



**HOFFMAN MIDDLE**

**INDIVIDUAL CAMPUS  
SUPPLEMENT**

2020-2021

# TABLE OF CONTENTS

- OPENING LETTER FROM PRINCIPAL .....3
- CAMPUS ACADEMIC SUPPORT .....3
  - Academic Support .....3
  - Homework Completion.....3
- CAMPUS CULTURE ..... 4
  - Campus Core Values ..... 4
  - Positive Incentives.....5
  - Detention Guidelines .....5
  - Before and After School Expectations and Procedures .....5
  - After School Programming ..... 6
  - Food and Drink Expectations..... 6
    - Drinks in the Classroom..... 7
    - Sharing Food..... 7
    - Gum Expectations ..... 7
  - Uniform Expectations ..... 7
    - YES Prep Uniform Philosophy ..... 7
    - Campus Uniform Policy ..... 7
- CAMPUS OPERATIONS .....10
  - Common Area Expectations.....10
  - Lunch Time Expectations .....10
  - Traffic Procedures .....10
  - Front Office Hours of Operation .....10
  - Campus Communication to Families .....10
  - Student ID Cards..... 11
  - Personal Items on Campus..... 11
  - Former Student Visits ..... 11

# OPENING LETTER FROM PRINCIPAL

Welcome from YES Prep Hoffman, home of the Hornets! At our campus, we believe greatly that every student can achieve! We look forward to working with you, your student and your family over the next three years as we get him/her truly prepared to leave our campus high-school ready, and ultimately ready to graduate from college prepared to lead.

While this school year will bring unique challenges, we are still dedicated to giving your students a rigorous education. Caring for them personally and keeping safety first will be our main priorities as we continue to push them academically. Our teachers and staff will also be available to assist virtually throughout the school day, so please reach out as needed. We are thankful for you entrusting us to educate your student, and we seek to work with you and your student to help him/her achieve great success.

Welcome to the HIVE!

Justin West, Principal

## CAMPUS ACADEMIC SUPPORT

### Academic Support

Students are permitted to attend weekly tutorials for each of their classes. Students on campus will have access to in-person tutorials, while students online will have access to virtual tutorials.

Academic Progress is a program that monitors students who are struggling in their core classes. Students in this program will be required to attend tutorials for additional help and will have individual check-ins with a teacher of their grade level to track their academic progress. Students on this program will be tracked for the entire 9-week cycle.

### Homework Completion

Every student should complete their homework daily as it is a means for practicing skills learned in class. The homework assignment could be used as an entry point for the next day's lesson, so not completing homework could make a student fall behind in class. Students who fail to complete homework will receive a "no homework" demerit. A student can also get "no homework" demerits for each class they did not complete the homework. For example, a student can receive a "no homework" demerit in English and in math class. When a student receives three consecutive "no homework" demerits, they will receive an afterschool detention. They will be expected to complete the assignment(s) during this after school detention.

Every student should also complete his or her homework without copying another student's. YES Prep Hoffman places high value on honesty and academic integrity. We strive to prepare our students to be self-sufficient in every aspect of their educational journey. Students who are found cheating on homework assignments will receive an after-school detention.

# CAMPUS CULTURE

## Campus Core Values

At YES Prep Hoffman, we believe strong culture and community are essential to student achievement. We create systems, structures, and routines, to create school-wide consistency, creativity and achievement for students and staff. It is critical that we create a high-quality culture, so students develop the character and academic skills needed to graduate from college prepared to lead.

We use our core values, discipline system, restorative practices, positive praise, and feedback to create school pride and safety, focus on learning, and foster relationships based on respect and kindness. This will ultimately lead to student achievement and success at YES Prep Hoffman and beyond. Our YES Prep Hoffman Core Values and definitions are listed below:

Hard work	Integrity	Valor	Empathy
			
We do the hard work.	We are honest even when no one is looking.	We have courage to have hard conversations and take risks in the classroom.	We care and seek to understand others.

As a campus, we will be moving to a new set of Core Values. The values are derived from the answers when asked, “what do you want a MS student to know when they leave Hoffman?”

- We want the students and staff to know the essence of working hard for what they want- “We do the hard work.”
- We want the students and staff to operate honestly in all situations- “We are honest even when no one is looking.”
- We want the students and staff to have courage to speak up for themselves and take risks in the classrooms- “We have courage to have hard conversations and take risks in the classroom.”
- We want the students and staff to care about other people- “We care and seek to understand others.”

The Core Values purposefully spell out the word HIVE as we are the Hornets and we are seeking to create a place where students feel free to make mistakes, grow and learn together with the direction of all adults in the building—much like a hornet grows “from egg to adulthood inside of their hive.” The Hive is also a place that is more than a home; it is a mentality. A hive (group of Hornets) takes care of and protects each other at all costs, and never leaves another behind. This mentality is one that will be carried out by adults and students on campus in the form of academics and culture. The Core Values will be displayed throughout the building, and there will be reminder posters of how to operate in each value in a specific area of the building.

## Positive Incentives

Students can earn positive incentives by exemplifying any of the Core Values (Hard work, Integrity, Valor or Empathy). When a student exemplifies these values, they will earn points (Buzz Bucks) in HERO. Positive Incentives are listed below:

- Free Dress- students may wear clothing that is free of rips and tears, does not include inappropriate, offensive or crude messaging or language, clothes that reveal any parts of the student's stomach or chest, no leggings, jeggings or tights, no short clothing that is revealing, shorts must be longer than mid-thigh, no sleeveless shirts, or open-toed shoes or sandals. Headwear that must be tied is prohibited (bandanas, bandana print or scarves) unless for observed religious reasons. Headbands are permitted. No gang paraphernalia or items that include illegal contraband are permitted.
- Accelerated Reader Prizes- all students can read books, take online quizzes, and earn points toward our school wide Accelerated Reader goal. When a student does this successfully, they can earn individual prizes.
- Bid Trips- small trips that teachers/staff put together for a group of students (usually no more than 15) to various places (ex: movies, ice cream shop, game room, museum, etc). Students are able to purchase these Bid Trips with their Buzz Bucks. Trips are usually minimal in cost for students.
- Honor Roll Celebrations- students receive celebrations for getting As and Bs on their Six Weeks' Report Cards.
- Perfect Attendance Awards- students receive awards for coming to school and being on time to school every day.
- Core Value Awards- students receive awards for exhibiting one or more of the Core Values: hard work, integrity, valor or empathy.
- Fall/Spring Trip- each grade level takes a large trip in either the Fall or Spring Semester. All students in the grade level can attend if they meet the academic and behavioral criteria set by the Grade Level Chair and team.
- Birthday Recognition- students receive birthday recognition from staff and peers.
- Joy Cart- a random snack cart that goes around for students at different times in the year. Joy Cart items are usually free.
- Millionaire Sweatshirts- students who read many books and do well on their Accelerated Reader tests are coined our campus "Millionaires". Each time a student reads a million words or more, they receive a millionaire's sweatshirt of a different color.

## Detention Guidelines

Students will receive a lunch detention when they have earned three demerits for the same infraction (ex: 3 tardy demerits equal a lunch detention). Lunch detention happens each day during lunch and is separated by grade level. Students who have earned lunch detention should report directly to the grade level lunch detention room at the beginning of lunch.

Students will earn an Afterschool detention when they skip a lunch detention. Afterschool detention will be monitored by a member of the Campus Culture Team. Afterschool detention happens every Tuesday, Thursday and Friday from 3:30-4:30 PM.

## Before and After School Expectations and Procedures

Students will be permitted to enter the building at 7:20 AM. Students who arrive on the bus are to remain on the bus until that time. Students who do not ride the bus should not arrive before this

[Back to Top](#)

time as they will not be permitted to enter the premises before that time. At 7:20 AM students are to line up to enter the premises through the correct entrance and pass through metal detectors. Each student will have their bags checked for any items that are not permitted on campus. Upon passing through metal detectors and bag check, students are to report to the cafeteria for breakfast and whole school gathering. At 7:40 AM students will be released to class. Class begins at 7:45am. Students are tardy after 7:45 AM.

Students are not allowed to stay on campus after school unless they have teacher supervision or are staying for a school-sponsored activity. Students should be in their designated location no later than 10 mins after school dismissal.

If a student leaves campus on their own at dismissal, they are not allowed to return to campus. If students are found on campus without supervision or a pass after dismissal, they will be issued a consequence including, but not limited to, a demerit, and they will be escorted to the office to be picked up by a guardian.

Parents/Guardians are given a 30-minute grace period to pick up their student. Parents/Guardians who arrive after 30 minutes after the bell will be logged and tracked. After multiple late pickups, parents/guardians will receive official warning letters. Appropriate services such as Child Protective Services may be called by the 3rd late pick up.

The academic day at YES Prep Hoffman concludes at 3:10 PM Monday through Friday.

## [After School Programming](#)

The academic day at YES Prep Hoffman concludes at 3:10 PM Monday through Friday. 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. Students who are attending tutorials or detention must report to their designated area immediately after school. Tutorials are held on Mondays and Tuesdays after school each week. Tutorials begin at 3:20pm and end at 4:10pm.

Students are not to be anywhere on campus other than their designated area. Transportation for after school students must be arranged in advance of attending activity. Students are expected to be picked up immediately at the conclusion of the after school specified activity.

Students participating in tutorials must be picked up no later than 4:20pm. Please, refer to page 22 of the YES Prep Student Handbook for other information regarding late student pick up.

## [Food and Drink Expectations](#)

Food and drink are permitted in the cafeteria only. Food is not permitted in other areas (including the hallways) unless approved by a staff member.

Water, in a clear bottle, is the only drink permitted outside of the cafeteria. Caffeinated drinks such as Monster, Red Bull, and coffee are not permitted in hallways or classrooms, and they are strongly discouraged during lunch and breakfast.

Any food that students bring must be sized for an individual person – students may not bring “family size” chips as students are not allowed to share food with each other. We discourage students to bring candy or other items as their meals, and we encourage them to eat meals on campus. All YES Prep students have the opportunity to eat free breakfast each morning and access to lunch during the school day.

[Back to Top](#)

## Drinks in the Classroom

Students may only consume water in the classroom unless granted special permission for a medical or health reason accompanied by a doctor's note. Other liquids, when spilled, can cause stickiness. We prefer that students use a clear water bottle, but we understand that it may not always be available to a student. If a teacher asks to see the liquid and it is not water, the bottle may be confiscated, or the student may be asked to dump the contents out and refill it with water from the fountain.

## Sharing Food

Students should eat only the food they are given by their own parents/guardians or purchase food through Preferred Meals. When food is shared between students there is a risk of food allergies, and parents/guardians should feel confident that they know everything their students are eating at school. Students are not permitted to share food with other students, and parents/guardians are not permitted to give food to other students than their own children. Students who are observed sharing food may have to forfeit the food they were sharing and may be subject to disciplinary action.

## Gum Expectations

Students are not allowed to chew gum anytime or anywhere on campus. YES Prep reserves the right to set expectations for not chewing gum on any school-sponsored trip, event or activity. Excessive incidents of gum chewing may result in disciplinary action.

## Uniform Expectations

### YES Prep Uniform Philosophy

YES Prep Public Schools believes in the power of community and school pride while also deeply valuing a student's right to express their individuality without the fear of unnecessary discipline, body shaming, or the confines of gender norms. Students have the right to be treated equitably and dress code enforcement at YES Prep Public Schools will not create disparities, reinforce or increase the marginalization of any group, nor will it be unfairly enforced more strictly against a student because of racial identity, ethnicity, gender expression, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity.

### Campus Uniform Policy

YES Prep Public Schools uniform policy is centered around values of equity and school pride. A school uniform allows for community building and options within the uniform selection allows for student and family choice. Uniforms should be worn each school day and should meet the expectations of district and campus guidelines. Like all YES Prep policies, if a student's uniform, dress, or accessory choice poses a concern for student physical or emotional safety, a campus administrator has the discretion to disallow the uniform item.

A uniform shirt is defined as either a campus polo, sold by YES Prep Public Schools, containing the current school logo, and is the correct color for the student's campus or a school pride t-shirt, distributed by the student's school.

YES Prep also has winter jackets, sweatshirts, and cardigans for sale to provide multiple options for outerwear. A student's outerwear may only be YES Prep and may also include outerwear sold by the athletics department on campus.

The following shows the uniform expectations throughout the week:

Shirt Expectations What can I wear and when?					
	Monday	Tuesday	Wednesday	Thursday	Friday
YES Prep Polo	X	X	X	X	X
YES Prep T-Shirts			X	X	X
College T-shirts/Gear					X
Notes	<p><b>YES Prep Hoffman Tops:</b>  <i>*YES Prep polos must be tucked in each time they are worn.</i>  <i>Colors: Black, gray and navy</i>  <i>YES T-shirts must have the "Y" or show campus mascot and logo</i></p> <p><b>Additional Guidance:</b>  <i>Shirts must be appropriately sized to fit the individual. No tank tops, halter tops, tube tops, midriff showing (half-shirts), net or sheer tops, shirts with spaghetti straps, or strapless tops. If necessary, the student will need to purchase a replacement uniform shirt from the main office.</i></p>				

Bottoms Expectations What can I wear and when?					
	Monday	Tuesday	Wednesday	Thursday	Friday
Khaki Uniform Pants	X	X	X	X	X
Blue Jeans (Denim)			X	X	X
Notes	<p><b>Uniform Pants:</b>  <i>No black pants</i>  <i>No tights, sweatpants, or athletic material</i>  <i>Joggers with belt loops are permitted</i></p> <p><b>Blue Denim Jeans:</b>  <i>No rips, holes, shreds or tears</i>  <i>Jeans may only be BLUE denim; no other colors or patterns are allowed</i></p> <p><b>Additional Guidance</b>  <i>All shorts and skirts must be the appropriate length. 6 inches above the knee. Sweatpants, workout pants, jeggings, leggings, tights, etc. are not to be worn on campus.</i>  <i>All pants are worn at the hips/waist and are properly fitted. Pants are not excessively baggy around the waist. Belts are to be worn if needed to keep pants around the waist.</i></p>				

Other Uniform Items (Monday-Friday)	
Outerwear	<ul style="list-style-type: none"> <li>• YES Prep fleece, cardigan, hoodie or jacket</li> <li>• College outerwear can be worn on Fridays ONLY</li> </ul>
Student IDs, Undershirts and Face Masks	<ul style="list-style-type: none"> <li>• ID Badges must be worn by all students on lanyards and must be visible at all times. (There may be exceptions to this expectation at partnership campuses)</li> <li>• Undershirts should be black, white or gray only</li> <li>• Students MUST wear a face mask that covers their nose and mouth for all hours of the day while attending school or waiting for their car to arrive; students must also keep their masks on while on the bus.</li> </ul>
Shoes	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Closed-toed</li> <li>• Must have backs (i.e. no slides)</li> <li>• Must have hard soles (i.e. no slippers)</li> <li>• Shoes must be worn at all times</li> </ul> <p>Any color is permitted</p>

Additional Uniform Guidelines	
Hats	Hats, caps, and head coverings of any kind are not to be worn inside YES Prep Hoffman. Bandanas, do-rags, or wave caps are not permitted on campus, unless approved for religious or health reasons. Religious head coverings may be worn.
Makeup	Students may wear makeup to school
Acrylic Nails	Students may wear acrylic nails to school
Accessories	Accessory items such 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 and small nose studs are the <b>ONLY</b> acceptable visible piercing.
Exceptions	Exceptions to the uniform policy are made on an individual basis. While we intend to rarely make exceptions, we also understand that certain situations may arise that warrant an exception. Examples include, but are not limited to, religious affiliation, illness, and injury. If this happens, a campus leader will communicate with you about it.

# CAMPUS OPERATIONS

## Common Area Expectations

Students are expected to sit in their designated grade level areas. Students who earn incentives will be able to sit in the booths during specified times with a group of friends.

Students are to adhere to all campus expectations while in common areas to ensure that behavior is appropriate. Students who fail to meet those expectations will be given a consequence. Any intentional littering, defacing, damaging of space/property will be subject to our campus disciplinary process. Students should only be in common areas during designated times and/or under the supervision of a staff member. Should a student be in a common area during class time without a hall pass, the student will receive a consequence.

## Lunch Time Expectations

Students will eat lunch from 10:22-10:52am each day. Students will eat in the cafeteria unless they have Lunch Detention for the day.

Students are expected to remain in the designated lunch location for the duration of lunch, and they should not loiter in the hallways, bathrooms, or in empty classrooms.

A parent, or an adult listed as an emergency contact, may eat lunch with their student if a valid photo ID is presented and they are on listed on the student's record. A guardian is the only individual who may provide food for their specific student. Food will not be accepted from non-parental deliveries (e.g. Uber Eats, Dominos), and students/parents/guardians are not allowed to order food for delivery as deliveries will be turned away.

## Traffic Procedures

YES Prep Hoffman will follow Hoffman Middle School parking and traffic regulation.

## Front Office Hours of Operation

The YES Prep Hoffman Front Office is open from 7:00 AM - 3:30 PM, Monday - Friday.

## Campus Communication to Families

We are committed to communication with families in the following way:

- Website: [hoffman.yesprep.org](http://hoffman.yesprep.org)
- The Weekly Hornet- parent notes
- Facebook- <https://www.facebook.com/yesprephoffman/>
- Instagram- @yesprephoffman
- Phone Calls - (713) 924-5400
- School Messenger

## [Student ID Cards](#)

Student IDs are to be worn by all students daily around their necks. IDs should not be taken off for anything that is not physical activity (gym). Students may not cover up their ID picture with any other items (ex: stickers, etc.). Students who lose their ID or do not have it should report to the YES Prep Hoffman Front Office first thing in the morning to get a temporary ID. Students who receive a temporary ID will be automatically assigned a lunch detention in HERO.

If a student is in possession of their ID but not wearing it, they will receive a no ID demerit. If the student is not in possession of their student ID, they will be required to get a temporary ID from the Front Office and issued an automatic detention.

Lost IDs should immediately be returned to the student or turned into the YES Prep Hoffman office. Replacement Student IDs can be purchased for \$5.00 from the Front Office. Lanyards and plastic ID covers are \$1 each.

## [Personal Items on Campus](#)

Students should refrain from bringing non-school related items to school. These items tend to become distractions and or have the risk of being lost or damaged. YES Pep Hoffman is not responsible for students who bring non-school related items to school. Those items that are brought to school will be confiscated and placed in the office for parent pick up.

Bringing personal items to school is “at your own risk,” and YES Prep Hoffman will not be held liable for loss, theft, or damage to a student’s personal property.

We highly recommend that any personal items brought to campus are locked securely in a locker that only your student knows the code to and locks after each usage. Distracting (e.g. stuffed animals) or inappropriate objects will be confiscated and may be returned at the end of the school day, if deemed appropriate by a campus administrator.

Students who have been expelled or who are currently placed at DAEP are prohibited from being on school grounds or attending school-sponsored or school-related activities. If the student has a sibling at YES Prep Hoffman and there is a significant event at which the parent wants to have the expelled/placed student, the guardian must first contact the School Principal to request a one-time approval to attend the event with the family.

## [Former Student Visits](#)

Unless as a part of an invite for specific programming, all former students must visit after school hours and follow regular visitation protocols. Students who were expelled are not allowed on campus.