



Southeast
Secondary

INDIVIDUAL CAMPUS SUPPLEMENT

2024-2025

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OPENING LETTER FROM PRINCIPAL

Welcome to YES Prep Southeast Secondary! I am so excited to welcome you and your Wizard to the 24-25 School Year at Southeast! Choosing a school that best meets the needs of our children is one of the most important decisions we make as parents, and we are thrilled you have chosen to continue your child's educational journey with our community. Thank you for being committed members of the YES Prep Family---you and your children are the very reason why we exist.

YES Prep Southeast Secondary is beginning our 26th year as a campus, and we continue to be invested in the ongoing work to fulfill our mission---to empower all Houston students to succeed in college and to pursue lives of opportunity. We collaborate with you to ensure that we serve all children, embrace diversity, and drive towards equity in everything we do at YES Prep.

Thank you in advance for setting aside time to read the Individual Campus Supplement with your child. This document has been developed to highlight the specific ways our campus acts to drive towards our mission and goals within our unique campus community. Please familiarize yourself with this guide so that we can work together to ensure the success of your child. **There is important information for you and your Wizard to read to make sure we have a strong start to the school year.**

We are excited to continue engaging with you, building trust and relationships, and ensuring all students we serve exceed our highest expectations--both as students and as developing young people. We are welcoming our first ever class of 6th graders directly from their 5th grade year at Southeast Elementary. It's going to be a monumental year!

Thank you again for allowing us to be a part of your educational journey. Here's to 25 *more* years of magic!

Sincerely,

Emily Ryans

Principal

CAMPUS ACADEMIC SUPPORT

General Academic Support

At YES Prep Southeast, we achieve with excellence and are committed to supporting all students in meeting their academic goals. Non-fluent readers in 6th and 7th grade (reading below 5th grade) will be assigned a reading intervention class to focus specifically on increasing their reading fluency. Beginner Emerging Bilingual students receive a strategic schedule and practice specific language acquisition skills during their reading intervention class/pull outs. Non-fluent readers in 8th-12th grade will receive strategic support either in class or during pull outs. Students who require dyslexia services receive pull-out/specialized instruction based on their Individual Education Plans or 504 plans. We are providing sheltered instruction for all EB students within the general education classroom, focusing on speaking and writing skills. Teachers track classroom data on objective mastery and provide

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whole class/small group remediation as needed. Students who do not show mastery on assessments will receive reteaching and an opportunity to reassess to increase their mastery. Additionally, students who show mastery on the summative assessment will have lower assignment grades replaced with that mastery score. Students can complete corrections to increase assessment scores up to a 70.

Additionally, we are offering interventions within the school day for all 6th and 7th grade students in their core classes. Based on their MAP and STAAR performance, students will receive remedial, or enrichment interventions focused on meeting their growth goals. Additionally, some students will engage in additional enrichment activities during this time.

We also will offer tutorials for STAAR tested/AP subjects throughout the school year and all information will be communicated with families prior to them starting.

CAMPUS CULTURE

Campus Core Values

SAFETY: We are mindful of our words and actions and recognize the impact they have in our community.

INTEGRITY: We honor ourselves, our story, and our bodies.

KINDNESS: We build a community of respectful interactions that inspire a sense of belonging.

ZEST: Our HYPE is contagious, and we are eager to engage in learning and joy.

GRIT: We work towards our goals daily and align our actions with our vision.

LEADERSHIP: We embrace and model all expectations and encourage others to do the same.

Positive Incentives

Throughout the year students will be recognized for their commitment to exhibiting our core values; Safety, Kindness, Grit, Integrity, Leadership, and Zest. Students can earn Merits by exhibiting positive behaviors that are aligned to our core values. Merits can be exchanged for various items in our Wizard Store or other incentives. You can track how many Merits your child has by creating an account through [Login | Hero \(heropowered.com\)](https://heropowered.com). We have several opportunities for students to be recognized in front of their peers and to redeem the merits throughout the year. Below are a few opportunities where students will recognize for their positive behavior and academic success.

Hero Incentives	Grade Level & Academic Incentives
Earn Merits on HERO <ul style="list-style-type: none"> • Wizard Store – 2x a semester • Pop up Wizard Store - 2x semester • Merit Bash- 2x a year • Bid Trips – At least 1x semester 	Quarterly Awards <ul style="list-style-type: none"> • Perfect Attendance Award + Special Perks • Honor Roll (A and AB) • First Award (Core Value Awards) • Teacher Based Awards

Before and After School Expectations and Procedures

Before School Expectations & Procedures

We are excited to continue strengthening our community between Southeast Elementary and Southeast Secondary. Due to our combined school traffic pattern, parents can no longer physically park in the traffic circle and wait for the doors to open at 8:00 a.m. Elementary families and students will now be sharing our traffic circle for arrival and dismissal, so there is no space for cars to park and wait. Please remember this as you and your family plan for the

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upcoming school year. Please expect to be directed by staff to keep driving through traffic patterns rather than parking or pulling to the side. Additionally, the earliest we can open our doors is 8:00 a.m. to accommodate elementary arrival and traffic.

- Students may **not** enter the building before 8:00 a.m., when the doors will open, and students may enter through the Union/Gym vestibule.
- All students will be dropped off by the Union/Gym vestibule doors at the side of the building.
- Students are expected to meet dress code expectations as soon as they enter the building, this includes attire, outerwear, and ID badges.
- If the student is not in dress code or if they do not have their ID badge, they are expected to collect a temporary badge/pass from the ID station in the Union/Gym vestibule immediately upon arrival. This will trigger a demerit on HERO and parent communication based on frequency.
- **Students are not permitted to leave campus once they have entered the building.**
- Students will remain in their designated areas from 8:00 am to 8:25 am.
- All students are expected to grab their breakfast and make their way to their designated area. Middle school students will be housed in the gym, and high school students will be housed in the cafeteria.
- Students may use the restrooms located in the Union/Gym vestibule area.
- Students will be dismissed from the designated areas at 8:25 am. They are expected to transition to their Homeroom at this time.
- Students are expected to go to their lockers (starting in September with parent permission) and use the restroom if needed before going to Homeroom. Once in Homeroom, students are not permitted to leave.
- The Union/Gym vestibule doors will close at 8:25 a.m. At that time, students are expected to enter the building through the front office doors. Students can obtain dress code/tardy from the front office if necessary.
- If the student arrived on time to school but was late to class because they needed to collect a temporary ID and/or dress code pass, the student will also need to obtain a tardy pass.
- Late bus riders will have access to extended breakfast until 8:40 am.
- Food cannot be consumed in the classroom once the first period starts at 8:40 am.

After School Expectations & Procedures

Students can only stay on campus after school if they have teacher supervision or are staying for a school-sponsored activity (e.g., Athletics, Tutorials, Clubs). All after-school participants will have a formal pass to be worn on the student ID to enter these activities.

If a student is discovered on campus without supervision or a pass after the school day has ended, they will face consequences. These may include, but are not limited to, receiving a demerit and being escorted to the front of the building to be picked up by a parent/guardian or off campus, if they are a walker.

Students must be picked up within 30 minutes of the dismissal bell (by 4:30 pm). If picked up after 4:30, a student will be considered a late pickup. Students staying after school for after-school activities must be picked up within 10 minutes of the end of the activity. If not, they will be considered a late pickup. Late pick-up is when a student departs from campus 30 minutes or more past the dismissal time or more than 10 minutes after the end of an afterschool activity without previous notification or communication from the parent and guardian to the front office or campus administrator. After the 3rd time being late, the student is at risk of being removed from any afterschool program activity. Also, failure to pick up your student within the appropriate time frame will result in a warning letter that can lead to a report filed with Child Protective Services.

Disciplinary Procedures

Detention will be held weekly on Wednesdays and Fridays during lunch. Students will attend detention for one hour and will be given the opportunity to eat their lunch in the designated area. Lunch detention is earned on the third

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infraction registered on HERO for the same behavior during a two-week period. Staff may assign lunch detention on the first infractions for a specific list on qualifying infractions please reference the YES Prep Public Schools Student Handbook.

After-School detention will be assigned to students exhibiting repetitive behavior within a two-week period. After school detention will be held on Thursday from 4:10pm to 5:10pm. Parent/Guardians will be notified of after school detention at least 24 hours in advance. Parents/Guardians are responsible for making transportation adjustments to ensure their student is picked up within 10 minutes of being dismissed from after school detention. There is no bus provided for students who have after school detention. Students will remain in the designated space for the entire time. Students who fail to attend will be escalated to the next level consequence. A parent meeting and shadowing opportunity will be scheduled with the student's family at the seventh + infraction.

In school suspension (ISS) will be held weekly on Monday –Friday. Students and parents will be contacted by the Dean of Students (DOS) and provided with the reason for the suspension, length of time of the suspension, and the exact dates for when the student will serve In-School Suspension. The Dean of Students will also communicate specific in-school suspension logistics such as drop off and pick up expectations.

Out Of School suspensions can also be assigned for students for specific infractions. Students and parents will be contacted by the Dean of Students (DOS) and given the reason for the suspension, length of time, and the dates for when the student will serve Out of School Suspension. Students actively serving Out of School Suspension are not allowed on campus, school sponsored events, or on school transportation.

Disciplinary Hearings are held for all students who engage with substance related incidents as indicated in HB114. Per the State of Texas, any student involved in the use, distribution, handling, or under the influence of THC-Marijuana/Nicotine must be taken to a disciplinary hearing. As a result, students may be placed in DAEP on campus, DAEP at THRIVE, or Expelled from YES Prep. THRIVE is our alternative campus located near East End. If a student fall under this category the Dean of Students will contact the parent and student to provide a detailed explanation of the hearing process, possible outcomes, legal rights, and will communicate logistical changes to the students' daily schedule. Parents/Guardians are responsible for student transportation to accommodate the logistical changes to their schedule. Disciplinary hearings can also be held for incidents of relational aggression.

Cell Phones & Personal Devices

Personal devices and cell phones are allowed on campus. The expectation is that all personal devices are off and out of sight while in the classroom and during instruction. All students are expected to place cell phones into the cell phone pocket or slotted cell phone holder at the beginning of each class period, including advisory. Personal devices may not be used during class, advisory, homeroom and/or in the restroom area. Individual devices may only be used during transition and in the Union during lunch/breakfast. Students are not permitted to engage in voice conversations on their device during transition. Students using headphones in the hallway during transition will be asked to remove them. **If the student chooses to use their device during the approved times, they must stop use and put the device away before entering the classroom.** If taking actions to meet the expectation causes the student to be late to class, the student will also need to obtain a tardy pass before entering the classroom. Teachers may implement additional classroom systems and procedures to ensure students are not accessing or distracted by the device.

Students will be greeted at their classroom door daily by their teacher who will provide reminders of the policy and the support systems. Students will not be provided with additional reminders once they have entered the classroom. If the policy is violated, their device will be collected even if the student violating the policy is not the owner of the device. If a teacher or staff member collects the device, it will not be returned to the student. All collected devices

will be turned into the front office where the student's parent/guardian may collect it. There is no fee to collect the device, but the device will only be returned to a parent/guardian (over the age of 18).

If the device is collected three times, the student will be expected to check it in and out daily with their Dean of Students. If the device is collected five times the student will no longer have the privilege to bring the personal device on campus. If this occurs, both the parent and student will sign an agreement before collecting the device.

If at any time the student refuses to comply with the personal device or cell phone collection process, a staff member will contact the parent/guardian to notify them, schedule a meeting, discuss additional actions/concerns, and submit a referral to the Dean of Students for potential escalated consequences. Consequences will be given based on the details of each individual incident. Consequences for not complying with the collection process may include checking in and out of devices, a temporary ban on bringing devices to campus, and in-school suspension (ISS).

Laptops

All students will be assigned a laptop and charger from YES Prep Public Schools within their first week of enrollment. **Students are expected to bring their laptops and chargers to school daily.** Students who do not bring their laptop or charger to school will receive a demerit on HERO. Students will access school-related platforms to engage in learning and submit daily assignments. Students are **not** allowed to engage on social media, video streaming, or gaming platforms. Misuse of a laptop will result in a shift to paper-based assignment completion. Damaged, stolen, misplaced, or vandalized laptops or chargers may lead to additional actions such as a charge placed on the student account, disciplinary action, daily device collections, and paper assignment if the laptop is collected indefinitely.

Food and Drink Expectations

Students are not allowed to share any snacks, candy, meals, or beverages while on school grounds. These items may only be consumed during the student's designated breakfast/lunch time in the union. Teachers may allow students to consume personal snacks during the first/last ten minutes of class at their discretion. Students are not allowed to sell snacks for personal profit. They will be confiscated and not returned upon discovery. Students may not schedule/receive food or beverage deliveries during school hours or at school-sanctioned events.

Water may be consumed throughout the day only if it is in the original packaging or in a **clear spill-proof** container. Glass containers are not allowed on campus. All containers including water bottles are subject to be searched and content disposed of during investigations. If content is disposed of, students will be allowed to refill their container at a campus water fountain.

This policy is a collective responsibility to ensure the health and safety of all students. Unauthorized food distribution may jeopardize school meal funding for all students. Violations of this policy will result in consequences for all students involved, reinforcing our shared commitment to this policy.

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. As a reminder, a student's most outer visible layer of top must be YES Prep branded.

Dress Item	Expectation
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YES Prep Shirts

Students are required to wear a YES Prep Polo or YES Prep Spirit Shirt 5 days of the week to strengthen school pride, unify the community, and to promote a college-going culture.

All YES Prep students must purchase at least 1 campus polo (yellow).

Students may wear college branded shirts on Friday.

Students are not required to tuck in shirts.

Here are some models available for purchase:



YES Prep Outerwear

Students are required to wear YES Prep-branded outerwear to continue to strengthen school pride, unify the community, and promote a college-going culture.

Outerwear must be purchased from YES Prep or the campus Athletic Department.

Students may choose from the following:

- YES Prep sweatshirt (purchased through YES Prep)
- Campus athletics department outerwear (purchased through campus Athletics Department)
- Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)

Per district guidance our student's outermost visible layer must display YES Prep Branding. Students will not be allowed to wear outerwear without YES Prep branding during school hours. In extreme temperatures, students can wear additional outerwear underneath the YES Prep branded layer to keep warm while in the building.

*In extreme climates (cold temperatures or rainy days) students may wear heavy jackets or rain jackets to ensure they are warm and dry on their way to school. **However, students must remove this layer upon entering the building to meet dress code expectations.***

Blankets are not permitted on campus.

Umbrellas must retract and collapse to fit in the student backpack. Large umbrellas are not permitted on campus.

Here are some models available for purchase:



Bottoms

Students may choose between the following bottoms:

Pants

- Khakis (Khakis, Navy, Black)
- Jeans (Blue or Black)

Skirts

- Solid in color (Khakis, Navy, Black)
- Denim skirts are permitted
- Skorts are permitted
- Skirts and Skorts should be no shorter than 1 inch above the knee.

Bottoms may **NOT** have holes, rips, distress, patches, patterns, sequins, stonewash fading, no metal embellishments. Students may not wear leggings under pants with rips, tears, holes, etc.

Students may NOT wear:

- Shorts
- Capris
- Joggers (pants with drawstrings)

	<ul style="list-style-type: none"> • Sweatpants • Yoga Pants (skinny/flare) • Leggings/Jeggings • Bermuda Shorts • Pajama Pants <p>Students are not required to wear belts.</p>
Shoes	<p>Tennis shoes are recommended so students can safely participate in activities at recess and in PE.</p> <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) • Any color is permitted • No shoes with heels over .5 inches <p>Approved shoes:</p> <ul style="list-style-type: none"> • Tennis Shoes • Boat Shoes • Flats • Boots <p>Students May NOT Wear</p> <ul style="list-style-type: none"> • Slippers/Slides • Sandals • House Shoes • Flip Flops • Crocs
Accessories & Styling	<p>Backpacks must be clear or of mesh material. Students are not permitted to bring backpacks that are not see-through.</p> <p>Purses must be of typical purse size, 9”L x 8”H, 5”W. Purses can have a wrist length strap or cross-body strap, but should not contain double straps, like a backpack. If a bag with backpack straps is to be used as a purse, it must then be clear or mesh to meet the backpack policy.</p> <p>Students may have visible piercings and tattoos if messaging and images are school-appropriate.</p> <p>Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons.</p> <p>Students may wear a variety of hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate.</p> <p>Hats, caps, and beanies can be worn during school hours. Headwear must be logo free and solid in color (Navy, Blue, Black, Khakis). Headwear may not have flaps and may not cover the student ears.</p> <p>Sunglasses are not permitted for safety purposes.</p>

	Religious head coverings are permitted.
Free Dress	<p>We will have several opportunities for students to participate in free dress/theme dress days throughout the year. Specific dates and dress code guidance for each opportunity will be communicated to families via family notes, social media, homeroom content, and school platforms in advance to maximize participation.</p> <p>Clothing should meet the following criteria:</p> <ul style="list-style-type: none"> • T-shirts are acceptable; however, all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way. • No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student. • No bare midriffs (half shirts) allowed for any student. • No open-toed shoes. • No Shorts • No Bottoms shorter than 1 in above the knee (Skirts, Skorts, or Dresses) • No Pants with large rips, patches, holes, or skin exposures.

Movement Based Classes Dress Code (PE/Dance/Athletics)

Students can use athletic/athleisure wear during their movement-based classes. **Students may wear this attire only during their class time and should plan to dress out/in to school uniform immediately after class. Students with movement-based classes during first period must wear their school uniform to school.**

Approved wear:

- Gym shorts (No Shorter than 1 inch above the knee)
- Joggers/athletic pants/Sweatpants
- Relaxed Fit T-shirts (school appropriate logos)

Students may NOT wear:

- Pajamas
- Tank Tops/Spaghetti straps/Tube Tops
- Slippers/Sandals/Crocs/House Shoes
- Netted/See-through/Mesh Fabrics

Students may change into athletic/athleisure clothing during activity time (optional). Students will not be allowed to change in the locker room area during this time. Locker rooms are reserved for students in movement-based classes. Students may access the vestibule restroom upon request and availability. If the student chooses to dress out for activity time, they must dress back into their school uniform before returning to class. If the action of dressing out to meet dress code expectations causes the student to be late to their next class, the student must obtain a tardy pass.

Dress Code Consequences

Students are expected to honor our campus dress code. Students who are not in dress code will receive an appropriate consequence and parent communication. Consequences can include a demerit, lunch detention, after school detention, In School Suspension, Parent Conference, and an individualized student support plan. Our goal is for 100% of students to be in dress code daily.

Additionally, students who do not meet dress codes expectations will be presented with the option of purchasing a school uniform top. Our campus will not provide a uniform purchase option for bottoms. The cost of the uniform shirt will be charged to the student Skyward account. Please look at the fee section for more information.

If there is a specific and rare situation that will hinder your student from being in dress code at any time during the school year, please reach out to the Student Support Team as soon as possible to ensure your student is supported.

Uniform Daily Expectations

Students must follow the specific daily expectations for uniforms at their campus as outlined below. Please note that there may be some exceptions to these dress code expectations to accommodate cultural celebrations and traditions. Exceptions to uniform expectations will be communicated to students and families in advance.

Day of the Week	Dress Code Expectations
Monday - Thursday	YES Prep Polo or YES Prep Spirit Shirt Navy, Khakis, or Black Bottoms Jeans or Denim Skirts (Blue or Black Only) YES Prep Branded Outerwear
Friday	YES Prep Polo, YES Prep Spirit Shirt or College Branded Shirt (Friday Only) Navy, Khakis, or Black Bottoms Jeans or Denim Skirts (Blue or Black Only) YES Prep Branded Outerwear

CAMPUS ATHLETICS

The YES Prep Athletic Department provides a rigorous athletic program which complements a challenging academic program in an unconditionally supportive environment. The Athletic Department uses a values-based approach to develop responsible leaders who demand excellence from themselves and their teammates on and off the field. YES Prep believes athletic programs are an extension of the overall YES Prep experience. YES Prep encourages all students to participate; however, it is a privilege to participate in athletic programming. That privilege is earned by each student athlete through their adherence to the rules and policies set forth in the YES Prep Student Handbook.

Sports Offered

Southeast offers the following sports for both boys and girls:

- Volleyball
- Cross Country
- Basketball
- Soccer
- *Cheer

**Only offered for High School students*

Guidelines for Ineligible Student Athletes

Student-athletes can become ineligible from playing games for the following: failing a grade check, receiving detention, In-school suspension, and or Out-of-school suspension.

Game Day Reminders

On game days, Southeast will not have an officer present, but there will be a campus administrator on site. Students are allowed to attend games without a guardian present, but they must adhere to the guidelines laid out in the YES Prep Student Handbook. All spectators may be asked to leave an athletic event if they are not following the rules, which could lead to a potential ban for the rest of the season.

Late Pick up Guidelines

Students should be picked up no more than 10 minutes after an athletic event.

CAMPUS OPERATIONS

Front Office Hours

YES Prep Southeast Secondary's front office is open from 8:00 a.m. to 4:30 p.m. Phone calls are answered from 8:00 a.m. to 3:45 p.m. If a student is in tutorials with a teacher, please contact the teacher directly. If the student is enrolled in the after-school program, please contact the program directly.

Late Bus Expectations

FirstView is an excellent resource that families can reference for pick-up and drop times. Students who arrive late to campus due to a late bus will be given a pass to class and have an opportunity to receive breakfast.

To get up-to-date information please visit web.firstviewapp.com or find FirstView in the App Store or Google Play to set up your account.

Common Area Expectations

At YES Prep Southeast, we have several common areas on campus, and all students are expected to treat these spaces with respect and leave them better than they found them. Common areas include, but are not limited to, hallways, restrooms, the Cafeteria, the Gym, the parking lot, the field, and the front office. Any intentional littering, defacing, or damaging of space/property will be subject to our campus disciplinary process. Students should only be in common areas during designated times and 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 including, but not limited to, a demerit. Failure to adhere to campus expectations in common areas can result in a referral to the Dean of Students, Director of Student Support, or Principal.

Lunch Time Expectations

Students at YES Prep Southeast will eat lunch in the cafeteria or another location designated by an administrator. They are expected to remain in the designated lunch location and should not loiter in the hallways, bathrooms, or 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 listed on the student's record. A parent/guardian is the only one who may provide food for their student. Food will not be accepted for non-parental deliveries (e.g., Uber Eats, Door dash), and students/guardians will not be allowed to order food for delivery as deliveries will be turned away. Additionally, students may not remove food from the cafeteria following lunch. If lunch is dropped off at the front office before 10 AM by a parent, the student will be notified to retrieve the lunch at the start of their lunchtime.

Lunch bags must be a standard sized lunch bag, approximately 10"H, 5"W, and 3" depth. ☞

Lunch Schedule

Grade(s)	Start	End	Duration
6 th / 7 th	10:47 AM	11:15 AM	28 minutes
10 th / 11 th / 12 th	11:50 AM	12:18 PM	28 minutes
8 th / 9 th	12:20 PM	12:50 PM	28 minutes

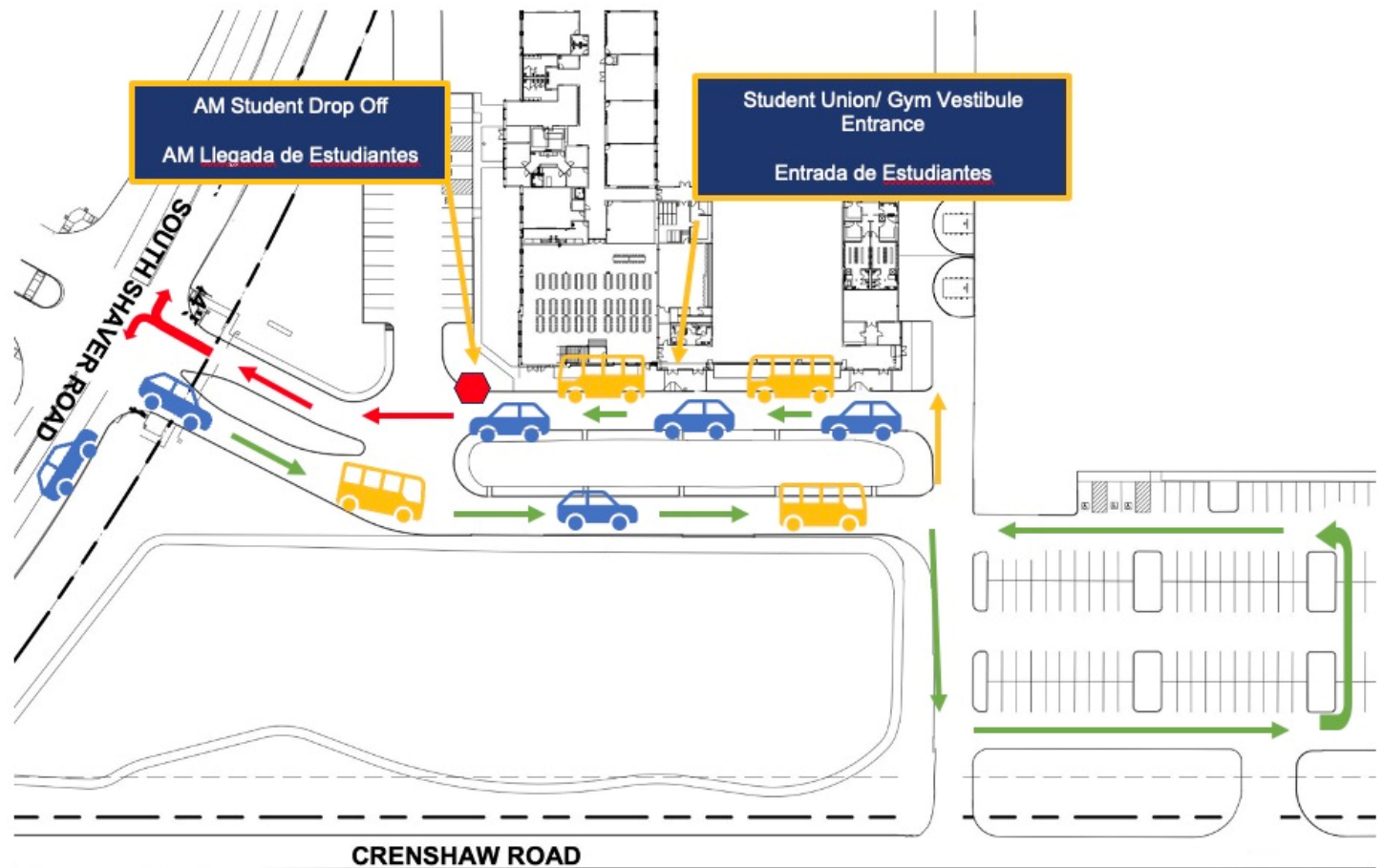
For Culture Days (1pm Dismissal) students will eat bagged lunches in 4th block classroom after the conclusion of the class. Bagged lunches will be delivered, on the Culture Day schedule, to student classrooms.

Grade(s)	Start	End	Duration
6 th – 12 th	11:35 AM	12:00 PM	25 minutes

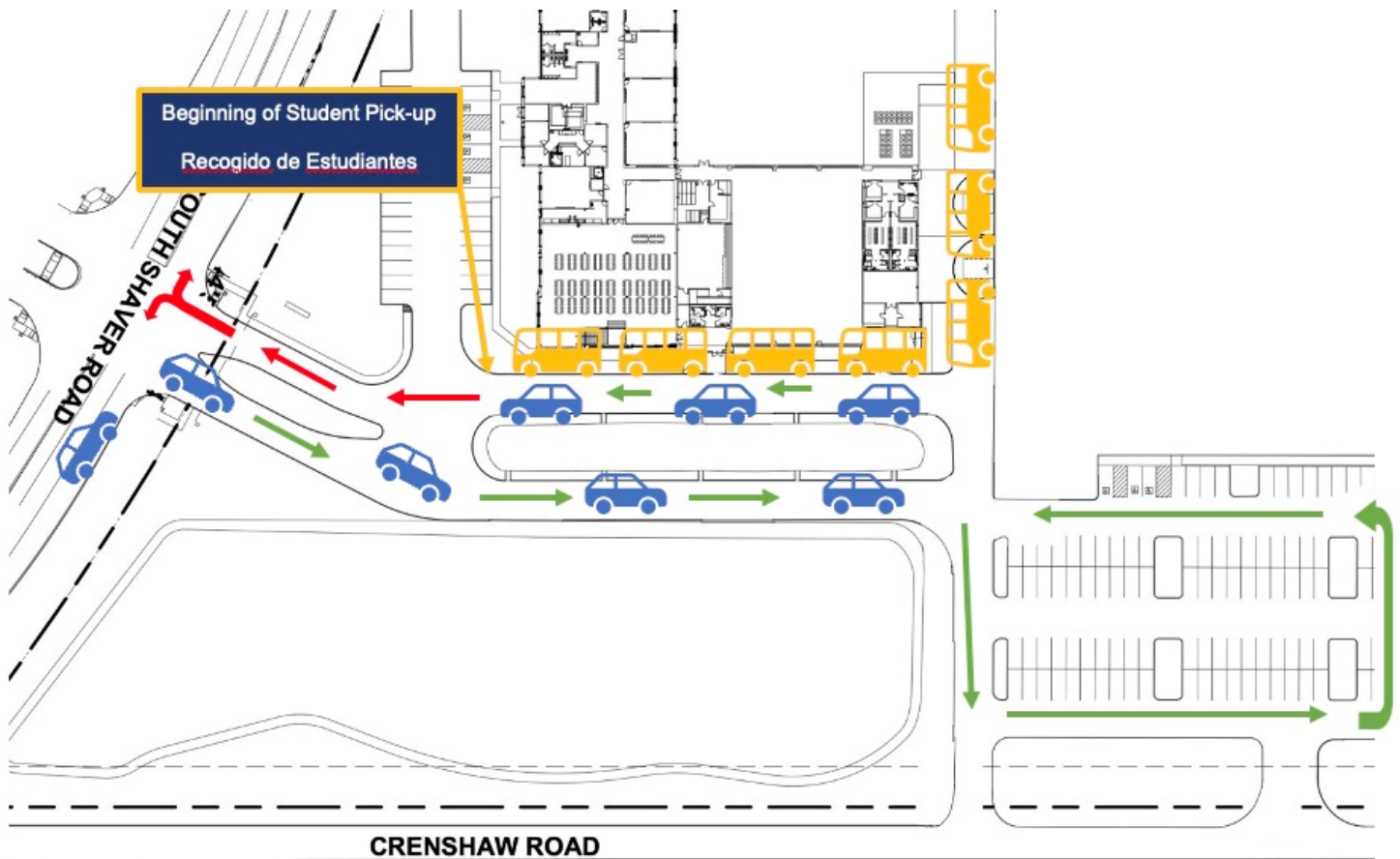
Traffic Procedures

Staff, buses, and families will enter YES Prep Southeast Secondary through the gate on S Shaver St between 6:45 AM and 7:00 PM. All traffic can leave the lot anytime through the S Shaver St and Crenshaw gates. Families should always park in the parking lot before the building during school hours.

During morning drop-off, families should enter through the gate on S Shaver St, turn right to make the loop around the parking lot, turn right to make the loop around the median, and pull forward to the end of the building before stopping to drop off students. Buses will drop off students on the side of the building closest to the Union in the morning.



During afternoon pick-up, families should enter through the gate on S Shaver St, turn right to make the loop around the parking lot, turn right to make the loop around the median, and pull forward to the end of the building before stopping to pick up students. Buses will pick up students on the side of the building closest to the Union and exit the S Shaver St gate in the afternoon. When buses are loaded and ready to depart, the car line will be paused so that buses can exit in one line and on time.



Dropping off Items for Students

If dropping off homework, lunch, clothing items, or any other items, please go to the Front Office. Make sure to label the item with the student's name and grade. The receptionist will then call the student to pick up the items. Do NOT call or text the student to leave the building to meet you outside, as this violates our safety procedures.

Campus Communication to Families

Students and families can use their professional numbers, email, or ParentSquare to communicate with teachers at YES Prep. If you contact them after hours, please expect a response within 24-48 hours. We prefer communication through email. If you can't reach an employee and have requested a callback, we'll get back to you within 48 hours. If you'd like an employee to return your call, please leave a clear message with your name, the student's name, the date and time of your call, the reason for your call, and a phone number to reach you. You can find employee contact information on the YES Prep website or at the Front Office.

Personal Items on Campus

Students move throughout various spaces for class, connection, and programming throughout the school day. It is critical that students only bring what is necessary for learning and after-school programming each school day. Students will have the ability to receive a locker during the first few weeks of school. Each student must bring their lock, and the combination must be provided to the Grade Level Chair to maintain safety and security. The school is not responsible for personal items that are misplaced or stolen. We highly recommend that no increased-value items be brought to campus. This includes but is not limited to large amounts of money, Air Pods, video games or other electronics, jewelry, or irreplaceable family heirlooms.

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Student Fees

Guardians can expect to pay various student fees throughout the year based on the student's participation in special programs or to replace missing or broken items. YES Prep has worked to standardize student fees across campuses and ensure fees being charged to students are aligned with compliance expectations and YES Prep philosophy.

These are some general parameters applied to student fees:

- Students will not be charged a fee for items that have no cost.
- Students will not be charged a fee for items or services that benefit staff members.
- Cost inflation will not be variable for items with a fixed cost. For example, ID badges will cost the same at all campuses.
- YES Prep will not make a profit from the sale of items to students and/or families.

Fees that our Southeast students **may** incur throughout the school year include, but are not limited to:

- Athletics - \$25-\$150
- Field Trips - Varies
- Junior Spring Trip - \$50-\$250 depending on trip placement
- Laptop (Lost, Stolen or Damaged) - \$200-\$500
- Laptop Charger (Lost, Stolen or Damaged) - \$15-\$25
- Replacement ID Bundle - \$4
- Student Driver Parking Pass - \$5
- Uniform Shirt - \$4 - \$8

Student Drivers

Students who wish to drive to school must register their car at the Front Office. To register, students must provide a valid driver's license and proof of active insurance, complete a contract, and pay a \$5 fee. Any student who fails to provide a proper license or insurance upon request will not be allowed to park on campus and may be subject to having their vehicle towed. Upon approval from the Front Office, students will be issued a parking tag.

Parking lot audits will be conducted throughout the school year. Unregistered vehicles are at risk of being towed. Drivers of unregistered vehicles will receive a warning and a sticker on their windows before a tow service is called.

Former Student Visits

Former students who want to visit campus are required to follow the same policies and procedures as any visitor. When they arrive on campus, the former student must have an appointment with a staff member. This includes but is not limited to, checking in at the front office with a valid ID or Driver's License. Additionally, they must communicate the nature of their visit and with whom they have an appointment.

FAMILY COMPACT

Campuses will insert their Family Compact here. Please contact [Isamar Lopez-Veracruz](#) to gain access or ask questions. Delete this guidance before finalizing your ICS.

STATEMENT OF PURPOSE: YES Prep Public Schools is committed to working in collaboration with students, families, and other community stakeholders to achieve ambitious student learning outcomes. We recognize that parents and families play an important role as their child's first teacher and are valued partners in the educational process. As a

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result, parents and families will be included in appropriate decision-making opportunities to support student achievement. A **school compact** is an agreement between the school, parents, and students to help the student succeed. We will work together to create a strong support network for your child.

ESSA 1116 (d) states, “As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part shall jointly develop with parents... a school-parent compact...”

2024-2025 Parent & Family Engagement (PFE) Program

What is it?	YES Prep Public Schools strives to provide high-quality education individualized for each student by developing and maintaining relationships with families and the community. One way we continue to do this is by participating in the Title I, Part A State Program. This program provides funding for low socioeconomic schools. In return, we promise to meet the expectations laid out for us by the Texas Education Agency and the United States Department of Education												
Funding	Title I funds will be allocated for the parent and family engagement program. Parents and family members of children receiving Title I, Part A services shall be involved in the decisions regarding use of funds for parental involvement activities.												
Review	YES Prep Public Schools will involve parents in an active and engaging manner to plan, review and improve Title I Part A programs. The LEA’s and campus’s Title I, Part A programs are subject to audit by the Texas Education Agency to ensure that Title I, Part A program requirements are being met.												
Family Meetings	<p>Parent Meetings will be scheduled at your school to plan and communicate relevant information. Meetings will always take place in the cafeteria.</p> <table border="1"> <thead> <tr> <th>Meetings</th> <th>Dates & Notes</th> </tr> </thead> <tbody> <tr> <td>Title I Meeting</td> <td>Fall Semester</td> </tr> <tr> <td>Open house / Meet the Teacher</td> <td>Fall Semester - August/September</td> </tr> <tr> <td>Parent Teacher Conferences</td> <td>Elementary- Fall and Spring All other campuses- scheduled as needed and/or upon Family request</td> </tr> <tr> <td>Family Association Meetings</td> <td>Dates shared on social media, Family Notes, and YES Prep website By Parent and Family Engagement Policy, hosted once a month on all YES Prep Campuses</td> </tr> <tr> <td>Coffee with the Principal</td> <td>Dates shared on social media, Family Notes, and YES Prep website</td> </tr> </tbody> </table>	Meetings	Dates & Notes	Title I Meeting	Fall Semester	Open house / Meet the Teacher	Fall Semester - August/September	Parent Teacher Conferences	Elementary- Fall and Spring All other campuses- scheduled as needed and/or upon Family request	Family Association Meetings	Dates shared on social media, Family Notes, and YES Prep website By Parent and Family Engagement Policy, hosted once a month on all YES Prep Campuses	Coffee with the Principal	Dates shared on social media, Family Notes, and YES Prep website
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Ways to request regular or one on one meetings:	<ul style="list-style-type: none"> • Email campus staff, teachers • Contact campus directly 												
Curriculum & Academic Assessments	YES Prep Curriculum - Academics												

School- Parent Compact	Schools Responsibilities	Guadian/Caregiver's Responsibility	Student's Responsibility	On-going Communication
	<ul style="list-style-type: none"> • Provide academic support to students who need it • Host Title I Meetings and Workshops • Communicate with families about student performance through the Family Portal and School Messenger • Participate in Parent-Teacher Conferences • Build relationships with students and families through home visits and Open Houses • Provide volunteer opportunities for families • Welcome families to observe their child in class • Host Family Association Meetings on a monthly basis and provide a summary of the meeting through Family Notes • Communicate with families, regularly 	<ul style="list-style-type: none"> • Be your child's best advocate. • Make sure your child attends school regularly and on time • Provide transportation for your child to and from school • Encourage, empower, and motivate your child to succeed academically and prepare for college • Create a home environment that supports learning • Make reading a priority at home • Communicate regularly with the school • Attend school events and conferences • Follow the school rules and provide feedback to the staff • Promote your child's health and wellness 	<ul style="list-style-type: none"> • Attend school regularly and be on time • Complete your homework and do your best • Get good grades and strive to maintain a 3.0 GPA • Ask for help when you need it and never give up • Be respectful and take pride in yourself, your community, and your school • Follow the Code of Conduct and protect myself and the safety of others • Practice healthy behaviors • Do whatever it takes to be accepted to and graduate from college 	<ul style="list-style-type: none"> • Campus Communication Platform • Family Notes • Social Media – Instagram and Facebook • STAAR Family Portal LINK • Family Association Communication