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Staff Contact List

Name	Last Name	Email Address	Title	Phone Number
Nikki	Alleyne	nikki.alleyne@yesprep.org	Special Education Manager	713-924-5509
Tracey	Battle	tracey.battle@yesprep.org	Teacher - English I	713-924-5516
Kenneth	Bazemore	kenneth.bazemore@yesprep.org	Teacher - Social Studies 8	713-967-8371
Andre	Berry	andre.berry@yesprep.org	Dean of Instruction	713-967-9821
Craig	Brandenburg	craig.brandenburg@yesprep.org	Teacher - Algebra I	713-967-8813
Zhanay	Buckner	zhanay.buckner@yesprep.org	Teacher - Science 6	713-924-5510
Derrick	Burnett	derrick.burnett@yesprep.org	Teacher - Art I	713-967-8771
Andrea	Citchen	andrea.citchen@yesprep.org	Resident School Director	713-924-0459
Ra'Shawn	Crozier	Ra'Shawn.Crozier@yesprep.org	Teacher - Special Education	713-924-0545
Brittany	Cuba	brittany.cuba@yesprep.org	Teacher - Health	713-924-5339
Zuri	Dale	zuri.dale@yesprep.org	Teacher - Biology and 9 th Grade Level Chair	713-924-0452
Shukura	Davis	shukura.davis@yesprep.org	Teacher - Math 8	713-967-0688
Melissa	DeLeon	melissa.deleon@yesprep.org	Leadership Support Team Executive Assistant	
Rajni	Dhadral	rajani.dhadral@yesprep.org	Teacher - Science 8	713-967-9378
Erica	DiBella	erica.dibella@yesprep.org	Part-Time Librarian	713-967-9042
Djuana	Eaglin	djuana.eaglin@yesprep.org	Student Support Counselor - 6 th and 7 th	713-924-0418
Tatania	Escobar	tatania.escobar@yesprep.org	Teacher - Math Intervention 6	713-924-5499
Karina	Farias	karina.farias@yesprep.org	Teacher - Science 7 and 7 th Grade Level Chair	713-924-5344
Ashleigh	Fritz	ashleigh.fritz@yesprep.org	School Director	281-610-4760
Earin	Fritz	earin.fritz@yesprep.org	Teacher - Math 7	713-924-0834
Ivernoner	Fultz	ivernoner.fultz@yesprep.org	Teacher - Special Education	713-967-8370
Arthur	Grant	arthur.grant@yesprep.org	Compliance Specialist	713-967-0702
Rebecca	Grillon	rebecca.grillon@yesprep.org	Teacher - English Language Arts 7	713-924-5473
Carrie	Haberkost	carrie.haberkost@yesprep.org	Literacy Specialist and Dean of Instruction	713-967-8250
Marguerite	Hairston	marguerite.hairston@yesprep.org	Student Support Counselor - 8 th and 9 th	281-687-9136
Arbene	Harper	arbene.harper@yesprep.org	Teacher - Reading Intervention	713-924-0584
Ashley	Harris	ashley.harris@yesprep.org	Director of Academics	713-967-9004
Lauren	Holcomb	lauren.holcomb@yesprep.org	Teacher - Special Education	713-924-5528
Adrian	Homer	adrian.homer@yesprep.org	Teacher - Special Education	713-924-5507
Alexis	Hooker	alexis.hooker@yesprep.org	Teacher - World Geography	713-924-0592
Jaleel	Howard	jaleel.howard@yesprep.org	Teacher - Reading Intervention	713-924-5508
Danielle	Ingram	danielle.ingram@yesprep.org	Teacher - Technology	713-924-5604
Olivia	Jackson	olivia.jackson@yesprep.org	Teacher - Math 7	713-924-5306

Sheporah	Johnson	sheporah.brewster@yesprep.org	Teacher - Math 6 and 6 th Grade Level Chair	713-924-5250
Felicia	Johnson	felicia.fowler@yesprep.org	Teacher - Social Studies 6	713-924-5356
Julia	Johnson	julia.johnson@yesprep.org	Teacher - Math Intervention 6 /Content Specialist	713-924-0431
Nolan	Julien	nolan.julien@yesprep.org	Teacher - English Language Arts 6	713-967-9379
Sara	Kaveeshwar	sara.kaveeshwar@yesprep.org	Dean of Instruction/Content Specialist	713-967-9506
Tiffany	Labrie	tiffany.labrie@yesprep.org	Dean of Instruction	713-924-5329
Timothy	Lane	timothy.lane@yesprep.org	Behavior Support Assistant	713-924-5395
Rhenee	Lawhorn	sjolanda.lawhorn@yesprep.org	ACE Coordinator	713-967-9121
Deja	Laws	deja.laws@yesprep.org	Teacher - Algebra I and 9 th Grade Level Chair	713-967-8310
Kristen	Lewis	kristen.lewis@yesprep.org	Teacher - Math 8/Content Specialist	713-967-9053
Meenu	Mathew	meenu.mathew@yesprep.org	Dean of Instruction	713-924-0540
Mercedes	McMillan	mercedes.mcmillan@yesprep.org	Registrar	713-924-5238
Marissa	Mendez	marissa.mendez@yesprep.org	Certified Medical Assistant	713-924-5251
Kristin	Mizell	kristin.mizell@yesprep.org	Teacher - English Language Arts 8	713-967-8372
Johnny	Morse	johnny.morse@yesprep.org	Dean of Students - 8th and 9th	713-859-4887
Ogo	Nwaneri	ogo.nwaneri@yesprep.org	Teacher - English I/Content Specialist	713-967-9142
Oladimeji	Olaoye	oladimeji.olaoye@yesprep.org	Teacher - Algebra I	713-967-8770
Brittany	Olootu	brittany.olootu@yesprep.org	Teacher - English Language Arts 6 and 6 th Grade Level Chair	713-924-5479
Ashlin	Orr	ashlin.orr@yesprep.org	Teacher - English Language Arts 8	713-924-5416
Tara	Patel	tara.patel@yesprep.org	Teacher - English I	713-924-0596
Tonnette	Peters	tonnette.peters@yesprep.org	Teacher - Math 8	713-924-5334
Shauna	Rachlin	shauna.rachlin@yesprep.org	Teacher - Math Intervention 7	713-967-8218
Erika	Ramirez*	erika.ramirez@yesprep.org	Operations Manager	713-967-9836
Jessica	Shittu	jessica.shittu@yesprep.org	Teacher – Freshman ISPC	713-924-5627
Candace	Smith	candace.smith@yesprep.org	Teacher - Science 8	713-924-5505
Aaron	Steele	aaron.steele@yesprep.org	Teacher - Reading Intervention	713-924-5336
Lucara	Stewart	lucara.stewart@yesprep.org	Teacher - Social Studies 8 /Content Specialist	713-924-0403
Will	Stewart	will.stewart@yesprep.org	Teacher - Math 6	713-924-5489
Andrea	Taylor	andrea.taylor@yesprep.org	Teacher - Physical Education	713-924-5351
Ashley	Thomas	ashley.thomas@yesprep.org	Teacher - Math 8 and 8 th Grade Level Chair	713-924-0674
Kaylee	Trevino*	kaylee.trevino@yesprep.org	Executive Assistant	713-967-8390
Zicuria	Ussery	zicuria.ussery@yesprep.org	Teacher - English Language Arts 8 and 8 th Grade Level Chair	713-924-5423

Erin	Wallace	erin.wallace@yesprep.org	Behavior Support Specialist - 8th and 9th	713-859-4412
Skye	Warren	skye.warren@yesprep.org	Teacher - Social Studies 7 and 7 th Grade Level Chair	713-924-5513
LaTonya	Waters	latonya.waters@yesprep.org	Dean of Students - 6th and 7th	346-321-9168
Chelsea	White	chelsea.woods@yesprep.org	Athletic Coordinator and Teacher - Physical Education	281-797-8430
Nathaniel	Whitfield	nathaniel.whitfield@yesprep.org	Teacher - Special Education	713-924-5527
Chavon	Williams	chavon.williams@yesprep.org	Behavior Support Specialist - 6th and 7th	713-924-0567
Crishae	Williams	crishae.williams@yesprep.org	Behavior Support Assistant	713-967-8768
Jalen	Williams	jalen.williams@yesprep.org	Teacher - English Language Arts 7	713-924-5457
Kanyettia	Williams	kanyettia.williams@yesprep.org	Teacher Assistant - Y-Step	713-924-5386
Matilda	Williams-Wallace	matilda.williams@yesprep.org	Part-Time Receptionist	713-967-8772
Desiree	Willis	desiree.willis@yesprep.org	Operations Coordinator	713-967-8792
Scharese	Wright	scharese.wright@yesprep.org	Director of Campus Operations	713-822-1024

Southside Mission Statement

YES Prep Southside exists to eliminate educational inequity by partnering with the Southside community. We develop Giants who are ready to excel in and graduate from a 4-year college. We empower Giants to demonstrate resilience and integrity, advocate for self and their community, and always strive for excellence.

Core Value - Giants R.I.S.E.

<u>R</u> esilience	<u>I</u> ntegrity	<u>S</u> elf-advocacy	<u>E</u> xcellence
Push through in the face of adversity	Do what's right no matter what	Speak your truth respectfully and request what you need	Surpass your best

Grading Policy: YES Prep Southside

Mindsets and Philosophy

The main purpose of grading and the reporting of grades at YES Prep is to share the progress of a student's academic achievement with all stakeholders: the student, the parent/guardian, the teacher, and the campus-based leadership team. Above all else, the grade a student receives reflects his/her learning and his/her ability to demonstrate achievement on course content.

Grades provide all stakeholders with an accurate depiction of a student's academic progress and mastery. Grades are consistent, timely, and are never used to punish or reward a student.

All assignments relate to instructional objectives that are tied to the curriculum and resources established for each course. Students, regardless of course content, should be able to articulate their current standing, and areas of growth based on performance and grades.

It is important that grades are an effective tool for teachers because in accordance to TEC, Section 28.021: A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

Achievement-Based Grades vs. Effort-Based Grades

According to the YES Prep grading expectations, at least 90% of a student's grade reflects achievement. Extra credit assignments or activities do not align with the YES Prep grading philosophy and therefore are not given.

Reassessment Expectations

A reassessment is an opportunity for a student to demonstrate mastery of an objective they did not master on their first attempt. Student mastery of academic skills and content is our priority. When we ask students to put forth additional effort to show mastery on an un-met objective or standard we send the message that **commitment to growth** is more important than initial ability or talent. Students have the opportunity for reassessments for most formative and summative assessments (not Common Assessments and unit exams). A reassessment can never cause a grade to be lowered.

Academic Dishonesty

A student involved in plagiarism or academic dishonesty on a unit exam test, quiz, projects, or essay will receive a minimum recorded grade of 50% on the assignment with a reassessment opportunity offered to earn a maximum recorded grade of 70% and s/he will receive a one-day, out-of-school or in-school suspension that will be reflected on official school records. The student also may be subject to other disciplinary action as determined by the school administration.

Range of Acceptable Numerical Grades

The grade scale at YES Prep campuses is as follows:

Number Grade	Letter Grade	Grade Points (for credit classes only)
100-97	A+	4.33
96-93	A	4
92-90	A-	3.67
89-87	B+	3.33
86-83	B	3
82-80	B-	2.67
79-77	C+	2.33
76-73	C	2
72-70	C-	1.67
69 and Below	F	0

Honor Roll

YES Prep celebrates those students who through their hard work and dedication achieve high academic results. Students who receive exceptionally high grades in any given marking period/grading cycle are recognized and become Honor Roll members for the following grading cycle, which comes with special rewards and privileges.

	Middle School Grades	High School GPA
Cum Laude <i>"With Praise"</i>	2 A's and 2 B's	3.5 – 3.7
Magna Cum Laude <i>"With Great Praise"</i>	3 A's and 1 B	3.8 – 3.9
Summa Cum Laude <i>"With Highest Praise"</i>	All A's	4.0+
Classes Included	For students to earn Honor Roll they cannot earn lower than a B in any class. They must pass any intervention class (pass – if pass/fail class or earn a B or higher). Student must meet the requirements above in their core classes (ELA, Math, Science, and Social Studies) on their report card.	For high school students to earn honor roll, their cumulative semester GPA must be a 3.5+. All courses are accounted for in the GPA calculation. Please note for high school student to be eligible for the Dean's List, a student must have a semester GPA of 3.6+.

Other Campus Grading Policies

Make up work: students have the number of school days that they were absent to complete missed assignments beginning the day they return to school. Students who receive extended time as a modification or accommodation will also have extended time to complete make-up.

Academic Probation/Support

Any Southside student who has failed two or more classes on their report card will be placed on Academic Probation. Academic Probation will last for a minimum of six weeks, or one grading cycle.

During this time, students should focus their time and effort on making sure that they are earning passing grades (70 percent or above) in all classes. Students should take advantage of study hall times, make an extra effort to contact all teachers with questions about homework or projects, and schedule lunch and/or after-school tutorials if necessary to bring up their grades. A student on Academic Probation will work closely with his/her Grade Level Team to create an improvement plan suited to his/her needs. Parents are asked to support this plan by holding their children accountable for improvement efforts at home and ensuring tutorial attendance.

Academic Probation Night

Parents of students who are on Academic Probation will be invited to attend Academic Probation Night. During this event, the student and parent will meet with the student's Academic Probation Champion to discuss the student's grades, teacher feedback, promotion criteria, and to set goals for the upcoming six weeks.

Academic Probation Logs

Any student on Academic Probation will be required to submit an accountability document bi-weekly to his/her Academic Probation Champion indicating current grades and tutorial attendance. Students and parents are encouraged to use this document to reflect on the student's performance during the week and to set goals for the upcoming week. Students will also work with their Academic Probation Champion to set and reach goals for academic, social and emotional success. Any student who fails to return the Academic Probation log will be subject to appropriate disciplinary action as determined by the school administrator.

Returning to Good Academic Standing

If, according to the next report card, the student is passing all classes, s/he will be removed from Academic Probation and will become a student in good standing.

Continuing on Academic Probation

Any student on Academic Probation who is failing classes at the end of the next grading cycle will be reviewed by his/her grade-level teachers. The grade level teachers will then advise the school administrator to make the following determination:

- a. The student is not passing all classes but is making significant progress. This student will remain on Academic Probation for another grading cycle and his/her progress will be reviewed for the next six weeks.
- b. The student is not passing all classes and has shown little or no improvement or effort toward improvement. A conference will be held with the parent and grade level teachers to determine other methods of intervention. The school administrator may also choose to attend these meetings.

After two six weeks on Academic Probation, a parent conference will be required. During the conference, a growth plan will be developed, and additional consequences may be determined. These consequences may include but are not limited to suspension from all school-sponsored activities until grades are brought up.

School Discipline System

We want 100% of our students to persist. Ideally, every student who begins with us in 6th grade—or any grade—will graduate from YES, go on to college, and graduate from college. One of the main drivers of student persistence is our discipline system. In the past, this system has served to keep our school a safe environment where learning can be maximized. It has also equipped teachers with the resources they need to focus on what is most important - educating our children.

Student actions will determine whether they earn a merit or demerit over the course of the school year. When students are meeting expectations, they earn a merit and when students are not meeting expectations, they earn a demerit. It is the responsibility of the teacher to set clear, explicit expectations for all students. Students are verbally warned once by the teacher as soon as the misbehavior occurs. If misbehavior persists, students earn a demerit.

When students demonstrate, through their actions, the values of YES Prep Southside, they earn a merit. There are different reward levels. For example, there will be a unique set of rewards for a student that earns a certain number of merits. Rewards can include but not limited to the following: jeans and college/spirit shirt, stickers, lanyards, bracelets, t-shirts, “free time” in the gym during lunch.

Students have community four (4) time a week by grade level. Community encompasses Southside values of Resilience, Integrity, Self-advocacy, and Excellence.

Campus Core Values and belief about culture

At YES Prep Southside we believe strong culture and community are essential to maximizing student achievement. We are constantly striving to create systems, structures, routines, and rituals that maximize school-wide consistency and individual creativity and achievement for students and staff. It is critical that we remain focused on fostering a high-quality culture so that students can develop the character and academic skills needed to graduate from college prepared to lead.

We use our core values, discipline system, praise, and feedback to reinforce vital behaviors that we believe will create school pride and safety, ensure a focus on learning, and foster relationships based on respect and kindness. We believe this will ultimately lead to student achievement and success at YES Prep Southside and beyond. Our Campus Core Values and definitions are listed below:

Resilience – Push through in the face of adversity

Integrity – Do what's right no matter what

Self-advocacy - Speak your truth respectfully and request what you need

Excellence – Surpass your best

At YES Prep Southside, there are 15 behaviors that we expect students to exhibit. These behaviors contribute to building school pride and ensuring a safe learning environment, maintaining a strong focus on learning, and treating all members of our community with kindness and respect. When a student does not exhibit these behaviors, they are negatively impacting their own learning environment and that of their peers. The following behaviors will result in a student receiving a demerit.

School Pride and Safety	Focus on Learning	Kindness and Respect
<ul style="list-style-type: none"> · Not wearing your student ID · Not having a hall pass · Not following dress code/uniform · Not following campus policy for food or gum · Not demonstrating respectful behavior toward property 	<ul style="list-style-type: none"> · Not being on time · Not being prepared · Having head down · Not being on task · Disrupting the learning environment 	<ul style="list-style-type: none"> · Not following directions · Not demonstrating respectful behavior toward others · Not being honest · Not using appropriate language · Inappropriate physical interaction – slapping, punching, hitting, PDA, etc.

When a student earns a demerit or a detention for one of the behaviors listed above, the staff member will enter the infraction in to our discipline application, Hero. Once the behavior is entered in to the discipline application, both students and parents will be able to view that the behavior was earned by the student and any associated consequence. The discipline application, Hero, will keep track of how many times a student has earned a demerit for the same behavior and assign the appropriate consequence.

The third time a student earns a demerit for the same behavior, they will serve a lunch detention.

The sixth time a student earns a demerit for the same behavior, they will serve an after-school detention.

The ninth time a student earns a demerit for the same behavior, they will serve an extended after school detention and a parent conference will be required.

If a student earns a demerit for the same behavior more than 9 times in 3-week time period, they will serve an after-school detention each time they engage in that behavior.

All detentions will be scheduled for the following school day.

Detention is a consequence for repeatedly not following the YES Prep standards for conduct and behavior. When students are in detention, they will work silently on homework, read a school appropriate book, or sit silently to reflect. They may also be asked to participate in restorative conversations because we believe that detention should be an opportunity to reflect on the impact their decisions are having on themselves and their YES Prep community.

Uniforms and Student IDs

At YES Prep we believe in creating the safest school possible. We also want to continue to promote professionalism, promote efficiency and leverage newer technologies. For these reasons, all YES Prep Schools are requiring visible photo IDs to be worn by all YES employees and students while on campus. This addition to the school uniform will help track bus transportation daily, and it will reduce long lunch lines as students quickly swipe their IDs to grab a lunch. It will also help check tardy students in during the morning, ensuring little to no time is wasted in the mornings. A YES Prep ID is worn by all teachers, staff and Home Office personnel to ensure student safety. IDs must be visible at all times, and should be free from marks, stickers, or alterations on the front side of the ID. Students wear their IDs on a lanyard around the neck. Failure to have a visible ID result in a uniform violation. Lost IDs should be immediately returned to that student or returned to the office. Replacement IDs can be purchased for \$5.00, which includes a new lanyard, ID pouch and school specific photo ID. Student IDs also can be used for discounts at businesses and retailers.

YES Prep Public Schools encourages a tasteful lifestyle, with concern for ethical values, self-discipline, and the continuing individual growth of faculty and students. Each student's appearance must reflect a positive image of the school and contribute to a distraction-free learning environment. The school administrators shall be authorized to appraise any fashion, fad, hair, jewelry or article of clothing deemed inappropriate for school wear or disruptive to the education process or safety of the students and staff of the YES Prep Public Schools campus. These decisions are made on an individual basis.

In support of this balanced lifestyle, a uniform has been adopted for all YES Prep Public Schools students. The uniform promotes the concept of team that is core to the YES Prep mission, and it also reduces competition among students based on the style and expense of their clothes. Uniforms must be properly worn throughout the school day and whenever on campus. **This means a student must keep his/her shirt tucked in at all times and maintain a neat, clean appearance before, during, and after school.** Students must have their shirts tucked in until they enter their mode of transportation and as soon as they enter the campus or leave their mode of transportation in the morning.

Middle school students are **not** allowed to wear make-up of any sort and will be subject to disciplinary action including but not limited to earning a demerit. Earrings should not be larger than the size of a quarter, and the school reserves the right to require any student to remove piercings that are deemed inappropriate.

A uniform shirt is defined to be a collared shirt, sold by the YES Prep Public Schools, containing the current school logo, and is the correct color for the child's campus. Students may not make modifications to their school uniform except for embroidering their actual names on clothing items. Students can wear undershirts if the under shirt is a plain, solid colored navy, white, black, or gray with no image or design.

Additionally, YES Prep Public Schools has school sweatshirts, windbreakers and winter coats that students may purchase and wear as an outer layer over the school uniform. Only navy, white, black, or gray turtlenecks and t-shirts that do not include the YES Prep Public Schools logo may be worn **underneath** YES Prep uniform clothing, but the outer layer must **always** be a school-approved uniform shirt and a YES Prep sweatshirt, sweater or jacket. Any non-YES jackets must be removed before students enter the building. Accessory items such as neckties, bowties and suspenders are not allowed.

Accessory items such as mouth grills, spiked collars, spiked bracelets, linked chains (for wallets or necklaces), spiked or studded belts, oversized accessories (necklaces, pendants) are prohibited. When it comes to necklaces, "oversized" means anything that hangs below the bottom button of a YES Prep polo. Students may not use combs or brushes outside of the locker room or bathrooms to groom themselves.

Uniform Expectations

	Monday	Tuesday – Thursday	Friday
Tops	<p>YES Prep Southside burgundy or gold polo tucked into bottoms</p> <ul style="list-style-type: none"> •9th Grade Only: YES Prep Southside burgundy, gold, or grey polo tucked into bottoms •6th graders must wear a solid white or gray polo tucked into bottom and solid white, gray, navy or black sweatshirt until they earn their “Y”. <u>6th graders earn their “Y” by meeting the expectations of our Core Values.</u> <p>YES Prep Southside sweatshirt or outerwear - No non-YES Prep outer layer</p>	<p>YES Prep Southside burgundy or gold polo tucked into bottom or YES Prep Southside t-shirt.</p> <ul style="list-style-type: none"> •9th Grade Only: YES Prep Southside burgundy, gold, or grey polo tucked into bottoms or YES Prep Southside t-shirt. •6th graders must wear a solid white or gray polo and solid white, gray, navy or black sweatshirt until they earn their “Y”. •YES Prep Southside sweatshirt or outerwear - No non-YES Prep outer layer 	<p>Students who do not earn any detentions for the week may wear a college t-shirt and jeans (no holes or rips) on Friday.</p>
Bottoms	<p>Bottoms must be blue or khaki uniform pants, shorts, or skirts of appropriate length (No rips or holes)</p>		<p>Students who do not earn any detentions for the week may wear a college t-shirt and jeans (no holes or rips) on Friday.</p>
Shoes	<p>No open-toed shoes, slippers, or slides</p>		
Belt	<p>Students are always expected to wear a belt with their bottoms (pants or jeans). the belt may be any color as long as it is school- appropriate. The only time a belt is not needed is if the bottoms have a drawstring to tighten bottoms or elastic band.</p>		
Student ID	<p>Student ID must be on and visible at all times. If ID is lost, students must replace ID at their own expense.</p>		

Consequences for Uniform Violations

Failure to comply with the above dress code will result in disciplinary consequences. Students with the incorrect uniform shirt, missing belt, incorrect bottoms, or incorrect length bottoms will earn a demerit or a detention. Students with the incorrect uniform shirt will receive a loaner shirt from the school that they will need to wear for the day and which needs to be returned within the same day it was borrowed. Students who do not return borrowed shirts will earn a demerit. Students who are in the incorrect bottoms or incorrect length bottoms will receive substitute clothing until more appropriate wear is brought to school. Parents may be contacted to bring appropriate uniform items. Students who are wearing non-YES jackets in the building during the school day and before dismissal will earn a demerit and the outerwear will be confiscated. Repeated violations will result in continued demerit every time the jacket is seen and/or confiscated. All YES Prep Public Schools staff will discipline students found in violation of any part of the school uniform.

Physical Education Classes and Student Athletics

Students enrolled in physical education class or athletics are required to dress out (any appropriate athletic wear. It doesn't have to be the YES Prep PE uniform). Failure to dress out for class may result in a failing grade. Student athletes must pass all classes to compete during the season (7th, 8th, and 9th grade students must have a 70% or higher, and 6th grade must have an 80% or higher). If a student has a failing grade on their report card, they will be ineligible to play a sport until the following progress report. If the student is passing on the progress report the student may rejoin; however, if they are still failing the student will remain ineligible. Student athletes will also need to meet all expectations of Southside; they should be leaders on campus.

Detention Policy:

- Student athlete is expected to serve detention the following day after it is earned.
- Student athlete is not allowed to participate in any athletic event the day they earn a detention.
- Student athlete is subject to be removed from their athletic team if he/she receives **three** detentions in any given season (removal from team will be determined by the Athletic Coordinator).

Suspension Policy:

- Student athlete is not allowed to participate nor attend **any** athletic practice or event during the duration of an in- or out of school suspension. This includes afterschool on the day they complete their suspension.
- There will be an additional one-game suspension beyond the completion of the suspension.
- Student athlete may be subject to additional consequences depending on the severity of the offense up to removal from their athletic team (removal from team will be determined by the Dean of Students and Athletic Coordinator)

All students must pay a student athletic fee that is non-refundable, even if the student is suspended or becomes ineligible for any reason.

Indoor Common Area Behavior

Students may not ever be in a classroom or any portion of the building without supervision from an adult.

Outdoor Common Area Behavior

To assist our students in “acting in a way that leaves a lasting impression on others,” we will be enforcing all expectations before and after school. Any student with shirts un-tucked, chewing gum, horse playing, walking on the grass or bushes without permission or behaving in an inappropriate manner will be earn a demerit.

Leaving Campus

When students leave campus afterschool, they are not permitted back on campus without permission. Once a student leaves campus, they are no longer the school’s responsibility. Students who return on campus may earn demerits/or other disciplinary consequences. This is to ensure the safety of all students and staff who remain on campus.

Parent/Family Behavior on Campus

The general behavior expectations that apply to staff members and students also apply to parents/families. Parents/families must use appropriate language when on campus and adhere to campus policies. Additionally, parents/families may not physically discipline any students while on campus. If a parent/family member physically disciplines a student, the school holds the legal obligation to contact Child Protective Services (CPS) and/or contact the local authorities.

Lunch Expectations

Lunch is a busy time of day for the campus and we want to ensure smooth operations. To assist with a smooth lunch procedure, lunch may not be dropped off for students. If your child is not eating the lunch served at school, please make sure to pack a lunch each day. If you would like to eat lunch with your child, please notify the school at least 24-hours in advance. We will reserve a conference room for you to eat with your child.

HERO

Southside will be using the HERO app to track student behavior. You will be able to see your student’s daily activity as well as their overall progress for the week or the school year. You will be given a login at the beginning of the school year, you may access the app either on your phone or your computer.

Cell Phone

During school hours, all student cell phones must be turned off. If at any time during the school day, the cell phone is out or in use, the cell phone will be confiscated. An administrative charge of \$15 must be paid by a parent/guardian before the phone can be retrieved. Additionally, in the event this becomes excessive, further disciplinary action may occur. Parents/guardians are encouraged to call the school’s office number if an emergency arises.

School Hours

The academic day at YES Prep begins at 8:00 a.m. and concludes at 4:00 p.m. (Monday, Tuesday, Thursday, and Friday) and at 1:45 p.m. on Wednesday. **Students should arrive to campus by 7:45 a.m. every day.** Students will be issued a demerit for tardiness if they are not **in their first period class seated by 8:00 a.m.** Students involved in athletics and other after school activities may need to stay later than the times outlined above to participate in practices, performances and/or games. The official ADA (average daily attendance) time is 9:00 a.m., and attendance is taken in every class period as well. Any student who arrives after 9:00 a.m. will be marked absent per state regulation.

Students are not allowed to stay after school unless they have teacher approval or are staying for a school-sponsored activity. All students must be off campus after the end of the academic day unless prior permission to remain on campus after this time has been granted by a YES Prep Public Schools staff member who will remain with the student until they are picked up. Students who are NOT part of athletics or another staff-sponsored group who are picked up at 4:45 p.m. or later (Mondays, Tuesday, Thursdays and Fridays) and at 2:30 p.m. or later (Wednesdays) will be logged in our official Late Pick-Up binder, and parents will receive a letter at this time regarding actions that will be taken if the student continues to be picked up late.

If a student needs to leave school early for any reason, a parent or guardian must come inside to sign out the student from the front office. Parents or guardians must present a valid photo ID when picking up students. To ensure smooth end-of-day routine, the front office team will not disrupt class instruction after 3:30 p.m. regular day and 1:15 p.m. on short days. We request that parents refrain from picking up students from school between 3:30 p.m. and 4:00 p.m. (Monday, Tuesday, Thursday, and Friday) and between 1:15 p.m. and 1:45 p.m. on Wednesday. If a student is absent, arrives late or leaves early, an excuse from a parent or doctor must be turned into the front office the day the student returns to school. If a note is not turned in the day a student returns, the absence(s) will be unexcused.

Tardy to School

Students who arrive to school after 8:00 a.m. will report to the front office for an unexcused pass to enter class. We encourage students to be dropped off no later than 7:45 a.m. so they have time for breakfast and time to reach their destinations by 8:00 a.m. The only excuse accepted for tardiness is a late school bus arrival or a doctor's appointment (with note). Car trouble, waking up late, etc. are not acceptable excuses for lateness. When students are tardy, on the third (3rd) tardy, students will receive a detention. When a student has earned their fourth tardy in a six-week period, they will receive a lunch detention. When a student has earned their sixth tardy to school in a six-week period, they will receive an after-school detention and a parent meeting will be required. If a student is tardy to school eight times in a six-week period, they will receive an extended detention and a parent meeting will be required.

Absence Procedures

A student's absence will be considered excused only if the absence meets the criteria defined under the excused absence section of the YES Prep unified handbook and when verified by a written note from a legal guardian, a guardian, or a doctor, as appropriate - this documentation becomes a part of the student's attendance record. Students who are absent for more than three days in a row must provide the Front Office with a doctor's note or other official documentation before they may return to class. Students have two school days after returning from an absence to provide documentation to the Front Office. Parent notes will only excuse up to two absences per semester. After that, absences will be unexcused.

Front Office Hours

The front office will be open at 7:30 a.m. and will close at 4:30 p.m. Monday, Tuesday, Thursday and Friday and at 2:00 p.m. on Wednesday.

Late Pick Up Policy

As a reminder, our dismissal time is 4:00 p.m. Monday, Tuesday, Thursday, and Friday and 1:45 p.m. on Wednesdays. If your child is serving detention, the dismissal time for those students is 5:15 p.m. on Monday, Tuesday, Thursday and Friday and 4:00 p.m. on Wednesday. If your child has afterschool tutorials, the dismissal time is 5:00 p.m. on Monday, Tuesday, and Thursday.

Students who are NOT part of athletics or another staff-sponsored group who are picked up at 4:45 p.m. or later (Mondays, Tuesday, Thursdays and Fridays) and at 2:30 p.m. or later (Wednesdays) will be logged in our official Late Pick-Up binder, and you will receive a letter at this time that reminds you of the following actions that will be taken if your child continues to be picked up late. These actions include logging the event, calling the Houston Police Department to pick the child up, and filing a report with the Child Protective Services. We hope to avoid having to take these actions, but we are committed to providing the safest environment for our students and staff, and this requires students return home at the correct times. With our staff working hard to provide the best education for our students we are unable to provide adequate supervision for students who are not part of athletics or academic programs.

Visitors on Campus

All visitors to campus must sign in at the main office before entering other areas of the building. Students who are not enrolled at YES Prep Southside may not enter campus for any reason and will be asked to leave immediately. People who are assigned to pick up students must be listed on the student's contact form and must respect the rules and policies of the school. Additionally, visitors may not let other students roam about the school property while waiting for a YES Prep student.

Gum

Students are not allowed to chew gum anytime or anywhere on campus. YES Prep reserves the right to set expectations for not chewing gum on any school-sponsored trip, event or activity.

Morning Drop Off Times

In the morning, students should not be dropped off any earlier than 7:15 a.m. The building does not officially open until 7:30 a.m. and students will not be let in before then. Please do your best to not drop off students earlier especially during cold or inclement weather we cannot guarantee proper supervision of your student.

For Parent Website

Every YES School maintains a website for its families where information is disseminated in addition to sending home the information with your child. Information such as family notes, summer readings, staff contact information and bus routes are posted. A good rule of thumb is to check this site on a weekly basis. Please visit <http://www.yesprep.org/schools/southside> and click on the "For Parents" tab.

Traffic Policy

Maintaining orderly traffic patterns ensures that all students get to school safely and on-time and minimizes parental time spent waiting. The following rules are in effect from 7:30 a.m. until 8:00 a.m. and 3:30 p.m. until 4:30 p.m. (on early release days, the policy is in effect from 1:15 p.m. until 2:15 p.m.).

For morning drop-off:

- ALWAYS enter through the east entrance.
- Do NOT enter through the west gate for any reason.
- Do NOT drop off or pick up students on the 610-access road. This is dangerous for your student, and other drivers.
- Form one lane as you enter the parking lot and drive **around** the back the building. Drop students off once you are near the canopy on the east side of the building.
- Students will exit their cars on the east side of the building and walk to the front entrance doors.
- Exit through the west gate.

For afternoon pick-up:

- ALWAYS enter through the east entrance.
- Do NOT enter through the west gate for any reason.
- Form a single lane upon entering the parking lot, drive around the back of the building and form two lanes. Students will exit out the east side doors.
- Cars will be loaded in groups. Pull all the way forward until you are asked to stop.
- Students may walk to their car once all cars are stopped and an administrator gives the go.

Exit through the west gate. Two cars may not exit at once, so please be mindful that each car will need to alternate while exiting.

Parents or guardians may **not** park and wait for students. The only exception to this is those who require handicap parking access. Cars may not be parked immediately in front of the school in the fire/bus lane. We want to ensure the safety of all individuals on campus. The traffic policy is crucial to ensuring student safety and minimizes wait time for all motorists.

Bus Policy

The bus is an extension of school and students who utilize the bus do so as a privilege. Bus riders should behave in a way that positively contributes to the safety and well-being of other student and staff bus riders, pedestrians, and other motorists. Students are also expected to respect school property and should not deface any surface of the school bus. This policy is in place to ensure students are meeting expectations and if misbehavior arises, consequences will be assigned. Ultimately, our goal is to ensure students are safely transported to and from school.

Expectations:

Be Safe #self-advocacy	Remain seated and face forward Keep aisle clear Keep food and drink items in backpacks always Keep hands, feet, body, and objects to yourself All body parts and objects remain inside the bus Don't distract other drivers on the road
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Be Respectful #integrity	Greet/thank the bus driver Follow the bus driver's directions Respectfully speak to and listen to the bus driver Respectfully speak and interact with other Giants Use a level 1 voice (Giants around you should only be able to hear you) Use appropriate language
Be Responsible #resilience	We leave a place better than we found it (pick up your area) Report problems to the bus driver or a staff member #integrity Ride the correct bus always Leave bus drop-off area If you need to ride a different bus, notify Mr. P #self-advocacy

Bus Infractions

Level I Misbehaviors	Level II Misbehaviors
1. Spitting	1. Hanging out of windows with any part of the body
2. Excessive Noise	2. Throwing any object in or out of the bus
3. Horseplay/Mischief	3. Bullying, threatening, or harassment of any person on the bus
4. Leaving seat/standing without permission of the driver	4. Profanity or threats toward the bus driver or bus monitor
5. Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials	5. Possession or use of tobacco
6. Refusing to properly identify yourself to the bus driver	6. Vandalism to the bus or any bus related equipment (restitution will be required as well)
7. Talking back to the bus driver or bus monitor	7. Pushing, shoving, or rushing the bus at a bus stop
8. Inappropriate or disruptive behavior at a bus stop	8. Disobedience to the bus driver or bus monitor
Level III Misbehaviors	
Other offenses and behaviors (including but not limited to fighting, possession or use of a weapon, possession of illegal substances, lighting matches, lighters, or any other flammable object or substance) which seriously jeopardize the safety of the student, other students, the bus driver, the motoring public, or pedestrians.	

Consequences

Misbehavior Level	1 st Incident	2 nd Incident	3 rd Incident
Level I	Written warning	3-days loss of bus privileges and parent conference	1-week loss of bus privileges and parent conference
Level II	1-week loss of bus privileges and parent conference; 1-3-day suspension	2-weeks loss of bus privileges and parent conference; 1-3-day suspension	Campus Discretion
Level III	Determined by Campus Administrator		

Any damages to school property will be an expense accrued by the student's family.

Communication in Case of Emergency

All families are enrolled in the YES Prep School Messenger. This is messaging systems that will text, call, and e-mail you until you have indicated that you have received the message. This system is used for emergency and communication purposes. For example, if Southside has early closure or late arrival due to weather, the information will be posted on the YES Prep website, on local news sources such as KPRC, and you will be notified through this system as well. For this reason, it is crucial that you update your contact information with the school every time that it changes. On occasion, this system will be used to notify you of important, non-emergency announcements. Please be sure to regularly communicate to the front office any changes to your contact information.