



Southwest
Secondary

INDIVIDUAL CAMPUS SUPPLEMENT

2023-2024

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YES PREP STUDENT HANDBOOK

The Individual Campus Supplement is an additional resource to assist families and students in understanding how a specific campus carries out policies contained in the [YES Prep Student Handbook](#). Families and students can refer to the handbook to better understand the policies YES Prep enacts.

CAMPUS CULTURE

Campus Core Values

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 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.

Before School 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 Procedures & Programming

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 4:00 and 4:06 PM (before buses dismiss).
- Who park in the main lot must wait while buses dismiss (after 4:06 PM)
- Must adhere to signage and follow directions from staff member on duty.

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

Middle School Disciplinary Procedures (MS Only)

At YES Prep Southwest, there are 10 behaviors that we expect students to exhibit.

- | | |
|------------------------------|---|
| 1. Demonstrate kind behavior | 6. Be prepared for class |
| 2. Demonstrate kind language | 7. Follow the dress code |
| 3. Be engaged in learning | 8. Have a student ID visible |
| 4. Be on time for school | 9. Use technology appropriately |
| 5. Be on time for class | 10. Respect the physical rights of others |

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.

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 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 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
- 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.

High School Disciplinary Procedures (HS Only)

At YES Prep Southwest, there are 10 behaviors that we expect students to exhibit.

- | | |
|------------------------------|---|
| 1. Demonstrate kind behavior | 6. Be prepared for class |
| 2. Demonstrate kind language | 7. Follow the dress code |
| 3. Be engaged in learning | 8. Have a student ID visible |
| 4. Be on time for school | 9. Use technology appropriately |
| 5. Be on time for class | 10. Respect the physical rights of others |

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.

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numbers of detentions or repeatedly do not attend assigned detentions may be subject to the following consequences:

- Parent conference
- 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.

[Dress Code Expectations](#)

See more about the YES Prep Dress Code Philosophy and Policy in [the YES Prep Student Handbook](#). The following table breaks down how the campus expects students to follow the dress code policy.

| Dress Item | Expectation |
|-----------------|--|
| YES Prep Shirts | <ul style="list-style-type: none"> • Students are required to wear a YES Prep Polo/YES Prep Spirit Shirt on Monday-Thursday to strengthen school pride, unify the community, and to promote a college-going culture. • All YES Prep students should own at least 1 campus spirit shirt. <p><i>Students are not required to tuck in shirts.</i></p> |
| Free Dress Tops | <p>Clothing should meet the following criteria:</p> <ul style="list-style-type: none"> • T-shirts are acceptable; however all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way. • No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student. • No bare midriffs (half shirts) allowed for any student. • No open-toed shoes. |
| Bottoms | <p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> • Khakis (any color) • Jeans (any color) • Athletic bottoms/leggings/sweats (any color) <p>Additional Bottom Requirements:</p> <ul style="list-style-type: none"> • Students may not wear pajama pants. • Shorts and skirts should be no shorter than mid-thigh. • Bottoms may have holes/tears • Students are not required to wear belts |
| ID Badges | ID Badges must be worn by all students on lanyards and must be visible at all times. |

| | |
|-------------------------|--|
| Shoes | <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) • Any color is permitted • Crocs are allowed |
| Accessories/ Styling | <p>Students may have visible piercings and tattoos as long as messaging and images are school-appropriate.</p> <p>Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons.</p> <p>Students may wear a variety hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate.</p> <p>Hats and sunglasses are not permitted for safety purposes.</p> <p>Religious head-coverings are permitted.</p> |
| Outerwear | <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"> • 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) <p><i>Students may wear hoodies but may not wear hoods that cover their heads/faces on campus.</i></p> |
| PE Uniform | <p>Students may wear their own athletic wear for PE classes. YES Prep will not offer PE uniforms to be purchased through YES Prep. Clothing for PE class must:</p> <ul style="list-style-type: none"> • Have school appropriate messaging • Meet criteria in the “Free Dress” category • Bottoms may not be higher than mid-thigh |

Cell Phones & Personal Devices

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 will 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.

Students and families assume all responsibility for any personal items brought to campus. The campus is not liable for loss or theft of personal items. Lockers are provided for every student and

YES Prep Southwest urges each student to bring a combination lock to secure personal belongings both in their lockers in the hallway and in the locker room.

The campus also strongly advises students not to bring expensive electronics, large amounts of cash 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.

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.

CAMPUS ATHLETICS

Optional but recommended – Consider combining your campus Athletic Handbook into the ICS instead of having a separate handbook. We are combining the Athletic Handbook into the Unified Student Handbook this year, so it makes sense to do the same thing on the campus level.

Sections to include if going this route: What sports are offered, whether there is a security guard or not at games, whether students can attend games without parents there, how quickly they need to be picked up after games, whether people can be asked to leave if they are disruptive, when students are removed from playing games (what kinds of disciplinary or academic issues would cause a student to be ineligible for a game)

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

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.

[Dropping off Items for Students](#)

The YES Prep Southwest Front Office will open for guardian assistance after all tardy slips are distributed to students. Typically, the Front Office is available to assist guardians between 8:00 a.m. and 4:15p.m. The Front Office will close at 4:15 p.m. on school days. The Front Office will not accept or deliver any food items to students.

[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.

YES Prep Southwest staff will also communicate with families via Cardstock text messages.

[Personal Items on Campus](#)

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[Student Drivers](#)

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 a signed student driver form, valid driver's license and insurance for the student driver to Mrs. Matthews, Director of Campus Operations. A student parking tag cost \$5 and students must park in the student designated area in the front parking lot of the building and follow all traffic expectations.