



INDIVIDUAL CAMPUS SUPPLEMENT

2024-2025

TABLE OF CONTENTS

OPENING LETTER FROM PRINCIPAL	3
CAMPUS ACADEMIC SUPPORT	3
General Academic Support	3
Tutorials	3
Assessment Corrections	3
CAMPUS CULTURE	4
Campus Core Values	4
Positive Incentives	4
Before and After School Expectations and Procedures	5
Before School Expectations & Procedures	5
After School Expectations & Procedures	5
Disciplinary Procedures	5
Cell Phones & Personal Devices	6
Food and Drink Expectations	6
Student Food Deliveries	6
Sharing Food	7
Dress Code Expectations	7
Uniform Daily Expectations	8
CAMPUS ATHLETICS	9
CAMPUS OPERATIONS	9
Front Office Hours	9
Late Bus Expectations	9
Common Area Expectations	10
Lunch Time Expectations	10
Traffic Procedures	10
Morning Drop Off	10
Afternoon Pick Up	11
Late Pickup Policy	11
Dropping off Items for Students	12
Personal Items on Campus	12
Student Drivers	12
Procedures for Seniors Leaving Early	13
Family Compact	13
Statement of Purpose	13
2024-2025 Parent & Family Engagement (PFE) Program	14

OPENING LETTER FROM PRINCIPAL

Welcome to YES Prep Northside! As Principal, I am thrilled to kick off a new school year filled with promise and potential.

At YES Prep Northside, we embrace our PRIDE values: Passion, Resiliency, Integrity, Discipline, and Empathy. These values form the foundation of our community and guide everything we do.

Our dedicated team is committed to providing a supportive environment where every student can thrive academically, socially, and emotionally. Together, we'll cultivate a culture of respect, responsibility, and collaboration.

Throughout the year, you can look forward to enriching programs and events that enhance the overall student experience. We value your partnership and encourage your active involvement in our school community.

We look forward to a great year!

Sincerely,

Nicci Cole

CAMPUS ACADEMIC SUPPORT

General Academic Support

Tutorials

Teachers will communicate with all students if they are required to attend tutorials and when their tutorials will take place. Tutorials will review previously taught content to correct misunderstandings and provide opportunities for assessment corrections. Tutorials will be held during the school day as part of the PRIDE Pack/advisory time on a weekly basis.

Assessment Corrections

All attempted formative assessments can be replaced with a higher corresponding summative assessment grade that shows mastery of content up to 100%. Additionally, students have the opportunity to complete corrections for any assessment and score up to half credit OR up to a grade of 70%, whichever is highest. Corrections much be submitted within 2 weeks of the original grade being returned or the end of the grading quarter, whichever is earlier.

CAMPUS CULTURE

Campus Core Values

YES Prep Northside works to be a change-agent in the community, developing life-long learners and equipping them with the skills and mindsets to live choice-filled lives. These intentions are rooted in beliefs that ALL students can and will grow both academically as students and socially as community members every year.

This work requires consistent collaboration between students, staff and families, and we ground that collaboration in our campus's core values.

PASSION - Having a love of learning and a personal drive for success

<u>RESILIENCE</u> - Creating a growth mindset and a willingness to try, no matter what the obstacle

INTEGRITY - Always doing what's right even when no one is looking

DISCIPLINE - Commitment to take ownership of our academic and behavior responsibilities

EMPATHY - Working to understand other individuals' perspective

Positive Incentives

Students at YES Prep Northside receive positive merits, or PRIDE Points, for demonstrating Northside's core values (passion, resilience, integrity, discipline and empathy). A student's PRIDE Points are always accessible via Login | Hero (heropowered.com) The number of points displayed is the number of merits that have been earned to date.

Students will be recognized when they meet certain point thresholds with different Northside incentives. Every quarter, Northside will also host opportunities for individuals who have not earned detentions and have acquired a certain level of points within that grading cycle. Each month, the PRIDE of the Month award will recognize one student from each grade level who was nominated by teachers and peers for demonstrating PRIDE values. This student will be recognized school-wide and will hold their honor for the course of the month.

Northside also utilizes the following systems to ensure members of the PRIDE are recognized for their hard work:

- PRIDE Student of the Quarter- grade level teams and students will establish a student of the month based on PRIDE Values, growth, and/or outstanding performance.
- Bid Trips small field trips with one or more staff member where students use PRIDE 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 covered by the school.
- Deans' List Recognition Students who earn straight A's through the first semester get recognized at the beginning of the next semester for their hard work.
- Honor Roll Recognition Students who earn honor roll will be recognized each quarter and receive an honor roll certificate as well as celebration.
- Perfect Attendance Students who have perfect attendance each quarter will be recognized for their attendance.

Before and After School Expectations and Procedures

Before School Expectations & Procedures

Student Expectations:

- Students should wait under the Y-awning until they are dismissed to the commons at 7:45am.
- Students may only be in the commons until 8:00am. They may not go in the gym, hallways, or classrooms, even with teacher supervision, unless part of a pre-approved activity (practice, morning tutorials).
- Students may use technology and work on homework during this time.
- Students should only be getting their breakfast and report to their designated locations (6/7-Commons, 8-12-Gym). They may not go in teachers' classrooms or field even with teacher supervision, unless part of a pre-approved activity (practice, morning tutorials).
- Students may use technology and work on homework during this time.
- Once students are on campus, they may not leave campus again.
- Students should correct uniforms, put away technology, and throw away food/drink before leaving for homeroom at 8:25am.

After School Expectations & Procedures

- Students may only be on the bus lane, car line lane, or at a scheduled activity. They may not go in the gym, lobby, or in classrooms unless part of a pre-approved activity (practice, tutorials).
- Students may use technology and work on homework during this time.
- Once students have left campus, they may not return to the campus again.
- Students who are waiting for an athletic game/after school event must follow normal after school procedures (cannot wait in building).

Disciplinary Procedures

Student behaviors are categorized into four different levels. Please see the following:

- Level 1- student misconduct that violates classroom, campus, extra-curricular or transportation rules
- Level 2- student misconduct that an appropriate administrator may implement a restorative consequence or suspend the student for up to 3 days per occurrence
- Level 3- student misconduct that an appropriate administrator may implement a restorative consequence or suspend the student for up to 3 days per occurrence, coupled with an educational component. If deemed severe enough, the student may be taken to a disciplinary hearing in which the student may be placed in a disciplinary alternative education placement (DAEP) or expelled
- Level 4- the student may be taken to a disciplinary hearing in which the student may be placed in a disciplinary alternative education placement (DAEP) or expelled

The Culture Team strives to maximize classroom instruction while ensuring safety and student success is at the forefront of all decisions.

Demerits

Back to Top

We use a demerit (negative point) and PRIDE point (positive point) system for discipline. When a student earns 3 or more demerits in the same category in a 3-week window, they will serve a detention. Students can also be issued an automatic detention by administration or their grade level chairs depending on the severity of infraction.

Students who earn demerits resulting in a detention will serve detention during Lunch and PRIDE time. When a student earns a detention, guardians will be communicated by the Grade Level Chair and/or Dean of Students. Students who skip their initial detention will receive an escalated auto detention that will be an hour long. If student fail to attend the auto detention, students will receive an escalated consequence in one day of In-school Suspension.

Detention may consist of a restorative reflection, community service, and/or academic work time for students. Students who need to attend mandatory tutorials, retake an assignment, or complete an exam will be allowed to be pulled from detention by their teacher with detention monitor permission.

Cell Phones & Personal Devices

Students will be allowed to use their cell phones while eating breakfast and during lunch. Students will not be allowed to utilize their cell phones in the hallways or during class. Phones and headphones/earbuds need to be completely invisible and put away during instruction. Students who have their phones, headphones, or earbuds out during instruction will receive a demerit. Continual non-compliance with our cell phone policy will result in additional escalated consequences.

Food and Drink Expectations

Food and drink are permitted in the cafeteria only. Food is not permitted in other areas unless approved by a staff member.

Water, in a clear bottle, is the only drink permitted outside of the cafeteria. All other beverages and beverage containers are not permitted.

Students are not permitted to extend their lunch period by removing food from the cafeteria. If a student is found with food or drink outside of the cafeteria, they will be asked to put away the food/drink and will immediately receive a demerit.

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.

Student Food Deliveries

We do not allow lunch deliveries to students during the school day as this is a disruption to instruction and interrupts front office work functions. If a student forgets their lunch, they are encouraged to eat the school lunch provided daily. Any lunch drop-offs by guardian must be done in person at the front office. Students will not be allowed to exit campus gates to collect their food from their guardians. For safety reasons, students are not permitted to enter the parking lot to pick up lunches from cars that have arrived on site.

Please note, for any lunch drop-offs, students are responsible for picking up their lunch from the front-office and any food not picked up by the end of the day, will be discarded.

Food that is delivered to students during the day may not be eaten in the classroom. It will remain in the front office. Food deliveries may only be made during the hours of 10:00am-12:15pm and must occur during your child's designated lunch time. No Door Dash or Uber Eats allowed, unless designated by the High School Dean of Students, Director of College Counseling, or 12th Grade Level Chair as a senior privilege. There will be a senior privilege on Fridays for ordering food which will be rolled out later in the school year (with guardian approval).

Sharing Food

For the health and safety of all our students, we do not allow students to share food with others due to possible food allergies. Please make sure you are only dropping off food for your child/children. A guardian/guardian is the only individual who may provide food for their child. We do not allow lunchtime birthday celebrations on campus. Please make sure these events are scheduled outside of school hours and off campus.

Students should eat only the food they are given by their own guardians or purchase food though Sodexo Services of Texas. Students who are observed sharing food may have to forfeit the food they were sharing and may be subject to disciplinary action.

Dress Code Expectations

See more about the YES Prep Dress Code Philosophy and Policy in the <u>YES Prep Student</u> <u>Handbook</u>. The following table breaks down how the campus expects students to follow the dress code policy. As a reminder, a student's most outer visible layer of top must be YES Prep branded.

Dress Item	Expectation
YES Prep Shirts	Students are required to wear a YES Prep Polo or YES Prep Spirit Shirt 5 days of the week to strengthen school pride, unify the community, and to promote a college-going culture.
	All YES Prep students should own at least 1 campus polo.
	Students are not required to tuck in shirts.
YES Prep Outerwear	Students are required to wear YES Prep-branded outerwear to continue to strengthen school pride, unify the community, and promote a college-going culture.
	Outerwear must be purchased from YES Prep or the campus Athletic Department.
	 Students may choose from the following: YES Prep sweatshirt (purchased through YES Prep) Campus athletics department outerwear (purchased through campus Athletics Department) Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)

Bottoms	Students may choose between pants, skirts, or shorts of the following: • Khakis (any color)			
	NavyJeans (any color)			
	Students should wear bottoms that allow them to comfortably participate in PE. Students may not wear pajama pants, leggings, or bottoms with holes.			
	Shorts and skirts should be no shorter than mid-thigh.			
	Bottoms may not have holes/tears.			
	Students are not required to wear belts.			
Shoes	Tennis shoes are recommended so students can safely participate in activities at recess and in PE.			
	For safety purposes, all shoes must meet the following criteria: • Closed-toed			
	Must have backs (i.e. no slides)			
	Must have hard soles (i.e. no slippers)Any color is permitted			
	 No shoes with heels over .5 inches 			
	Crocs are allowed in sport mode only (straps behind the ankle)			
Accessories & Styling	Students may have visible piercings and tattoos if messaging and images are school-appropriate.			
	Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons.			
	Students may wear a variety of hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate.			
	Hats and sunglasses are not permitted for safety purposes.			
	Religious head coverings are permitted.			
Free Dress Tops	 Clothing should meet the following criteria: 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.			

Uniform Daily Expectations

Students must follow the specific daily expectations for uniforms at their campus as outlined below. Please note that there may be some exceptions to these dress code expectations to accommodate

cultural celebrations and traditions. Exceptions to uniform expectations will be communicated to students and families in advance.

Day of the Week Dress Code Expectations			
Monday	YES Prep Northside polo with approved bottoms (see chart above)		
Tuesday	YES Prep Northside shirt with approved bottoms (see chart above)		
Wednesday	YES Prep Northside shirt with approved bottoms (see chart above)		
Thursday	YES Prep Northside shirt with approved bottoms (see chart above)		
Friday	YES Prep Northside shirt or college shirt with approved bottoms (see chart above)		

CAMPUS ATHLETICS

YES Prep Northside will adhere to the YP District Handbook which will be provided to athletes and parents. Athletics is an extracurricular activity utilized to contribute to the Yes Prep mission of college readiness. Athletes must adhere to all Yes Prep District and Campus wide expectations in order to be an eligible participant in athletic opportunities.

Middle School and High School Sports:

- Volleyball
- Cross Country
- Flag Football
- Basketball
- Soccer
- Track
- Cheerleading\

CAMPUS OPERATIONS

Front Office Hours

The YES Prep Northside 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. Cut off time for picking up students during the regular school day is 3:00pm.

Late Bus Expectations

In the event a bus arrives at campus after the start of school, all bus riders on the bus will be checked in at the front office and given a pass to go to class. They will not be marked tardy.

For any bus late to dismissal, a campus leader will always be present after school to ensure no students are on campus unsupervised. In the event of a late bus, the leader will wait with the students at the front of the school until the bus arrives, or the last student has found alternative transportation home.

Common Area Expectations

Students will be held accountable to behavior expectations while on campus grounds (including before and after school) and in all common areas. Students may receive PRIDE points or demerits and any necessary discipline will follow the student code of conduct.

At YES Prep Northside, we have several common areas on campus, and it is the expectation that all members of the PRIDE treat these spaces with respect and leave them better than they found them. Common areas include, but are not limited to, hallways, restrooms, the Commons, 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 results in referral to the Dean of Students, Director of Student Support and/or Principal

Lunch Time Expectations

Students at YES Prep Northside will eat lunch in the Commons or another location designated by the administration. The following procedures are common across all lunches:

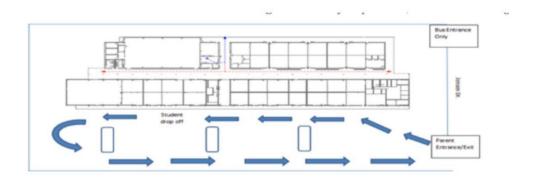
- Students should report straight to the cafeteria at the beginning of lunch. If students arrive after the bell rings, they will receive a tardy demerit.
- Students are expected to remain in the designated lunch location for the duration of lunch, and they should not linger in the hallways, bathrooms, or in empty classrooms without a pass or adult supervision.
- Students must have a pass from a lunch monitor to use the restroom. A maximum of three restroom passes will be issued at one time.
- Students must adhere to all behavioral expectations for common spaces on campus.
- 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

Morning Drop Off

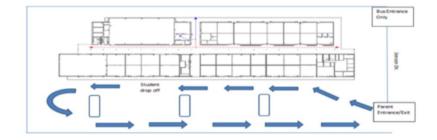
Students that are being dropped off in the morning will proceed through the south gate staying on the right-hand side of the parking lot, following the car rider lane. YES Prep Northside remains to uphold the safety of our students at all times. For this reason, students should never be dropped off on the street, as this is dangerous and leads to traffic congestion on Jensen. During the time of drop-off, following the guidance from staff members on duty will be critical. No family should be racing in-and-out of the campus grounds, as this creates a safety concern for students and staff on campus. When exiting the campus grounds, car drivers will continue to follow the car lane that will

lead to the exit gate (south gate entrance). When exiting this gate, all cars should turn right at the gate to prevent any incidents with incoming traffic. This will also ensure traffic is moving as efficiently as possible, therefore clearing traffic in a timely manner.



Afternoon Pick Up

Parents picking up students in the afternoon will proceed through the south gate staying on the right-hand side of the parking lot, following the car rider lane. During the time of PM pick-up (4:00-4:15PM), no students should be picked up on the streets outside of the campus grounds. Wait until you reach one of the designated pick-up areas to pick up your students. Do not stop traffic to pick up your student outside the designated student pick-up area. Following the guidance of staff members on duty is always critical during student pick-up in the afternoon. When exiting the campus grounds, car drivers will continue to follow the car lane that will lead to the exit gate (south gate entrance). When exiting this gate, all cars should turn right at the gate to prevent any incidents with incoming traffic. This will also ensure traffic is moving as efficiently as possible, therefore clearing traffic in a timely manner.



Late Pickup Policy

At YES Prep Northside we value the time and hard work all our staff, students, and families put into making college a reality for our students. We know that behind every successful student is a supportive family. We appreciate your dedication to your student. Our staff members also work long days to help support students. It's imperative that your child is picked up on time so that staff members are able to recharge and prepare for the next day.

Students not picked up by 4:15pm will need to be picked up from the front. If your child is staying after-school for programming, please refer to communication from the staff member leading this program for the dismissal time.

Students who are picked up 30 minutes or later past dismissal time or after-school program end time will be logged in our official Late Pick-Up binder, and you will receive a letter that reminds you of the following actions that will be taken if your child continues to be picked up late. After three occurrences of late pickup, you will be required to attend a meeting with someone from the leadership team. These actions include: logging the event, calling the Houston Police Department to pick the child up, and filing a report with the Child Protective Services. We hope to avoid having to take these actions, but we are committed to providing the safest environment for our students and staff, and this requires students return home at the correct times. With our staff working hard to provide the best education for our students we are unable to provide adequate supervision for students who are not part of after-school programming or who stay beyond the dismissal of after-school programs.

Dropping off Items for Students

We recognize that there may be times when parents/guardians will have to drop off certain items to students throughout the school day. Any items should be dropped off with the campus Receptionist at the front office. Lunches dropped off outside of lunch times will be kept at the office until the end of the day.

Personal Items on Campus

Any personal items brought to campus are at the risk of the student. YES Prep is not responsible for any lost or damaged items. We strongly encourage students to leave all personal items of value at home. This includes, personal phones, tablets, or other non-school related items.

Student Drivers

Students with valid parking access (as outlined in the YES Prep Student Handbook) should park in the lot section indicated with the yellow rectangle. To attain a valid parking permit, students will need to show proof of their license/permit and insurance card, indicating that the student has coverage with their insurance. Once the student can show all of this, students will be able to attain a valid parking permit for the student campus parking lot. This parking permit will be \$5 and should be paid in the form of cash to the front office once all paperwork is verified.

Student parking privileges may be revoked if the student is found to be in violation of the student code of conduct. Vehicles that are improperly parked (without parking permit) are subject to being towed. Student parking permits are non-transferable and must be assigned to the student by front office staff. Students are not permitted to reproduce the parking permit. Students found in violation are subject to have their parking access revoked.



Procedures for Seniors Leaving Early

YES Prep Northside allows qualifying seniors to have an early release their last year on campus. Seniors must meet the following conditions in order receive this privilege:

- Attend and pass all scheduled classes by the end of each quarter
- Receive O suspensions throughout the year
- Meet all attendance and tardiness expectations

Seniors will sign themselves out after 3rd period (2:30 PM) on their early release days at the Front Office, and they must promptly leave campus. Loitering inside or outside the building can be cause for revoking this privilege. Seniors will only be allowed back on campus if they have an official afterschool activity. This privilege can only be utilized at the end of the day.

Please note that on any testing days or days where the entire campus is dismissing early, seniors will need to stay for the entire day and cannot leave before 4th period is complete.

This privilege may be revoked:

- If the student is failing any course at the end of the quarter
- If the student receives an in-school or out-of-school suspension at any time
- If the student does not follow traffic regulations while on school property, including taking any students with them who do not have early-release
- If the student fails to meet campus-based attendance requirements for this privilege
 - o More than 8 absences (excuses or unexcused) in any semester their senior year
 - More than 8 morning/classroom tardies throughout the semester
- If an administrator sees any other need for the privilege to be revoked

If the early release privilege is revoked during first semester, it cannot be reinstated until second semester and only if campus administration agree that it can be reinstated. If the early release privilege is revoked during second semester, the student will officially lose this privilege for the remainder of the school year.

FAMILY COMPACT

Statement of Purpose

YES Prep Public Schools is committed to working in collaboration with students, families, and other community stakeholders to achieve ambitious student learning outcomes. We recognize that

parents and families play an important role as their child's first teacher and are valued partners in the educational process. As a result, parents and families will be included in appropriate decision-making opportunities to support student achievement. A **school compact** is an agreement between the school, parents, and students to help the student succeed. We will work together to create a strong support network for your child.

ESSA 1116 (d) states, "As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part shall jointly develop with parents... a school-parent compact..."

2024-2025 Parent & Family Engagement (PFE) Program

What is it?	YES Prep Public Schools strives to provide high-quality education individualized for each student by developing and maintaining relationships with families and the community. One way we continue to do this is by participating in the Title I, Part A State Program. This program provides funding for low socioeconomic schools. In return, we promise to meet the expectations laid out for us by the Texas Education Agency and the United States Department of Education				
Funding	Title I funds will be allocated for the parent and family engagement program. Parents and family members of children receiving Title I, Part A services shall be involved in the decisions regarding use of funds for parental involvement activities.				
Review	YES Prep Public Schools will involve parents in an active and engaging manner to plan, review and improve Title I Part A programs. The LEA's and campus's Title I, Part A programs are subject to audit by the Texas Education Agency to ensure that Title I, Part A program requirements are being met.				
Family Meetings	Parent Meetings will be scheduled at your school to plan and communicate relevant information. Meetings will always take place in the cafeteria.				
	Meetings	Dates & Notes			
	Title I Meeting	Fall Semester			
	Open house / Meet the Teacher	Fall Semester - August/September			
	Parent Teacher Conferences	Elementary- Fall and Spring All other campuses- scheduled as needed and/or upon Family request			
	Family Association Meetings	Dates shared on social media, Family Notes, and YES Prep website By Parent and Family Engagement Policy, hosted once a month on all YES Prep Campuses			
	Coffee with the Principal	Dates shared on social media, Family Notes, and YES Prep website			
Ways to request regular or one- on-one meetings:	 Email campus staff, teachers Call campus directly 				
	YES Prep Curriculum - Academics				
School- Parent Compact	Schools Responsibilities	Guardian/Caregiver's Student's On-going Responsibility Communication			

 Provide academic support to students who need it Host Title I Meetings and Workshops Communicate with families about student performance through the Family Portal and School Messenger Participate in Parent-Teacher Conferences Build relationships with students and families through home visits and Open Houses Provide volunteer opportunities for families Welcome families to observe their child in class Host Family Association Meetings on a monthly basis and provide a summary of the meeting through Family Notes Communicate with families, regularly (Campus 	 Be your child's best advocate. Make sure your child attends school regularly and on time Provide transportation for your child to and from school Encourage, empower, and motivate your child to succeed academically and prepare for college Create a home environment that supports learning Make reading a priority at home Communicate regularly with the school Attend school events and conferences Follow the school rules and provide feedback to the staff Promote your child's health and wellness (Campus partner 	 Attend school regularly and be on time Complete your homework and do your best Get good grades and strive to maintain a 3.0 GPA Ask for help when you need it and never give up Be respectful and take pride in yourself, your community, and your school Follow the Code of Conduct and protect myself and the safety of others Practice healthy behaviors Do whatever it takes to be accepted to and graduate from college (Campus 	 Campus Communication Platform Family Notes Social Media - Instagram and Facebook STAAR Family Portal LINK Family Association Communication
partner inserts 1-3 additional requests)	inserts 1-3 additional requests)	partner inserts 1-3 additional requests)	inserts 1-3 additional requests)