



WEST SECONDARY

**INDIVIDUAL CAMPUS
SUPPLEMENT**

2020-2021

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OPENING LETTER FROM PRINCIPAL

West Families,

At YES Prep West, we believe strong culture and community are essential to student achievement. YES Prep West exists to increase the number of college-ready graduates in order to empower the diverse West community. We prioritize ensuring that all students graduate college-ready from West so that they have multiple choices and options as they begin their next journey.

At YES Prep West, we all operate according to the Marvel Way. This includes students, staff and families. By adhering to the Marvel Way, we will move increasingly forward towards our mission.

Marvel Way		
Commitment to Excellence	Family First	Advocate for Social Justice
We work hard, are intellectual athletes, and consistently learn and grow to achieve at the highest level.	We are a pack. We must work together, build meaningful connections, and be consistent for the West community.	We are here to eliminate educational inequity to ensure all members of our community can lead choice-filled lives in an increasingly just world.

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 the Marvel Way, our core values, 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 West and beyond. Our YES Prep West Core Values are listed below:

Wisdom

- Integrity
- Love
- Stamina
- Leadership
- Love

We look forward to working with you and your students this year!

Sara Kaveeshwar

CAMPUS ACADEMICS

It is our goal that all students gain the knowledge and skills they need to progress to the next grade level. All students will have access to weekly tutorials that are provided by their teachers. Tutorials are spaces where students are able to relearn the material or be reassessed in order to increase their grade. Students who fail 2 or more classes are required to attend tutorials and guardians will be notified about the progress of their student.

Any YES student who has failed two or more classes will receive Academic Support, including tutorials. Academic Support will last for a minimum of six weeks, or one grading cycle.

In addition to weekly tutorials, students who demonstrate a need for increased support through our Response to Intervention (RTI) process may be assigned a weekly check-in with a teacher and

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additional supports in order to ensure their success at school. If students qualify for these additional supports, guardians will be notified.

Homework Completion

As integrity is one of our core values as a campus, we issue consequences for any form of academic dishonesty. If a student chooses to cheat, copy, or plagiarize on an assignment, he or she will receive a consequence according to the Code of Conduct in the YES Prep Handbook and an automatic '50' on the assignment. Additional information on YES Prep's Academic Dishonesty policy is in the YES Prep Handbook.

CAMPUS CULTURE

Campus Core Values

At YES Prep West we believe strong culture and community are essential to student achievement. Our core mission is to empower students and families.

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, 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 West and beyond. Our YES Prep West Core Values are listed below:

- **Wisdom**
- **Integrity**
- **Love**
- **Stamina**
- **Leadership**
- **Love**

Positive Incentives

Students are given positive points, also known as Shazam Points, by teachers for doing actions that are aligned to our core values as a campus. The students can exchange their points for items from the **West Buy** store including snacks, free dress passes, and other prizes and privileges. The West Buy store is open at least once each six weeks during lunch. Students may also use their Shazam points to attend bid-trips that are hosted by teachers or individual grade levels. In addition, students in a grade level who have not earned any demerits or detentions in a 6-week period may also be recognized and rewarded.

Before and After School Expectations and Procedures

School is open from 8am until 4:30pm. Students can enter the building at 8:00am.

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Breakfast starts at 8:00am and it is free for everyone to enjoy. Middle school students can enter the gym before or after eating breakfast. HS students can still utilize the hallways before or after eating breakfast. We encourage all students to take advantage of our FREE Breakfast & Lunch this school year.

All students should be picked up by a parent or guardian from school by 4:30pm unless they are staying after school for an approved student activity. We encourage students to use our bus transportation, if applicable. Guardians are given a 30-minute grace period to pick up their student. Guardians that are more than 30-minutes late may receive a warning letter. For those guardians who continually pick their child up late from school, YES Prep Public Schools may report the guardians to local authorities and/or Child Protective Services.

Students are not allowed to stay at school after 4:30pm unless they have teacher approval or are staying for a school-sponsored activity. All students must be off campus after the end of the academic day (4:30pm) unless prior permission to remain on campus after this time has been granted by a YES Prep Public Schools staff member who will remain with the student until they are picked up.

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 after the end of the academic day unless prior permission to remain on campus after this time has been granted by a YES Prep West staff member. Students and/or the staff member will communicate a precise end time for the after-school activity with family members.

If a student stays after school for tutorials or another school sponsored activity, parents or guardians must pick up their student within 15 minutes of the activity ending. Schools staff member will remain with the student until they are picked up. Guardians are given a 30-minute grace period to pick up their student. Guardians that are more than 30-minutes late may receive a warning letter. For those guardians who continually pick their child up late from school, YES Prep Public Schools may report the guardians to local authorities and/or Child Protective Services.

Detention Guidelines

Detention is a consequence for repeatedly not following the YES Prep standards for conduct and behavior. Detention is held daily during lunch and recess. When students are in detention, they will work silently on homework, read a school appropriate book, or complete a reflection activity. 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.

At YES Prep West, detention is held daily during lunch and recess/ advisory hours. There is no after-school detention. Students must serve any earned detentions the on the next available day, and detentions cannot be moved or altered for any reason. If a student skips detention they will serve one day of in-school suspension.

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.

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Water, in a clear bottle, is the only drink permitted outside of the cafeteria. Caffeinated drinks such as Monster, Red Bull, and coffee are not permitted in hallways or classrooms.

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 lunch during the school day.

Drinks in the Classroom

Students may only consume water in the classroom unless granted special permission for a medical or health reason accompanied by a doctor's note. Other liquids, when spilled, can cause stickiness. Students must always use a clear water bottle. If a teacher asks to see the liquid and it is not water, the bottle may be confiscated, or the student may be asked to dump the contents out and refill it with water from the fountain.

Lunch Deliveries

Lunch deliveries are not permitted to students during the school day as this is a disruption to instruction. If a student forgets their lunch, they are encouraged to eat the school lunch provided daily. In rare occasions, the Front Office will accept a lunch if it does not become a habit by the student or guardian. A guardian is the only individual who may provide food for their specific student.

Food that is delivered to students during the day may not be eaten in the classroom. If it is delivered prior to the start of lunch, the lunch will be held in the front office until lunch time. Students will not be called down during class to get lunch.

Sharing Food

Students should eat only the food they are given by their own guardians or purchased food through Preferred Meals. When food is shared between students there is a risk of food allergies, and guardians should feel confident that they know everything their students are eating at school. Students are not permitted to share food with other students, and guardians are not permitted to give food to other students than their own children. Students who are observed sharing food may have to forfeit the food they were sharing and may be subject to disciplinary action.

Gum Expectations

Gum is not allowed on campus at any time. Students who are caught chewing gum will be issued a demerit and/or detention and be asked to throw it away immediately.

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

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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, 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:

Shirt Expectations	
Monday - Thursday	Students may choose between: <ul style="list-style-type: none"> • Campus-specific YES Prep Polo (purchased through YES Prep) • Campus School Spirit T-Shirt (purchased through YES Prep—only YES Prep School Spirit shirts for 20-21 are allowed. Grade Level t-shirts and former year t-shirts are not permitted M-TR as the standard uniform) • Students may choose to wear any color undershirt underneath their polo or t-shirt • Polos and shirts are not required to be tucked in
Friday	Students may choose between: <ul style="list-style-type: none"> • Campus-specific YES Prep Polo (purchased through YES Prep) • Campus School Spirit shirts for years prior to academic year 20-21 are permitted on Friday • Campus School Spirit shirts for social and academic organizations and their affiliated events may be worn • College shirts

Bottoms Expectations	
Monday - Friday	Students may choose between: <ul style="list-style-type: none"> • Khaki, blue or black jeans • Khaki, blue or black pants, shorts, or skirts • All pants must be of appropriate size, fitted, and worn at the waist • Pants and jeans may not have rips, tears or holes • Skirts and shorts must be no more than an inch above the knee • Belts are not required

Outerwear Expectations

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Monday - Friday	<p>Students may only wear YES Prep outerwear. Students may choose from the following:</p> <ul style="list-style-type: none"> • YES Prep water-proof jacket (purchased through YES Prep) • YES Prep sweatshirt (purchased through YES Prep) • YES Prep cardigan (purchased through YES Prep) • Campus athletics department outwear (purchased through campus Athletics Department) • Campus-issued, grade level, or spirit sweatshirts, etc. (purchased through campus as applicable)
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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) <p>Any color is permitted</p>

Student ID Badge Expectations	
Monday-Friday	<p>ID Badges must be worn by all students on lanyards, around a students' neck, and must be visible at all times.</p>

PE Uniform Expectations	
Monday-Friday	<p>Students enrolled in physical education class or athletics are required to dress out. Failure to dress out for class will result in a demerit and could possibly affect the student's participation grade. Students will be expected to participate in an alternative activity for the class period. 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 • Tennis shoes are required

Accessory Expectations	
Monday - Friday	<ul style="list-style-type: none"> • Hats, caps, and head-coverings of any kind (unless for religious or cultural reasons) may not be worn at YES Prep West • Bandanas are not permitted on campus

Free Dress Expectations

Monday - Friday

Free Dress Days will occur throughout the year as an incentive from campus staff. When Free Dress is awarded, any student participating must follow these criteria.

Free Dress Days consists of a school appropriate shirt, bottoms, and school appropriate shoes.

- 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
- No open-toed shoes
- All pants, shorts, and skirts must meet the criteria established in the Monday through Friday uniform for pants/shorts/skirts
- No ripped or torn jeans are permitted
- If a student is not in school appropriate attire, then that student will call home for their guardian to bring them a change of clothing
- If the student's guardian cannot bring uniform items to school, the student will be issued a consequence (automatic detention) and be directed to class

CAMPUS OPERATIONS

Common Area Expectations

At YES Prep West, we have a number of common areas on campus, and it is the expectation that all Marvels treat these spaces with respect and leave them better than the found them. Common areas include, but are not limited to, hallways, restrooms, the Cafeteria, the Gym, parking lot, field, and Front Office. Students are not allowed in any Staff Lounges/Work Rooms. 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.

Lunch Time Expectations

Lunch 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 Rock (cafeteria). All trash and remaining food must be thrown away and lunch tables should be left in a manner that is "better than we found it".

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Due to COVID-19, lunch procedures may be adapted throughout the year. Students may remain in cohorts and eat lunch in the classroom. Food will be delivered to the classroom. In the classroom, students will be expected to remain in their designated seat to eat lunch. Students should request permission to throw out their trash or use the restroom to minimize movement around the room.

Middle School

Students in 6th-8th grade must take a seat as soon as they enter the Rock for lunch, and staff on duty will dismiss tables one at a time to get in line for lunch or use the microwaves. Students must raise their hands in order to be given permission to leave their seats during lunch time. Students will be allowed to use the restroom or visit the library 1 or 2 students at a time. Students must have a pass from a teacher to go to a classroom during lunch for tutorials or other meetings.

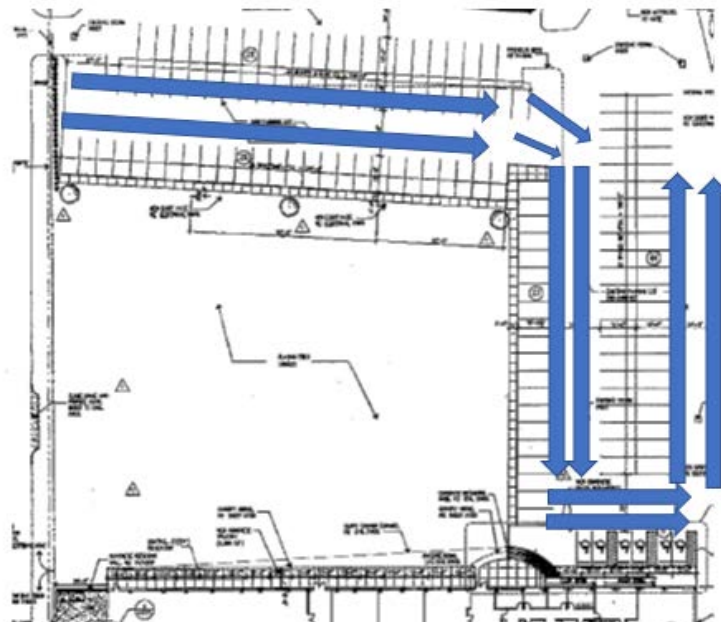
High School

Students in 9th-12th grade must take a seat as soon as they enter the Rock for lunch, and staff on duty will dismiss tables one at a time to get in line for lunch or use the microwaves. We expect our high school students to show integrity and leadership by forming two lines and not skipping in front of others. If students have a tutorial or pass from a teacher, the staff member on duty may allow them to get their lunch quickly and attend their tutorial or meeting. During their designated lunch, students are expected to be in the Rock unless they are supervised directly by a staff member in a classroom. Students will be asked to present a pass in order to be allowed to leave the lunchroom.

Students who are caught sharing food with other students will receive a demerit. Additionally, students may not remove food from the cafeteria following lunch.

Traffic Procedures

Our number one priority is to ensure safety for the students and staff at YES Prep West. Please be mindful of traffic patterns, school bus drop-off and loading, and pedestrians while in the parking lot at YES Prep West. The map below shows the traffic pattern for student drop off and pick up. Parents and families should always yield to student walkers, staff that are helping direct traffic, and school buses.



Front Office Hours of Operation

The YES Prep West Front Office is the primary point of contact for guardians, visitors, and our school community. The YES Prep West Front Office will open 30 minutes before the first bell and remain open 15 minutes after the dismissal bell.

- Monday/Tuesday/Thursday/Friday – 8:00 AM to 4:30 PM
- Wednesday – 8:00 AM to 3:30 PM
- Noon Dismissal Days – 8:00 AM to 12:15 PM

Campus Communication to Families

YES Prep West is a family-oriented school, and we believe in frequent communication with our families. YES Prep West will communicate with families in a number of ways throughout the school year, and we also encourage families to communicate openly with our teachers and leaders.

Many of our communication technologies at YES Prep rely on accurate phone numbers and email address for guardians. Please ensure that the YES Prep West Front Office has the most up-to-date phone numbers and email address at all times.

- School Messenger is our mass communication system, and you will receive automated texts and phone calls about important school-wide information.
- Hero is our student discipline application, and families can access important information about their student's discipline, including demerits and detentions, by creating an account through the Hero website. <https://access.heropowered.com>
- YES Prep West maintains campus Facebook and Instagram pages where we will post important updates, information about upcoming events, and celebrate the hard work of our students. Make sure to follow our Facebook page at www.facebook.com/YPWest and our Instagram page (@yesprepwestmarvels).
- YES Prep West also keeps a campus page on the YES Prep website (www.yesprep.org) that will be updated with important information, including staff contact information, throughout the school year.
- Weekly Family Communication – YES Prep West will send a weekly news update to families to share important information.

YES Prep West staff members can be contacted through their YES Prep phone numbers and email addresses. Should you contact a YES Prep West staff member, please allow 24-48 hours before receiving a response. Up-to-date staff contact information can be found on the YES Prep West website.

Personal Items on Campus

To eliminate distraction from learning, we highly recommend that students limit the personal belongings brought to school with them to what is required for an academically successful day. Bringing personal items to school is “at your own risk,” and YES Prep West will not be held liable for loss, theft, or damage to a student's personal property.

We highly recommend that any personal items brought to campus are locked securely in a locker that only your student knows the code to and locks after each usage. Distracting (e.g. stuffed

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animals) or inappropriate objects will be confiscated and may be returned at the end of the school day, if deemed appropriate by a campus administrator.

Skateboards, rollerblades, and scooters should not be used while on West property. If a student needs them as a means of transportation to and from school, they should be kept in their locker during the school day.

Toys such as yo-yos, Rubik's cubes, fidget spinners, etc. may also be confiscated if it is deemed a distraction during class. Additionally, students are not allowed to be in possession of Sharpies or other permanent-marker style writing utensils. If a student is found in possession of a Sharpie, the Sharpie will be confiscated.

If your personal belongings do not fit in a locker, students should not have them at school with them.

Former Student Visits

Students who have been expelled or who are currently placed at DAEP (Thrive) are prohibited from being on school grounds or attending school-sponsored or school-related activities. If the student has a sibling at YES Prep West and there is a significant event at which the guardian wants to have the expelled/placed student, the guardian must first contact the School Director to request a one-time approval to attend the event with the family.

If Alumni want to visit campus, they will need to receive an invitation or permission from a teacher. Once they arrive, they will need to check-in with the Front Office and the designated teacher must send approval to the front office. While on campus, the former student needs a pass from the front office and to be accompanied by a staff member at all times.

Students who have withdrawn from YES Prep West will not be permitted to visit staff members or students while school is in session.

Student Parking on Campus

At YES Prep West, students must follow the district policy to get permission to park a vehicle on campus. Students will receive instructions on where to park from the Front Office when they apply for and receive their parking permit.