

CAMPUS SUPPLEMENT

2022 - 2023



 **yes prep**

Southwest Secondary

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Grading Policy

The purpose of grading and reporting of grades at YES Prep is to share the progress of a student's academic achievement with multiple stakeholders, including the student, their family, their teacher, and campus leaders. To ensure that grades clearly communicate academic achievement, 100% of a student's grade is based on their mastery of course content as shown on achievement-based assessments, not on participation or effort-based assignments. 75% of a student's quarterly grade in an individual course will be based on formative assessments, like exit tickets, quizzes, rubric-based discussions, etc. 25% will be based on summative assessments, like unit exams, process writings, research papers, major projects, etc.

Teachers are expected to enter, at minimum, one formative grade in the gradebook each week and, at minimum, one summative grade each quarter. Teachers are expected to enter grades within 5 days of an assessment being given to ensure that students can keep track of their progress in a course.

Teachers will conference with students regularly about their progress in a course; however, it is the responsibility of both students and guardians to check academic progress on a regular basis, ideally each week. Grades on individual assessments can be found in both Schoology and Skyward, but students will need to check Skyward to see their overall quarterly average.

Any assessment that a student completes cannot receive a grade lower than a 60%. Any assessment that a student does not complete will be entered into the gradebook as a 50%.

Students may need additional opportunities to show mastery of course content. A student can retake all completed formative assessments to improve their initial grade, passing or failing, up to a 100%. A student can retake completed summative assessments to improve a failing grade up to a 70%. Missing work must be made up before a student is eligible to retake the assessment. If a student earns a lower score on the reassessment than their original work, the grade for the original work will remain in the gradebook. Teachers are expected to provide reassessments within one week of the student receiving the graded work and reassessment grades must be entered within 5 days.

District unit exam grades will serve as additional reassessment opportunities for all completed formative graded assessments within the corresponding unit. Any unit exam grade of 61-100% will be used to replace all completed formative grades in the corresponding unit (e.g., if a student receives an 85% on their Unit 1 exam, all completed Unit 1 formative assessments with a grade lower than 85% will have that grade replaced with an 85%. Missing work is not eligible for grade replacement using a unit exam grade.

District common assessments will serve as additional reassessment opportunities for all completed summative graded assessments within the corresponding quarter. Any common assessment grade of 61-100% will be used to replace all completed summative grades in the corresponding quarter (e.g., if a student receives an 85% on their Quarter 1 common assessment, all completed unit exams from Quarter 1 with a grade lower than 85% will have that grade replaced with an 85%. Missing work is not eligible for grade replacement using a common assessment grade.

Academic Dishonesty - Homework

Homework is a valuable opportunity to preview material or prepare for an upcoming lesson, practice a newly learned skill, or extend knowledge in a given course. Although homework cannot be taken for a grade, it should be the original work of each student. If a student is caught cheating on or copying (or if they are strongly suspected of cheating on or copying) their homework, it will result in a conference with the Dean of Students along with potential loss of privileges and the student will be required to complete the assignment again.

Consequences for all other types and instances of academic dishonesty are outlined in the YES Prep student handbook.

Academic Support

Any YES student who is failing two or more classes at progress reports for each quarter will receive Academic Support. Academic Support will last until the students are passing all classes. Additional student supports may be added if a student is still failing two or more classes at the end of the quarter or the semester. Some of these supports may include a mandatory teacher check-in to monitor progress and mandatory tutorials.

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/flex times, make an extra effort to communicate with their teachers if they have questions about class assignments, homework, or projects, and attend lunch and/or after-school tutorials, if necessary, to bring up their grades.

If academic support is required, teachers will notify guardians 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 a strong campus 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, built upon a strong anti-bias and anti-racist stance, that is affirming of all students and allows them to develop the academic and social-emotional skills needed to graduate and live choice-filled lives.

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

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recognize positive behavior that promotes our desired school culture, students observed demonstrating these behaviors may be awarded props. These props can be utilized to “purchase” items from a menu of options, differentiated by grade level.

Behavior Expectations

At YES Prep Southwest, there are 9 behaviors that we expect students to exhibit. These behaviors contribute to building school pride and ensuring a safe learning environment, maintaining a strong focus on learning, and treating all members of our community with kindness and respect (Community Norms). When a student does not exhibit these behaviors, they are negatively impacting their own learning environment and that of their peers. Behaviors that violate the Community Norms will result in a student receiving a demerit. Repeated violations may result in lunch detention, after school detention, guardian meetings or other additional consequences.

Community Norm	System-Wide Student Expectation	Demerit Codes
Safety: Hands, Bodies, and Technology	<ul style="list-style-type: none"> • Use technology appropriately • Respect the physical or property rights of other people • Follow dress code expectations 	<ul style="list-style-type: none"> • Did not use technology appropriately • Did not respect the physical or property rights of other • Did not follow dress code expectations
Focus on Community Learning	<ul style="list-style-type: none"> • Be prepared for class • Be engaged in learning • Be on time 	<ul style="list-style-type: none"> • Was not prepared for class • Was not engaged in learning • Was not on time • Late to School
Kind Words and Actions	<ul style="list-style-type: none"> • Demonstrate kindness in language • Demonstrate kindness in action 	<ul style="list-style-type: none"> • Did not demonstrate kindness in language • Did not demonstrate kindness in actions

Disciplinary Procedures for All Students (Middle and High School)

All violations of campus Community Norms will be tracked on Hero. When appropriate, additional restorative practices may be employed to help the student understand the impact of their behavior. YES Prep Southwest staff will adhere to the following discipline sequence for all students:

- On the third violation, a teacher will contact the student’s family and issue a lunch detention.
- On the sixth violation, the Grade Level Chair will contact the student’s family and issue an after-school detention.
- On the ninth violation, an escalated consequence will be assigned, and the Dean of Students will contact the student’s family to work together to determine how to best support the student.
- Demerits will reset for all students every 3 weeks.

Detention

Detention serves as an opportunity for students to reflect on behaviors that have led to demerits or actions that have resulted in escalated consequences. YES Prep Southwest will hold detention throughout the week during lunch and after-school. When a student receives a detention, a staff member will notify the family to ensure the detention is served. Students who receive excessive numbers of detentions or repeatedly do not attend assigned detentions may be subject to the following consequences:

- Parent conference

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- Loss of extracurricular activities and ability to attend school-sponsored events
- Escalated consequences including, but not limited to, in-school suspension, extended detention, or other actions as determined by the Dean of Students.

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 on the green, in the gym or cafeteria before 8:15 am should have a pass and be supervised by a staff member or they will earn a demerit. At 8:15 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 8:00 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:

- Who park near the exit may exit the gate between 3:45 and 3:51 PM (before buses dismiss).
- Who park in the main lot 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 and guardian phone call
- 6 late pick-ups: guardian phone call and potential loss of privileges or detention
- 9 late pick-ups: guardian conference and potential loss of privileges or detention

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

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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 and away from technology. “Spill-proof container” refers to a container that can be sealed and would not spill if knocked over. All students have access to a free breakfast (before 8:30 AM) and lunch (at the designated time) provided by Preferred Meals. Chewing gum is prohibited in all areas of campus.

YES Prep Dress Code Philosophy

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. This, however, is not required.

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.

The following is the dress code expectations throughout the week.

Monday through Friday Dress Code

Dress Expectations	
Monday – Friday	<div>Clothing should meet the following criteria:</div> <ul style="list-style-type: none">• 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, depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way.• Students must wear clothing including both a shirt with pants or a skirt, or the equivalent and close-toed shoes.• Shirts and dresses must have full fabric (non-sheer) in the front and on the sides.• Clothing must cover undergarments and fabric covering all private parts must not be see through.

	<ul style="list-style-type: none"> • Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist. <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) • Any color shoe is permitted.
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Student ID Badge Expectations	
Monday – Friday	ID Badges must be worn by all students on lanyards or retractable ID holders and must be always visible.

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 “Dress Expectations” category

Accessory Expectations	
Monday – Friday	<p>Students may:</p> <ul style="list-style-type: none"> • Have a variety hairstyles and colors. Head shaving designs are permitted if images are school-appropriate. • Have visible piercings and tattoos if messaging and images are school-appropriate. • Wear religious or cultural head-coverings. • Not wear accessory items that are spiked (bracelets, belts, collars) due to safety reasons. • Not wear hats, hoods, and sunglasses for safety purposes.

CAMPUS OPERATIONS

Common Area Expectations

Students should always be in their assigned location 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. Student behavior in common spaces should reflect the idea that “we act in a way that earns the trust of others.” This means students are encouraged to be joyful, but also respectful of the learning process that is occurring around them. Students who do not meet this expectation will earn 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 cafeteria. Students should remain seated in the cafeteria unless they have a pass. While eating, students should enjoy their time in the cafeteria by socializing at a reasonable volume, quickly becoming silent when the all-school attention getter is used and leave a place better than they found it by cleaning up any spills and throwing trash away before leaving the cafeteria. While phones should be put away during class time, lunch is an appropriate time for students to use their cell phones.

A guardian, or an adult listed as an emergency contact, may eat lunch with their student, in a location approved by a campus administrator, if a valid photo ID is presented and they are on listed on the student's record. A guardian is the only individual who may provide food for their specific student. Food will not be accepted from non-guardian deliveries (e.g. Uber Eats, Dominos), and students/guardians are not allowed to order food 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 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 8:00-4:15 pm 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 in the event classes are 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 our Instagram page. Follow us @ YESPrepSouthwest. 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 and Family Portal, so families can work with the front office to ensure 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

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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 or any expensive items to school, including personal laptops or tablets. Students will be provided with a YES Prep-issued laptop for classroom use. Personal laptops will not have access to YES Prep networks and, because of this, will not be allowed for classroom use.

Students do not need to bring a cell phone to school to be successful in their learning. All our students can use the front office phone if needed. We recognize families use cell phones to ensure their students are safe, and we ask for your support in appropriate use of cell phones during the school day. During class, all student cell phones must be silent and put away to maximize student learning and focus. If a student's cell phone is out, in use, or disruptive, the student may receive a consequence up to and including an administrator collecting the phone. If a phone is collected, a guardian will be notified, and the phone can be picked up at the end of the day from the office. Please discuss this expectation with your student.

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.

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** for more details. All students driving to campus are required to follow the standardized procedures. 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 Mr. Jackson. Students must park in the student designated area in the front parking lot of the new building and follow all traffic expectations.