



**NORTH FOREST SECONDARY**

**INDIVIDUAL CAMPUS  
SUPPLEMENT**

**2021-2022**

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# OPENING LETTER FROM PRINCIPAL

Welcome to YES Prep North Forest. At YES Prep North Forest, we believe that strong culture and community are essential to student achievement. We strive to create systems, structures, and routines that will foster community based on consistency, creativity and achievement. 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 North Forest and beyond. We always operate within our campus core values, which are listed below.

Empowerment	Perseverance	Integrity	Compassion
We have the power to change outcomes that we do not want.	We work towards our goals even when the work is difficult.	We use our knowledge about "right" and "wrong" to make decisions about our behavior.	We build relationships and help those in need.

At YES Prep North Forest, we are all Legends. A legend operates in the mantra of "Sacrifice is temporary; Legends are forever." We believe that even through obstacles and difficult times, students will be able to persist, and continue towards success. Students should not compromise hard work but understand that setbacks may happen. When setbacks occur, staff and parents should rally around the student to help them understand that the obstacles they are facing are only a temporary stop on their way to achieving academic greatness and becoming legendary. We also believe students should be citizens of the world and strive towards social justice for all. YPNF is committed to allowing students to engage in conversations and action regarding social justice issues as they arise in our city, state, and country.

Thank you in advance for setting aside time to read the agreements that we make with our students and families here at YES Prep North Forest specifically.

Sincerely,

Bryce Moore

Principal of YES Prep North Forest

# CAMPUS ACADEMIC SUPPORT

## Academic Support

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

In addition to weekly tutorials, students who demonstrate a need for increased support through our Case Management Process to Intervention (RTI) process may be assigned a weekly check-in with a teacher and additional supports in order to ensure their success at school. If students qualify for these additional supports, guardians will be notified.

## Homework Completion

At YES Prep North Forest, we believe that homework provides students with the additional practice to increase mastery of skills, build strong vocabulary, and increase literacy. Therefore, homework is expected to be completed when it is assigned. Homework will be written on the board of each classroom and students will be expected to write their homework in their student agenda. If a student does not complete homework, he or she may not be adequately prepared for the day's assignment. As students continue to turn in incomplete homework or fail to return assignments, teachers will communicate directly with parents and/or guardians.

Students who exhibit academic dishonesty (cheating or plagiarizing) on 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.

# CAMPUS CULTURE

## Campus Core Values

We always operate within our EPIC values.

Empowerment	Perseverance	Integrity	Compassion
We have the power to change outcomes that we do not want.	We work towards our goals even when the work is difficult.	We use our knowledge about "right" and "wrong" to make decisions about our behavior.	We build relationships and help those in need.

## Detention Guidelines

When a student earns their ninth demerit for the same behavior (i.e. Not being on time), they will earn a detention. When a student earns a demerit or a detention for one of the behaviors listed above, the staff member will enter the infraction into our discipline application, Hero. Once the behavior is entered into the discipline application, both students and parents will be able to view the behavior earned by the student and any associated consequence. The discipline application, Hero, will keep track of how many times a student has earned a demerit for the same behavior and assign the appropriate consequence.

- The third time a student earns a demerit for the same behavior, Teacher will call home.
- The sixth time a student earns a demerit for the same behavior, GLC calls home and provides and intervention.
- The ninth time a student earns a demerit for the same behavior, they will receive an administrative action (lunch detention, after-school detention, etc.)

If a student earns more than three detentions in one week, they can attend a Wednesday detention to meet the detention hours earned. Skipping an after-school detention will result in an extended Wednesday detention. Skipping a Wednesday extended detention will result in a day of ISS (In School Suspension).

North Forest will hold after school detention and/or extended after school detention every weekday. Detention will be held from 4:20 to 5:15 on Monday, Tuesday, Thursday and Friday.

There are three staff members assigned to each duty; a GLC, DOS, and a teacher. The DOS will start the detention room while the staff on detention duty finish their afternoon duty. The assigned monitors will join as soon as possible. Detention monitors take attendance on HERO, ensure students are meeting expectations, and escort students from the building once detention is finished. If a student is serving detention, they can be pulled by teachers for tutorials and still be counted as “served”. Office aids will collect students for detention from 4:00-4:15.

- While at detention, students are expected to be:
- On-time
- Awake
- In dress code
- Working on something school related
- Not eating food.
- If a student fails to meet these expectations, they can be escorted out of detention.

## Positive Incentives

We are always looking for ways to celebrate Legends who are living out our core values and going above and beyond. Students can be recognized for their hard work and actions by receiving EPIC points.

- **Shout Outs** – a public, verbal recognition of students who are living out our core values, usually accompanied with two claps.
- **Bid Trips** – small field trips with one or more staff member where students use EPIC 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 free.
- **Phone usage**- students can earn cell phone use during lunch based on EPIC points.
- **Outside lunch**- students can earn the opportunity to have lunch in the courtyard based on EPIC points.
- **Core Value Awards** – these awards are given out to recognize students who are models of our EPIC core values.

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- **Student of the Semester** – typically awarded to two students in each grade level at the end of each semester.
- **End of the Year Academic Awards** – these awards are given to the top Legends in a grade level per academic's subject area.
- **Honor Roll Recognition** – Students who earn honor roll will be recognized each six weeks and receive an honor roll certificate as well as celebration.
- **EPIC Jacket** – Students who display our EPIC values will be given a “Legendary” jacket.

## Before and After School Expectations and Procedures

Before school, students are expected to meet the following expectations:

- No student will be allowed to enter the building before 8:00 AM, at which time the doors will open, and students may enter.
- Buses will drop off in the front of the school near the end of the building.
- Car riders will also drop off in the front towards the end of the building. 6th, 7th, and 8th grade students will report to Legends Hall.
- Breakfast will be provided inside Legends Hall for MS only.
- 9th, 10th, and 11th and 12th grade will go to the cafeteria. Breakfast will be provided in cafeteria for HS only.
- Middle school students are expected to report to Legends Hall for breakfast and high school students are expected report to Legends Hall if they are eating breakfast or the gym if they are not.
- No food may be consumed in the gym (except for Breakfast).
- Students are not allowed to go to their lockers before 8:30 AM.
- The only restroom students can use during this time is in the downstairs hallway.

YES Prep North Forest dismisses at 4:00 PM daily. Students are not allowed to stay on campus after school unless they have teacher supervision or are 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.

Guardians are given a 30-minute grace period to pick up their student. For those parents who continually pick up their child late from school, YES Prep Public Schools may report them to local authorities and/or Child Protective Services.

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 North Forest 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 North Forest, 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, parents will always receive written notification for the activity. Once a schedule is finalized for such activities, they will run from 4:05 PM – 5:00 PM.

All students who are still waiting for parent pick-up after 4:05 p.m. will remain in the front of the school and a member of admin will stay until all kids are gone. Students may use electronics if they are silent. Students will call home to inform families they must be picked up before 5:30 p.m. Students staying for tutorials will report directly to the library by 4:05pm and students staying for detention will report to the assigned detention room by 4:05 p.m.

If there are evening performances, dances, or celebrations, student must leave campus and return for the event. YES Prep North Forest 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 North Forest behavior expectations.

## Food and Drink Expectations

Food and drink are permitted in the cafeteria only. Food is not permitted in other areas (including the hallways). This includes items needed to complete instructional activities. If food will be used during instruction, approval must be obtained from the Dean of Students and Dean of Instruction.

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 while permitted in the cafeteria during lunch and breakfast, they are highly discouraged.

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 can eat free breakfast each morning and access to lunch during the school day.

Deliveries (UberEATS, Pizza, etc.) will not be allowed for students. Any deliveries that arrive to campus for a student will be held in the front office until the end of the 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 parents/guardians or purchase food through Preferred Meals. When food is shared between students there is a risk of food allergies, and parents should feel confident that they know everything their students are eating at school. Students are not permitted to share food with other students, and parents 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.

### Senior Privileges

Seniors can eat lunch outside in the courtyard area and use their cell phones during lunch time.

Students are not allowed to chew gum anytime or anywhere on campus. YES Prep reserves the right to set expectations for not chewing gum on any school-sponsored trip, event or activity. Excessive incidents of gum chewing may result in disciplinary action.

## Dress Code

### YES Prep Dress Code 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. Students must have a campus id.

### Campus Dress Code Policy

YES Prep Public Schools' dress code policy is centered around values of equity and school pride. The YES Prep dress code allows for individuality building and allows for community building through optional campus-specific shirts and outerwear. The dress code should be met each school day and should meet the expectations of district and campus guidelines. 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 item.

A campus-based YES Prep Polo or YES Prep-based Spirit Shirt is sold by YES Prep Public Schools, containing the current school and official YES Prep logo and is distributed by the student's school or Athletic Department.

YES Prep Public Schools also has sweatshirts and cardigans for sale to provide multiple options for outerwear. While a student can choose to wear their own outerwear, YES Prep or campus outerwear allows for additional school-pride building opportunities. If a student chooses to wear YES Prep outerwear, it may only be provided by YES Prep or the campus Athletics Department.

The following is the dress code expectations throughout the week.



## 6-12 Monday through Friday Dress Code

Free Dress Expectations	
All Days	<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> <li>All pants, shorts, and skirts must meet the criteria established in the "Bottoms" for pants/shorts/skirts.</li> </ul> <p><i>YES Prep polos will still be available for purchase if a student/family chooses to wear the polo as one of their daily shirt options.</i></p>

YES Prep Polo Expectations	
Varies	All students should own at least 1 campus polo shirt. The polo will be required to attend all campus activities. YES Prep polos will still be available for purchase if a student/family chooses to wear the polo as one of their daily shirt options.

Spirit Shirt Expectations	
Varies	All students should own at least 1 campus spirit shirt. Additional spirit shirts are available for purchase.

College Shirt Expectations	
Fridays	All students should own at least 1 college shirt. College shirts will be worn with jeans and khakis on Fridays.

Bottoms Expectations	
All Days	<p>Students may wear 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>Joggers (any color, must be jean or khaki material- may not be sweat pant material)</li> </ul> <p>Students <u>may not wear</u></p> <ul style="list-style-type: none"> <li>Leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants.</li> </ul>

	<ul style="list-style-type: none"> <li>• Pants made of sweat pant material</li> <li>• Joggers</li> <li>• Pants with holes (no holes are allowed above or below the knee)</li> <li>• Shorts and skirts no shorter than mid-thigh.</li> <li>• Bottoms below the waist.</li> </ul>
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Outerwear Expectations	
All Days	<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>• Sweatshirt (no hood)</li> <li>• Jackets (no hood)</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, affinity groups or spirit sweatshirts etc. (purchased through campus as applicable)</li> </ul> <p><i>*Note: Students may not wear hoods that cover their heads/faces on campus in order to meet safety expectations.</i></p>

Shoe Expectations	
All Days	<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, no croc sandals)</li> <li>• Must have hard soles (i.e. no slippers or crocs)</li> <li>• Any color shoe is permitted.</li> </ul>

Student ID Badge Expectations	
All Days	ID Badges must be worn by all students on lanyards and must be visible at all times.

PE Uniform Expectations	
All Days	<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 Days” category</li> <li>• Bottoms may not be higher than mid-thigh</li> </ul>

Accessory Expectations	
Monday – Friday	<p>Students may:</p> <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> </ul>

	<ul style="list-style-type: none"><li>• Not wear accessory items that are spiked (bracelets, belts, collars) due to safety reasons.</li><li>• Not wear hats, hoods, and sunglasses for safety purposes.</li><li>• Only religious head coverings are allowed on campus.</li><li>• No bandanas</li></ul>
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# CAMPUS ATHLETICS

At YES Prep North Forest, we abide by and expect students to meet all expectations set forth in the YES Prep Athletic Handbook. More information can be found at:

- YPNF Athletics page can be found at <https://yesprepathletics.rankonesport.com/Website/Schools>
- HCAL Website: <https://www.teamsideline.com/sites/hcal/home>

## Sports Offerings

The following sports are offered to students

### MS Sports

MS Girls' Volleyball

MS Girls' Basketball

MS Girls' Soccer

MS Boys' Basketball

MS Boys' Soccer

MS Track

MS Cross Country

Dance Varsity Cross Country

Varsity Track Varsity Soccer Dance

### High School Sports

Varsity Girls' Volleyball

Varsity Girls' Basketball

Varsity Girls' Soccer

JV Girls' Volleyball

Varsity Boys' Volleyball

Varsity Boys' Basketball

JV Boys' Basketball

## Security at Games

Security guards will be in attendance several games throughout the season. Students can attend games without parent supervision but must be picked up right after the games. All spectators are expected to follow the district policies. Spectators may be asked to leave if they don't follow the policies. All student athletes must wear professional dress on home games, purple polos and uniform bottoms on away games.

## Consequences

If students receive detentions and suspensions, students will be required to sit out or miss parts of or entire games. The table below shows the consequences for disciplinary actions.

1 Detention	Must sit out first half of game
2 Detentions	Suspended for a game
3 Detentions	Suspended for half the season
4 or more Detentions	Suspended for the entire season
In School Suspension	Suspended for 2 games
Out of school suspension	Suspended for 3 games

7th – 12th grade students must maintain at least a 70 average in every class to be eligible to participate in any sport. Students who are averaging a 75 or less in any class will be put in an academic support program. Students who have a 69 or less average in any class are ineligible to play and will be put on academic support program. 6th grade students must maintain an 80 average in every class to be eligible to play. 6th grade students who average a 79 or less in any class will be ineligible to play.

## **CAMPUS OPERATIONS**

### Common Area Expectations

At YES Prep North Forest, we have a number of common areas on campus, and it is the expectations that all Legends 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. 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 GLC, Deans of Students, Director of Student Support and/or Principal

### Lunch Time Expectations

Students will attend their lunch by GL. The Dean of Students for each deck will set specific expectations for lunch time behavior and procedures. The following procedures are common across all decks:

- 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 must adhere to all behavioral expectations for common spaces on campus. Students may not chew gum or use technology.
- Students must have a pass or permission from a lunch monitor to use the restroom or microwave. Students may not use the microwave to pop popcorn. 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

Our number one priority is to ensure safety for the students and staff at YES Prep North Forest. Please be mindful of traffic patterns, school bus drop-off and loading, and pedestrians while in the parking lot at YES Prep North Forest. Parents and visitors will be directed to Visitor Parking in the front of the school during the school day.

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## Front Office Hours of Operation

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

- Daily – 8:00 AM to 4:15 PM
- Early Dismissal Days – 8:00 AM to 1:00 PM

## Campus Communication to Families

YES Prep North Forest is a family-oriented school, and we believe in frequent communication with our families. YES Prep North Forest 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 parents and guardians. Please ensure that the YES Prep North Forest 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 North Forest maintains a campus Facebook 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 page at [www.facebook.com/YPNorthForest](http://www.facebook.com/YPNorthForest).

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- YES Prep North Forest 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 – YES Prep North Forest will send a weekly news update to families to share important information.
- YES Prep Family Portal—The Family Portal is a way for families to view important information—attendance, behaviors, grades, and understand student progress. <https://familyportal.yesprep.org/#/login>

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

Student recruiters (e.g. military recruiters), YES Prep alumni, and former staff members must follow all typical visitor policies, including signing in at the front desk upon arrival, wearing a visitor badge at all times on campus and moving through campus only when escorted. Recruiters, alumni, withdrawn students, and former staff who do not have appointments to visit staff and students may be asked to leave campus. They may not interrupt classes or other areas while school is in session. Appointments must be shared with the campus receptionist at least 24 hours in advance of visit.

## Students Who Were Expelled

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

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sibling at YES Prep North Forest and there is a significant event at which the parent wants to have the expelled/placed student, the parent/guardian must first contact the School Principal to request a one-time approval to attend the event with the family.

### Students Who Withdrew

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

### Student Parking on Campus

Student parking is permitted on campus in the Visitor Parking Lot Section B for students who complete the Student Driver Process (See Diagram in Traffic Procedures). Students must register their vehicle on campus through the front office. Registration requires proof of valid Driver's License, Insurance on the vehicle, and payment of the \$15 fee. Any vehicle parked on campus without the proper documentation will be tagged and/or towed.