



**NORTHWEST SECONDARY**

**INDIVIDUAL CAMPUS  
SUPPLEMENT**

2020-2021

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# CAMPUS ACADEMICS

YES Prep Northwest will review student academic performance on an on-going basis, and we will contact guardians as needed to ensure that students are able to be successful at school.

If a student is not passing a class on their Progress Report or Report Card, guardians can take one or more of the following actions - request a conference with the teacher, request for reassessments if the assignment is eligible, request a student be added to weekly tutorials for that course, and/or request resources to be used at home to support the learning of the content.

For any student who fails a course for the first semester, guardians will receive communication from YES Prep Northwest to have a conference about student performance and to create a plan for increased academic success in the second semester.

## Homework Completion

We believe that homework is a component of teaching our HAWKS skills and stamina that will prepare them for college and the workforce. Homework is an opportunity for HAWKS to have additional opportunities to practice skills learned during the school day. As such, it is the expectation that students complete homework that is assigned to them as part of their growth as students. Students who are caught cheating on or plagiarizing a homework assignment will receive an automatic detention. Examples of academic dishonesty with homework include, but are not limited to, allowing another student to copy an assignment or sharing answers to a homework assignment. Additional information on YES Prep's Academic Dishonesty policy is included in the YES Prep Student Handbook and in the YES Prep Northwest Grading Policy.

# CAMPUS CULTURE

## Campus Core Values

At YES Prep Northwest we believe strong culture and community are essential to student achievement. We create systems, structures, and routines to create school-wide consistency, creativity and achievement for students and staff. It is critical that we create a high-quality culture, so students develop the character and academic skills needed to graduate from college prepared to lead.

We use our core values, discipline system, praise, and feedback to create school pride and safety, focus on learning, and foster relationships based on respect and kindness. This will ultimately lead to student achievement and success at YES Prep Northwest and beyond. Our Northwest Core Values and definitions are listed below:

Our Core Values				
				
<b>Honesty</b>	<b>Action</b>	<b>Wisdom</b>	<b>Kindness</b>	<b>Service</b>
HAWKS do what is right, even when no one is looking.	HAWKS do what needs to get done.	HAWKS commit to growth and learning.	HAWKS treat others as we would like to be treated.	HAWKS give back to our community.

## Positive Incentives

We are constantly working to create ways to celebrate students who are consistently living out our core values. We have several systems in place to recognize the amazing things that our Hawks are doing inside and outside of the classroom. Below is a sampling of ways that we celebrate our Hawks!

- Shout outs - a public, verbal recognition of students who are living out the core values, usually accompanied with TWO CLAPS!
- Bid Trips - a small field trip with one or more staff members where students use merits to bid on the trip that they want to attend! An example would be a bowling outing or trip to Barnes & Noble. Some trips may cost money, while others are free!
- Free Dress - awarded at different parts of the year, for many different reasons, where students can wear jeans and a college or YES Prep t-shirt.
- Super Free Dress -when a student earns super free dress, they can wear dress of choice as long as they adhere to the dress code.
- Core Value Awards - these awards are given each nine-weeks to recognize students who are models of a core value.
- Student of the Semester - awarded each semester to two exemplary Hawks on each grade level. This award comes with a celebration exclusive to award winners from each grade level, such as an ice cream celebration, special lunch, or dinner.
- End of the Year Academic Awards - these awards are given to the top student in a grade level per academic subject area.
- Honor Roll Recognition - each nine weeks, students who have earned honor roll receive an honor roll certificate and a public celebration which could include: an ice cream social, karaoke, or a special lunch.
- Perfect Attendance - students who have perfect attendance each nine weeks will be recognized.
- Student Council - This team of students are selected by their peers to serve our campus in a multitude of way including, but not limited to; planning fall and spring trips, promoting campus events, school dances, ticket sales and concessions at the sporting events, Black history month, Hispanic heritage month, family potlucks, and more!

## Before and After School Expectations and Procedures

YES Prep Northwest will open the campus doors to students at 8:00 AM. If students are dropped off prior to 8:00 AM, they will need to wait outside the cafeteria doors. Once allowed into the building, students will report directly to the cafeteria where breakfast will be available. Students will

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not be allowed out of the cafeteria before dismissal to class without a pass. 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 the cafeteria without a pass/permission, they will receive a consequence including, but not limited to, a demerit. The YES Prep Public Schools Code of Conduct and YES Prep Northwest behavior expectations apply to students before the first bell rings.

YES Prep Northwest dismisses at 3:45 PM Monday – Friday. All students must be out of the building or in their designated location (tutorials, detention, etc.) by 3:50 PM. Students are only allowed to stay on campus if they are being directly supervised by a staff member or staying for a school-sponsored activity.

If a student leaves campus on their own at dismissal, they are not allowed to return to campus. If students are found on campus without supervision or a pass after dismissal, they will be issued a consequence including, but not limited to, a demerit, and they will be escorted to the office to be picked up by a parent/guardian.

It is the responsibility of the legal guardian to ensure students are picked up promptly after dismissal or at the end of official after-school programming (if a student is participating). Staff members are unavailable to supervise students beyond the school day to ensure student safety unless a student is officially attending a program. Examples of after-school programming include, but are not limited to: detention, tutorials, athletics, clubs, etc.

Students who are picked up 30 minutes or later after dismissal (4:15 or later) from campus or an official after-campus program in which they are approved to participate will receive a warning letter from the administrator on duty. This warning letter and a log will be signed in person as the student is retrieved from campus. Letters will be logged and tracked for each student picked up late. These letters are warnings, and after the third letter the Houston Police Department may be contacted if a student is not picked up on time, and a report may be filed with Child Protective Services.

If a guardian is aware they will not be able to pick up a student on time, they must alert the campus and do their best to arrange for alternative transportation. Lack of transportation is not an excuse to miss required after-school programming or the school day, and absences due to lack of transportation will be unexcused.

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 Northwest 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 Programming](#)

At YES Prep Northwest, after school activities are a key component of our programming. After-school programming includes, but is not limited to, Bid Trips, Tutorials, School-Wide Activities, and Detention. Any time that there is a school-sponsored activity such as tutorials, a club, a bid trip, guardians will always receive written notification for the activity. Once a schedule is finalized for such activities, they will run from 3:50 PM – 4:50 PM.

YES Prep Northwest will ensure that there is an administrator or teacher on duty each afternoon to ensure that there is a point-of-contact for teachers, students, and guardians after school.

If there are evening performances, dances, or celebrations, student must leave campus and return for the event. YES Prep Northwest will not provide a holding room or space for students to stay after school. Students who are participating in after-school programming and events are still held accountable to the YES Prep Public Schools Code of Conduct and YES Prep Northwest behavior expectations.

Students who are found on campus without appropriate supervision or without a pass will be given a demerit and taken to the Front Office and remain there until a parent or guardian is able to come and pick them up.

## Detention Guidelines

### After-School Detention

YES Prep Northwest will hold after-school detention Tuesday and Thursday from 3:50 - 4:50 pm each week. Students will serve their detention the next available day after the behavior is exhibited and logged. For example, if a student earns a third demerit for being tardy on Tuesday, they will serve an after-school detention on Thursday. If a student earns a sixth demerit for being tardy on a Thursday, they will serve an after-school detention the following Tuesday. If a student is serving a detention after school guardians will be notified in advance of the student serving the detention.

### Skipped Detention

Detention is expected to be served the next possible day after the detention is assigned. In some cases, a detention leader or campus administrator may reschedule a detention for a student. Only campus administrators may reschedule detentions to limit confusion and miscommunication around an assigned detention.

If a student decides not to attend an assigned after-school detention, the detention monitor will mark the student “not complied.” If the student does not attend multiple detentions, a parent conference will be scheduled. If a student still does not attend detention, they will receive an escalated consequence including, but not limited to, an in-school suspension, an extended detention, or a detention that could occur on a Saturday.

## 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. Caffeinated drinks such as Monster, Red Bull, and coffee are not permitted in hallways or classrooms, and they are strongly discouraged during lunch and breakfast.

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 to bring 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.

## 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. We prefer that students use a clear water bottle, but we understand that it may not always be available to a student. 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.

## 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

YES Prep Northwest is a gum free campus for adults and children. Students are prohibited from chewing gum at any time on campus. Students who are chewing gum will be asked to throw it away and receive a demerit. Excessive demerits for gum chewing will result in detention. YES Prep Northwest reserves the right to set expectations for not chewing gum on any school-sponsored trip, event or activity.

## 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. 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	
<b>Monday-Thursday</b>	YES Prep Polo – Does not need to be tucked in 2020-2021 spirit shirt
<b>Friday</b>	YES Prep Polo, 2020-2021 spirit shirt, YES-Prep branded shirt, College T-Shirt  If a student has purchased a “Super Free Dress” pass using his/her YES Prep Northwest Merits, they can wear clothing that does not have a YES Prep Northwest logo as long as it still meets the standard YES Prep Dress Code Policy. (See Free Dress Expectations below for further details)

Bottoms Expectations	
<b>Monday-Thursday</b>	On Monday through Thursday, HAWKS may wear pants, skirts, or shorts of the following: <ul style="list-style-type: none"> <li>• Blue, black, grey, or khaki-Colored Khaki-Style Pants (any color)</li> <li>• Blue or black Jeans</li> <li>• Jean or Khaki-Style Joggers that are blue, black, grey, or khaki colored</li> </ul> HAWKS may not wear the following: <ul style="list-style-type: none"> <li>• Pants with any rips, tears, or patches</li> <li>• Leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants.</li> <li>• Bottoms with holes or rips.</li> <li>• Shorts and skirts more than fingertip length above the knee.</li> <li>• Bottoms below the waist.</li> </ul>
<b>Friday</b>	If a student has purchased a “Super Free Dress” pass using his/her YES Prep Northwest Merits, they can wear clothing that does not have a YES Prep Northwest logo as long as it still meets the standard YES Prep Dress Code Policy.

Outerwear Expectations	
<b>Monday – Thursday</b>	HAWKS may only wear YES Prep outerwear. Students may choose from the following: <ul style="list-style-type: none"> <li>• YES Prep water-proof jacket</li> <li>• YES Prep sweatshirt</li> <li>• YES Prep cardigan</li> <li>• Campus athletics department outerwear</li> <li>• Campus-issued grade level or spirit sweatshirts, etc.</li> </ul>
<b>Friday</b>	If a student has purchased a “Super Free Dress” pass using his/her YES Prep Northwest Merits, they can wear a jacket, sweatshirt, cardigan that does not have a YES Prep Northwest logo as long as the outerwear is not offensive.

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### Shoe Expectations

<b>Monday-Friday</b>	For safety purposes, all shoes must meet the following criteria: <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></ul> Any shoe color is permitted.
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### Student ID Badge Expectations

<b>Monday-Friday</b>	ID Badges must be worn by all students on campus lanyards and must be visible at all times.
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### PE Uniform Expectations

<b>Monday-Friday</b>	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... <ul style="list-style-type: none"><li>• Have school appropriate messaging</li><li>• Meet criteria in the “Free Dress Days” category</li><li>• Bottoms may not be higher than fingertip length above the knee</li></ul>
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### Accessory Expectations

<b>Monday - Friday</b>	Students may: <ul style="list-style-type: none"><li>• Have a variety hairstyles and colors. Head shaving designs are permitted if images are school-appropriate.</li><li>• Have visible piercings and tattoos if messaging and images are school-appropriate.</li><li>• Wear religious head-coverings.</li><li>• Not wear accessory items that are spiked (bracelets, belts, collars) due to safety reasons.</li><li>• Not wear hats, hoods, and sunglasses at any time on campus for safety purposes.</li><li>• Not wear bandanas as head coverings or headbands</li></ul>
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### Free Dress Expectations

<b>Friday</b>	<ul style="list-style-type: none"><li>• 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 (including jerseys with labeled sponsors), 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>• All pants, shorts, skirts, footwear, and accessories must meet the criteria established in the Monday through Friday uniform.</li></ul>
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# CAMPUS ATHLETICS

Sports Offered at YES Prep Northwest:

- Girls Volleyball
- Boys and Girls Cross Country
- Boys and Girls Basketball
- Boys and Girls Soccer
- Boys and Girls Track

The Athletic Director/Athletic Coordinator will be the admin on duty at the games. When we grow to a high school this will be revisited.

Students will be able to attend home games without guardians. They will have to follow the same rules as all the spectators noted in the YES Prep Athletics Handbook. Students who are not on athletics teams will not be allowed to stay after school and wait for a game to start unless they are being directly supervised by a staff member in a classroom and/or they have permission from the Athletics Coordinator.

Students will have to be picked up no later than 30 minutes after the game. If this does not happen, they will be given a warning the first time. The second time they will be notified they cannot attend any more games without a permission slip/contract signed by their guardians or guardians, stating that they agree to be picked up on time. If this contract is broken a meeting will occur and the student could possibly be banned from games for the remainder of that year.

Spectators will be expected to adhere to the code of conduct in the YES Prep Athletics Handbook.

# CAMPUS OPERATIONS

## Common Area Expectations

At YES Prep Northwest, we have several common areas on campus, and it is the expectations that all Hawks 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 (Aviary), the Gym (Cage), 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 Director of Student Support and/or Principal.

## Lunch Time Expectations

Students at YES Prep Northwest will eat lunch in the cafeteria or another location designated by an administrator. Students are expected to remain in the designated lunch location for the duration of lunch, and they should not loiter in the hallways, bathrooms, or in empty classrooms.

A guardian, or an adult listed as an emergency contact, may eat lunch with their student if a valid photo ID is presented and they are on listed on the student's record. A parent/guardian is the only individual who may provide food for their specific student. Food will not be accepted from non-parental deliveries (e.g. Uber Eats, Dominos), and students/ guardians are not allowed to order food

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for delivery as deliveries will be turned away. 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 Northwest. Please be mindful of traffic patterns, school bus drop-off and loading, and pedestrians while in the parking lot at YES Prep Northwest. 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 YES Prep Northwest Front Office is the primary point of contact for guardians, visitors, and our school community. The YES Prep Northwest Front Office will open 30 minutes before the first bell and remain open 15 minutes after the dismissal bell.

Front Office Hours:

- Monday - Friday: 8:00 AM - 4:00 PM
- Early Dismissal Days: 8:00 AM - 1:00 PM

## Campus Communication to Families

YES Prep Northwest is a family-oriented school, and we believe in frequent communication with our families. YES Prep Northwest 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 Northwest Front Office has the most up-to-date phone numbers and email address at all times.

School Messenger is our mass communication system, and families 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 at <https://access.heropowered.com>.

YES Prep Northwest maintains a campus Facebook page and Instagram page where we will post important updates, information about upcoming events, and celebrate the hard work of our students. Make sure to follow our Facebook and Instagram page at

<https://www.facebook.com/yesprepnorthwest/>  
IG: yesprepnorthwest

YES Prep Northwest also keep a campus page on the YES Prep website ([www.yesprep.org](http://www.yesprep.org)) that will be updated with important information, including staff contact information, throughout the school year.

Weekly Family Communication (HAWKS Family Notes)- YES Prep Northwest will post a weekly news update to families to share important information.

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

## [Former Student Visits](#)

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

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