



Campus Handbook Supplement
2018-2019

Table of Contents

Campus Core Values/ Culture 2

Academic Expectations..... 3

 Grading Policy 4

 Honor Roll..... 5

 Academic Probation/Support 5

Discipline Expectations 6

 Behavior Expectations 6

 Detention 7

 Uniforms 8

 Cell phones & electronics 11

 Outside food & drink 11

Campus Operations/Information 12

 School Hours 12

 Lunch..... 13

 School Meals & Payment 13

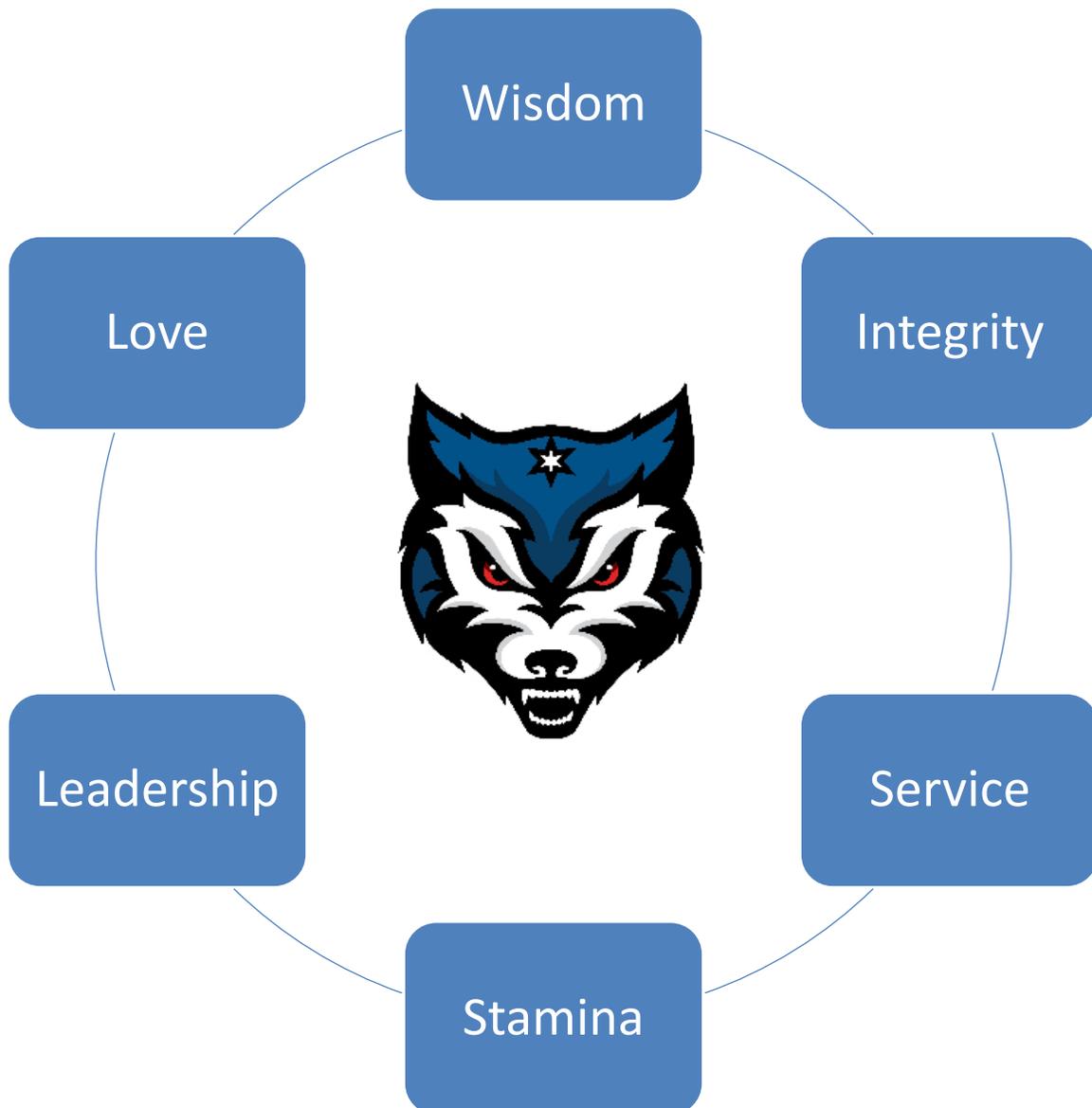
 Students IDs 13

YES Prep Publics Schools Directory 14

Campus Core Values / Culture

At YES Prep West we believe strong culture and community are essential to student achievement. We create systems, structures, and routines, to create school-wide consistency, creativity and achievement for students and staff. It is critical that we create a high-quality culture, so students develop the character and academic skills needed to graduate from college prepared to lead.

We use our core values, discipline system, positive praise, and feedback to create school pride and safety, focus on learning, and foster relationships based on respect and kindness. This will ultimately lead to student achievement and success at YES Prep YES Prep West and beyond. Our YES Prep West Core Values are listed below:



Grading Policy

Standards Based Grading

Above all else, a student's grade is an important reflection of his or her ability to demonstrate achievement on course content. At YES Prep West, we prioritize data-driven instruction as a key driver in preparing students for college. As a campus, we use Standards Based Grading (SBG) practices to ensure that students' grades accurately reflect their level of mastery. As a result, the grade book is an ongoing, accurate representation of a student's current achievement in the course, and it serves to facilitate dialogue and connection between teachers, students, and their families. This allows for all stake-holders to be informed in a timely manner of students' progress in mastering rigorous academic content. It also gives teachers and instructional leaders the targeted information they need to implement effective interventions and enrichment opportunities. SBG is a comprehensive approach to grading, and as such, teachers engage in ongoing professional development in order to ensure they are skillful practitioners.

Achievement-Based Grades vs. Effort-Based Grades

Because at YES Prep West we prioritize data driven instruction, West is a standards based grading campus. As such, at least 90% of a student's grade will be a reflection of achievement. Teachers *may* include an effort-based category that weighs no more than 10% of the student's over-all grade.

Late Quizzes and Tests

Students have two business days after returning to campus from an absence to make up a missed quiz or test for full credit. (In the case of an extended absence, teachers and admin will determine any make-up opportunity and timeline on a case-by-case basis.) Teacher will work with the student to determine a plan for when they will complete the missed assessment. If the student does follow through with the plan the below late work caps apply.

Late Work Caps

- 1 business day late = 8.0 cap
- 2 business days late = 7.0 cap
- 3 business days late = 6.0 cap
- 4+ business days late = 'missing'

Late Projects and Essays

If a student is present on campus on the day a project or essay is due and does not turn it in when the assignment is collected, then students' grade on the assignment will be capped based on when it is turned in. In the case that a student is absent on the day a project or essay is due, the student must turn in the project or essay immediately upon returning to class. If the student does not turn in the assignment on the first day, then the below caps kick in. (In the case of an extended absence, teachers and admin will determine any make-up opportunity and timeline on a case-by-case basis.)

Missing Assignment Policy

When an assignment is four business days late, a teacher will enter M in the grade book. ESP auto-calculates M to equal 5.0 (the lowest grade the YES Prep grading policy allows). This code signifies that the work is missing. Such a distinction from simply entering 5.0 comes in handy when communicating with concerned stakeholders exactly what the situation is.

Parental contact is required when work is missing so that parents have an opportunity to follow up with their children before time runs out. When a student misses a deadline or scheduled make-up opportunity, the teacher may call or send home a note requiring the student to return with a parent signature. If the teacher uses notes home, the teacher will keep a dated log of notes sent home and require the student to sign the log before giving him/her the note. That way, if the student does not return with the signature, the teacher has a record that he or she sent the note home.

Family Communication

At West, we prioritize communicating with students' families regularly, and both teachers and administrators will communicate with parents and guardians concerning their child's progress. Teachers are expected to show documentation (via HERO) of parental contact for students failing their course.

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 will be recognized and become Honor Roll members for the following grading cycle, which comes with special rewards and privileges.

Honor Roll designation at YES Prep West will follow the college tradition of using Latin honorifics.

- *Cum Laude* – With Honors – At least one A and the rest Bs in core academic courses*
- *Magna Cum Laude* – With High Honors – At least two As and the rest Bs in core academic courses*
- *Summa Cum Laude* – With Highest Honors – all As in core academic courses*

*In addition to earning the core academic grades indicated above, a student must satisfy all requirements in World Language, Public Speaking, and Physical Education classes in order to earn a place on the Honor Roll.

Academic Promotion/Support

Any YES student who has failed two or more classes will receive Academic Support. Academic Support 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 call all teachers with questions about homework or projects, and schedule lunch and/or after-school tutorials if necessary to bring up their grades.

Cheating on Homework

Students found to be cheating on homework (to include copying other students' materials, collaborating inappropriately with others, or referencing outside sources that do not meet the teacher's expectations) will receive an automatic 5 for the graded assignment and an automatic detention. Students will not be allowed to retake or make up this assignment.

Student Expectations & Culture

Behavior Expectations

At YES Prep West, 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
1. Not wearing your student ID 2. Not having a hall pass 3. Not following dress code/uniform 4. Not following campus policy for food or gum 5. Not demonstrating respectful behavior toward property	6. Not being on time 7. Not being prepared 8. Having head down 9. Not being on task 10. Disrupting the learning environment	11. Not following directions 12. Not demonstrating respectful behavior toward others 13. Not being honest 14. Not using appropriate language 15. Inappropriate physical interaction –

When a student earns their third demerit for the same behavior (i.e. Not being on time), they will earn a detention. 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 an after-school 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 after-school detention.

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

Detention

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.

Detention is held every day after school from 4:05 – 5:00 P.M. (1:50-2:45 P.M. on Wednesdays). Parents are responsible for transportation home promptly after detention is served. Teachers assigning the detention will contact the parent or guardian, and the student must serve the detention on the same day the detention is issued.

Skipped Detentions = Extended Detentions

If a student fails to attend a detention on the day that it is assigned, he or she will earn an extended detention. If he or she skips on a Friday, Monday, or Tuesday the extended detention will be served on Wednesday. If he or she skips on Wednesday or Thursday, the extended detention will be served on Friday. Each additional skipped detention adds 30 minutes to the student's extended detention. Extended detention times are as follows:

Wednesdays:

- Regular Detention: 1:50 – 2:45 PM
- 1st Extended Detention: 2:45-3:15 PM
- 2nd Extended Detention: 3:15– 3:45 PM
- 3rd Extended Detention: 3:45-4:00 PM

Fridays:

- Regular Detention: 4:05 – 5:00 PM
- 1st Extended Detention: 5:00 – 5:30 PM
- 2nd Extended Detention: 5:30 – 6:00 PM

***If a student skips an extended detention, they will earn at least one day of In-School-Suspension.**

Tardy to School

The only excuse accepted for tardiness to school is a late school bus arrival. Students who are late to school for any other reason will receive a tardy demerit in addition to the following consequences:

- After three tardies within a six-week cycle, notice will be given to the student and parent/guardian by the registrar.
- After the sixth 6th tardy during a six-week cycle, a parent/guardian conference will be held.
- After nine 9th or more tardies in a six-week cycle, a parent/guardian conference will be held. At the parent/guardian conference, a potential loss of credit will be discussed.
- All tardies are cumulative over a six-week cycle.

Uniforms

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 administrator 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 will be 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.**

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.

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.

Additionally, the YES Prep Public Schools has school sweatshirts that students may purchase and wear as an outer layer over the school uniform (YES Prep issued polos **must** be worn under sweatshirt at all times). Turtlenecks, t-shirts, long-sleeve shirts, and sweaters that do not include the YES Prep Public Schools logo may be worn

underneath YES Prep uniform polo, but the outer layer must **always** be a school-approved uniform shirt and a YES Prep sweatshirt, sweater or jacket. Once a student enters the school building, they must remove any sweatshirt or jacket that is not part of the YES Prep West uniform.

Regular Daily Uniform

- Each student is expected to wear the following daily:
 1. YES Polo – red, brown, navy, or white.
 - a) The last two bottom buttons on the YES Prep polo must be buttoned.
 - b) All shirts must be of appropriate length – not too short or too long nor too tight or baggy
 - c) YES polos must be tucked in, showing the belt.
 2. Close-toed shoes must be worn at all times, and laces must be tied.
 - a) Open-toed shoes are not to be worn on campus.
 - b) No house shoes or slippers (including athletic slippers) are permitted.
 3. Navy blue, black or khaki pants, shorts, or skirts
 - a) All pants must be of appropriate size, fitted, and worn at the waist.
 - b) Pants may not be rolled up or torn.
 - c) Skirts and shorts must be an appropriate length (no more than one inch above the knee).
 4. Belt
 - a) A belt must be worn and visible at all times
 5. YES Prep Sweatshirts—blue, red, or white
 - a) Shirts are to be tucked in, when wearing sweatshirt
 - b) May not be worn around the waist.
 - c) Cardigans may be worn any day, but only with professional dress uniforms on Monday.
 6. Student ID Badge
 - a) Badges are worn to school every day and are visible at all times.
 - b) Students may not decorate or deface their ID badges (no stickers, pen markings, etc).
 - c) Lanyards are to be school appropriate, but students have discretion.
 7. Hats, caps, and head-coverings of any kind (unless for religious or cultural reasons) may not be worn at YES Prep West. *Religious head coverings may be worn upon administrator approval.*

- The consequence for not being in uniform is a demerit or a detention, and the student will be asked to remove the article of clothing. If a the uniform is uncorrectable, the student will receive an automatic detention.
- Students will be responsible for paying for the cost of any new clothing purchased in order to meet dress code expectations.

Blue Jeans Friday

- Students wear “blue jeans”:
 - All students can wear blue or red denim jeans with a college, YES Prep t-shirt or YES uniform shirt. Any shirt with a collar must be tucked in and have a belt.
 - **Please Note:** Honor Roll, Marvelous Marvel, and SWAG shirts for the current school year may be worn.
 - No ripped or torn jeans are permitted.
 - Students may wear a college, YES Prep West, or YES issued t-shirt.

Free Dress Days - GL designated days ONLY

- Free Dress Days consists of a school appropriate shirt, bottoms, and school appropriate shoes.
 - Free Dress Days are approved with the Dean of Students before communicated to students
 - No ripped jeans are permitted.
 - If a student is not in school appropriate attire, then that student will call home for their parent to bring them a change of clothing.
 - If the student’s parent cannot bring uniform items to school, the student will be issued a consequence (mark, demerit, detention) and be directed to class.
 - Students will be responsible for paying for the cost of any new clothing purchased in order to meet dress code expectations.
 - *T-shirts are acceptable, however 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 prohibited under this handbook.*

Physical Education Classes and Athletic Practices

Students enrolled in physical education class or athletics are required to dress out. All students must purchase a YES Prep P.E. uniform prior to the first day of class. Failure to dress out for class will result in a demerit and participate in an alternative activity for the class period.

Failure to comply with the above dress code will result in an office visit until appropriate clothing is brought to school. If the student's parent cannot bring the proper uniform items to the school, the student will be issued a consequence, be issued a school uniform and be directed to return to class. Student's parent will be responsible for paying for the cost of any new clothing purchased in order to meet dress code expectations. **The staff of the YES Prep Public Schools will discipline students found in violation of any part of the school uniform policy.**

Cell Phones & Other Personal Technology

Students aren't allowed to use cell phones and any other technology during normal school hours. All cell phones and/or technology must be turned off and put up by 8am. If a student's phone is seen or heard, it will be confiscated and turned in to the front office. Students aren't allowed to use their cell phones in class or on campus during normal school hours. If a student's phone is confiscated, the parent or guardian will be required to pay a non-refundable \$15.00 fee return fee.

Outside Food & Drink

No one will be allowed to drop off food or drinks to students on campus. There will be no outside food or drinks other than water, which should be visible in a clear container on school campus. If a student is bringing in outside water bottles, they must have a clear lid.

Campus Operations/Information

School Hours

Monday	8:00 am – 4:00 pm
Tuesday	8:00 am – 4:00 pm
Wednesday	8:00 am – 1:45 pm
Thursday	8:00 am – 4:00 pm
Friday	8:00 am – 4:00 pm

Front office hours

The front office is open from 8:00 am – 4:30 pm during weekdays.

Tardy to School

The only excuse accepted for tardiness to school is a late school bus arrival. Students who are late to school for any other reason will receive a tardy demerit in addition to the following consequences:

- After three (3) tardies within a six-week cycle, notice will be given to the student and parent/guardian by the registrar.
- Starting with the fourth tardy within a six-week cycle, EVERY tardy will result in the student receiving a detention from the registrar.
- After the sixth (6) tardy during a six-week cycle, a parent/guardian conference may be held
- After nine (9) or more tardies in a six-week cycle, a parent/guardian conference will be held. At the parent/guardian conference, a potential loss of credit will be discussed.
- All tardies are cumulative over a six-week cycle.

Before school expectations and procedures

- School is open from 8am until 4pm
- Students can enter the building at 7:30 am
- Breakfast starts at 7:30 am and it is free for everyone to enjoy
- MS students can enter the gym before or after eating breakfast
- HS students can still utilize the hallways before or after eating breakfast
- We encourage all students to take advantage of our FREE Breakfast & Lunch this school year

After school Expectations and Procedures

- All students must be gone from the campus by 4:15 pm each day, unless you have scheduled tutorials, practice or a planned event with a teacher in which you must have a pass

After-School Programming/Extra-Curricular activities

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. Parents are given a 30-minute grace period to pick up their student. For those parents who continually pick their child up late from school, YES Prep Public Schools may report the parents to local authorities and/or Child Protective Services.

Lunch

Starting this school year everyone can enjoy free lunch. There are no more breakfast or lunch fees! Students will be allowed to bring lunch to school, however food will not be allowed to be dropped off at any time during regular school hours.

Student IDs

It is mandatory for all students to wear their ID Badges, along with a lanyard to school every day at all times. This year we are focusing on safety and for this reason and more we want to be able to identify all of our students on campus. If a student doesn't have their ID Badge, they will receive an automatic demerit. If the badge is lost or stolen, they will receive a demerit, report to the office, pay a \$5.00 replacement fee and receive a new one. If for some reason the student left their ID Badge at home, he or she will receive a demerit, report to the main office and receive a temporary ID Badge.

Students will need their IDs for the following reasons:

- To get on their bus
- To eat breakfast and/or lunch
- To get into their classroom
- To identify who they are as a student here at YES Prep West

Campus Directory

<p>Brays Oaks 9000 West Bellfort Avenue Houston, TX 77031</p>  <p>P: (713) 967-8400</p>	<p>East End 8329 Lawndale Street Houston, TX 77012</p>  <p>P: (713) 967-7800</p>	<p>Eisenhower HS 7922 Antoine Drive Houston, TX 77088</p>  <p>P: (281) 591-3780</p>	<p>Fifth Ward 1305 Benson Street Houston, TX 77020</p>  <p>P: (713) 924-0600</p>
<p>Gulfton 6565 De Moss Drive Houston, TX 77074</p>  <p>P: (713) 967-9800</p>	<p>Hoffman MS 6101 W. Little York Road Houston, TX 77091</p>  <p>P: (713) 924-5400</p>	<p>North Central 13703 Aldine-Westfield Rd Houston, TX 77039</p>  <p>P: (713) 967-8800</p>	<p>North Forest 6602 Winfield Road Houston, TX 77050</p>  <p>P: (713) 967-8699</p>
<p>Northbrook MS 3030 Rosefield Drive Houston, TX 77080</p>  <p>P: (713) 251-4200</p>	<p>Northbrook HS 1 Raider Circle N Houston, TX 77080</p>  <p>P: (713) 251-2800</p>	<p>Northside 5215 Jensen Drive Houston, TX 77026</p>  <p>P: (713) 924-0400</p>	<p>Southeast 353 Crenshaw Road Houston, TX 77034</p>  <p>P: (713) 967-9400</p>
<p>Southside 5515 South Loop East Houston, TX 77033</p>  <p>P: (713) 924-5500</p>	<p>Southwest 4411 Anderson Road Houston, TX 77053</p>  <p>P: (713) 967-9200</p>	<p>West 10535 Harwin Drive Houston, TX 77036</p>  <p>P: (713) 967-8200</p>	<p>White Oak 5620 West Tidwell Road Houston, TX 77091</p>  <p>P: (713) 924-5200</p>
<p>Northline 5815 Airline Drive Houston, TX 77076</p>  <p>P:</p>	<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;"> <p>Home Office 5515 South Loop East, Suite B Houston, TX 77033 P: (713) 967-9000</p> </div> </div>		

