



Northside  
Secondary

# INDIVIDUAL CAMPUS SUPPLEMENT

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2023-2024

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The Individual Campus Supplement is an additional resource to assist families and students in understanding how a specific campus carries out policies contained in the [YES Prep Student Handbook](#). Families and students can refer to the handbook to better understand the policies YES Prep enacts.

### OPTIONAL: OPENING LETTER FROM PRINCIPAL

This is not required but is optional for campuses to include an opening letter from the Principal. If the Principal chooses to include a letter, they should follow this guidance:

- Share a broad welcome with families and students.
- Create a letter that can be used from year to year with minor tweaks.
- Use CEO Mark DiBella's opening letter from the [YES Prep Student Handbook](#) as a model.

## CAMPUS ACADEMIC SUPPORT

### Required Tutorials

Teachers will communicate to all students if they are required to attend tutorials and when their tutorials will take place. Tutorials will review previously taught content to correct misunderstandings and provide opportunities for assessment corrections.

### Assessment Corrections

All attempted formative assessments can be replaced with a higher corresponding summative assessment grade that shows mastery of content up to 100%. Additionally, students have the opportunity to complete corrections for any assessment and score up to half credit OR up to a grade of 70%, whichever is highest. Corrections must be submitted within 2 weeks of the original grade being returned or the end of the grading quarter, whichever is earlier.

## 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

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## 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 quarter, 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 Quarter**- 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.
- **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 quarter and receive an honor roll certificate as well as celebration.
- **Perfect Attendance** – Students who have perfect attendance each quarter will be recognized for their attendance.

## Before School 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. 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.

If there are evening performances, dances, or celebrations, students must leave campus and return for the event. YES Prep Northside will not provide a holding room or space for students to stay after school.

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 Procedures & Programming**

Any students staying after school must be enrolled in an after-school program, athletics, or tutorials. Students are not allowed to stay after school to wait for the start time of a campus event and should go home and return to campus at the designated event time.

Students staying for after school programs are to report directly to their designated location by 4:10pm. When students are dismissed from after school programming, they will exit the front entrance (near the Y) to get in to their cars. All students should be picked up at the end time of their designated program.

## **Middle School Disciplinary Procedures (MS Only)**

When a student earns 3 or more demerits in the same category in a 3-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.

## High School Disciplinary Procedures (HS Only)

When a student earns 3 or more demerits in the same category in a 3-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.

## Dress Code Expectations

See more about the YES Prep Dress Code Philosophy and Policy in [the YES Prep Student Handbook](#). The following table breaks down how the campus expects students to follow the dress code policy.

Dress Item	Expectation
<b>YES Prep Shirts</b>	<ul style="list-style-type: none"><li>• Students are required to wear a YES Prep Polo/YES Prep Spirit Shirt 4 days of the week (Monday-Thursday) to strengthen school pride, unify the community, and to promote a college-going culture.</li><li>• All YES Prep students should own at least 1 campus spirit shirt.</li><li>• On Monday, students are required to wear a Northside Polo</li><li>• On Tuesdays-Thursdays students are required to wear <b>any</b> YES Prep Northside T-shirt (class spirit shirts, Senior Signing Day t-shirts, YES Prep Northside athletics t-shirts, etc.)</li><li>• Students may wear Free Dress Tops on Fridays (any top that meets Free Dress Top guidelines)</li></ul> <p><i>Students are not required to tuck in shirts.</i></p>
<b>Free Dress Tops</b>	<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></ul>
<b>Bottoms</b>	<p>Students may choose between 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>• Athletic bottoms (any color)</li></ul> <p>Additional Bottom Requirements:</p> <ul style="list-style-type: none"><li>• Students may not wear pajama pants or bottoms with holes.</li></ul>

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	<ul style="list-style-type: none"> <li>Shorts and skirts should be no shorter than mid-thigh.</li> <li>Bottoms may have holes/tears below the knee or with leggings underneath</li> <li>Students are <b>not</b> required to wear belts.</li> </ul>
<b>ID Badges</b>	ID Badges must be worn by all students on lanyards and must be visible at all times.
<b>Shoes</b>	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> <li>Closed-toed</li> <li>Must have backs (i.e. no slides)</li> <li>Must have hard soles (i.e. no slippers)</li> <li>Any color is permitted</li> <li>Cros are allowed in sport mode only</li> </ul>
<b>Accessories/ Styling</b>	<p>Students may have visible piercings and tattoos as long as messaging and images are school-appropriate.</p> <p>Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons.</p> <p>Students may wear a variety hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate.</p> <p>Hats and sunglasses are not permitted for safety purposes.</p> <p>Religious head-coverings are permitted.</p>
<b>Outerwear</b>	<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: 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>Students may wear hoodies but may not wear hoods that cover their heads/faces on campus.</i></p>
<b>PE Uniform</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” category</li> <li>Bottoms may not be higher than mid-thigh</li> </ul>

## [Cell Phones & Personal Devices](#)

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 demerit. Continual non-compliance with our cell phone policy will result in additional escalated consequences.

**Food and Drink Expectations**

Food 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 or drink outside of the cafeteria, they will be asked to put away the food and 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 from bringing 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.

Students are not permitted to sell food or beverage items on campus unless part of a school approved fundraiser.

## **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 Student Support, 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.

## CAMPUS ATHLETICS

YES Prep Northside will adhere to the YP District Handbook which will be provided to athletes and parents. Athletics is an extracurricular activity utilized to contribute to the Yes Prep mission of college readiness. Athletes must adhere to all Yes Prep District and Campus wide expectations in order to be an eligible participant in athletic opportunities.

Athletics Program Launch: August 15, 2023

Middle School and High School

- Volleyball
- Cross Country
- Flag Football
- Basketball
- Soccer
- Track
- Cheerleading

## Campus Unified Tutorials

### Unified Tutorials

House Bill 4545 establishes new requirements for accelerated instruction for students who do not pass the State of Texas Assessments of Academic Readiness (STAAR). Unified tutorials is mandatory for all students who are assigned to it. Students enrolled in Unified Tutorials must prioritize attending tutorials over all other enrichment opportunities.

Fall Program Launch: September 12, 2023

Fall Program Close: December 6, 2023

- 12 Weeks
- 2 Days per week (Tuesday-Wednesday)
- Tuesday: Math/Sci Courses
- Wednesday: ELA/SS Courses
- 3 Hours per week
- Program Hours: 4:00p-5:30p
- Transportation provided

Spring Program Launch: January 30, 2024

Spring Program Close: April 24, 2024

- 2 Days per week (Tuesday-Wednesday)
- Tuesday: Math/Science Courses
- Wednesday: ELA/SS Courses
- 3 Hours per week
- Program Hours 4:00p-5:30p
- Transportation Provided

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## **Aspire**

- Launches August 28, 2023
- Monday-Thursday (4:00p – 5:30p)

Components include: Family Engagement, Academics, Enrichment, College Readiness & Summer Opportunities

## **CAMPUS OPERATIONS**

### **Late Bus Expectations (if applicable)**

A campus leader will always be present after school to ensure no students are on campus unsupervised. In the event of a late bus, the leader will wait with the students at the front of the school until the bus arrives, or the last student has found alternative transportation home.

### **Restroom Expectations**

Restrooms will be open to students during the following times:

- 8:00 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. Restrooms will be monitored throughout the day to ensure students are upholding behavioral expectations, have a valid pass, 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.

### **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 .

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

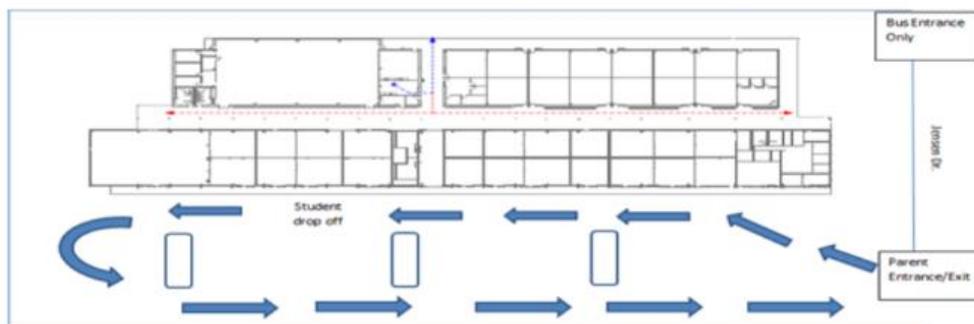
Students at YES Prep Northside will eat lunch in the Commons or another location designated by administration. The following procedures are common across all lunches:

- 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.

## 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.



### **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.



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

We recognize that there may be times when parents/guardians will have to drop off certain items to students throughout the school day. Any items should be dropped off with the campus Receptionist at the front office.

## [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.

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

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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.

## **Student Drivers**

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.

