child, their classmates, and the school staff. Parents must notify school when child is going to arrive after 9:00 a.m. for meal preparation. (Parents must accommodate for lunch if school receives call after 9:00 a.m.)

- Breakfast is served from 7:30 a.m. to 7:50 a.m. for families. (Parents must provide meal and supervision for the child if mealtime is over.)

- Lunch is served according to your child's class schedule. (Parents must provide meal and supervision of child if child's mealtime it over.)

SCHOOL ATTENDANCE POLICY

Family of _____

I acknowledge receipt of School Attendance Policy and agree to abide therein.

Parent Signature _____ Date _____

**Young Scholars Academy
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PARKING LOT POLICY**

SCHOOL PARKING LOT POLICY

Effective August 22, 2011

The following guidelines should be followed when dropping off and picking up your child.

Infant through Transition – To - Preschool Families (6 WEEKS TO 2 YEARS)

1. Drop off and pick up in Louisiana Parking Lot (slots labeled "Young Scholars Parking Only") from 6:30 am to 6:00 pm (Parking for drop off and pick is limited to 10 minutes, as parking is limited.)
2. All parking slots are for drop off/pick up only.
3. All vehicles which do not display a Young Scholars Parent Parking Decal will be towed at owner's expense. NO EXCEPTIONS.
4. Vehicles parked in areas not assigned to Young Scholars will be ticketed and/or towed at the owner's expense. NO EXCEPTIONS.
5. **All vehicles parked in the slot designated with the parking sign "Principal Parking Only" will be towed at the owner's expense. Please be sure to inform all persons authorized to drop-off and/or pick-up your child (ren).**

Elementary School Families (Preschool 3 years to eighth grades)

1. Drive through drop off is available from 7:30 a.m. to 7:55 a.m. and (Families that are not enrolled in the wrap-around/extended care program can not drop off prior to 7:30 a.m. An Early Drop Off Fee will be assessed to parent's account. NO EXCEPTIONS).
2. Families which elect to park in any other parking lot/slot not designated to Young Scholars must pay for parking as Young Scholars will not responsible for tickets or towed vehicles. No double parking allowed.
3. Families must utilize the Louisiana St. Parking Lot for parking when dropping off and picking up students.
4. All vehicles parked in the Louisiana St. parking (in Young Scholars designated areas) lot which do not display a Young Scholars Parent Parking Decal will be towed at owner's expense. NO EXCEPTIONS. (Parking is available for Drop-Off, Pick-Up and school visits only (Parking is limited to 10 minutes, as spaces are limited.) Vehicles parked for any other reason will be towed in the owner's expense. NO EXCEPTIONS.
5. **All vehicles parked in the slot designated with the parking sign "Principal Parking Only" will be towed at the owner's expense. Please be sure to inform all persons authorized to drop-off and/or pick-up your child (ren).**

DOUBLE PARKING IS PROHIBITED! TOWING WILL OCCUR AT THE OWNER'S EXPENSE.

REMEMBER, OUR CLIENTS ARE YOUNG CHILDREN, THUS, WHEN ENTERING AND EXITING PARKING LOTS, PLEASE REDUCE YOUR SPEED TO NO MORE THAN 5 MILES PER HOUR. THANKS.

PARKING GUIDELINES

Family of _____

I acknowledge receipt of Parking Guidelines and agree to abide therein. It is also my responsibility to inform all persons who are authorized for pick-up.

Parent Signature _____

Date _____