

# CAMPUS SUPPLEMENT

2022 - 2023



 **yes prep**

Northside Secondary

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# CAMPUS ACADEMICS

## Reassessment Policy

All students, in all grade levels and in all content areas, will have the opportunity to reassess all formative assessments up to 100%. Students will have the opportunity to submit corrections to unit exams to earn back credit for failing grades up to 70%. Reassessments should be complete within one week of receiving the original grade. Individual class procedures for when reassessment opportunities will be offered can be found in the class syllabus on Schoology. Students will not receive reassessment opportunities for Common Assessments.

**Commented [RJ1]:** I would either outline the procedure for reassessment here or state that teachers will outline their individual procedures in X place (syllabus, Schoology, etc.)

**Commented [GS2R1]:** @Barrie, Claire - please resolve.

**Commented [BC3R1]:** Added note that reassessment times and policies will be in Syllabus on Schoology. I will also add to academic vision in-service

**Commented [FA4]:** Consider adding this statement: Students will not receive reassessment opportunities for Common Assessments.

## Schoology

We will use Schoology as our Learning Management System (LMS) this year. Schoology will serve as a digital companion to the in-person teaching and learning environment.

Schoology will be the starting place for all YES Prep digital experiences for students. Schoology has replaced Microsoft Teams as the main hub for learning and assignments.

Through Schoology, students will:

- Access aligned learning materials,
- Communicate and collaborate with peers and staff [Teams will be used for virtual meetings only, as needed]
- Receive updates from their teachers and campus leaders.

Families will be able to view student assignments, understand what students are learning, and review their student's work.

## Homework Completion

Homework completion is an expectation, as it not only provides practice in academic skills and preparation for upcoming classwork, but also practices responsibility and follow through. With Integrity as a Core Value, Northside especially expects students to show honesty in work habits both at school and at home.

If a student does not complete their homework, they will earn a 'academic preparedness' demerit. When a student receives three 'academic preparedness' demerits in a three-week period, the student will receive a detention.

If students are found to have been involved in academic dishonesty (cheating or plagiarizing) on a homework assignment, they will receive an automatic detention and an incomplete on the assignment. Examples of academic dishonesty with homework include, but are not limited to, allowing another student to copy an assignment or sharing answers to a homework assignment. Additional information on YES Prep's Academic Dishonesty policy is included in the YES Prep Student Handbook.

**Commented [FA5]:** Consider adding a statement about failure to complete homework if you have a policy. For example, "If a student does not complete their homework, they will earn a 'academic preparedness' demerit. When a student receives three 'academic preparedness' demerits in a three-week period, the student will receive a parent phone call home by teacher who assigned the 3<sup>rd</sup> demerit."

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## Monitoring Student Grades and Academic Support

Students and families can monitor grades regularly through Skyward. Families will receive direct communication from their students' teacher if a student is earning a grade below a 70 on a progress report or a report card. Students who are failing one or more classes will receive academic interventions that may include, but are not limited to:

- Mandatory after school, lunch, or Saturday tutorials
- Parent Meetings
- Check-ins with the teacher
- Reteach and reassessment opportunities in the classroom

## CAMPUS CULTURE

### Campus Core Values

YES Prep Northside works to be a change-agent in the community, developing life-long learners and equipping them with the skills and mindsets to live choice-filled lives. These intentions are rooted in beliefs that ALL students can and will grow both academically as students and socially as community members every year.

This work requires consistent collaboration between students, staff and families, and we ground that collaboration in our campus's core values.

**PASSION** - Having a love of learning and a personal drive for success

**RESILIENCE** - Creating a growth mindset and a willingness to try, no matter what the obstacle

**INTEGRITY** - Always doing what's right even when no one is looking

**DISCIPLINE** - Commitment to take ownership of our academic and behavior responsibilities

**EMPATHY** - Working to understand other individuals' perspective

### Community Norms & Student Accountability

YES Prep Northside will have three core community values that every student must adhere to. YES Prep Northside wants to ensure the following norms are true:

1. Every student feels safe
2. Every student can learn
3. The learning community is a place where students support one another

When students don't meet the above community norms, students will earn a demerit for the following specific community norms:

| Community Norms  |  |  |
|--|--|--|
| Safety: Hands, Bodies, and Technology  | Focus on Community Learning  | Kind Words and Actions   |
| <ul style="list-style-type: none"> <li>Community members use hands, bodies, and technology in a safe and kind manner that protects self, others, and the group.</li> <li>Community members also follow safety protocols in order to care for self and others.</li> </ul> | <ul style="list-style-type: none"> <li>Community members limit distracting behaviors that prevent themselves or their peers from learning.</li> <li>Community members learn together and support one another.</li> </ul> | <ul style="list-style-type: none"> <li>Community members use words and actions that lift others up in virtual and in person spaces.</li> </ul> |

| Demerit Codes  |  |  |
|--|--|--|
| Safety: Hands, Bodies, and Technology  | Focus on Community Learning  | Kind Words and Actions   |
| <ul style="list-style-type: none"> <li>Safe physical interactions</li> <li>Safe and appropriate technology use</li> <li>Adheres to all safety protocols</li> </ul> | <ul style="list-style-type: none"> <li>Academic preparedness</li> <li>Engaged in learning</li> <li>Timeliness</li> </ul> | <ul style="list-style-type: none"> <li>Use of unharmed language</li> <li>Demonstrating unharmed behaviors</li> </ul> |

- Behaviors that demonstrate the above community norms will be tracked as PRIDE points and can be used to participate in student incentives.
- Behaviors that violate the above community norms will be tracked in HERO as demerits and may result in a restorative practice (reflection or assignment) and/or a detention.
- All tracker behaviors will serve as data to drive family and student conversations of support.
- All teachers will utilize HERO to communicate consistently with students and guardians to celebrate student wins and areas of support.

**Commented [FA6]:** Consider adding a first bullet with the positive.

For behaviors that demonstrate the above community norms will be tracked in HERO as points and ...

**Commented [FA7]:** Consider moving this section up (after community norms)

## Positive Incentives

Students at YES Prep Northside receive positive merits, or PRIDE Points, for demonstrating Northside's core values (passion, resilience, integrity, discipline and empathy). A student's PRIDE Points are always accessible via the HERO app. The number of points displayed is the number of merits that have been earned to date.

Students will be recognized when they meet certain point thresholds with different Northside incentives. Every six weeks, Northside will also host opportunities for individuals who have not earned detentions and have acquired a certain level of points within that grading cycle. Each month, the PRIDE of the Month award will recognize one student from each grade level who was nominated by teachers and peers for demonstrating PRIDE values. This student will be recognized school-wide and will hold their honor for the course of the month.

Northside also utilizes the following systems to ensure members of the PRIDE are recognized for their hard work:

- PRIDE Student of the Month**- grade level teams and students will establish a student of the month based on PRIDE Values, growth, and/or outstanding performance.
- Bid Trips** - small field trips with one or more staff member where students use PRIDE Points to bid on the trip they want to attend. Examples included afterschool bowling or a trip to the bookstore. Some trips may cost money while others are covered by the school.

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- **Deans' List Recognition** – Students who earn straight A's through the first semester get recognized at the beginning of the next semester for their hard work.
- **Honor Roll Recognition** – Students who earn honor roll will be recognized each six weeks and receive an honor roll certificate as well as celebration.
- **Perfect Attendance** – Students who have perfect attendance each six weeks will be recognized for their attendance.

#### **PRIDE Points**

Members of the PRIDE will have the opportunity to earn positive incentives, PRIDE Points, by demonstrating behaviors aligned to our campus core values. Students will have opportunities to use these points throughout the year from our PRIDE Store. Students who reach different thresholds will be eligible to attend BID trips and events throughout the year. Parents are able to view their student's merits and points on HERO.

### **Detention: Middle School and High School**

When a student earns 3 or more demerits in the same category in a 2-week window, they will serve a detention. Students can also be issued an automatic detention by administration or their grade level chairs depending on the severity of infraction.

Students who earn demerits resulting in a detention will serve detention during Lunch and PRIDE time. When a student earns a detention, guardians will be communicated by the Grade Level Chair and/or Dean of Students. Students who skip their initial detention will receive an escalated auto detention that will be an hour long. If student fail to attend the auto detention, students will receive an escalated consequence in one day of In-school Suspension.

Detention may consist of a restorative reflection, community service, and/or academic work time for students. Students who need to attend mandatory tutorials, retake an assignment, or complete an exam will be allowed to be pulled from detention by their teacher with detention monitor permission.

### **Cell Phone Policy**

Students will be allowed to use their cell phones while eating breakfast and during lunch. Students will not be allowed to utilize their cell phones in the hallways or during class. Phones and headphones/earbuds need to be completely invisible and put away during instruction. Students who have their phones, headphones, or earbuds out during instruction will receive a detention. Continual non-compliance with our cell phone policy will result in additional escalated consequences.

**Commented [FA8]:** Is this true for headphones/earbuds as well?

### **Tardies**

Students who are tardy to class or tardy to school will receive a "focus on community learning" demerit. As aligned to our detention policy, 3 or more demerits within a 2-week window will result in a detention. If a student is habitually tardy to school, campus leaders may assign interventions that include, but are not limited to:

- Parent meetings
- Modified transition plans

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- Assigned staff champion
- Schedule changes

## Before and After School Expectations and Procedures

YES Prep Northside will open the campus doors to students at 7:45 AM. Any student dropped off prior to 7:45 AM can access the exterior parking lot but will not be able to enter the campus. They should wait outside the gate by the front office. Parents can also wait in their car directly outside of the gate that leads to the interior parking lot. Students on premises prior to 7:45 AM are expected to always uphold behavioral expectations.

At 7:45 AM, a campus Leader will open the gate at the front office and accompany waiting students to the Commons. At the same time, the gate by the interior parking lot will open, enabling guardians to drop students off directly outside of the Commons, where all students will congregate until 8:00 AM. After 8:00 AM, students will wait in the Commons (MS) or the Gym (HS) until 8:25 AM. Students who want breakfast will have an opportunity to get breakfast from two stations; one inside the commons, and one located in the middle hallway. At 8:25 A.M., all students will be dismissed to their homeroom classrooms. Students must grab breakfast prior to entering their classrooms. Students will not be able to leave their homeroom classroom to get breakfast after they have entered class. Breakfast cut-off time will be at 8:20 AM.

If a student has tutorials or needs to meet with a teacher prior to the start of the school day, the student must already have a pass from the teacher or activity sponsor. If students are found outside of their assigned location without supervision or permission, they will receive a consequence including, but not limited to, a demerit. The YES Prep Public Schools Code of Conduct and YES Prep Northside behavior expectations apply to students any time they are on campus.

YES Prep Northside dismisses at 4:00 PM Monday through Friday. Every day of the week, an additional bell will ring 5 minutes following the dismissal bell. This signifies that all students must be out of the halls and at their dismissal locations. Anyone found in the halls or without supervision after this time will receive a consequence, not limited to a demerit.

Students are not allowed to stay on campus after school unless they are staying for a school-sponsored activity. Students must either be in a staff-member supervised space or have a pass from a teacher. If a student leaves campus on their own at dismissal, they are not allowed to return to campus unless accompanied by a guardian.

Parents are given a 30-minute grace period to pick up their students. Parents who continually pick up their child late from school will receive three written warnings before YES Prep Public Schools may report them to local authorities and/or Child Protective Services.

The YES Prep Public Schools Code of Conduct applies to students at any time while on campus, including after school activities and events. YES Prep Northside students are subject to all campus discipline policies before and after school, and students can earn consequences including, but not limited to, demerits and detention during after school activities.

## After School Programming

After school activities are a key component of our programming. After-school programming includes, but is not limited to, Bid Trips, Tutorials, School-Wide Activities, ACE, and Athletics. Any time that there is a school-sponsored activity such as tutorials, a club, or a bid trip, guardians will always receive written notification for the activity.

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If there are evening performances, dances, or celebrations that begin any time after 4:30, students must leave campus and return for the event.

Students who are participating in after-school programming and events are still held accountable to the YES Prep Public Schools Code of Conduct and YES Prep Northside behavioral expectations.

## Food and Drink Expectations

Food, gum, and drink are permitted in the cafeteria only. Food is not permitted in other areas (including the hallways) unless approved by a staff member.

Water, in a clear bottle, is the only drink permitted outside of the cafeteria. All other beverages and beverage containers are not permitted.

If a student is found with food, gum, or drink outside of the cafeteria, they will be asked to put away the food/gum/drink and will immediately receive a demerit.

Any food that students bring must be sized for an individual person – students may not bring “family size” chips as students are not allowed to share food with each other. We discourage students to bring candy or other items as their meals, and we encourage them to eat meals on campus. All YES Prep students have the opportunity to eat free breakfast each morning and access to lunch during the school day.

### Lunch Deliveries

We discourage lunch deliveries to students during the school day as this is a disruption to instruction and interrupts front office work functions. If a student forgets their lunch, they are encouraged to eat the school lunch provided daily. Any lunch drop-offs by guardian must be done in person at the front office. Students will not be allowed to exit campus gates to collect their food from their guardians. For safety reasons, students are not permitted to enter the parking lot to pick up lunches from cars that have arrived on site.

Please note, for any lunch drop-offs, students are responsible of picking up their lunch from the front-office and any food not picked-up by the end of the day, will be discarded.

Food that is delivered to students during the day may not be eaten in the classroom. It will remain in the front office. Food deliveries may only be made during the hours of 10:00am-12:15pm. No Door Dash or Uber Eats allowed, unless designated by the High School Dean of Students, Director of College Counseling, or 12<sup>th</sup> Grade Level Chair as a senior privilege. Senior privilege on Fridays (with guardian approval).

### Sharing Food

For the health and safety of all our students, we do not allow students to share food with others due to possible food allergies. Please make sure you are only dropping off food for your child/children. A guardian/guardian is the only individual who may provide food for their child. We do not allow lunchtime birthday celebrations on campus. Please make sure these events are scheduled outside of school hours and off campus.

Students should eat only the food they are given by their own guardians or purchase food through Sodexo Services of Texas. Students who are observed sharing food may have to forfeit the food they were sharing and may be subject to disciplinary action.

**Commented [FA9]:** Are there any expectations about gum?

Include language that outlines what will happen if drink that is not water or if food is being eaten outside of the cafeteria.

Consider: Staff member will inform student they must dispose of the liquid, food, ... immediately and the student will receive a demerit.



Dress Code

YES Prep Dress Code Philosophy

YES Prep Public Schools believes in the power of community and school pride while also deeply valuing a student's right to express their individuality without the fear of unnecessary discipline, body shaming, or the confines of gender norms. Students have the right to be treated equitably and dress code enforcement at YES Prep Public Schools will not create disparities, reinforce or increase the marginalization of any group, nor will it be unfairly enforced more strictly against a student because of racial identity, ethnicity, gender expression, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity.

Campus Dress Code Policy

YES Prep Public Schools' dress code policy is centered around values of equity and school pride. The YES Prep dress code allows for individuality building and allows for community building through optional campus-specific shirts and outerwear. The dress code should be met each school day and should meet the expectations of 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.

A campus-based YES Prep Polo or YES Prep-based Spirit Shirt is sold by YES Prep Public Schools, containing the current school and official YES Prep logo and is distributed by the student's school or Athletic Department.

YES Prep Public Schools also has sweatshirts and cardigans for sale to provide multiple options for outerwear. While a student can choose to wear their own outerwear, YES Prep or campus outerwear allows for additional school-pride building opportunities. If a student chooses to wear YES Prep outerwear, it may only be provided by YES Prep or the campus Athletics Department.

The following is the dress code expectations throughout the week.

Monday through Friday Dress Code

| Free Dress Expectations |  |
|-------------------------|--|
| All Days                | <p>Clothing should meet the following criteria:</p> <ul style="list-style-type: none"><li>• T-shirts are acceptable; however all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way.</li><li>• No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student.</li><li>• No bare midriffs (half shirts) allowed for any student.</li><li>• No open-toed shoes.</li><li>• All pants, shorts, and skirts must meet the criteria established in the "Bottoms" for pants/shorts/skirts.</li></ul> <p><i>YES Prep polos will still be available for purchase if a student/family chooses to wear the polo as one of their daily shirt options.</i></p> |

Commented [FA10]: Do you have a hoodie policy? Can students have the hoodie on their head? Add language to clarify the campus stance.

| Spirit Shirt Expectations |  |
|---------------------------|--|
| Varies                    | All students should own at least 1 campus spirit shirt. Additional spirit shirts are available for purchase. |

| Bottoms Expectations |   |
|----------------------|---|
| All Days             | <p>Students may wear pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> <li>• Khakis (any color)</li> <li>• Jeans (any color)</li> <li>• Joggers (any color)</li> <li>• Sweatpants</li> <li>• Pants with holes must have tights or shorts underneath, NO skin showing above the knee</li> <li>• Shorts and skirt must reach students fingertips</li> </ul> <p>Students <u>may not wear</u></p> <ul style="list-style-type: none"> <li>• Baseball caps</li> <li>• Leggings, pajama pants or tops</li> <li>• Crop Tops, Muscle Shirts, Shirts that expose the midriff</li> </ul> |

| Outerwear Expectations |  |
|------------------------|--|
| All Days               | <p>Students may wear any outerwear as long as it is appropriate. However, students may also have the option of purchasing the following from YES Prep or Athletic Departments to build school-pride and community:</p> <p>Students may choose from the following:</p> <ul style="list-style-type: none"> <li>• YES Prep sweatshirt (purchased through YES Prep)</li> <li>• YES Prep cardigan (purchased through YES Prep)</li> <li>• Campus athletics department outerwear (purchased through campus Athletics Department)</li> <li>• Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)</li> </ul> <p><i>*Note: Students may not wear hoods that cover their heads/faces on campus in order to meet safety expectations.</i></p> |

| Shoe Expectations |  |
|-------------------|--|
| All Days          | <p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Closed-toed</li> <li>• Students may wear Crocs or similar shoes with a back strap)</li> <li>• No slippers (must have a hard sole)</li> <li>• No slides</li> <li>• Any color shoe is permitted.</li> </ul> |

| Student ID Badge Expectations |  |
|-------------------------------|--|
| All Days                      | ID Badges must be worn by all students on lanyards and must be visible at all times. |

| PE Uniform Expectations |  |
|-------------------------|--|
|-------------------------|--|

|                 |   |
|-----------------|---|
| <b>All Days</b> | <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"> <li>• Have school appropriate messaging</li> <li>• Meet criteria in the “Free Dress Days” category</li> <li>• Bottoms may not be higher than mid-thigh</li> </ul> |
|-----------------|---|

| <b>Accessory Expectations</b> |   |
|-------------------------------|---|
| <b>Monday – Friday</b>        | <p>Students may:</p> <ul style="list-style-type: none"> <li>• Have a variety hairstyles and colors. Head shaving designs are permitted if images are school-appropriate.</li> <li>• Have visible piercings and tattoos if messaging and images are school-appropriate.</li> <li>• Wear religious head-coverings.</li> </ul> <p>Students may not:</p> <ul style="list-style-type: none"> <li>• Wear accessory items that are spiked (bracelets, belts, collars) due to safety reasons.</li> <li>• Wear hats, hoods, and sunglasses for safety purposes.</li> </ul> |

## CAMPUS ATHLETICS

YES Prep Northside offers athletic participation in Cross Country, Cheer, Flag Football, Volleyball, Basketball, Soccer, and Track & Field at middle and high school levels. Student-athletes must provide \$50 to participate. The purpose of the Athletic Fee is to help address the costs associated with operating a school athletics department (uniforms, transportation, etc.).

The student must meet all age, enrollment, attendance, and academic requirements established by the Northside Athletic Department. To be considered eligible academically, high school students must maintain a minimum of 70% average in all classes and 80% for middle school students. Any student-athlete below those averages will become ineligible for the next three weeks at grade checks.

Student-Athletes are expected to attend all classes. It violates school rules to be absent or tardy from class habitually. The Athletic Director may deny participation if the student fails to attend consistently throughout the school year.

Participants must conduct themselves with dignity and pride. Athletes are required to always follow all campus discipline policies. Student-athletes that receive after-school detention will receive a one-game suspension. Student-athletes that receive either an in or out-of-school suspension will be dismissed from the athletic team by the Athletic Director. The Athletic Director and Dean of Students will handle any additional disciplinary issues.

All students must be picked up no later than 30 minutes after completion of the athletic event. Pick up from any Northside events must follow the After-School Departure protocol. Failure to pick up a student promptly could result in the student being unable to attend future athletic events.

Admission to Northside athletic events will be \$2 for students and \$3 for spectators unless otherwise noted (i.e., tournament games/events).

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Security guards will be present at most home games to ensure safety for all in attendance. Students may attend games without their guardians present. Spectators who do not follow specific guidelines set by the Athletic Department could be asked to leave by the Athletic Director, Northside administration, teachers, security guard, or officials. Also, spectators who are removed could be banned from future athletic events. If a student is removed from a game, they will automatically be suspended from the next round. Depending on removal from the game additional consequences could be imposed by the Athletic Director.

## CAMPUS OPERATIONS

### Common Area Expectations

Students will be held accountable to the 8 behavior expectations while on campus grounds (including before and after school) and in all common areas. Students may receive PRIDE points or demerits

**Commented [FA11]:** Consider leading with the positive (points)

At YES Prep Northside, we have several common areas on campus, and it is the expectation that all members of the PRIDE treat these spaces with respect and leave them better than they found them. Common areas include, but are not limited to, hallways, restrooms, the Commons, 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 no hall pass demerit. Failure to adhere to campus expectations in common areas can result in referral to the Dean of Students, Director of Student Support and/or Principal.

### Lunch Time Expectations

Students at YES Prep Northside will eat lunch in the Commons or another location designated by administration. The following procedures are common across all lunches:

- Students should report straight to the cafeteria at the beginning of lunch. If students arrive after the bell rings, they will receive a tardy demerit.
- Students should receive a pass from teachers if they plan on leaving the cafeteria during lunch. Students will not be dismissed from the cafeteria without a pass.
- Students are expected to remain in the designated lunch location for the duration of lunch, and they should not linger in the hallways, bathrooms, or in empty classrooms without a pass or adult supervision.
- Students must have a pass from a lunch monitor to use the restroom. A maximum of three restroom passes will be issued at one time.
- Students must adhere to all behavioral expectations for common spaces on campus.
- Inappropriate use of the microwave will result in loss of microwave privileges.
- Students may not share lunch or snacks with other students at lunch. Students may not use a delivery service to have food delivered at any time during the school day.
- Students may not remove food from the cafeteria following lunch time.

Students who do not meet lunch time expectations will receive consequences aligned to the YES Prep Northside behavioral expectations.

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## Restroom Expectations

Restrooms will be open to students during the following times:

- 7:55 AM to 8:25 AM
- Lunch/Flex time
- During after-school activities
- 45 minutes of each period leading up to the final five minutes before dismissal

Staff at YES Prep Northside are committed to maximizing instructional time, which is why restrooms are closed for the first 45 minutes of each class period. During this time, exceptions will be made in case of emergencies, and for any student with a medical accommodation. During class time when restrooms are open, a campus leader will be stationed outside to ensure students have a valid pass, that behavioral expectations are being upheld and that no more than three students at any one time are congregating in that space. If a student is given permission to go to the restroom, their cellphone must be left in class.

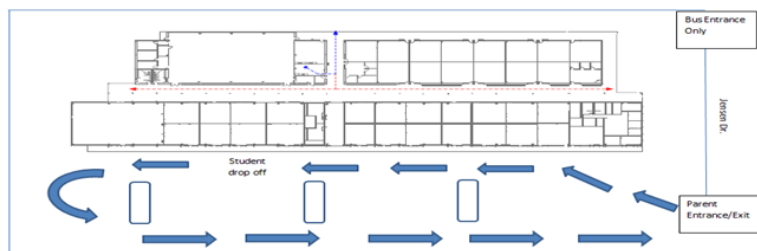
Students who do not meet restroom expectations will receive consequences aligned to the YES Prep Northside behavioral expectations.

## Traffic Procedures

### **Morning Drop Off**

Students that are being dropped off in the morning will proceed through the south gate staying on the right-hand side of the parking lot, following the car rider lane. YES Prep Northside remains to uphold the safety of our students at all times. For this reason, students should never be dropped off on the street, as this is dangerous and leads to traffic congestion on Jensen. During the time of drop-off, following the guidance from staff members on duty will be critical. No family should be racing in-and-out of the campus grounds, as this creates a safety concern for students and staff on campus.

When exiting the campus grounds, car drivers will continue to follow the car lane that will lead to the exit gate (south gate entrance). When exiting this gate, all cars should turn right at the gate to prevent any incidents with incoming traffic. This will also ensure traffic is moving as efficiently as possible, therefore clearing traffic in a timely manner.

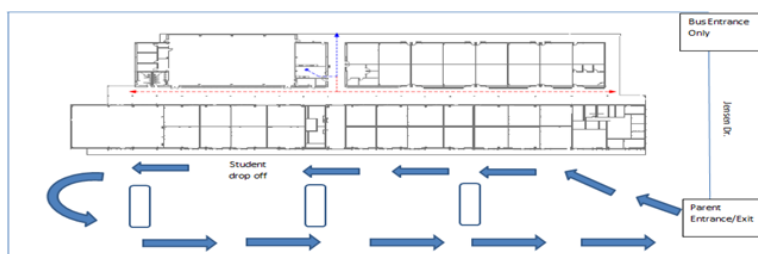


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## Afternoon Pick Up

Parents picking up students in the afternoon will proceed through the south gate staying on the right-hand side of the parking lot, following the car rider lane. During the time of PM pick-up, no students should be picked up on the streets outside of the campus grounds. Wait until you reach one of the designated pick-up areas to pick up your students. Do not stop traffic to pick up your student outside the designated student pick-up area. Following the guidance of staff members on duty is always critical during student pick-up in the afternoon. When exiting the campus grounds, car drivers will continue to follow the car lane that will lead to the exit gate (south gate entrance). When exiting this gate, all cars should turn right at the gate to prevent any incidents with incoming traffic. This will also ensure traffic is moving as efficiently as possible, therefore clearing traffic in a timely manner.

Commented [FA12]: Adjust language here to reflect afternoon pick up.



## Front Office Hours of Operation

The campus front office hours will open at 8am every day and close by 4:15pm in the afternoon.

## Campus Communication to Families

There are several ways in which we share information with our families. Each week, Family Notes will be distributed to all email addresses through School Messenger. Additionally, we will update information on our [Facebook](#) and [Instagram](#) pages on a regular basis, including posting our family notes on our pages. Students and families can communicate with teachers through their YES Prep professional numbers or by email. The campus front office will always have a one pager with all teacher contact information for guardians to always attain. Teachers shall make their best effort to return calls and voicemails as soon as possible. Any communication not returned between 24-48 hours, will then be pushed to the Dean of Students for support with any family question or concerns.

Commented [FA13]: Recommendation: hyperlink these pages

We have transitioned to using new technologies that will help overall communication. For example, families may receive communication through School Messenger, Cardstock, and Skyward. These new technologies rely heavily on accurate phone numbers from guardians and have capacity of reaching out to families via text, call, or email. It is important that families ensure their contact information is up to date and always notify the front office if a number has changed in the household.

Here are some options for communicating with teachers:

- Email your teacher and expect a response within 24-48 hours.
- Call your teacher at his or her YES Prep professional number and expect a response within 24-48 hours.

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- Ask if your teacher has an email list that you can sign up for to receive outgoing reminders and communication.

Finally, we encourage all families to download the HERO application, to stay up to date on classroom behaviors of their student. Families will receive their login and password information from our Student Support Team at any time.

## Personal Items on Campus

Any personal items brought to campus are at the risk of the student. YES Prep is not responsible for any lost or damaged items. We strongly encourage students to leave all personal items of value at home. This includes, personal phones, tablets, or other non-school related items.

## Former Student Visits

A student may bring a guest on campus only if:

- A YES Prep student has presented the school administrator a written request 24 hours prior to the event, and
- Permission has been granted by the school administrator. If a student has not accomplished the above, the guest will not be allowed. YES Prep Public Schools may refuse a guest at any time or for any reason.

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

Students who have been expelled from YES Prep Public Schools or who are currently placed at DAEP are not permitted on campus for any reason, including before and after school. If a student has a sibling at YES Prep Northside and there is a significant event at which the guardian wants to have the expelled/placed student, the parent/guardian must first contact the School Principal to request a one-time approval to attend the event with the family.

## Student Parking on Campus

Student with valid parking access (as outlined in the YES Prep Student Handbook) should park in the lot section indicated with the yellow rectangle. To attain a valid parking access, students will need to show proof of their license/permit and insurance card, indicating that the student has coverage with their insurance. Once the student can show all of this, students will be able to attain a valid parking access for the student campus parking lot.



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