



Southeast
Secondary

INDIVIDUAL CAMPUS SUPPLEMENT

2023-2024

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YES PREP STUDENT HANDBOOK

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.

OPENING LETTER FROM PRINCIPAL

Welcome to YES Prep Southeast Secondary! Choosing the school that best meets the needs of our children is one of the most important decisions we make as parents, and I am humbled that you have chosen YES Prep Southeast. We are so grateful that you are invested in being members of the YES Prep Family---you and your children are the very reason why we exist.

YES Prep Southeast Secondary celebrates its 25th anniversary this year, and we continue to be committed 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.

We are excited to continue engaging with you, building trust and relationships, and ensuring all of the students we serve exceed our highest expectations---both as students and as developing young people.

Thank you again for allowing us to be a part of your educational journey. Here's to 25 years of YES Prep Southeast! The Magic Endures!

Sincerely,

Emily Ryans

Principal

CAMPUS ACADEMIC SUPPORT

Required School Supplies

The following school supplies are required for each student. Individual teachers may request additional supplies relevant to their courses. Items with ** will be collected and distributed as needed throughout the year

- 4 pocket folders- any color
- 2 packages of notebook paper**
- 1 1 ½ inch binder
- 1 box of pre-sharpened pencils**
- 1 package of mechanical pencils or pencils of your choice
- 1 package of pens (blue or black)
- 1 package of 4 expo marker **
- 1 package of Clorox wipes **
- 2 boxes of Kleenex
- 1 pair of **wired** headphones or ear buds (Bluetooth will not work on student computers)
- Clear or mesh backpack

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Required Calculator for Math 8-12

All students in grades 8-12 are required to purchase a TI-Nspire. Students may have the cx, cxii models. CAS models are NOT allowed).

Here are links to current listings for these calculators.

[Amazon](#)

[Target](#)

[Walmart](#)

[Best Buy](#)

Required Tutorials

STAAR Unified Tutorials:

STAAR Unified Tutorials will be required for any student who has not met the grade level expectations on their STAAR test(s). Students whose attendance in tutorials is mandatory will receive parent communication the week of Aug 22nd.

STAAR Tutorials begin September 12th

STAAR tutorials will be held on **Tuesday** and **Wednesday**. Tuesday will be Math and Science STAAR tutorials and Wednesday will be English and Social Studies. Student participants will receive a pass for tutorials that must be worn on their ID.

Tutorials will run from 4-5:30pm.

Students in STAAR tutorials will report to the union at dismissal, sign in, and pick up their snack. The teachers will come and pick up students from the union. There is a late bus on Tuesday and Wednesday that departs campus at 5:30pm, Please note that this late bus is a “community hub” bus and does not have the same stops as the school day bus.

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.

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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 who frequently model these core values may receive recognition on HERO, our behavior management system by earning WIZ COINS. Additionally, students will be recognized by their commitment to academic excellence.

Hero Incentives	Grade Level & Academic Incentives
Earn Wiz Coins on HERO <ul style="list-style-type: none">- Wizard Store – 2x a semester- Pop up Wizard Store - 2x semester- Magic Ball - 2x a year- Bid Trips	Quarterly Awards <ul style="list-style-type: none">- Perfect Attendance Award- Honor Roll (A and AB)- First Award (Core Value Awards)- Teacher Based Awards

Before School Procedures

We are so excited to continue strengthening our community between Southeast Elementary and Southeast Secondary. Due to our new, combined school traffic pattern, parents will no longer be able to 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 not space for cars to park and wait. Please keep this in mind as you and your family are planning for the upcoming school year. Please expect to be directed by staff to keep driving through traffic pattern rather than parking or pulling to the side. Additionally, the earliest we are able to open our doors is 8:00 a.m. in order to accommodate for elementary arrival and traffic.

- No student will be allowed to enter the building before 8:00am, at which time the doors will open, and students may enter the building through the Union.
- All students will be dropped off by the Union doors at the side of the building.
- Students are not permitted to leave campus once they have entered the building.
- Students will remain in the union from 8:00am –8:25am.
- All students are expected to grab their breakfast and make their way to enter their designated area. Middle school students will be housed in the gym. High school students will be housed in the cafeteria
- Students may use the restrooms located in the gym vestibule area.
- Students will be dismissed from the designated areas at 8:25am. They are expected to transition to their Homeroom at this time.
- Students will be expected to go to their lockers and use the restroom if *needed* before going to Homeroom. Once in Homeroom, a student will not be permitted to leave.
- Union doors will close at 8:25am, At this time students are expected to enter the building though the front office doors.
- Late bus riders will have access to extended breakfast until 8:40am in the Union.
- **Food is not allowed to be consumed in the classroom once first period has started at 8:40am.**

After School Procedures & Programming

Students are not allowed to stay on campus after school unless they have teacher supervision or are staying for a school-sponsored activity (e.g., Athletics, Tutorials and or ASPIRE). All after-school participants will have a formal pass that must be worn on the student ID to enter these activities.

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If students are found on campus without supervision or with a pass after dismissal, they will be issued a consequence including, but not limited to, a demerit, and they will be escorted to the front of the building outside 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 4:30pm). If picked up after 4:30, a student will be considered a late pick up. For students staying after school for after-school activities, they must be picked up within 10 minutes of the end of the activity (by 6:10pm daily). If not, they will be considered a late pick up. Late pick up is defined as a student departing 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/or guardian to the Front Office or campus administrator. After the 3rd time being late the student is at risk of being removed from the ASPIRE 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.

ASPIRE

Student clubs will be run through ASPIRE. Students will be able to choose a club they want to join. Students can sign up for clubs until September 15th. After September 15th, ASPIRE enrollment will pause until the following launch on Nov 1st. Promotional materials for clubs and interest meetings will be housed on our website and student home room announcements. ASPIRE begins Aug 28th and it will run Monday-Thursday, 4-5:30pm. There will be no Friday after-school programs. All ASPIRE student participants are expected to be in their club location by 4:10pm. If students arrive after 4:10pm they will not be allowed to stay for ASPIRE and will have to report to the union and sit with the admin on duty until the student is picked up.

Other tutorials:

Teachers that hold tutorials for other courses that are not STAAR may differ day-to-day based on staff availability. However, the expectation is that tutorials will be aligned to the 4-5:30pm time frame and that the staff issues a tutorial pass. The bus is only available for Tuesday and Wednesday tutorials.

Athletics

Athletics will run practices daily from 4-6pm. The Athletic Director, Athletic Coordinator and, OR the coach will be present until the athlete student is picked up. Athletic practices are “closed” practices, meaning that visitors, siblings, parents, are not generally allowed at practices. Exemption to the rule will be on a case-by-case basis and must be approved by the Athletic Director.

Middle School Disciplinary Procedures (MS Only)

Detention will be held on Monday and Wednesday 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 infraction registered on HERO for the same behavior during a two-week period. Staff may assign lunch detention on the first infractions for behaviors like, but not limited to testing violations, verbal aggression directed to an adult, and the use of a racial slur.

After-School detention will be assigned to a student at the seventh and eighth infraction of the same behavior within a two-week period. After school detention will be held on Thursday from 4:15pm to 5:15pm. Parent/Guardians will be notified of after school detention at least 24 hours in advance. Students will remain in the designated space for the entire time. Students who fail to attend will be escalated to the next level consequence.

High School Disciplinary Procedures (HS Only)

Detention will be held on Monday, Wednesday, and Friday 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

infraction registered on HERO for the same behavior during a two-week period. Staff may assign lunch detention on the first infractions to behaviors like, but not limited to testing violations, verbal aggression directed to an adult and use of a racial slur.

After-School detention will be assigned to a student at the seventh and eighth infraction of the same behavior within a two-week period. After school detention will be held once a week on Thursday from 4:15pm to 5:15pm. Parent/Guardians will be notified of after school detention at least 24 hours in advance. Students will remain in the designated space for the entire time. Students who fail to attend will be escalated to the next level consequence.

Dress Code Expectations

YES Prep’s dress code policy is centered around values of equity and school pride. The YES Prep dress code allows for building individuality and allows for community building through campus-specific attire. The dress code is a daily expectation and should meet district and campus guidelines. Like all YES Prep policies, if a student’s dress or accessory choice poses a concern for student physical or emotional safety, a campus administrator has the discretion to disallow the dress item.

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

Dress Item	Expectation				
Daily expectations	Monday	Tuesday	Wednesday	Thursday	Friday
	YES Prep polo or spirit shirt	YES Prep polo or spirit shirt	YES Prep polo or spirit shirt	YES Prep polo or spirit shirt	YES Prep spirit shirt OR College/University Shirt
YES Prep Shirts	Monday - Thursday YES Prep Polo or YES Prep Southeast Spirit Shirt Friday YES Prep Southeast Spirit Shirt or College Branded Shirt Students are not required to tuck in shirts				
Bottoms	<ul style="list-style-type: none">Students must wear khakis, skirts, or jeans with NO rips.Students may NOT wear shorts, leggings, athletic joggers or shorts, sweatpants, pajamas, velour pants or yoga pants.				

ID Badges	<ul style="list-style-type: none"> Students must always wear Student ID badges while on campus. ID badges must always be worn on a lanyard around the neck and visible. Students may NOT wear their IDs on a waist clip or on a bag/backpack.
Shoes	<ul style="list-style-type: none"> Students must wear closed-toe and closed-heel shoes. Students may NOT wear crocs, sandals, slides or slippers.
Accessories/ Styling	<ul style="list-style-type: none"> Students may wear ball caps or beanies that do NOT cover their ears. Religious headwear is permitted. Students may NOT wear hoods or overnight headwear.
Outerwear	<p>Monday - Thursday Students may wear YES Prep outerwear, or outerwear in solid colors of gray, navy blue, or yellow. Solid colors means that there are not any large logos, graphics, or symbols on the front or the back unless they are YES Prep or college affiliated. Students may wear hoodies, but hoods may not be worn in the building.</p> <p>Friday Students may wear college branded outerwear</p>
PE Uniform	<p>Students may wear their own athletic wear for PE classes. YES Prep will not offer PE uniforms to be purchased through YES Prep. Clothing for PE class must:</p> <ul style="list-style-type: none"> Have school appropriate messaging. Tops must meet bottoms (no mid-drifts showing, no sagging) Bottoms may not be higher than mid-thigh. Tennis shoes, sneakers, or athletic shoes must be worn (no crocs)

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. Personal devices of any kind may not be used during class, transitions, advisory, homeroom, and/or restroom breaks. Personal devices may only be used in the Union during lunch. Teachers may implement additional classroom systems and procedures to ensure students are not distracted or accessing the device.

Students will receive reminders during the first five minutes and the last five minutes of each class period. If the policy is violated, the device will be collected. If collected by a teacher or staff member, it will not be returned to the student. The device will only be returned to a parent/guardian.

If the device is collected a total of three times, the student will be expected to check the device in and out on a daily basis with their dean of students. If the device is collected a total of 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.

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 to schedule a parent meeting within 24 hours to restamp expectations and to agree on a path forward. Consequences will be given based on the details of each individual incident. Consequences for not complying with the collection process may include, but are not limited to checking in/out devices, temporary no device on campus agreement, and ISS.

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Laptops

All students will be assigned a laptop and charger from YES Prep Public Schools. **Students are expected to bring their laptop and charger to school daily. Students will be able to 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.

Food and Drink Expectations

Students are not allowed to share any snacks, meals, or beverages while on school grounds. These items may only be consumed during the students' designated lunch time in the union. 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** plastic container similar to a sports bottle.

This policy is a preventative measure to ensure the health and safety of all wizards. Unauthorized food distribution may jeopardize school meal funding for all students. Violations of this policy will result in a consequence for all students involved.

CAMPUS ATHLETICS

The Southeast Athletics program will align to campus level student expectations and additional athletic specific standards. For the 23-24' school year we will offer Cross Country, Volleyball, Basketball, and Soccer. To learn more about the Southeast athletics program please see the [Southeast Athletics Handbook](#).

CAMPUS OPERATIONS

Front Office Hours of Operations

YES Prep Southeast Secondary front office hours operation are from 8:00 am – 4:30 pm. Phone calls will be answered from 8:00 am – 3:45 pm. 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.

Common Area Expectations

At YES Prep Southeast, we have several common areas on campus, and it is the expectation that all students 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, parking lot, field, and front office. Any intentional littering, defacing, damaging of space/property will be subject to our campus disciplinary process. Students should only be in common areas during designated times and/or under the supervision of a staff member. Should a student be in a common area during class time without a hall pass, the student will receive a consequence 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, and/or Principal.

Lunch Time Expectations

Students at YES Prep Southeast will eat lunch in the cafeteria or another location designated by an administrator. Students are expected to remain in the designated lunch location for the duration of lunch, and they should not loiter in the hallways, bathrooms, or empty classrooms.

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

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

Culture Days (1pm Dismissal) Lunch Schedule

Bagged lunches eaten in 4th block classroom after the conclusion of the class. Lunches will be delivered, on the Culture Day schedule, to student classrooms.

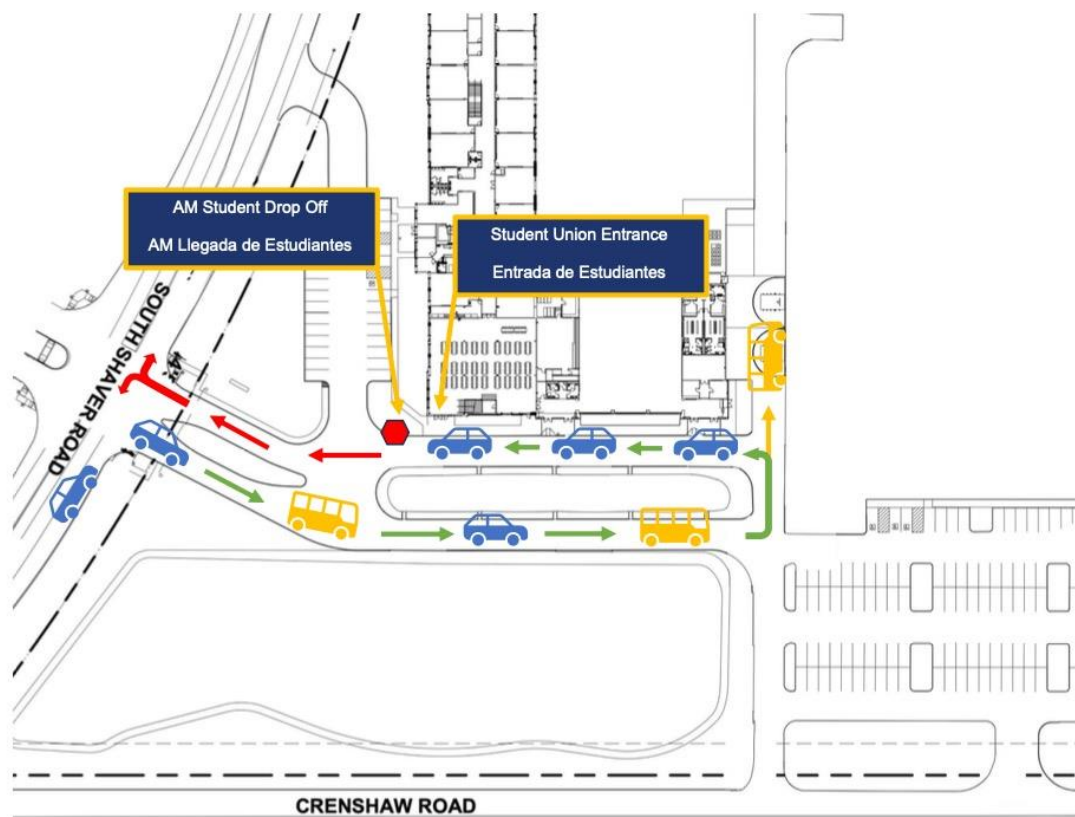
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Grade(s)	Start	End	Duration
6 th – 12 th	11:35 AM	12:00 PM	25 minutes

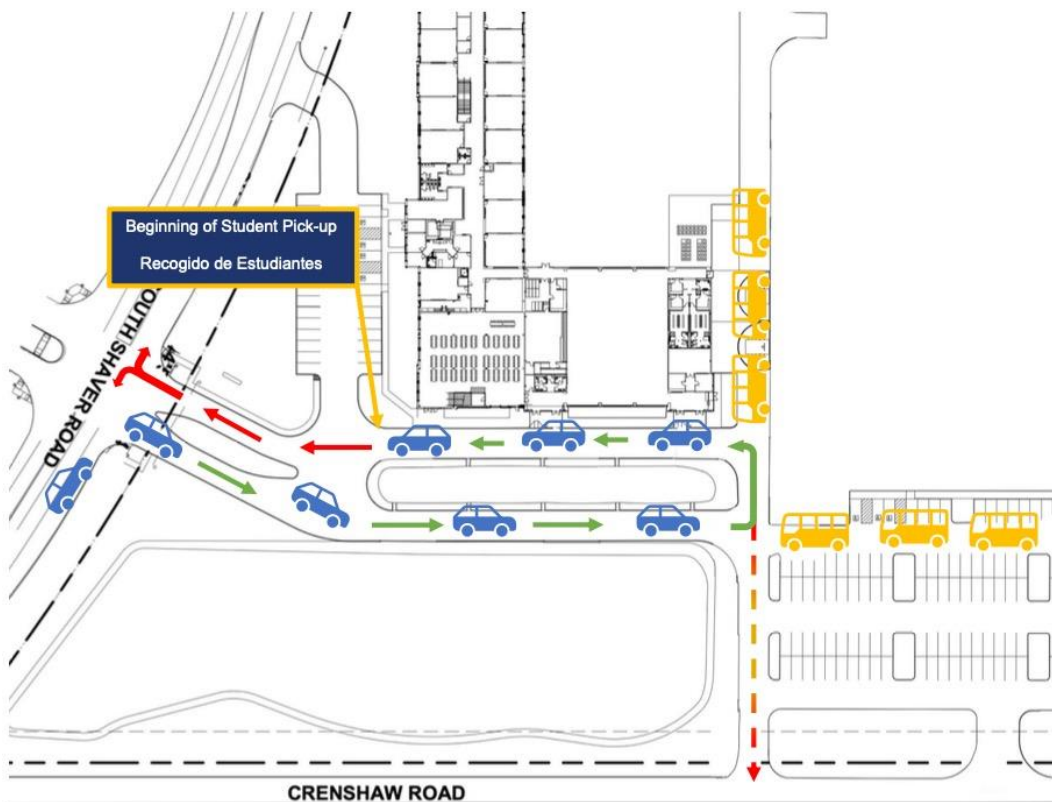
Traffic Procedures

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 in front the building during school hours.

During morning drop-off, families should enter through the gate on S Shaver St, turn left 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 gym in the morning.



During afternoon pick-up, families should enter through the gate on S Shaver St, turn left 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 gym and exit the Crenshaw gate in the afternoon.



Dropping off Items for Students

If items such as homework, lunch, clothing items, etc., need to be dropped off, please go to the Front Office. Please ensure the item is clearly marked with your student's name and grade. The receptionist will deliver the items to the student.

Campus Communication to Families

Students and families can communicate with teachers through their YES Prep professional numbers and email. Any calls and messages sent after hours, families and students should expect a 24-48-hour turnaround time.

Email is our preferred contact method for all YES Prep Southeast employees. If you cannot reach an employee and have requested a callback, we will reply to guardians and students within 48 hours. If you would like a YES Prep Southeast employee to return to a phone call, please leave a clear message with your name, student's name, the date and time of your call, your concern, and a phone number to reach you. Employee contact information is found on the YES Prep Southeast 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/or after-school programming each school day. Students will have the ability to receive a locker during the first few weeks of school. Each student will need to bring their own lock, and the combination must be provided to the Grade Level Chair in an effort to maintain safety and security. The school is not responsible for personal items that are misplaced or stolen at school. We highly recommend that no items of increased value be brought to campus for this reason. This includes but is not limited

to: large amounts of money, air pods, video games or other electronics, jewelry, or any irreplaceable family heirlooms.

Student Drivers

Students who drive to school must register their car with the Front Office. A valid driver's license, active insurance (showing the student is insured), a completed contract, and payment of \$5 is required upon registration. Students who cannot provide a proper license or insurance upon request are prohibited from parking on campus and are subject to being towed. Students who give this information to the Front Office and are approved to drive to school will be issued a parking tag.

Former Student Visits

Former students who want to visit campus are required to follow the same policies and procedures as any visitor on campus. The former student must have an appointment with a staff member when they arrive on campus. This includes but 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.