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# CAMPUS ACADEMIC SUPPORT

## Grading Policy

### Grading Policy and Retakes

#### Mindsets:

- Above all else, the grade a YES Prep Southwest student receives is a reflection of their ability to demonstrate mastery on course content.
- Student effort does not factor into students' grades because it is addressed and/or evaluated through our discipline and character development systems.
- We know that students may need more than one opportunity to demonstrate mastery on rigorous course content.
- We do not offer extra credit opportunities and instead focus additional student effort on completing or retaking the work that was initially assigned.
- We do not use failing grades as a tool for motivating students to work harder.
- We believe that providing timely feedback will have a positive, significant impact on student achievement.

#### Grading Commitments:

- At least 95% of a student's grade in a course will be a reflection of the student's mastery of course content, not effort.
- Teachers will publish 1-2 achievement-based grades by 8:00 am each Monday.
- Students may not receive a grade below a 50 on any assignment.
- Final grades submitted for progress reports and report cards will reflect a student's most up-to-date grade, including all retake opportunities.
- Students will be provided at least one opportunity to retake any formative assessment and receive support in preparing for the retake (either through a tutorial or reteaching that happens in class). The retake opportunity will be provided in class.
- If a student has missed multiple days of school due to an extenuating circumstance, they will be assigned an incomplete and will be given the opportunity to make up missing work within a given time period.

**Commented [FA1]:** Is it acceptable for this to take place outside of the classroom or do you require teachers to provide the support during class time? If outside of class time is acceptable, please adjust language.

**Commented [FA2]:** Do you have any expectations for when a student may reassess? Some campuses have policies that state the following "Students can reassess on assignments within the original six weeks marking period in which the assignment was given"

## Honor Roll

YES Prep Southwest 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 Southwest will follow the college tradition of using Latin honorifics.

Cum Laude – With Honors – No more than 2 Bs and the rest As in all academic courses

Summa Cum Laude – With Highest Honors – all As in all academic courses

\*We are increasing the rigor for earning Honor Roll, with hopes that it will encourage students to strive for higher GPAs.

**Commented [FA3]:** Magna Cum Laude is missing

**Commented [TT4]:** We haven't had a Magna Cum Laude designation printed on report cards in the past. Do we need to add this?

## Student Agenda Expectations

YES Prep Southwest provides agendas for all students to use. Students should record their homework and any upcoming assessments / reminders in an agenda at the beginning of each class every day.

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# CAMPUS CULTURE

## Campus Core Values and belief about culture

At YES Prep Southwest 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, 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 Southwest and beyond.

We are believers and achievers who prove what is possible in education. This mission is driven by our core values of social justice, community, and continuous improvement.

## Disciplinary Systems

At YES Prep Southwest, there are **16** 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.

**Commented [FA5]:** there are now 16 - no homework was added for this school year

School Pride and Safety	Focus on Learning	Kindness and Respect
1. Not wearing your student ID	6. Not being on time	12. Not following directions
2. Not having a hall pass	7. Not being prepared	13. Not demonstrating respectful behavior toward others
3. Not following dress code/uniform	8. Having head down	13. Not being honest
4. Not following campus policy for food or gum	9. Not being on task	14. Not using appropriate language
5. Not demonstrating respectful behavior toward property	10. Disrupting the learning environment	15. Inappropriate physical interaction
	11. Not completing homework	

## Excessive Tardy to Class

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 the following consequences:

1. After three (3) tardies within a six-week cycle, notice will be given to the student and guardian by the attendance clerk.
2. Starting with the fourth tardy within a six-week cycle, EVERY tardy will result in the student receiving an after-school detention from the attendance clerk.
3. After the sixth (6) tardy during a six-week cycle, a conference with the guardian will be held and the student will receive an after-school detention.
4. After nine (9) or more tardies in a six-week cycle, a conference with the guardian will be held. At the conference, a potential loss of credit will be discussed.
5. All tardies are cumulative over a six-week cycle.

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## Positive Incentives

Students observed demonstrating great character habits will be given props to promote and reward great character habits. These props can be utilized to bid on bid trips throughout the year.

**Commented [FA6]:** should this say Prop Points instead to have consistent language?

## Before School Expectations and Procedures

Upon arriving on campus, all students must report to the gym or cafeteria, where they will be supervised by staff members on duty. Students who are not in the gym or cafeteria before 7:50 AM should have a pass and be supervised by a staff member or they will earn a demerit. At 7:50, students are dismissed to their lockers, which they can access before 1st period begins at 8:00. For your student's safety, please do not drop off students before 7:20 AM.

## After School Expectations and Procedures

Bus Riders:

- Students report to their assigned bus within 5 minutes of dismissal.
- Students scan IDs upon boarding the bus.
- Students sit two to a seat once on the bus.

Car Riders:

- Students report to designated car rider area within 5 minutes of dismissal
- Students are paying attention to the arrival of their vehicle (i.e. not on phones, playing, etc.)
- Students enter the car on the side closest to the curb.

Student drivers:

- May exit the gate between 4:00 and 4:06
- Must wait from 4:06-4:09 while busses dismiss.
- Must adhere to signage and follow directions from staff member on duty.

## After School Programming

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 no later than 30 min after the end of the academic day or after being dismissed from their after-school activity.

For the safety of your child, students need to be picked up on time. You must pick up your child within 30 minutes of dismissal from school, detention, or any other school-sponsored event (athletics, field trips, etc.). Failure to pick up your child within 30 minutes will result in a staff member walking your child to a Late Pick-up Room where they will work on homework. Parents are expected to walk to the room to pick up their student. The following interventions will also be in place:

- 1 late pick-up: warning
- 2 late pick-ups: parent phone call
- 3 late pick-ups: parent conference

Southwest reserves the right to institute consequences or contact Child Protective Services based on frequency and duration of the lateness. Please work with us to make sure your child is picked up on time. If you have any questions, please contact the school.

**Commented [FA7]:** Please adjust to align with the late pick up policy outlines in the Unified Handbook

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Students who are staying after school for detention will be supervised by the Detention Monitor until a guardian arrives to pick students up.

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 no later than 30 min after the end of the academic day or after being dismissed from their after-school activity.

### Middle School Disciplinary Procedures (MS Only)

YES Prep staff will use the following discipline sequence for middle school:

- Infractions 1, 2, 3, 5, 6, 8, 9, 10, 12, 13: Document infraction on tracker and Hero
- Infractions 4 and 11: Document infraction on tracker and Hero and notify guardians
- Infractions 7 and 14: Student earns detention; document detention on tracker and Hero

**Commented [FA8]:** reword this section using guardian and student facing language

### High School Disciplinary Procedures (HS Only)

Students observed failing to meet expectations will earn demerits for behaviors such as talking, disrespect, tardy to class, or uniform violations. Teachers will issue demerits on the Demerit Card and document them on our internal site known as Hero. After 5 demerits or any time student earns a demerit and cannot produce their Demerit Card, students will earn a detention.

### Dress Code Expectations

#### **Uniforms**

A uniform has been adopted for all YES Prep Public Schools students. The uniform promotes community that is core to the YES Prep mission, and it also reduces competition among students based on the style and expense of their clothes. The uniform promotes discipline and helps ensure the focus is on academics. Uniforms must be properly worn throughout the school day. This means a student must keep their shirt tucked in and maintain a neat, clean appearance before and during school hours. In addition, a YES student ID must be worn on a lanyard around the neck or on a belt clip at all times to ensure campus safety. The faculty and staff shall be authorized to appraise any fashion or article of clothing deemed inappropriate for school wear or that jeopardizes safety. These decisions will be made on an individual basis. Students may have piercings as long as they are not distracting to the learning environment.

A uniform shirt is defined to be a collared shirt, sold by YES Prep Southwest, containing the school logo. Students may not make modifications to their school uniform.

Additionally, YES Prep Public Schools has school hoodies, sweatshirts and winter coats that students may purchase and wear as an outer layer over the school uniform. Turtlenecks and long sleeve T-shirts that do not include the Southwest logo may be worn underneath YES Prep uniform clothing. The outer layer must always be a school approved uniform shirt, sweatshirt, sweater or jacket. Non-YES jackets, sweaters, and hoodies are not permitted to be worn.

Failure to comply with the dress code will result in a conversation then a demerit or detention. A detention will be assigned to any student with an uncorrectable uniform infraction including tight pants, jeans etc. The staff of the YES Prep Southwest will issue the appropriate consequence to students found in violation of any part of the school uniform.

#### **Monday through Thursday**

Shirts/Tops: Colored SW polo (blue/green for all students with the addition of white for high school students), uniform sweater (sweatshirt), and/or uniform jacket as the outer layer. Uniform polos must be worn underneath uniform jackets or hoodies. All shirts must be of appropriate length – shirts that are too short or too baggy will not be allowed on campus.

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If necessary, the students will need to purchase replacement uniform shirts from [logoshop.southwest.com](http://logoshop.southwest.com). While inside, students should remove their jacket hoods from their heads. Students may wear shirts purchased through athletics or clubs as their outer layer, as long as a SW polo is underneath.

**Pants/Shorts/Skirts:** All pants and shorts must be appropriately sized, fitted and worn at the waist. All pants and shorts should not be excessively baggy or tight. All pants and shorts must be free of slits, tears or holes. All pants and shorts must be one continuous solid color (khaki or navy). All shorts and skirts must be the appropriate length – no more than three inches above the knee. Sweatpants, workout pants, leggings etc. are not to be worn on campus unless under the permission of the school.

**Shoes & Socks:** Open-toed shoes are not to be worn on campus. Shoes must be worn and tied at all times. Heels exceeding 1 inch are in violation of student safety rules. Socks need to be free of inappropriate symbols, messages and/or images.

**Belts:** All students must wear a belt at all times. The only exception is for pants or skirts that have no belt loops. Belts that contain inappropriate language, pictures, are spiked or excessively long are not allowed on campus. If a student is wearing joggers with a draw string, the draw string should be tied.

**Headwear:** Hats, caps, and head coverings of any kind are prohibited and will be confiscated if visible (unless they are worn for religious reasons). In weather below 45 degrees, winter hats are permitted while outside, but must be removed inside. Religious head coverings may be worn upon administrator approval.

## Friday

Friday dress code applies only for students with zero detentions, zero demerits, and no absences for the week. If students have earned a detention or have a demerit for the week, they still must adhere to the dress code as stipulated above for Monday-Thursday.

**Shirts / Tops:** Students with zero detentions, zero demerits, and no absences for the week, may wear any YES Prep Public Schools shirts (i.e. P.E. shirt, school-created spring trip shirt, etc.). In addition, students may wear T-shirts, sweaters, jackets etc. from colleges and universities as the outer layer. Students earning Friday dress do not have to have their shirts tucked in.

**Pants/Shorts/Skirts:** On Fridays, students with zero detentions, zero demerits, and no absences for the week may also choose to wear jeans, denim shorts, or denim skirts. All of these must meet the criteria established in the Monday through Thursday uniform for Pants / Shorts / Skirts. The administration reserves the right to prohibit jeans on Fridays.

Students who meet the criteria for Friday dress and earn five or more props/Beast points and receive no demerits during a week qualify for free dress. However, they must adhere to the following guidelines:

- No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops
- No cutoffs
- No sweatpants/workout attire are allowed
- T-shirts are acceptable if their subject matter is appropriate.
- No bare midriffs (half shirts) allowed
- No open-toed shoes
- All pants, shorts, and skirts must meet the criteria established in the Monday through Thursday uniform for Pants / Shorts / Skirts.

If teachers allow students to be out of dress code for specific classroom exercises, they will inform the Dean who will inform the other YES Prep Southwest staff.

## Cell Phone and Personal Technology

Parents and students are advised that it is a violation of school code to use cell phones, smart watches or other portable communication devices during school hours. Items will be confiscated and appropriate disciplinary action will be taken.

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**Commented [FA9]:** Reconsider students having to wear a polo under their shirt. If the shirt is YPSW issued and has the logo is it necessary to wear the polo underneath?

**Commented [EE10]:** Polos must be worn under as part of the uniform. This prevents students from wearing only t-shirts to school.

All items that are prohibited and/or deemed unacceptable for the school environment will be confiscated and stored in the appropriate administrators' office until a parent retrieves those items after speaking with the school administrator. The school is not responsible at any point for items that are prohibited on campus.

If a student's cell phone, smart watch, ear buds, or other portable communication device is confiscated for usage during the school day, a parent or guardian may pick it up at the front office **after paying a \$10 fee**. Student refusal to surrender their device will result in additional consequences.

The only exception for cell phone & ear bud usage during school is when designated by a teacher in P.E. class (e.g. listening to music while running a timed mile).

### Food and Drink Expectations

Food should only be consumed within the cafeteria. Students should not eat in the hallways, classrooms, or any other common space outside of the cafeteria. Drinks should only be consumed if they are in a spill-proof container. A cup with a lid and a straw from a restaurant is not considered "spill-proof."

## CAMPUS OPERATIONS

### Common Area Expectations

Students should be in their assigned location at all times unless they have a teacher/staff issued pass. It is the student's responsibility to remind the teacher to issue a pass when needed. Failure to obtain a pass will result in a consequence.

Students are to treat all spaces on campus grounds with respect following the general motto of "leave a place better than you found it". Excessive littering or vandalism is not permitted and will result in a consequence.

### Lunch Time Expectations

In order to ensure safety and efficiency during lunch, as well as show care for our facilities, students are expected to follow all school-wide expectations during lunch in the Union (cafeteria). Students may not use phones or other electronic devices during this time, unless it is for a curricular reason and they are under the direct supervision of a teacher in a classroom. In order to ensure safety and efficiency during lunch, as well as show care for our facilities, students are expected to follow all school-wide expectations during lunch.

### Traffic Procedures

Our number one priority is to ensure safety for the students and staff at YES Prep Southwest. Please be mindful of traffic patterns, school bus drop off and loading, and pedestrians while in the parking lot at YES Prep Southwest. During the school day, guardians and visitors will be directed to Visitor Parking in the front of the school

~~Students are expected to drive safely and utilize the appropriate exit and entrance. Students are not permitted to go to their vehicle during the day without explicit permission.~~

~~YPSW reserves the right to revoke parking privileges for those who fail to maintain proper speed limits, fail to follow the flow of traffic, or fail to comply with safety expectations.~~

~~Students who park are expected to exit their vehicle in the morning and make their way to the gym or the cafeteria. We are prohibiting students from staying in vehicle on campus for both safety and environmental impact of vehicle in idle.~~

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**Commented [FA11]:** The Unified handbook states cell phone retrieval is \$15. Are you choosing to charge less?

**Commented [EE12]:**

**Commented [EE13]:** yes

**Commented [FA14]:** 10-4

**Commented [GL15]:** We've always charged \$15, should we change it?

**Commented [EE16]:** Yes, given the community we serve we should limit using \$ as a consequence.

**Commented [EE17]:**

**Commented [GL18]:**

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**Commented [FA19]:** The spirit of this section to outline traffic procedures for guardians. For example "Our number one priority is to ensure safety for the students and staff at YES Prep Hobby. Please be mindful of traffic patterns, school bus drop off and loading, and pedestrians while in the parking lot at YES Prep Hobby. During the school day, guardians and visitors will be directed to Visitor Parking in the front of the school."

What you currently have outlined fits best under the student drivers section.



## [Dropping off Items for Students](#)

Due to limited capacity, the Southwest Front Office is unable to accept drop offs unless the drop off is tied to a medical emergency (ie crucial medications).

## [Front Office Hours of Operation](#)

The Southwest Front office is open from 7:40-4:20pm M, T, Th, and F and 7:40-2:00 on W.

## [Campus Communication to Families](#)

Campus Communication is sent home via parent notes and well as posted to campus social media accounts (Facebook and Instagram). YES Prep Southwest communicates with families via our weekly e-newsletter. This newsletter is shared with our families via email and posted to our campus website. Other updates may be shared using the campus social media pages (Facebook and/or Instagram). Families are encouraged to opt-in to all communication channels to ensure they receive all updates pertaining to their child(ren). Families may also receive information via phone call and/or text messages from staff. Campus Closures and all emergency updates will be shared with families using School Messenger, so please be sure the campus has updated phone and email information.

## [Student ID Cards](#)

Students are required to wear a visible student ID while on campus. A YES student ID must always be worn on a lanyard around the neck or on a belt clip to ensure campus safety. The first ID is issued free of charge. Lost IDs will result in a \$5 charge for replacement for the ID Card, \$.50 for an ID pouch or lanyard.

**Commented [FA20]:** Include the language you have in the uniform section regarding wear the ID should be on the student.

## [Personal Items on Campus](#)

Students and families assume all responsibility for any personal items brought to campus. The campus is not liable for loss or theft of personal items. Lockers are provided for every student and YES Prep Southwest urges each student to bring a combination lock to secure personal belongings both in their lockers in the hallway and in the locker room.

The campus also strongly advises students not to bring expensive electronics, large amounts of cash to campus, or any expensive items to campus.

## [Former Student Visits](#)

Alumni: Alumni 18 or older who wish to visit our campus must stop by the Front Office and check in. Alumni must be accompanied by a staff member during their visit or listed on a current student's contact list to join them for lunch. All campus visitors are required to provide a valid ID at the time of their visit. Alumni wishing to speak to staff should schedule an appointment in advance to prevent any disruption to instructional time. Visitors will not be permitted to visit any classrooms while school is in session, unless invited for a presentation or Q&A. Due to liability, we are not able to have former students under the age of 18 on campus without parent supervision.

Students Who Were Expelled: Students who have been expelled are not allowed to be on campus at any time. If the student has a sibling at YES Prep Southeast and there is a significant event at which the guardian wants to have the expelled/placed student, the guardian must first contact the Principal to request a one-time approval to attend the event with the family.

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Students Who Withdrew: Students who have withdrawn from YES Prep and are under the age of 18 are not allowed to be on campus, even for after-school events, without a parent or guardian present.

All visitors to campus must check in with the front office using a government issued picture ID. Visitors may be turned away on campus testing days. Please consult the Southwest Academic Calendar for these dates. The campus reserves the right to refuse campus visitors at our discretion.

## Student Drivers

Student drivers must have a driver's license and proof of insurance on file with the school. All student drivers are required to obtain a current year driving permit sticker to park on campus grounds. Parking stickers cost \$5 and must be placed in the front right bottom corner of the car's windshield. Failure to do so may result in the school towing the student's car at the student's expense. Failure to keep a current license and insurance on file may result in loss of parking permit.

Students are – expected to drive safely and utilize the appropriate exit and entrance. Students are not permitted to go to their vehicle during the day without explicit permission.

YES Prep Southwest reserves the right to revoke parking privileges for those who fail to maintain proper speed limits, fail to follow the flow of traffic, or fail to comply with safety expectations.

Students who park are expected to exit their vehicle in the morning and make their way to the gym or the cafeteria. We are prohibiting students from staying in vehicle on campus for both safety and environmental impact of vehicle in idle.

**Commented [FA21]:** If you charge students for the parking sticker, please be sure to include the cost.

Also include the current traffic procedures expectations you have above here.