



**Gulfton
Secondary**

INDIVIDUAL CAMPUS SUPPLEMENT

2023-2024

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The Individual Campus Supplement is an additional resource to assist families and students in understanding how a specific campus carries out policies contained in the [YES Prep Student Handbook](#). Families and students can refer to the handbook to better understand the policies YES Prep enacts.

OPTIONAL: OPENING LETTER FROM PRINCIPAL

This is not required but is optional for campuses to include an opening letter from the Principal. If the Principal chooses to include a letter, they should follow this guidance:

- Share a broad welcome with families and students.
- Create a letter that can be used from year to year with minor tweaks.
- Use CEO Mark DiBella’s opening letter from the [YES Prep Student Handbook](#) as a model.

CAMPUS ACADEMIC SUPPORT

Required Tutorials

Unified Tutorials are mandated by the State of Texas through House Bill 4545 and House Bill 1416. These are targeted tutorials for our students who did not pass their STAAR or End of Course Exams. Unified Tutorials occur on Tuesdays and Wednesdays from 4:00 PM to 5:30 PM. The schedule for Unified Tutorials will be released at the start of each semester. Students are invited based on their previous year’s scores and are required to complete a minimum of 15 hours of tutorials per course content.

All tutorial information for both Teacher Tutorials and Unified Tutorials will be communicated to families at the start of each semester. Students who are required to attend Unified Tutorials will receive individual parent letters electronically within the first 6 weeks of each semester. Students attending any after school tutorials must adhere to behavior and late pick up policies as stated in those sections.

Unified Tutorials will begin on Tuesday September 12th. The schedule for this year will be **Math/Science on Tuesdays** and **English/Social Studies on Wednesdays** from **4:00pm – 5:30pm** both days. Unified tutorials will be **required** for any student who did not pass or is missing a STAAR test. If a student is required to attend, you will receive a letter notifying you of which days and subjects they will need to attend. Transportation will be provided by the campus and will be sent out as we get close to the beginning of Unified Tutorials.

Yes Prep Gulfton will also offer Teacher Tutorials this year. These will be based on data from individual classes. Teachers will host these on various days except Thursdays. You will receive notification from your child’s teacher if they notice a need for additional support to be successful in their class.

CCAMPUS CULTURE

Campus Core Values

At YES Prep Gulfton, every student at every level with every need will graduate college-ready and ready to lead with equity.

- **Family:** We provide unconditional, non-judgmental support to all students and families.
- **Optimism:** We celebrate accomplishments and progress and believe all students can achieve success.
- **Rigor:** We hold one another to high academic and behavioral expectations that drive meaningful growth.
- **Community:** We unite to overcome obstacles and motivate all stakeholders to create a stronger Gulfton community.

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- **Equity:** We are anti-racist, committed to fighting inequity, and treat all people with dignity and respect.

Positive Incentives

Students who demonstrate behaviors that represent FORCE Values will earn a Hero point given by a staff member. Hero points can be used toward privileges, prizes, and other rewards.

Gulfton Traditions includes, but not limited to, spirit weeks, monthly celebrations (students and staff), cultural events and celebrations, LGBTQIA events and celebrations.

Before School Procedures

Upon arrival, middle school students must go to the cafeteria. Middle school students will be dismissed by the teachers on duty starting at 8:25 to go to first period. High school students go to the gym upon arrival and at 8:25 am, students go to their first class of the day by the bell.

Students will eat breakfast in their respective holding areas. Students who arrive after 8:30 can grab breakfast from the vestibule. Students who were already in the building prior to the 8:30 bell will not be permitted to go to grab breakfast. Students have until 8:40 am (the end of homeroom) to grab and finish their breakfast in their classroom. Students will not be allowed to eat in the booths because there is no supervision in those areas.

After School Procedures & Programming

After school, all students will be dismissed at 4:00 pm. ALL students who are walking or being picked up should exit the main lobby doors. Bus riders should exit through the East Lot doors.

Students who are waiting for a ride after 4:15 pm should be waiting in front of the school. If students are waiting for a bus to arrive after 4:15, they will be taken to the front of the school by bus monitors and wait in the front of the school also.

All students who are involved in after school program should be in their designated area by 4:05 pm with a staff member. If students are found unsupervised after 4:05 pm, they will be escorted out of the building through the main lobby doors.

If students have after-school programming, they are not allowed to leave the building and come back in. They should report directly to their designated locations.

Middle School Disciplinary Procedures (MS Only)

Lunch Detention Expectations:

Detention will be held Monday, Tuesday, Thursday, & Friday in N102 & N104.

GLC Expectations	Proctor Expectations	Student Expectations
<ul style="list-style-type: none"> • Share Lunch Detention List at beginning of 2nd period • Communicate with teachers to HOLD students who have detention when the bell rings 	<ul style="list-style-type: none"> • Have lunch detention PPT posted • Collect all technology and have students place belongings at the front of the classroom • Pass out blank, lined paper to each student 	<ul style="list-style-type: none"> • Turn in all technology to proctor • Place all belongings at the front of the classroom • Have ONLY a pencil and their lunch in front of them

<ul style="list-style-type: none"> • Pick up students from 2nd period and take them to get their lunch • Drop students off to detention room once respective proctor is present (N102 & N104) 	<ul style="list-style-type: none"> • Facilitate reflection circle with students after they complete • Collect completed work and submit to DoS by EOD • Comply on HERO 	<ul style="list-style-type: none"> • Complete and participate in restorative practices lead by proctor • Failure to meet expectations will lead to another lunch detention and requirement to complete both days' reflections.
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After School Detention Expectations:

Detention will be held every Wednesday in S121.

DOS Expectations	Proctor Expectations	Student Expectations
<ul style="list-style-type: none"> • Communicate with parents/guardians • Share After School Detention List at beginning of 4th period • Communicate with teachers to HOLD students who have detention when the bell rings • Pick up students from 4th period 	<ul style="list-style-type: none"> • Have After School detention PPT posted • Collect all technology and have students place belongings at the front of the classroom • Pass out blank, lined paper to each student • Facilitate reflection circle with students after they complete • Comply on HERO 	<ul style="list-style-type: none"> • Turn in all technology to proctor • Place all belongings at the front of the classroom • Have ONLY a pencil in front of them • Complete and participate in restorative practices lead by proctor • Failure to meet expectations will lead to a suspension.

High School Disciplinary Procedures (HS Only)

Detention is a consequence for repeatedly not following the YES Prep standards for conduct and behavior. Detentions are received when a student repeatedly earns demerits for the same misbehavior, such as showing up to class late. Detentions can also be automatically assigned by campus leaders for one-off offenses that justify a consequence greater than just a demerit.

When students are in detention, they will complete a written reflection. They may also be asked to participate in restorative conversations because we believe that detention should be an opportunity to reflect on the impact their decisions are having on themselves and their YES Prep community.

Detention is held Monday, Tuesday, Thursday and Friday, during designated HS lunch and must be served as assigned. YES Prep Gulfton may also assign Detentions before school or after school as an alternate consequence to a Level 1 offense. Students are expected to arrive on time, sit in assigned seat or a seat designated by proctor, must remain silent throughout detention, must bring writing utensil and must follow directions given by detention proctor. No phones are allowed during this time. Grade Level Chairs and administrators may give automatic detentions for more serious offenses.

If a student skips detention, they will be required to re-serve that detention. After two missed lunch detentions, students will serve an after-school detention before it escalates to a third missed lunch detention and then an automatic ISS. If for some reason a student cannot serve the after-school detention, they will be required to serve a morning detention as an alternative. Parents will be notified by phone when this occurs. Failure to serve the reassigned detention may result in suspension in accordance with the Code of Conduct. The Dean of Students may require a student to engage in an alternate restorative detention.

Dress Code Expectations

See more about the YES Prep Dress Code Philosophy and Policy in the [YES Prep Student Handbook](#). The following table breaks down how the campus expects students to follow the dress code policy.

Dress Item	Expectation
ID Badge	Students must always wear Student ID badges while on campus. ID badges must always be worn on a lanyard and visible.
Bottoms	<ul style="list-style-type: none"> • Jeans • Khaki pants • Jean/Khaki Shorts – must be longer than fingertips when placed by your side • Skirts – must be longer than fingertips when placed by your side • Athletic bottoms and pajamas are not permitted. • Bottoms with tears/holes are not permitted at any time.
Shoes	For safety purposes, all shoes must meet the following criteria: <ul style="list-style-type: none"> • Closed-toed • Must have backs • Must have hard soles • Any color is permitted • Crocs, slides, sandals and slippers are not permitted at any times.
Shirts	<p>Students will only be permitted to wear YES Prep branded tops. This includes:</p> <ul style="list-style-type: none"> • YES Prep or YES Prep Gulfton polo • YES Prep or YES Prep Gulfton spirit shirt • YES Prep Gulfton athletics shirts • YES Prep Gulfton organization or grade level shirt (current or former) <p>On Fridays, students can wear college or university branded items. This could include:</p> <ul style="list-style-type: none"> • College or University t-shirt • College or University sweatshirt <p><i>Students are not required to tuck in shirts.</i></p>
Outerwear	<p>Students may wear:</p> <ul style="list-style-type: none"> • YES Prep Gulfton or YES Prep Public Schools branded outerwear • Solid blue or gray non-branded outerwear • Jackets or sweaters <p><i>*Outerwear with hoods must have hoods off during school hours for safety purposes. If a student refuses or needs multiple reminders, outerwear will be confiscated and will not be permitted to be worn for the remainder of the school year.</i></p>
Accessories/Styling	<ul style="list-style-type: none"> • Students may have visible piercings and tattoos if messaging and images are school-appropriate. • Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons. • Students may wear a variety hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate. • Hats and sunglasses are not permitted for safety purposes. • Religious head-coverings are permitted
PE Uniform	<p>Students may wear their own athletic wear for PE classes. YES Prep will not offer PE uniforms to be purchased through YES Prep. Clothing for PE class must:</p> <ul style="list-style-type: none"> • Have school appropriate messaging • Meet criteria in the “Free Dress” category <p>Bottoms may not be higher than mid-thigh</p>
Backpack Policy	All students are required to use clear or mesh backpacks .

Cell Phones & Personal Devices

Every classroom will have a cell phone pouch. Students are expected to place their cell phones in the pouch upon entering the classroom. If students get caught with their cell phone during instruction, teachers will pick the phone up, contact parents to come to the school to pick it up, and then turn the phone in to the DOS.

If a student visibly has their cell phone out when entering the classroom and refuses to put it in the cell phone pouch, teacher will contact GLC to let them know and the GLC will reach out to the DOS.

Students will be allowed to grab their phones from the cell phone pouch during the last 10 minutes of class.

YES Prep Gulfton students will only be allowed to use phones during advisory (teacher discretion). HERO merits can be utilized to buy additional technology time.

MS: Student **are not** allowed to use their technology in hallways during transition.

HS: Students **are** allowed to use their technology during transitions, however air pods need to be out of student ears before exiting classroom for safety reasons.

Food and Drink Expectations

Students are not allowed to eat or drink (except for water) in hallways and classrooms outside of breakfast (8:25-8:40 AM) and lunch hours, unless given permission by the teacher.

YES Prep reserves the right to set expectations for not eating or drinking on campus and any school-sponsored trip, event or activity. Excessive incidents of eating and/or drinking may result in disciplinary action.

Students are not allowed to share food with each other without explicit written permission from guardian/guardians of all parties involved.

If you are late to school and arrive with breakfast/drinks (non-water), you will not be allowed to eat in class/hallway/front office. Please consume prior to entering the school building.

Students are not able to bring cupcakes or birthday cakes into the cafeteria this year. If a student is celebrating their birthday, they are allowed to ask a teacher if they can supervise a celebration in the classroom for lunch. The teacher must be present.

The campus will have Food/Snack designated incentive days. These are the days that the HERO store will take place and it is also a time that teachers can hold different celebrations in the classroom. To stay in compliance with Child Nutrition, we are asking that you only give students food/snacks on these certain days –

August	September	October	November	December
August 18, 2023	September 1, 2023	October 5, 2023	November 3, 2023	December 1, 2023
August 25, 2023	September 8, 2023	October 13, 2023	November 10, 2023	December 8, 2023
	September 22, 2023	October 20, 2023	November 16, 2023	December 15, 2023
	September 29, 2023	October 27, 2023		December 20, 2023
January	February	March	April	May
January 12, 2024	February 2, 2024	March 1, 2024	April 5, 2024	May 3, 2024
January 19, 2024	February 9, 2024	March 7, 2024	April 12, 2024	May 10, 2024
January 26, 2024	February 16, 2024	March 22, 2024	April 19, 2024	May 17, 2024
	February 23, 2024	March 29, 2024	April 26, 2024	May 24, 2024

Optional but recommended – Consider combining your campus Athletic Handbook into the ICS instead of having a separate handbook. We are combining the Athletic Handbook into the Unified Student Handbook this year, so it makes sense to do the same thing on the campus level.

Sections to include if going this route: What sports are offered, whether there is a security guard or not at games, whether students can attend games without parents there, how quickly they need to be picked up after games, whether people can be asked to leave if they are disruptive, when students are removed from playing games (what kinds of disciplinary or academic issues would cause a student to be ineligible for a game)

CAMPUS OPERATIONS

Late Bus Expectations (if applicable)

Students will need to sign in at the Front Office and receive a Late Bus Pass before heading to class.

Common Area Expectations

Students may only be in a common area space with supervision from staff members, from 8:30 am to 4:00pm.

Lunch Time Expectations

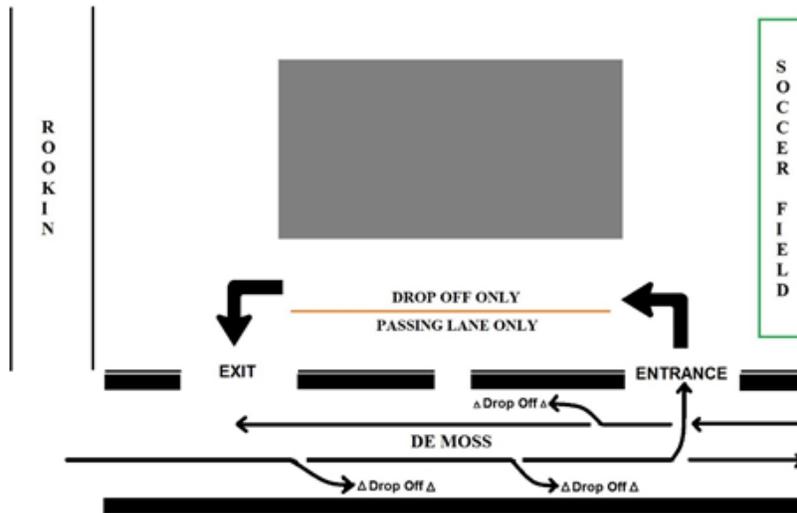
Students will eat in the cafeteria or a classroom on designated days (MS will alternate quarterly eating in cafeteria). In the classroom, students will be expected to remain in their designated seat to eat lunch. In the cafeteria, Ms must remain seated at all times. MS will be dismissed to the lunch line and when leaving the cafeteria. Grades 9-11 will sit by GL and must remain seated at all times. ALL Students will go through the lunch line daily. Students should request permission to use the restroom w/ pass in both cafeteria and classroom. Students may not share food or snacks with other students at lunch. Students may not use a delivery service to have food delivered at any time during the school day.

Traffic Procedures

All non-staff vehicles should enter the west gate, travel along the front of the building, and exit the east gate.

Maintaining orderly traffic patterns ensures that all students get to school safely and on time and minimizes guardian time spent waiting. The following rules are in effect from 8:00 a.m. until 8:30 a.m. and 3:45 p.m. until 4:15 p.m.

- ALWAYS enter through the De Moss Entrance gate.
- Do NOT enter through the Exit gate. It is never to be used as an entrance way and is for exit only.
- Do NOT drop off or pick up students in the middle of the street. This is dangerous for students, and it makes students late because of vehicles blocking the entrance to the school. An alternative if a student is running late is to drop or pick up the student on the near side of De Moss and allowing students to walk the sidewalk.
- Form one lane as a vehicle enters the parking lot and do not allow a student out of or into a vehicle until it is in front of the building closest to the exit gate. Please leave the second lane open for passing traffic.



[Dropping off Items for Students](#)

School items or supplies may be dropped off by a parent at the Front Office. Unapproved items such as lunch, snacks or food deliveries are not allowed.

[Campus Communication to Families](#)

Families receive information through the following formats:

- Weekly Family Newsletters
- Phone Calls/ Text Messages/ Email
- Monthly Parent Meetings
- Facebook and Instagram
- Schoology

[Personal Items on Campus](#)

Students may bring personal belongings at their discretion. YES Prep Gulfton will not be responsible for missing or damaged property.

[Student Drivers](#)

Approved student drivers will be assigned a student parking spot located in the front of the building along the north fence. Student drivers will be assigned a parking decal and have an identifying sticker/tag on their ID card. Student drivers will have to have insurance and a valid license to be approved to park on the campus.

