



East End  
Secondary

# INDIVIDUAL CAMPUS SUPPLEMENT

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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.

## CAMPUS ACADEMIC SUPPORT

YES Prep East End is committed to providing Academic Support for any student who needs it. Students may receive mandatory tutorials because of performance on STAAR exams, Common Assessments or grades. Any YES student who has failed two or more classes will receive Academic Support. Academic Support will last for a minimum of nine weeks, or one grading cycle. If a student is assigned to tutorials, it is expected that they attend regularly. Additionally, students should take advantage of study hall times and schedule lunch and/or after-school tutorials, if necessary, to bring up their grades.

### GRADING PERIODS

#### Fall Semester

- **Q1:** August 15 - October 20
- **Q2:** October 23 - December 20

#### Spring Semester





- **Q3:** January 9 - March 7
- **Q4:** March 18 - May 30

## Required Tutorials

At East End Secondary, there are two types of tutorials that could be offered. Please see the table below that goes over the differences between the two tutorial types.

<b>Unified Tutorials:</b> Goal is to help close the gaps that we are seeing in our STAAR/EOC Scores	<b>Responsive Tutorials:</b> Goal is to help close the gaps that students are experiencing throughout the school year.
<ul style="list-style-type: none"> <li>• Unified Tutorials will occur for <b>specific</b> courses and <b>specific</b> students.</li> <li>• The students and courses that are offered for UT are based off STAAR/EOC data from the state.</li> <li>• The rosters for UT are rigid,</li> <li>• They do not change based off what is happening in class</li> <li>• Students will be <b>invited</b> to UT, and Monica Bailey will be creating the rosters for the invites</li> <li>• <b>These invites will be going out at the end of August and/or the beginning of September.</b></li> <li>• After-School ONLY</li> <li>• Tuesday: Math/Science Unified Tutorials</li> <li>• Wednesday: ELA/Social Studies Unified Tutorials</li> </ul>	<ul style="list-style-type: none"> <li>• Responsive Tutorials will occur whenever you as a teacher set the schedule</li> <li>• Teachers will make their schedules and give it to students and families in the first few weeks of school</li> <li>• The rosters for these are fluid, ANY student in the teachers class is able to go to these tutorials</li> <li>• These may be during lunch or after-school</li> <li>• If a student needs help, was absent, needs to re-take/make-up work, this is the tutorials they should go to</li> </ul>

**Campus Core Values**

East End Mission	
East End Secondary ensures all students gain acceptance in a rigorous post-secondary opportunity of their choice, prepared to exceed expectations.	
Values	Staff Mantras
<b>Team</b> 	<p><b>We Pull Together.</b> We take aligned action. We see our successes as the result of our collective impact, and each play our unique part. We seek out opportunities to help each other and make those around us better. We ask for help when we need it.</p> <p><b>We Keep our Promises to Each Other.</b> We follow through on our commitments to our teammates, our students, and their families. In the rare moment that we can't, we communicate proactively.</p>
<b>Believe</b> 	<p><b>We Believe Impossible Happens Here</b> - We see challenges as opportunities, and when we get discouraged, we always find a way. We hold an unwavering belief in the limitless potential of every student.</p> <p><b>We Are Every Kid's Principal</b> - We share a collective responsibility for all students. We choose radical access by providing supports so that all students' have access to an appropriately rigorous and engaging curriculum. We look inward when faced with challenges and seek ideal solutions.</p> <p><b>We Never Put a Ceiling on Any Student</b> - We hold an unwavering belief in the limitless potential of every student. This means that we do not allow a student's past actions or current performance to limit their future potential.</p>
<b>Grow</b> 	<p><b>We Develop Ourselves Constantly</b> - We seek out and urgently implement feedback. We maximize opportunities to practice and learn.</p> <p><b>We Are Committed to Student Growth</b> - All achievements start with growth. We set growth goals, monitor for progress, act and intervene urgently when off-track and celebrate growth.</p>
<b>Achieve</b> 	<p><b>We Are the Best School</b> - We are ready and willing to work hard for our students. We make the choice every day to be the best school for our students. We ask ourselves if we are the best educators in the world, what would we do? And we build from there.</p> <p><b>We Celebrate Our Hard Work and Achievements</b> - We actively look for and celebrate achievements grounded in our values.</p>

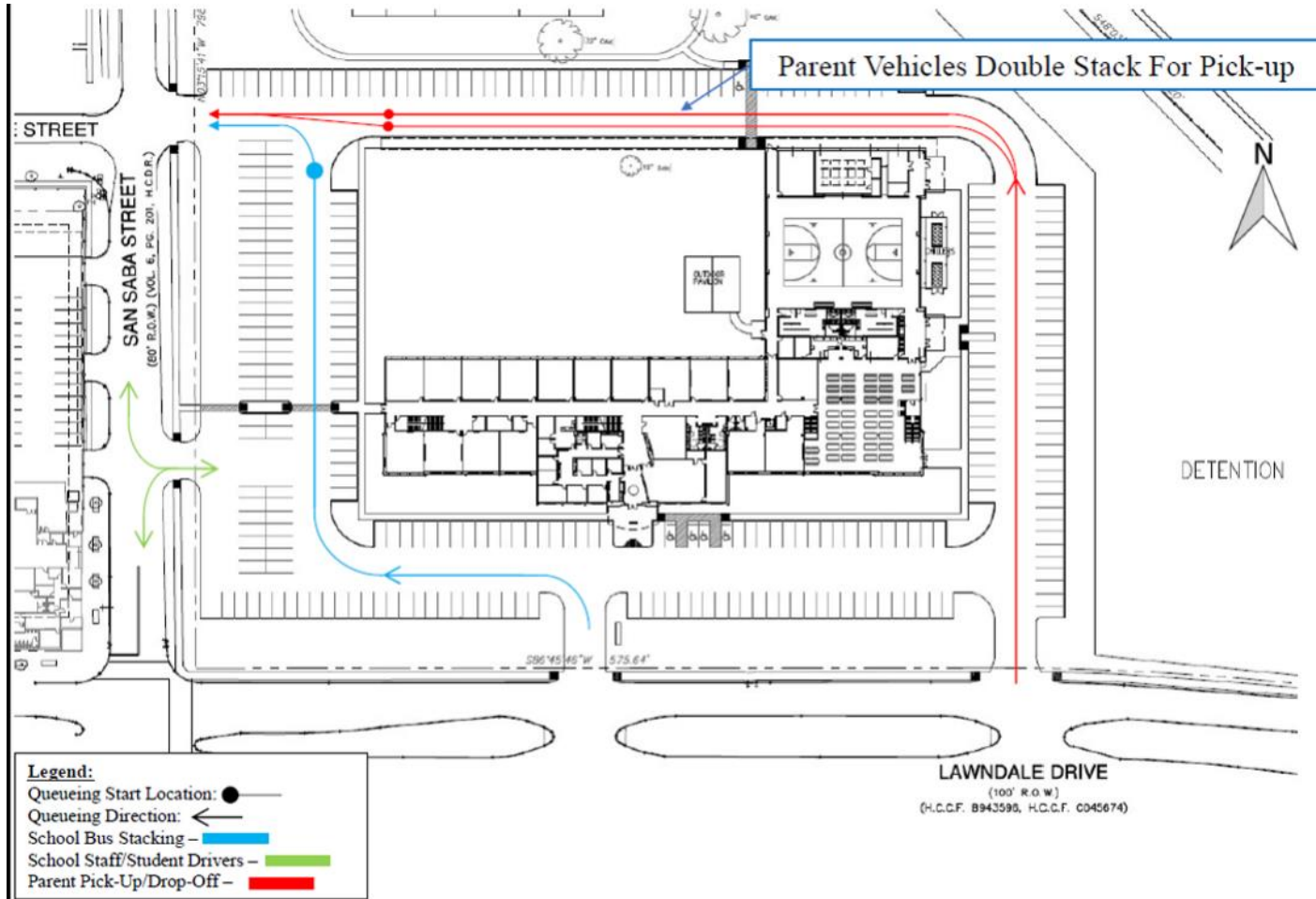
**Positive Incentives**

Students will have the ability to earn Explorer Points for displaying our values through positive behaviors and interactions. Each positive behavior/interaction is worth a certain number of points and will be logged through the HERO system. Students will have the opportunity to spend their Explorer Points at the Explorer Store that will be open during lunch for Middle School and for High School during posted times. Students will also receive rewards and recognition based on their academic growth, overall academic performance, behavior, and/or attendance.

## Before School Procedures

All students should arrive to school **no earlier than 8:00 AM**. There will be a designated area for car riders/walkers to enter school, and a separate entrance for students riding the bus.

Parents should follow the red arrows for drop-off and pick-up. Buses will drop off and pick up along the blue arrow. **Parents should not pick-up or drop-off on San Saba Street. Instead, they should enter off of Lawndale according to the red arrows in the diagram below.**



### Arrival:

- Students can arrive between 8:00 and 8:30 AM.
- Middle School students will report to the gym before school between 8:00 and 8:25 AM.
- High School students will report to the cafeteria before school between 8:00 and 8:25 AM.
- Students arriving to school between 8:25 AM and 8:30 AM can be dropped off in the front of the building and report to their 1<sup>st</sup> period class.
- Students arriving after 8:30 AM are tardy and must sign-in at the front office before heading to class.

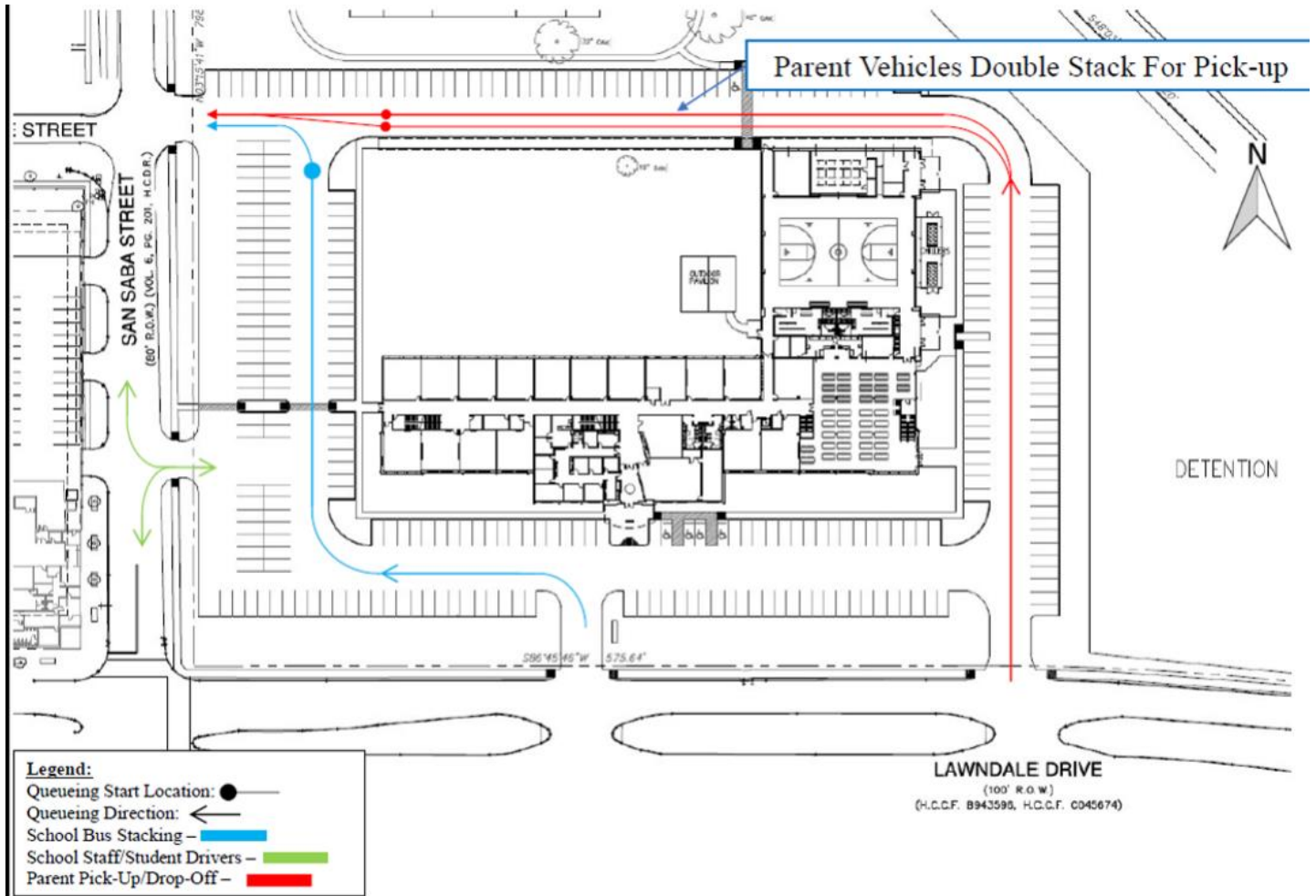
## After School Procedures & Programming

### Dismissal:

- Parents picking up students may enter off of Lawndale and follow the red arrows in the diagram below to wait for their students.
- Students are dismissed at 4:00 PM.
- Car Riders will head to the driveway to meet their parents. Cars will be double stacked during dismissal.

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- Buses will be lined up along the blue arrows (in the map above) and will leave campus at 4:10 PM.
- Students should be off-campus or in an after-school program by 4:15 PM.



## Middle and High School Detention:

HERO (Demerit and Detention System) is based on the accumulation of demerits. Demerits are given when the student does not exhibit behaviors aligned to the YES Prep Student Expectations listed on page 38 of the YES Prep Student Handbook. If a student accumulates more than 3 demerits in a particular category during a three-week period, a staff member will reach out to notify parents and the student will be assigned a detention to serve the following day. Detention will be held daily during lunchtime, and it will be run by one of our staff members.

### **During Detention:**

- Student will place their phones, smart watches & air pods in a designated spot chosen by staff member leading detention
- Student must have laptop inside their backpack
- During this time, students should be completing a reflection assignment that will be collected to count as their serve.
- If student is done with reflection, they must be reading a book, completing hard-copy homework, character building paper copy activities.

If a student skips:

DoS communicates to parents about skip and reserve date

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1st skip: Reserve detention, chance for correction

2nd skip: Parent meeting & ISS

Once student reaches 2nd ISS for detention skipping:

Parent Meeting w/ GLC, Steam – now Student of Concern

- Intervention plan will be created in parent meeting
  - Examples of interventions
    - Skill building with our Behavior Support Specialist
    - Referrals to Student Support Counselor
    - Loss of privelages at lunch

## 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.

East End Secondary will return to a more standardized dress code and policy for the 2023-2024 school year. Our goal is that this policy will increase school pride and a college-going culture for our secondary students while allowing students to express their individual identity. It also aligns with the needs and requests of our East End Secondary families, as over 50% of families requested to return to a more formal dress code policy.

Monday - Thursday		Friday	
East End Secondary Dress Code		East End Secondary Dress Code + College Spirit (Friday Dress)	
Tops	Bottoms	Tops	Bottoms
Explorers will only be permitted to wear YES Prep East End branded tops. This could include: <ul style="list-style-type: none"> <li>• East End Secondary polos</li> <li>• East End Secondary spirit shirts</li> <li>• East End Secondary athletics shirts</li> <li>• East End Secondary organization or grade level shirt (current or former)</li> <li>• East End Secondary outerwear</li> </ul>	Jeans, any solid color ( <b><u>no rips or holes at all</u></b> ) Khaki pants, any solid color ( <b><u>no rips or holes at all</u></b> ) Jean/khaki shorts or skirts no shorter than mid-thigh (i.e. no more than 3 inches above the knee) <b><u>Pajama pants are NOT permitted</u></b> <b><u>Athletic shorts or pants are NOT permitted</u></b>	Explorers can also wear college or university branded items. This could include: <ul style="list-style-type: none"> <li>• College or University t-shirt</li> <li>• College or University sweatshirt</li> </ul> Explorers can also wear the Monday-Thursday Dress Code Option for Tops.	Jeans, any solid color ( <b><u>no rips or holes at all</u></b> ) Khaki pants, any solid color ( <b><u>no rips or holes at all</u></b> ) Jean/khaki shorts or skirts no shorter than mid-thigh (i.e. no more than 3 inches above the knee) <b><u>Pajama pants are NOT permitted</u></b> <b><u>Athletic shorts or pants are NOT permitted</u></b>

Outerwear	Accessories	Shoe Expectations	Backpack Expectations
Explorers may wear <b>East End Secondary branded outerwear or non-East End Secondary outerwear in solid school colors as described below</b> . All other outerwear must be removed when students enter the building each morning. <b>Non-East End Secondary Outerwear includes:</b>	<ul style="list-style-type: none"> <li>• <b>IDs with school issued lanyard must be worn and visible at all times.</b></li> <li>• Hats, hoods, and sunglasses are not permitted for safety purposes.</li> <li>• Visible piercings and tattoos are allowed if messaging and images are school-appropriate.</li> <li>• Spiked accessory items (bracelets, belts, collars) are not</li> </ul>	For safety purposes, all shoes must meet the following criteria: <ul style="list-style-type: none"> <li>• <b>Closed-toed</b></li> <li>• Must have backs</li> <li>• Must have hard soles</li> <li>• Crocs are permitted if the back strap is attached (Croc charms must be school appropriate)</li> </ul>	YES Prep Public Schools will require <b>all students to use clear or mesh backpacks</b> . <ul style="list-style-type: none"> <li>• Colored, transparent backpacks are allowed. Large designs or graphics hindering visibility are not allowed.</li> <li>• Small non-transparent bags (i.e. purses and lunch kids) no larger than 6"x 9"x5" will be</li> </ul>

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<ul style="list-style-type: none"> <li>Any solid navy, white, light blue, or grey jacket or sweatshirt</li> <li>No visible logos</li> </ul> <p>East End Secondary Outerwear includes:</p> <ul style="list-style-type: none"> <li>East End Secondary jackets</li> <li>East End Secondary sweatshirts</li> <li>East End Secondary cardigans and sweaters</li> <li>East End Secondary Athletics jackets and sweatshirts</li> </ul>	<p>permitted due to safety reasons.</p> <ul style="list-style-type: none"> <li>Students may wear a variety of hairstyles and colors. Head shaving designs are permitted if images are school-appropriate.</li> <li>Religious or cultural head-coverings are permitted.</li> <li>Bandanas are not permitted.</li> <li><b>Earbuds/airpods/headphones are not permitted to be worn from 8:30am – 4:00pm.</b></li> </ul>	<ul style="list-style-type: none"> <li>Any color is permitted</li> <li>Slides, sandals, and slippers are not permitted at any times.</li> </ul>	<p>allowed for personal items</p> <ul style="list-style-type: none"> <li>Students participating in extracurricular activities are permitted to carry non-transparent bags to store items pertaining to their activity. Upon entry into school, all extracurricular activity bags must be stored in lockers or designated areas.</li> </ul>
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### Free Dress Expectations (When Applicable)

Students **may earn** free dress on specific occasions throughout the school year.

**On Free Dress Days**, students are **never permitted to wear:**

- Sweatpants, spandex, leggings, pajamas, or athleisure pants
- Pants or shorts that have rips, tears, or holes
- Shorts must be no shorter than mid-thigh (i.e. no more than 3 inches above the knee)
- Skirts or dresses with high slits
- Hats, hoods, and sunglasses are not permitted for safety purposes.
- Flip flops, house shoes, or sandals without a back (for safety reasons, we should be able to see more shoe than foot)
- Tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student.**
- Bare midriffs (half shirts) are not allowed for any student.**
- YES Prep prohibits pictures, emblems, or writings with lewd, offensive, vulgar, or obscene language on clothing or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way.

### Purchasing Uniform and YES Prep Branded Items

Students may purchase the following from East End Secondary or Athletic Departments to build school pride and community:

- Spirit Shirts
- Polos
- Sweatshirt (purchased through YES Prep)
- Cardigan (purchased through YES Prep)
- Campus athletics department outwear (purchased through campus Athletics Department)

Information regarding purchase of East End Secondary Polos to come. In the meantime, feel free to visit the following links.

**Purchase YES Prep and East End Secondary Athletics Gear at:**

[YES PREP EAST END HIGH SCHOOL EXPLORERS - HOUSTON, Texas - Sideline Store - BSN Sports](#)

**Purchase Non-YES Prep gear at:**

<https://www.amazon.com/s?k=gildan+fleece+crewneck+sweatshirt>

## Cell Phones, Airpods & Personal Devices

During school hours 8:25am-4:00pm, **all student cell phones must be turned off and put in your backpack, and smart watches need to be on airplane mode.** Cell phones CAN NOT be on your person. For example, it CAN NOT be in their back pocket.

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During Middle and High School lunch, students will be allowed to use their phones. ONLY during that time. When lunch is over students will be instructed to turn their cell phones off and return them to their backpacks, if they do not, they will receive a consequence.

This policy is to ensure that our students have a focused learning environment everyday.

## **Food and Drink Expectations**

Students may carry water in **CLEAR** plastic containers into their classrooms. Eating and drinking (other than water) is **NOT ALLOWED** in hallways, restrooms, or classrooms. Sharing food is also not allowed on campus. Both behaviors will be addressed by a behavior infraction and follow-up notification with families.

**Food Deliveries** from delivery services are **NOT ALLOWED** here at East End. It is a disruption to instruction and causes our Front Office to not be able to focus on their daily duties. Our Front Office will accept individual lunches for students from a parent or guardian that is on the emergency contact list in Skyward. We **WILL NOT** accept food deliveries from (Doordash, Uber, etc..) that are for students. We also **DO NOT** permit parents or guardians bringing food for large groups of students; it is not allowed by our food vendors and the child nutrition department; we will be fined by the state.

What is a YES Prep East End Level Athlete?

A YES Level Athlete will be a role model on campus who will be academically strong, will display strong leadership and character while possessing the athletic skill set to compete at the college level.

“ELEVATE” Athletics

Purpose:

The YES Prep Athletic Department currently uses a values-based approach to develop responsible leaders who demand excellence from themselves and their teammates on and off the field/court. To “elevate” athletes to ensure they are not only role models during their respective seasons, the expectations of being a leader will need to be exhibited throughout the year. This process will embody the collaboration of many programs to enforce that once you are an athlete, you are always an athlete, and you should always be held to high standards.

YP will take being an athlete to the next level. “Elevate” will be able to utilize the collaboration of many stakeholders on campus to change the culture, provide more opportunities, and increase the development of leadership for those students who decide to become athletes.

**Sports Offered:**

Sport	HS Girls	HS Boys	JV	MS Girls	MS Boys
Cross Country	Yes	Yes	Yes	Yes	Yes
Volleyball	Yes	Yes	Yes	Yes	Yes
Cheer	Yes	Yes	No	Yes	Yes
Basketball	Yes	Yes	No	Yes	Yes
Soccer	Yes	Yes	No	Yes	Yes

**The “How”**

At the end of every school year, athletic programs will conduct tryouts for the Fall and Winter Sports. This will be the initial gauge to determine the number of athletes/teams that will be in the program for the following year. The summer will be utilized to continue the tryouts with the collaboration of summer training via ASPIRE. Teams will be finalized at the official start date/tryout and added into Skyward.

For the Spring Sports, tryouts will occur at the beginning of the school year and athletes will be added to the athletic program via Skyward. Athletics will collaborate with ASPIRE for off-season training and tracking until the official start date/tryout.

Once a student has been identified as an athlete, they will be tracked by the metrics in Power BI reports for ADA, persistence, discipline, and eligibility by the Athletic Director. The goal is to ensure that no matter where the athlete is in the school year (in or out of season), the expectations are always the same. (Being a role model) The data will be evaluated by each campus to determine if an athlete will be allowed to tryout or remain on the team.

**Expectations/Goals:**

- Eligibility- passing all classes with a 70 or above (AD Will Conduct Grade Checks Every Monday)
- o Create support plan for those ineligible.

**Discipline:**

- o No more than 6 detentions
- o No level 4 offenses – automatic disqualification

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o No more than 2 level 3 infractions – at the discretion of campus leadership and AD

· ADA- 1% higher than campus ADA goal

### **Student Athlete Expectations:**

o Be picked up from practice/games no later than 15 minutes after dismissal.

o Remain Professional, Kind, and Humble to all stakeholders.

o Complete an Annual Sports Physical yearly, along with all required HCAL Rank One Sport Compliance Forms

o Participate in the Big/Lil Mentor Program

o Remain Eligible (70% or above) for the entire school year.

o Follow and adhere to the YES Prep School Code of Conduct

o Be present at all practices and games. Communicate in advance with the Coach or AD of absence.

o Any student caught with or using drugs, alcohol, or fighting will be dismissed from their respective team.

### **Registration Fees:**

YES Prep Public Schools require a registration fee to participate in athletics for interscholastic team sports. The registration fee supports the overall budget for athletics by supporting the purchasing of uniforms, equipment, team-sanctioned events, etc.

*The breakdown of registration fees is:*

\$75.00 for the first sport played during a calendar school year.

\$50.00 for the second sport played during a calendar school year.

\$25.00 for the third sport played during a calendar school year.

## **CAMPUS OPERATIONS**

### **Common Area Expectations**

Students will be held accountable to the 8 behavioral expectations stated in the YES Prep Student Handbook while on campus grounds (including before and after school) and in all common areas. Students may receive a demerit or Explorer Points by any staff member depending on their behavior in common areas including hallways and the cafeteria.

To assist students in “acting in a way that leaves a lasting impression on others,” we will be enforcing all expectations before and after school.

### **Lunch Time Expectations**

Students will attend their lunch period designated for either Middle School or High School. The Dean of Students for each group will set specific expectations for lunch time behavior and procedures. The following procedures are common for both lunch periods:

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- Students should report straight to the cafeteria at the beginning of lunch. If students arrive after the bell rings, they will receive a tardy.
- Students should receive a pass from teachers if they plan on leaving the cafeteria during lunch. Students will not be dismissed from the cafeteria without a pass.
- Students must adhere to all behavioral expectations for common spaces on campus.
- Students must have a pass or permission from a lunch monitor to use the restroom or microwave. Inappropriate use of the microwave will result in loss of microwave privileges.
- Students may not share lunch 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.
- Students who have earned a lunch detention will be released by a bell 2 minutes early and will be expected to report straight to the lunch detention room
- Students will be allowed to use their cell phones during lunch time ONLY, staff on duty will instruct students when it is time to put them away, and return to adhering to our cell phone policy ( stated above)

## **Dropping off Items for Students**

Parents may drop items off (not food) for their student at the front desk. The front desk will coordinate getting the item to the student.

Parents may drop off lunch for their students at the front office between 9:30 – 11:00am. Parents that drop off food for their student must show a valid ID and must be listed as a parent, guardian, or emergency contact in Skyward. The food delivered must not be for a large group of students, only for the student whom the guardian is associated with in Skyward.

Students may not have food delivered to them by a third-party app (such as Door Dash or Uber Eats). Food delivered to students by a third-party app will be confiscated.

## **Campus Communication to Families**

Please ensure your contact information is up to date and always notify the front office if a number has changed in the household.

Here are some options for communicating with teachers or any staff member:

- Students can message their teachers via Schoology.
- Email your teacher and expect a response within 24-48 hours.
- Call your teacher at his or her YES Prep professional number and expect a response within 24-48 hours.
- Ask if your teacher has an email list that you can sign up for to receive outgoing reminders and communication. Students and guardians can then share their emails with teachers to receive messages.

Ways that you could receive information from campus:

- Emails from Skyward
- Cardstock App
  - Parents will receive text or calls
  - Parents can text and call back to that number
- Social Media
  - Facebook
  - Instagram

## **Personal Items on Campus**

YES Prep Public Schools assumes ***no responsibility*** for any loss to students' personal property or for items such as (but not limited to) iPads, iPods, radios, cameras, cellular phones, smart watches, air pods, camcorders, handheld game systems, toys, and cards.

Students must have these items off and put away, they CAN NOT be visible or on their person whenever on campus. Students will earn an automatic detention if they are using it or have it visible. Parents/Guardians will be called to let them know the student earned a detention.

If this becomes a reoccurring issue, the Dean of Students and/or the Director of Student Support will call a meeting with the parent/guardian to discuss further consequences and interventions that will be put in place.

## **Student Drivers**

Students driving to school and parking on campus must have a valid driver's license and proof of insurance. Students can turn this documentation into the front office to receive a parking sticker. Students parking on campus must have a parking sticker issued by the front office in the left-hand corner of their front windshield.

## **Former Student or other type of Visitors**

A student may bring a guest on campus only if:

- A YES Prep student has presented the school administrator a written request 24 hours prior to the event (dances or other event that the Dean of Students has acknowledged) and
- Permission has been granted by the Director of Student Support or Principal. If a student has not accomplished the above, the guest will not be allowed. YES Prep Public Schools may refuse a guest at any time or for any reason.
- Bring a valid ID to check-in at the front office.

Student recruiters (e.g. military recruiters), YES Prep alumni, withdrawn students, and former staff members must follow all typical visitor policies, including signing in at the front desk upon arrival, wearing a visitor badge on campus and moving through campus only when escorted. Recruiters, alumni, withdrawn students, and former staff who do not have appointments to visit staff and students may be asked to leave campus. They may not interrupt classes or other areas while school is in session.

Students who are assigned to and attending our Thrive Campus which is located next to East End Secondary, ARE NOT PERMITTED on campus for any reason including before and after school hours.

Students who have been expelled from YES Prep East End ARE NOT PERMITTED on campus for any reason, including before and after school hours.