



EISENHOWER HIGH

**INDIVIDUAL CAMPUS
SUPPLEMENT**

2020-2021

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CAMPUS ACADEMIC SUPPORT

Grading Policy

The grade a student receives should reflect their ability to demonstrate mastery and achievement of course content, and not compensation for desired and undesired student behaviors.

According to the YES Prep grading expectations, **100% of a student's grade must reflect achievement.**

Grading Breakdown

Summative Assessments – 25% (Coded as “Summative” in Skyward and Schoology)

Assessment OF learning at the end of the learning process used to evaluate student mastery of knowledge and skills.

Formative Assessments – 75% (Coded as “Formative” in Skyward and Schoology)

Assessment FOR learning during the learning process used to monitor student progress and provide actionable feedback.

Examples: Achievement/Mastery-Based		Examples: Effort-Based Grades (10%)
Summative Assessments (25%)	Formative Assessments (75%)	Not Graded
Unit exams Standards-based tests or quizzes covering 3+ standards/objectives/skills Projects/presentations/labs/essays/written responses with a rubric that is standards-based Major group assignments (ex: PBL projects) where individual contribution is assessed using standards Major components of long-term projects	Weekly quizzes Standards-based quizzes covering 1-2 standards/objectives/skills Independent practice covering previously-taught material Daily group work where individual contribution is assessed using standards Planned checkpoints for long-term projects	<i>While the following academic behaviors will not be graded, teachers are encouraged to provide feedback in these areas</i> Class participation Completion grades (points for effort, completion, etc.) All homework assignments that are completion based

All information regarding grading breakdowns for tests and projects will be communicated in advance.

Common Assessments are summative grades and exist as a separate category in the Gradebook. They comprise 10% of a students' semester grade.

Grading Scale

YES Prep uses a grading scale of 50-100; therefore, no grade below a 50 should ever be entered in the gradebook.

Other Gradebook Coding

M = Missing (This will automatically calculate as a 50 in Skyward/Schoology.) An M indicates that a student did not turn in the assignment, and the assignment should be turned in immediately.

I = Incomplete (This will automatically calculate as a 50 in Skyward/Schoology.) An I indicates that a student earned less than a 50 on an assignment, and the assignment must be completed or improved immediately.

EX = Excused (This assignment will not count towards the final grade in Skyward/Schoology). EXs are used sparingly and in rare occasions.

Make-up Work

Make-up work should be coded as a M (missing) until a student completes the assignment. If a student is absent, it is the responsibility of the student to arrange a time outside of instructional time to collect and complete missing assignments. Teachers are not expected to offer class time for make-up work. It is the responsibility of the teacher to provide students with resources that may help them account for instruction missed during an absence.

Late Work

It is critical that students understand the purpose of hard deadlines and the effects of not meeting them. This is a soft skill we want to instill in 100% of our students by the time they graduate high school. To uphold high academic standards that promote academic responsibility, students will face a penalty for late work.

- Late work will only be accepted for 2 weeks after each assignment. At this point, all missing assignments will stay M's.
- Students can submit work until the published Report Card grade cut off.
- If an assignment is ungraded, the teacher will issue an "unprepared" demerit for missing assignments/homework.

Grade Reporting

YES Prep believes in the importance of providing regular, frequent updates on student performance to guardians. At the end of each three weeks, guardians receive an Interim Progress Report (IPR) or Report Card (RC).

Semester Average: Students earn/lose credit for a course at each semester. Semester averages are calculated based on the following:

Semester 1 Average	A1	A2	A3	S1 CA*
	30%	30%	30%	10%

*S1 CA is given in November.

Semester 2 Average	A4	A5	A6	S2 CA*
	30%	30%	30%	10%

*S2 CA is given in February-April, depending on the course.

For non-CA tested courses, each cycle is 33.33% of a student's grade.

Academic Referrals

The Academic Referral process provides an opportunity for teachers to notify campus leaders about any student who is not seeing sufficient academic gains. Teachers will complete this form if: 1) a student has more than three M's or I's, 2) a student is consistently failing summative and/or formative assessments, 3) a student is consistently avoiding tutorials and reassessments, 4) a student does not show expected academic growth from unit to unit. Once a teacher has submitted an Academic Referral and made guardian contact, the campus leader will work with the teacher to provide the necessary follow up or intervention.

Reassessment Expectations

A reassessment is an opportunity for a student to demonstrate mastery of an objective that they did not master on their first attempt. Student mastery of academic skills and content is YES Prep Eisenhower's priority.

Students will have the opportunity to reassess all formative and summative assessments until the closing of each Report Card grading cycle. Students may submit corrections to Unit Exams to recover credit up to 70% (Common Assessments cannot be reassessed.) Students will have one opportunity to reassess per assessment.

Before students reassess a formative or summative reassessment, students must complete the following steps within 2 weeks of the assignment:

1. Fill out a Reassessment Request (available in each classroom)
2. Get the Reassessment Request signed by a guardian and turn the request in to the teacher
3. Attend an after-school tutorial or complete a reteach assignment
4. Take the reassessment during the designated time

Reassessments may occur during class time or during after school tutorials. A student may be required to attend after school tutorials if they would like a chance to reassess. The reassessment score, if higher, replaces the previous score - earning up to a 100%. A retake can never cause a grade to be lowered.

Other Campus Policies

By Tuesday morning each week, all grades from the previous week (Monday-Friday) will be available in the gradebook.

Gradebooks for students with modifications/accommodations will mirror their IEP/LPAC/504 documentation.

CAMPUS CULTURE

Campus Core Values

At YES Prep Eisenhower, 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.

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We use our Eagle tenets, 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 Eisenhower and beyond. Our Eagle tenets and definitions are listed below:

At YES Prep Eisenhower, we are responsible, gritty...

- **Problem-Solvers:** We will use the tools and resources around us to solve any problem.
- **Risk-Takers:** We will seek opportunities to challenge ourselves beyond our levels of comfort.
- **Communicators:** We understand that our voice is our power and must share it in a way that leaves a lasting impression on the world around us.
- **Collaborators:** We value diversity and will work with and learn from others to find solutions to complex problems.
- **Advocators:** We seek justice and equality for our peers and community.

Additionally, as a part of immersing students in our Eagle culture, they will be required to learn and internalize our Eagle Creed, as it captures what it truly means to be a YES Prep Eisenhower Eagle.

Eagle Creed

"I am a life-long learner,

positive change I must create.

I am charged to lead by example, continually learning to innovate.

Problems must be solved with grit and by consistently collaborating,

Taking risks, communicating and "eagle-style" advocating.

Together we can. To give up we must refuse.

Disciplinary Systems

Excessive Tardy to School

For students to learn the necessary materials and to be on the path to college, it is important that they are at school and on time to school each school day. Missing class adversely impacts a student's academic growth. Please schedule all non-urgent appointments after 2:35 p.m. or non-holidays when students do not have school.

Students who are not in their first period by 7:00 a.m. will be considered tardy. We encourage students to be dropped off no later than 6:50 a.m. so they have time to reach their destinations by 7:00 a.m. The only excuse accepted for tardiness to school is a late school bus arrival. All tardies are cumulative over a six-week cycle. Students who are tardy for unexcused reasons will earn a demerit. Excessive tardiness may result in loss of additional school privileges as well as escalated consequences, such as after-school detention and extended after-school detention.

Excessive Tardy to Class

Students have a 5-minute passing period between classes to ensure prompt arrival to each of their classes. Any student who is tardy to class is required to report to the front office to receive a pass. No student will be admitted into any class without an official pass from the front office.

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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 into our discipline application, HERO.

- The third time a student earns a demerit for the same behavior, they will be given **after-school detention**.
- The sixth time a student earns a demerit for the same behavior, they will be given **extended after-school detention**.
- The ninth time a student earns a demerit for the same behavior, they will be given an additional **extended after-school detention**.

Detention

After-school detention is held on Tuesdays and Thursdays from 2:40 p.m. to 3:30 p.m. In addition, students may be required to serve teacher-assigned detentions throughout the week. Teachers will contact guardians of students who have been assigned detention to inform them of student's actions that warrant the detention as well as confirm detention end time and ensure transportation is arranged.

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

- **Extended detention** is held on Tuesday and Thursday from 2:40 p.m. to 3:50 p.m.
- **Extended Wednesday Detention** is held on Wednesdays from 2:40 p.m. to 4:10 p.m.

Guardians of students who receive an after-school detention or extended after-school detention will receive a phone call or a Cardstock message by teacher who assigned the detention at least 24 hours in advance to make aware of the assigned detention. For Wednesday detentions, the Deans of Students or Grade Level Chairs will notify parents. Additionally, students will be sent home with a detention slip that includes all infractions from the cycle. Students are expected to have the slip signed and returned the day after receipt.

If your student fails to attend an after-school detention, they then receive an extended detention. Parents will be notified of the extended detention and if the student fails to attend the extended detention, they will earn one day of ISS.

Additionally, students are provided login credentials for **HERO**, our behavior tracking system, to track Eagle Points, any demerits accrued and/or detentions assigned. Students are expected to access **HERO** via their laptops throughout the day but more specifically during **their Advisory period**.

Guardians are provided credentials to access their student's behavior profiles on HERO, as well. Parental access is critical in that it provides an added layer of accountability for our Eagles' behavior. To acquire login information, please contact your student's Grade Level Chair, Dean of Student, or Director of Student Support.

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.

Positive Incentives

Students will be given Eagle Points throughout the week for embodying school values or for showing exemplary performance in school, such as having no demerits, absences, or tardies at the end of each cycle. Points earned can be used for students to participate in Bid Trips (small celebratory trips organized by campus staff members) or to purchase materials from the campus store.

In addition to points and academic rewards, YES Prep Eisenhower High School, will also be recognizing students that work hard and show their values by inviting them on the school's Spring Trip. Not only does the trip expose our students to the culture of a college campus, the trip also rewards students with fun experiences with their classmates and staff.

Lastly, we love to see our Eagles in the spotlight, so look out for our Regal Eagles – students selected by their instructors for being strong, positive role models to their peers – and various other students' successes to be highlighted in our campus Guardian Notes that are sent to guardians each week (see Campus Communication).

Before and After School Expectations and Procedures

Within our partnership, YES Prep Eisenhower students will be designated an entrance to gain access to the building. Students will not be allowed to enter the building prior to 6:20 a.m. To create a more expedited and familiar experience for students, check-in through the assigned entrance will occur from 6:20 a.m. to 7:15 a.m. After 7:15 a.m., students should ONLY enter through the main entrance of Eisenhower High School. All YES Prep Eisenhower students are required to enter the campus through the metal detectors at the assigned entrance.

After the tardy bell (7:00 a.m.), students should follow the standard entrance procedures, and immediately report to the YES Prep main office to receive a tardy pass.

Beginning at 7:45 a.m., students should continue to follow the listed entry policies and procedures but must be signed in at the YES Prep main office by a guardian or emergency contact listed in the campus database. Please park and accompany your student into the YES Prep Main Office located in 701. The reason for this policy is to ensure that there is guardian/administrative communication and alignment about the student's tardiness. Ultimately this policy exists for your student's safety and well-being. All visitors should enter the campus through the Eisenhower main entrance.

Entry Locations by Time:

- **6:20 a.m. to 7:15 a.m.:** Students enter metal detectors through YES Prep Eisenhower entrance.
- **7:15 a.m. to 7:45 a.m.:** Students enter through metal detectors at Eisenhower High School Main Entrance.
- **7:45 a.m. to 2:35 p.m.:** Students enter through metal detectors at Eisenhower High School Main Entrance and must be escorted to the YES Prep Main Office by guardian or emergency contact.
- **After 2:45 p.m.:** Students should be with a sponsor/teacher or outside the building waiting in the designated student pick-up area.
- Valid identification is required for all guests to enter the building.

After school, any students wandering the halls without a pass from a sponsor/ host will be either escorted to the detention room, In order to ensure our campus remains a safe environment for

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students even after school, we must ensure students transition to their respective or assigned locations. Immediately after the bell rings for dismissal, students have 5 minutes to get to either the bus ramp for bus riders, parking lot for car riders, or assigned rooms for students attending any after-school activities.

After School Programming

Students Exiting Campus

Any student who is departing campus by bus must head to the buses immediately after dismissal. Buses will only remain on the bus ramps for 7 minutes for all students to load. Students who drive, ride public transportation, or walk home must leave the campus immediately. Any coordinating with other students should happen off campus. Students who are picked up by guardians or a designated adult must wait outside in the designated pick/drop off locations near the campus entrances (10- and 20- hallways or main entrance).

Students Remaining on Campus

Any student who remains on campus for any after-school activity (clubs, sports, tutorials, or detentions) must report to their respective locations within 5 minutes of dismissal. Because locations vary for each activity, it is the student's responsibility to obtain location information prior to dismissal.

Food and Drink Expectations

Students are not permitted to bring any previously opened containers of liquid, including water bottles to campus. Open containers must still have the seal closed in order to be brought into the building.

Student can have a clear water bottle with only water inside the classroom. Students are not allowed to consume food or beverages, other than water, inside the classroom during instruction. Students who eat food in the classroom will be held accountable to level one disciplinary consequences. The student will be asked to put the food away and will be issued a demerit.

Gum Expectations

If gum does not cause a disturbance to the learning environment, which includes but is not limited to popping, chewing loudly, or blowing bubbles, students can chew gum throughout the school day. Teachers have the right to require students to throw away gum in their classroom if it is a disturbance or is not permitted due to the nature of the class (science class, PE, etc.)

Dress Code Expectations

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 Uniform Policy

YES Prep Public Schools uniform policy is centered around values of equity and school pride. A school uniform allows for community building and options within the uniform selection allows for student and family choice. Uniforms should be worn each school day and should meet the expectations of district and campus guidelines. Like all YES Prep policies, if a student's uniform,

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dress, or accessory choice poses a concern for student physical or emotional safety, a campus administrator has the discretion to disallow the uniform item.

A uniform shirt is defined as either a campus polo, sold by YES Prep Public Schools, containing the current school logo, and is the correct color for the student’s campus or a school pride t-shirt, distributed by the student’s school.

YES Prep also has winter jackets, sweatshirts, and cardigans for sale to provide multiple options for outerwear. A student’s outerwear may only be YES Prep and may also include outerwear sold by the athletics department on campus.

The following shows the uniform expectations throughout the week:

Bottoms Expectations		
Monday - Thursday	Permissible	Impermissible
	<ul style="list-style-type: none"> • Khakis • Khaki Joggers • Slacks • Jeans (ripped jeans are allowed but students must wear tights under rips so that no skin shows) • Cargos • Camo • Capris • Skirts (no more than 4 inches from the knee) 	<ul style="list-style-type: none"> • Basketball shorts • Athletic joggers • Athletic pants, • Ripped Jeans with skin exposed • Warm-ups • Sweatpants • Workout pants/ shorts • Leggings/Jeggings • Tights/ biking shorts • Miniskirts (more than 4.1 inches from the knee)
Friday	Permissible	Impermissible
	<ul style="list-style-type: none"> • Khakis • Khaki Joggers • Slacks • Jeans (ripped jeans are allowed but students must wear tights under rips so that no skin shows) • Cargos • Camo • Capris • Skirts (no more than 4 inches from knee) • Athletic Gear (joggers, sweats, warm-up gear) • Athletic shorts must be no more than 4 inches from the knee. 	<ul style="list-style-type: none"> • Basketball shorts • Tights/ Biking shorts • Workout pants/ shorts • Leggings/Jeggings • Miniskirts (more than 4.1 inches from the knee) • Athletic shorts more than 4 inches from the knee

Shirts Expectations		
Monday- Thursday	Permissible	Impermissible
	<ul style="list-style-type: none"> • Any YES Prep or Eisenhower High Spirit gear ○ T-shirts 	<ul style="list-style-type: none"> • Non-YES Prep gear ○ Non-YES t-shirts ○ Non-YES polos

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	<ul style="list-style-type: none"> ○ Polos ○ YES Prep Middle School gear 	<ul style="list-style-type: none"> ○ Non-YES Middle School gear
Friday	Permissible	Impermissible
	<ul style="list-style-type: none"> • Any School appropriate tops <ul style="list-style-type: none"> ○ T-shirts ○ Polos ○ Blouses ○ Button ups 	<ul style="list-style-type: none"> • Inappropriate tops <ul style="list-style-type: none"> ○ Mid-drifts ○ Shirts with vulgar language, drugs/alcohol, nudity, or violence ○ Tops that expose skin ○ Off the shoulder shirts

Outerwear Expectations		
Monday- Thursday	Permissible	Impermissible
	<ul style="list-style-type: none"> • YES Prep outerwear <ul style="list-style-type: none"> ○ YES winter jackets ○ YES sweatshirts ○ YES cardigans ○ YES athletic outerwear (ex. letterman jackets) 	<ul style="list-style-type: none"> • Non-YES Prep outerwear should not be worn inside the building after 7:15 a.m. <ul style="list-style-type: none"> ○ Non-YES winter jackets in the classroom ○ Non-YES sweatshirts ○ Non-YES cardigans ○ Non-YES athletic outerwear
Friday	Permissible	Impermissible
	<ul style="list-style-type: none"> • Any school appropriate outerwear <ul style="list-style-type: none"> ○ Jackets ○ Sweatshirts ○ Cardigans ○ Letterman jackets 	<ul style="list-style-type: none"> • Inappropriate outerwear <ul style="list-style-type: none"> ○ No vulgar language, drugs/alcohol, nudity, or violence

Shoe Expectations	
Monday-Friday	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> • Closed-toed • Must have backs (i.e. no slides) • Must have hard soles (i.e. no slippers) • No croc classic shoes allowed due to incident rate (likely to trip, slip, or fall) <p style="text-align: center;">Any color is permitted</p>

Student ID Badge Expectations	
Monday-Friday	ID Badges must be worn by all students on lanyards and must always be visible. There are no exemptions to this rule. If a student loses or misplaces their ID, they must order a replacement.

Accessory Expectations		
Monday- Friday	Accessory Item	Expectation
	Shoes	Closed-toed shoes only
	Head Coverings	Hats: Not to be worn inside the building (Religious head coverings may be worn upon administrator approval) Night wear: Du-rags, wave caps, and hair bonnets are prohibited in the classroom Women and Men Fashion Scarfs: Fashion scarves are allowed Athletic Wear: Bandanas can only be worn on Fridays
	Additional Accessories Prohibited	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.

Saturday and Special Event Days

On Saturdays, students do not need to be in uniform but must dress appropriately for school. YES Prep prohibits any clothing or grooming that in the administrator’s judgment may reasonably be expected to create a health problem or safety hazard for the students or others or cause disruption of or interference with normal school operation. The following guidelines apply for Saturdays and other out-of-uniform days:

- 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; 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.
- 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.

Cell Phone, Earbuds/Headphones and Personal Devices

Specific to YES Prep Eisenhower, cell phones are not allowed to be visible or audible during instructional time; however, cell phones can be visible for appropriate use during the passing period, breakfast, and during lunch. Earbuds/headphones should only be visible during breakfast and lunch. If a student is wearing earbuds/headphones in the hallway or in the classroom without explicit teacher permission, the student will be redirected and issued an automatic demerit for not following guidelines.

Students with cell phones visible, used inappropriately (at any time), or used without permission during instructional time will receive a demerit. If the issue persists, the student’s phone can be confiscated by a teacher or administrator and returned at the end of the day. Additionally, in the event this becomes excessive, further disciplinary action may occur.

If an emergency arises, guardians are always encouraged to call the school's office number at (281) 591-3780 and not the student's cellphone.

CAMPUS OPERATIONS

Late Bus Expectations

At YES Prep Public Schools students have the right to stay after school for tutorials, study hall, or extra-curricular activities. Therefore, students who choose to remain after school for the above-listed activities may take the late bus home. At YES Prep Eisenhower, the "Late Bus" is provided through Aldine ISD and is available to not only YES Prep Eisenhower students, but also to any student enrolled in Eisenhower High. Therefore, students will be dropped off at specific bus stops within the communities within which they live.

Students who are required to remain after school for disciplinary actions, such as detention, are not permitted to take the late bus home and are responsible for finding their own means of transportation. Students who attempt to ride the bus home after detention will be suspended from the bus for one full week. Further disciplinary action may also be taken.

Common Area Expectations

At YES Prep Eisenhower, we have several common areas on campus, and it is the expectations that all students, staff, and visitors treat these spaces with respect and leave them better than they found them. Common areas include, but are not limited to, hallways, restrooms, the cafeteria, the gym, parking lot, field, auditorium, classrooms, office spaces, courtyards, and front office. Any intentional littering, defacing, damaging of space/property will be subject to our campus disciplinary process and/or fees for repair, cleaning, or replacement of damaged items. 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 a referral to the Director of Student Support and/or School Director.

Lunch Time Expectations

Students can expect to access all other available restrooms during transition between classes if they prefer. Lunch is an opportunity for students to not only access healthy, nutritional options but also mentally break from their demanding course load. As such, our campus goal is to ensure that students can maximize this time to eat, relax, and socialize within a safe and respectful environment. In order to create our envisioned experience for students during this time, we expect students to adhere to the following expectations:

- Remain in the cafeteria throughout the duration of lunch unless given permission from staff on duty.
- No student should be in the main hallway after the 5-minute transition period has passed.
- Students requesting access to the front office must be escorted by an admin on duty.
- Utilize the restrooms and vending machines near the 20-hallway only.

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- No other restrooms can be accessed during this time.
- Limit walking and standing.
- Students should enter the cafeteria and report directly to their preferred meal option line.
- Once food has been retrieved, students should make their way to their tables to eat, relax, and/or prepare for the upcoming class period.

All campus expectations regarding student behavior are still enforced in the cafeteria. Therefore, students are expected to continue to exhibit Eagle-like behavior, through upholding our tenets, while sharing this common space.

Traffic Procedures

Our number one priority is to ensure safety for the students and staff at YES Prep Eisenhower and Eisenhower High School. Always follow the directions of staff parking monitors and officers on-site. Please be mindful of traffic patterns, school bus drop off and loading, and pedestrians while dropping off or picking up your student. Guardians will be re-directed when not following the traffic procedures. Students should never be dropped off or enter the campus through the back driveway. Please see **Before School Expectations and Procedures** regarding campus entry policies.

Front Office Hours of Operation

Campus Hours:

- Instructional Hours: 7:00 a.m. to 2:35 p.m.
- Front Office Hours: 6:30 a.m. to 3:00 p.m.

Front Office Number:

- (281) 591-3780

Typically, the front office is available to assist guardians between 6:30 a.m. until the end of the school day. The front office will close at 3:00 p.m. on school days with a 2:35 p.m. dismissal time, and 12:30 p.m. on school days with noon dismissal.

Guardians, if you need to pick up your student early for an appointment, students must be picked up by 2:00 p.m. on regular release days and 11:30 a.m. on days with a noon dismissal. After 2:00 p.m. (11:30 a.m. on noon dismissal days), Eisenhower High School will not allow any guest/visitors in the building and guardians will have to wait until regular dismissal. If you will need to pick up your student after the visitor cutoff time, please contact the front office at least 24 hours in advance to make the necessary arrangements.

The YES Prep Academic Calendar can be found on Yesprep.org under “guardians”.

Campus Communication to Families

Effective communication is extremely important to our campus and YES Prep Eisenhower has various ways to connect with families throughout the school year. We use our weekly Guardian Notes and School Messenger to communicate logistic reminders pertaining to your student, and Schoology to communicate grades and academic updates. These new technologies rely heavily on accurate phone numbers from guardians. Please ensure your contact information is up to date and always notify the front office if a number has changed in the household.

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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.

Ask if your teacher has an email list that you can sign up for to receive outgoing reminders and communication. Students and guardians can then share their emails with teachers to receive messages.

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

[Personal Items on Campus](#)

YES Prep Eisenhower is not responsible for the loss/damage of any personal items that students bring on campus. Any personal items that are deemed inappropriate, hazardous, or in violation of our Campus Handbook or Student Code of Conduct will be confiscated.

Guardians may be contacted to retrieve items based on campus judgment.

[Former Student Visits](#)

Students who are withdrawn or expelled from campus are not permitted to visit and will be asked to leave campus by administrators. Alumni may visit campus if they have previously scheduled an appointment with a staff member. Alumni should check in through the YES Prep Office and remain with the hosting staff member throughout their visit.