



SOUTHWEST SECONDARY

**INDIVIDUAL CAMPUS
SUPPLEMENT**

2020-2021

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CAMPUS ACADEMICS

Academic Support

Any YES student who has failed two or more classes will receive Academic Support. Academic Support will last for a minimum of 4 week.

During this time, students should focus their time and effort on making sure that they are earning passing grades (70 percent or above) in all classes. Students should take advantage of study hall times, make an extra effort to call all teachers with questions about homework or projects, and schedule lunch and/or school tutorials, if necessary, to bring up their grades.

In addition, students who failed two or more classes will be assigned a teacher for mandatory weekly check-ins to monitor progress towards improving the grade and identifying key actions for the student or his/her teachers. Some of these actions could be tutorial attendance, retaking assignments, completing corrections, or completing additional practice.

If academic support is required, teachers will notify guardians and to ensure that guardians are not only aware of the need for academic support, but to ensure that they are part of the solution as well.

CAMPUS CULTURE

Campus Core Values and Beliefs 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, including a strong anti-bias and anti-racist stance, that allows students to develop the academic and social-emotional skills needed to graduate from college prepared to lead.

We use our school's core values of community, educational equity, and continuous improvement along with practices such as a discipline system with an increasing focus on restorative practices, skill-building, praise, and feedback to create school pride and safety, increase 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.

Positive Incentives

At YES Prep Southwest, we believe in the value of creating strong culture through praise and positive reinforcement of behavior that promotes our school vision. In order to promote and recognize positive behavior that promotes our desired school culture, students observed demonstrating these behaviors may be awarded props. These props can be utilized to bid on bid trips throughout the year as well as for purchasing items from the school store or additional incentives during the school day.

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 8:20 AM should have a pass and be supervised by a staff member or they will earn a demerit. At 8:20 AM, students are dismissed to their lockers, which they can access before 1st period begins at 8:30 AM. For your student's safety, please do not drop off students before 7:50 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 3:45 and 3:51 PM (before buses dismiss).
- Must wait while buses dismiss (after 3:51 PM)
- 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, 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 in the front office where they will work on homework. Guardians are expected to park upfront of the school and either contact their student's cell phone or walk to the library to pick up student(s). The following interventions will also be in place:

- 3 late pick-ups: warning
- 6 late pick-ups: guardian phone call
- 9 late pick-ups: guardian conference

Please work with us to make sure your child is picked up on time. If you have any questions, please contact the school.

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.

Food and Drink Expectations

Food should only be consumed within the cafeteria unless given explicit permission by staff. Drinks should only be consumed if they are in a spill-proof container (i.e., a container that can be sealed and would not spill if knocked over).

Uniform Expectations

YES Prep Uniform 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 Uniform Policy

YES Prep Public Schools uniform policy is centered around values of equity and school pride. The YES Prep Southwest uniform policy allows for affirmation of community and options for student and family choice. Student dress should meet the expectations of district and campus guidelines and 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. The following shows the dress code expectations throughout the week:

Free Dress Expectations	
Monday-Friday	<p>Free Dress Days consists of a school appropriate shirt, bottoms, and closed-toe shoes.</p> <p>Shirts</p> <ul style="list-style-type: none">• 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• No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student• No bare midriffs (half shirts) allowed for any student• Dresses: no bare shoulders or midriffs, no sheer materials, appropriate length <p>Bottoms</p> <ul style="list-style-type: none">• School-appropriate pants include khakis, jeans, shorts or skirts• Appropriate length and sits at the waist. <p>Shoes</p> <ul style="list-style-type: none">• Shoes should be closed toed• Must have backs (i.e. no slides)

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	<ul style="list-style-type: none"> • Must have hard soles (i.e. no slippers) • Any color is permitted
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Student ID Badge Expectations

Monday-Friday	ID Badges must be worn by all students on lanyards and must be visible at all times, especially given the new flexibility in our daily uniform policy.
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PE Uniform Expectations

Monday-Friday	<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"> • Have school appropriate messaging • Meet criteria in the “Free Dress Days” category • Bottoms may not be higher than fingertip length above the knee
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Accessory Expectations

Monday - Friday	<ul style="list-style-type: none"> • Any worn accessories that jeopardize safety or interfere with learning are a violation of our uniform policy. Students may be asked to remove these items to be stored in backpacks, lockers or confiscated by staff until a guardian can retrieve them.
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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

Front Office Hours of Operation

The Southwest Front office is open from 8:00-4:00pm Mon-Fri. During early dismissal and special schedule days the front office will be in operation. The front office is closed on all school holidays for summer hours, please visit our website. You can contact the front office at 713-967-9200. Our front office staff will be answering the phone remotely, even when classes are being held online.

Campus Communication to Families

YES Prep Southwest communicates with families via our bi-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 YES Prep SW Instagram page. 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.

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 guardian 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 Southwest 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 guardian or guardian present.

[Student Parking on Campus](#)

Please reference the student handbook under **Student Drivers** p for more details. All students driving to campus are required to follow the standardized procedures. In order to receive permission to park on campus you must submit all required documentation to the front office with the receptionist Ms. Flores or Director of Campus Operations Ms. Ramirez. Students must park in the student designated area in the front parking lot of the new building.