



SOUTHEAST SECONDARY

**INDIVIDUAL CAMPUS
SUPPLEMENT**

2020-2021

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Academic Support

At YES Prep Southeast we firmly believe in the important of mastering academic content as a main driver of college readiness. As such our grading policies, grading practices, and academic support work together to ensure that all students have access to our high academic standards.

Our academic supports vary by situation and are based on student grades and performance on various district, state, and national exams. Below is a non-exhaustive list of academic supports that are employed by teachers and instructional leaders in response to data:

- Preferential seating in class
- Frequent teacher check-ins during class
- Small group instruction in class
- Small group pull-out instruction by teachers and/or instructional leaders
- Tutorials before school, during lunch, or after school
- Saturday tutorials

Additionally, students who need additional support to meet academic goals may be assigned mandatory tutorials on a one-time or recurring basis. Families will receive communication from teachers or campus administrators to notify them of any mandatory after-school tutorials, and guardians must notify teachers of conflicts in advance for students to be excused from tutorials. We encourage families to communicate with the school to find ways to support consistent tutorial attendance. Students who do not attend tutorials without prior communication from a parent or guardian may receive detention.

If a student is not passing a class on their Progress Report or Report Card, guardians can take one or more of the following actions - request a conference with the teacher, request for reassessments if the assignment is eligible, request a student be added to weekly tutorials for that course, and/or request resources to be used at home to support the learning of the content.

For any student who fails a course for the first semester, guardians will receive communication from YES Prep Southeast to have a conference about student performance and to create a plan for increased academic success in the second semester.

CAMPUS CULTURE

Campus Core Values

At YES Prep Southeast, our mission is to provide all students with an excellent education that prepares them to be accepted to and graduate from college prepared to lead. All goals are centered on the belief that all children have the right to an education that expands the post-secondary options available to them, and that education is the ultimate path to success.

Our high student achievement goals cannot be reached without strong culture and community. We establish high expectations for staff and students and develop systems and routines to maintain those high expectations. Our belief is that community programming and discipline systems allow us to maintain a safe and orderly campus, in addition to building community and pride. Our actions are founded in relationships of respect and kindness.

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Central to our school culture are our core values, which all students and adults on campus should strive to embody in all their words and actions.

INTEGRITY	Wizards show integrity by being honest and trustworthy, following on the commitments they make, and choosing to always do what is right, even when that choice is difficult.
LEADERSHIP	Wizards demonstrate leadership by taking accountability for their actions, acting as role models for others, and advocating for themselves and their community in a way that is professional and influential.
GRIT	Wizards show grit by fully committing to every task, learning from failure, and asking for help. Wizards never give up or back down from a challenge.
KINDNESS	Wizards believe that all people are worthy of respect and think about the impact that their words and actions have on others. They express gratitude and look for ways to make other feel cared for and included.
ZEST	Wizards show zest by wearing their school colors proudly, fully participating in all activities, and giving back to our campus and Southeast Houston community.

Demerits

Demerits are used to warn students and notify guardians that a student has behaved in a way that is not in keeping with our campus norms. Our norms are as follows:

- **Safety:** Community members use hands, bodies, and technology in a safe and kind manner that protects self, others, and the group.
- **Focus on Community Learning:** Community members limit distracting behaviors that prevent them or their peers from learning.
- **Kind Words and Actions:** Community members use words and actions that lift others up in virtual and in-person spaces.

If a student accumulates more than 3 demerits in a 6-week period, a teacher will reach out to notify parents. If they receive 6 demerits in a 6-week period, a Dean of Students or Grade Level chair will request to meet with guardians and the student to address the behavior and create a plan of support. If a student receives 9 or more demerits in a 6-week period, the Director of Student Support or Principal will schedule a time to meet with guardians and the student to discuss additional behavioral interventions.

Positive Incentives

Merits	Students are given positive points also known as merits by teachers for doing actions that are aligned to our core values as a campus. The students can exchange their merits for items from the merit store including snacks, free dress passes, and other prizes and privileges. The merit store is open at least once a six week during lunch for students to redeem their points. Students with merits will also be entered a raffle each six-weeks. A winner from each grade level will be selected.
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Honor Roll,
Perfect
Attendance, and
FIRST Awards

Every 6-weeks, we will recognize students in every grade level who achieve honor roll, perfect attendance, and/or exemplify our core values and are great role models for what it means to be a YES Prep Southeast Wizard. These students will be given public recognition, prizes, and other privileges.

Before and After School Expectations and Procedures

Before School Expectations and Procedures

All students will receive a temperature screening prior to entering the building. Please see campus communication outlining these procedures, available on our website prior to the start of school. Students may not be dropped off on campus prior to our screening time, and if a student is found on campus before the start of that time, we may ask a parent/guardian to come collect the student. Due to our new safety procedures, we cannot allow students on campus, either inside or outside, before 7:45 AM.

After School Expectations and Procedures

Please see updated campus communication outlining our dismissal procedures, available on our website prior to the start of school. Students will not be allowed to remain on campus after 4:15.

After School Programming

All in-person after-school programming is suspended until further notice. Virtual after-school programming will be available beginning September 8th for eligible students. Family communication about virtual after-school programming will be shared after the start of the school year via our weekly newsletter and social media pages. If we are able to accommodate after-school programming on campus at some point this school year, we will notify families via our weekly newsletter and social media pages.

Grade Level Trips

Due to safety measures, we are unable to offer grade level trips until further notice.

Food and Drink Expectations

We are attempting to balance students' nutritional intake needs that we know impact learning and alertness with minimizing distraction in the classroom. Our outside food and drink policy allows for students to take care of their needs throughout the day while maintaining an orderly and clean classroom environment.

Food and Drinks in the Classroom

Students are not allowed to consume food or drinks during in-person classes. Students may bring a water bottle to use between class periods. All students have access to a free breakfast (before 8:30 AM) and lunch (at the designated time) provided by Preferred Meals.

We are not able to accept food deliveries to campus for students, either from family members or third-party vendors (ie. UberEats). Students may bring their lunch or may eat the free school lunch provided by school.

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Sharing Food

Students should eat only the food they are given by their own guardians or purchase food through Preferred Meals. Students are not permitted to share food with other students under any circumstances. Students who are observed sharing food may have to forfeit the food they were sharing and may be subject to disciplinary action.

Gum Expectations

Gum is not allowed on campus at any time. Students who are caught chewing gum will be issued a demerit and/or detention.

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.

The following shows the uniform expectations throughout the week for students who are on campus:

Shirt Expectations	
Monday - Friday	<ul style="list-style-type: none">Uniform shirt (polo or this year's new school pride t-shirt)Shirts may be worn tucked in or untucked, according to the student's preferenceCollege or university shirt

Bottoms Expectations	
Monday - Friday	<ul style="list-style-type: none">Navy or khaki pants, shorts, or skirts of appropriate lengthBlue or black jeans with no holes, rips, or tears, that sit at the waist

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Outerwear Expectations

Monday - Friday	<ul style="list-style-type: none">• YES Prep uniform outerwear sold by Tejas or by our campus (outerwear sold or made by other vendors not allowed)• A solid sweater or sweatshirt without any logos or designs in either school colors (navy, gold) or in white, black, or gray• College or university outerwear
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Shoe Expectations

Monday-Friday	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none">• Closed-toed• Must have backs (i.e. no slides)• Must have hard soles (i.e. no slippers) <p>Any color is permitted.</p>
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Student ID Badge Expectations

Monday-Friday	ID Badges must be worn by all students on lanyards and must be visible at all times, especially given the new flexibility in our daily uniform policy.
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PE Uniform Expectations

Monday-Friday	<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 Days" category• Bottoms may not be higher than fingertip length above the knee
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Accessory Expectations

Monday - Friday	<p>Students may:</p> <ul style="list-style-type: none">• Have a variety of hairstyles and colors. Head shaving designs are permitted if images are school-appropriate.• Have visible piercings and tattoos if messaging and images are school-appropriate.• Wear religious head coverings.• Not wear accessory items that are spiked (bracelets, belts, collars) due to safety reasons.• Not wear hats or sunglasses for safety purposes.• Wear belts if they choose, however belts are not required unless they are needed to hold pants at the waist.
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Free Dress Expectations

Free Dress	<ul style="list-style-type: none">• Unless the free dress theme explicitly names an item (example: crazy hat day), Students are not permitted to wear sunglasses, hats, or other items that cover the head or face, except for religious head-coverings.• For safety purposes, all shoes must meet the following criteria:<ul style="list-style-type: none">○ Closed-toed○ Must have backs (i.e. no slides)○ Must have hard soles (i.e. no slippers)
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	<ul style="list-style-type: none"> • Tops: no bare shoulders or midriffs, no sheer materials • Pants/Shorts/Skirts: appropriate length, sits at the waist, no rips, holes or tears • Dresses: no bare shoulders or midriffs, no sheer materials, appropriate length
Professional Dress	<ul style="list-style-type: none"> • Collared shirts tucked in or professional blouses • Skirts or dresses of appropriate length. No shorts. • Dress pants. No jeans. • Dress shoes that meet our everyday shoe policy (closed-toe, shoes must have backs)

CAMPUS ATHLETICS

Students in middle and high school can try out and participate the following sports: cross country, volleyball, basketball, soccer, and cheer. Students athletes are required to maintain a passing grade of 70 or higher every six weeks at report card and attend school for at least 4 hours each game day to maintain eligibility. Student athletes are held to the same behavioral expectations during school hours and outside school hours. Students who receive a detention will not be permitted to participate in part of the athletic contest or all the athletic contest depending on their team sport. Students who receive suspensions will not be permitted to participate in upcoming games. The number of games will depend on the number of suspension days.

All students, staff, and families in good standing are invited to observe games. Security will be present at games with 200 or more expected spectators. The gym must be cleared out and all student, staff, and families must be picked up or off campus within 30 minutes after the game is finished.

Each spectator must pay proper admissions and agree to the behavioral expectations to enter the game. All family members, students, and staff are held to these expectations in the following ways.

- **1st Offense** - Verbal warning from the athletic director during event. Spectator will be allowed to remain at the event if they continue to demonstrate appropriate, positive behavior and this will be documented.
- **2nd Offense** - Second offense may occur during the same event as the 1st offense or at the subsequent event. After a second offense, the spectator will be removed from the event and this will be documented.
- **3rd Offense** - Following the second offense and removal from the event, if a spectator continues to not meet the expectations at the subsequent event, they will no longer be allowed to attend any school athletic events. If spectator refuses to comply, their child will be removed from their athletic program.

CAMPUS OPERATIONS

Common Area Expectations

All students will respect the common areas of the campus. Common areas include hallways, lobby, restrooms, the Union (Cafeteria), parking lot, gym, doorways, booths and fields. Students are expected to respect these areas as they would any other area of our campus. Any intentional littering, defacing, or damaging of space/property will be subject to our campus disciplinary

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process. Students should only be in these common areas during designated times (lunches), with the appropriate pass, or at passing periods. Students found in common areas during class time will be referred to the Dean of Students.

Lunch Time Expectations

To ensure safety and efficiency during lunch, as well as show care for our facilities, students are expected to follow all school-wide expectations during lunch, whether in a classroom or in the Union (cafeteria). Students may only use phones and other electronic devices during lunch time if their grade level has earned technology privileges for meeting their six weeks goals; otherwise, students may not use their phones or other electronic devices during this time without direct teacher permission/supervision.

Front Office Hours of Operation

The front office is open when campus is open, and the school phone is answered during our school hours from 8:30 to 3:45 daily.

During early dismissal and special schedule days the front office will be in operation when school is in operation. The front office is closed on all school holidays. For more information about our summer hours, please visit our website. You can contact the front office by phone during business hours at 713-967-9400.

Campus Communication to Families

Campus Communication to Families

YES Prep Southeast communicates with families regularly in order to share all campus events and announcements, and we encourage families to reach out to our teachers and leaders via email as needed.

All of our communication systems rely on phone numbers and email addresses, so please make sure that your family's contact information is correct and available in Skyward. If you need assistance with updating your contact information, or if your information changes, please call our front office during business hours, and someone will assist you. Here are some ways you can expect the school will communicate with families:

- **School Messenger** is our mass communication system, and you will receive automated texts and phone calls about important school-wide information.
- **Hero** is our student behavior application, and families can access important information about their student's behavior, including demerits (warnings for behaviors that are not aligned to our campus norms and values) and merits (recognition for exemplary behavior) by creating an account through the Hero website: <https://access.heropowered.com>
- YES Prep Southeast maintains a **campus Facebook page** and a **campus Instagram account** where we post important updates, information, and upcoming events, and celebrate the hard work of our students. Follow us!
 - www.facebook.com/yesprepsoutheast
 - Instagram: @ypsoutheast
- Our campus sends a weekly newsletter to families on Friday afternoons via **MailChimp**. We send this newsletter to all family email addresses we have on file, and we also post copies to our campus Facebook page and on our website.

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- You can find any information you need about campus on our webpage <http://southeast.yesprep.org>

YES Prep Southeast staff members can be contacted through their YES Prep phone numbers and email addresses, found on our campus webpage. Should you contact member of our staff, please allow 2 business days for them to respond. If you have an urgent need during school hours, please call the front office.

Family Communication to Staff

If you need to contact an individual teacher or staff member for a non-emergency question or concern, please email them at the address listed on the school website. Please allow staff 2 business days to respond to your message. If you have an emergency or time-sensitive question, please call the front office at 713-967-9400 between 8:00 AM and 4:00 PM Monday-Friday. Please note that while some staff members may provide cell phone numbers or other means of communication to guardians, it is not the expectation that staff answer parent and student communication after hours, though some may choose to do so. Thank you for your understanding and respect for our hard-working teachers and their personal and family time.

Personal Items on Campus

To eliminate distraction from learning, we highly recommend that students limit the personal belongings they bring with them to campus to what is required for an academically successful day. The liability for loss or damage falls on the owner and not the school. 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 or is kept on their person in their backpack.

Prohibited Items

Skateboards, rollerblades, and scooters are prohibited on campus. If a student needs them as a means of transportation to and from school, they should go directly to their locker. Use of these items while on campus may result in confiscation.

Use of athletic equipment outside of activity time or in any way that causes a disruption will result in confiscation of the items and require a parent to come and pick them up. Baseballs and baseball bats are prohibited during school hours.

Toys (i.e. yo-yos, Rubik's cubes, fidget spinners, etc.), may also be confiscated if it is a distraction during class.

Former Student Visits

Alumni

All campus visitors, including alumni, are required to provide a valid ID at the time of their visit and should have an appointment with a specific staff member with a set time. Visitors should remain with the staff member with whom they are visiting for the duration of their visit. Visitors will not be permitted to visit any classrooms while school is in session, unless invited for a presentation or Q&A. Due to liability, we are not able to have former students under the age of 18 on campus without parent supervision.

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Students Who Were Expelled

Students who have been expelled are not allowed to be on campus at any time. If the student has a sibling at YES Prep Southeast and there is a significant event at which the guardian wants to have the expelled/placed student, the guardian must first contact the Principal to request a one-time approval to attend the event with the family.

Students Who Withdrew

Students who have withdrawn from YES Prep and are under the age of 18 are not allowed to be on campus, even for after-school events, without a parent or guardian present.

Student Parking on Campus

Driving to school and parking at YES Prep is a privilege for students. We have a limited number of spots available for student drivers, which are designated by the numbered spaces in our parking lot. Parking spots will be given to eligible seniors first, then juniors and sophomores. When student driving spaces become available, seniors will have one week to reserve their spot on a first come first serve basis and then all other eligible students will have an opportunity to reserve a space.

Eligible students and their guardian must first register their car with the front office. Student must present a copy of their valid Texas driver's license, their current insurance proving that the student is personally insured on the policy. Students may need to make a small payment to cover the cost of the parking decal. Students who are unable to provide a proper license or insurance upon request are not permitted to park on campus. Students who provide this information to the front office and are approved to drive to school will be issued a parking permit. It is the student's responsibility to update the front office if their insurance expires.

Once a student receives a parking permit, they must place it in their windshield, so that it is visible at all times. Violation of these procedures may result in a loss of future parking privileges and/or towing of a vehicle.

Students are not allowed to leave the YES Prep Southeast campus during the school day unless they have a note from a parent or guardian and the front office has called home to verify the note. Students who leave campus without following this protocol will forfeit their right to park in the YES Prep Southeast parking lot and the High School Dean of Students may take additional disciplinary action.