



INDIVIDUAL CAMPUS SUPPLEMENT

2024-2025

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OPENING LETTER FROM PRINCIPAL

Hello HAWKS Families!

We have made it to another exciting year in HAWKS Nation and I am excited to continue being your principal! Firstly, we want to thank you for choosing YES Prep Northwest. That step is just the first of many decisions we seek to make together for your student's success throughout middle school and high school in preparation for college.

At YES Prep Northwest, our campus mission is that *"YES Prep Northwest empowers all HAWKS to succeed academically, build character through community, and advocate for a future of their own."* To this end, we believe in a three-fold model to ensure student success: student, family and school. We must all partner together to help our students meet the expectations consistently as we know that is what will help them along their academic journey. As students, we ask that you follow our core values of Honesty, Action, Wisdom, Kindness and Service in all you do. Parents and Families, we ask that you partner with us and reaffirm the expectations set at our campus to increase safety, security, a sense of belonging and academic achievement. As staff, we will provide strong instruction, supports and resources to our students each day to meet their individual academic needs.

Each year, we provide our YES Prep Unified Student Handbook and Individual Campus Supplement. It is important to read these documents as a family and have conversations to increase clarity. We have found that when this happens, students transition into the school year with ease. These two documents have been created to share information with you about the support and expectations for students who attend YES Prep Northwest.

We look forward to the year we will create with you and your students and the opportunities we will be able to provide. As we are a school community, we invite you to be a part of the process with volunteering and overall process. Thank you in advance for the wonderful year we will have!

We are ~~H~~AWKS Nation,

Justin West | Lead Principal

CAMPUS ACADEMIC SUPPORT

General Academic Support

Required Supplies

In order to ensure every student is set up for academic success in all their classes, the following supplies are required:

2-1 ½ inch Binders

Pencils & Pens

Highlighters

3 Composition Notebooks

2-Pack of Dividers

1 Pack of Colored Pencils

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Glue Sticks

Combination Lock for Lockers

8th-11th Grade only: TI-nspire CX II

Required Tutorials

General Tutorials

Students who need additional support will have the opportunity provided by their teacher. Tutorials for classes can be hosted in the morning, during the school day or after school. If students are required to attend tutorials during the school day, they will be hosted during their lunch time with their core teacher. Tutorials will be at least 30 minutes per course each week. If a student has below a 70% in a class, parents/families should expect to receive communication from teachers about when tutorials will be hosted.

Unified Tutorials

Unified tutorials are for state required for students who "did not meet" on a STAAR exam in the previous academic year on the state exam. These tutorials are hosted after school for 75 mins multiple times a week depending on the student's needs. Transportation may or may not be provided depending on the day of the week. If students needs UT, families will be notified by a member of the campus team.

Grading Policy

The purpose of grading and the reporting of grades at YES Prep Northwest is to share the progress of a student's academic achievement with everyone: the student, the guardian, the teacher, and the campus-based leadership. The grade a student receives shows their learning and their ability to demonstrate course content achievement. Grades provide everyone with feedback on a student's progress and should be clear and precise.

All assignments relate to instructional objectives that are tied to the essential knowledge and skills for the curriculum established for each course. Students' grades indicate the level of mastery achieved on course objectives; therefore, all grades are based on achievement rather than effort or completion.

Grades at YES Prep are given on a number and letter system in Grades 6-12 per semester. Please refer to the table below for conversions; grade points are only awarded for courses taken for high school credit. Some students enroll in high school level classes while still in middle school; grades in these courses will be reported on the student's official transcript.

YES Prep does not award a grade of "D". Each semester receives either a passing grade, meaning it meets YES Prep standards, or a failing grade, meaning it does not meet YES Prep standards.

For AP courses, 1 additional grade point will be added to the grade point scale for any course in which a student earns a passing grade.

Semester Number Grade	Semester Letter Grade	Semester Grade Points (for credit classes only)
100-97	A+	4.33
96-93	A	4
92-90	A-	3.67
89-87	B+	3.33
86-83	B	3
82-80	B-	2.67
79-77	C+	2.33
76-73	C	2
72-70	C-	1.67
69-and below	F	0

Reassessment Policy

Students are able to take reassessments on the following assignments: and other formative assignments (exit tickets, class work). This does not include district Unit Exams, Common Assessments or STAAR/EOCs. In order for students to reassess on an assignment, they must attend tutorials with the teacher, complete test corrections, and/or prove mastery on stated objective.

Homework Policy

We believe that homework is a component of teaching our HAWKS the skills that prepare them for college and the workforce. Homework is an opportunity for additional practice on skills learned during the school day. As such, it is the expectation that students complete all assigned homework. If a student does not complete a homework assignment, if given, they will earn a demerit from our consequence system. Even if a student does not have assigned homework for the day, parents/families should still push students to complete minutes on the following: reading a book for leisure (hardback, paperback, or SORA – online), completing practice on Khan Academy and/or completing math practice on IXL for at least 30 minutes a day.

Students who are caught cheating on or plagiarizing a homework assignment will receive an escalated consequence. Examples of academic dishonesty with homework include, but are not limited to, allowing another student to copy an assignment or sharing answers to a homework assignment. Additional information on YES Prep’s Academic Dishonesty policy is included in the YES Prep Student Handbook and in the YES Prep Northwest Grading Policy.

Late Work Policy

In mastery grading, it is critical that we do not penalize students academically for undesired behaviors. If a student submits an assignment late (past the due date), the student may still turn in the assignment for credit during the quarter; however, if students turn in late assignments the late policy will be implemented. Students must have all work turned in before each Progress Report and Report Card grading period. Teachers will not accept late work after the Progress Report or Report Card period closes.

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Students will earn a 50% in the gradebook if a graded assignment is more than two weeks late. If the behavior persists, students will have a parent follow-up and support plan.

CAMPUS CULTURE

Campus Core Values

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

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



Positive Incentives

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

Shout outs – a public, verbal recognition of students who are living out the core values, usually accompanied with **TWO CLAPS!**

HAWKS Points – Students can earn HAWKS points by exhibiting positive behaviors that is aligned to our core values. The HAWKS points can be exchanged for items at the HAWKS Mart or other incentives. You can track how many HAWKS points your child has by creating an account through [Login | Hero \(heropowered.com\)](https://heropowered.com).

HAWKS Events – a small field trip or event with one or more staff members where students can use HAWKS points to on the trip that they want to attend! An example would be a bowling outing or trip to Barnes & Noble. Some trips may cost money, while others are free!

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HAWKS School Store – this is a school store where Hawks can purchase a variety of items with their HAWKS points.

Progressive HAWKS/Excellence Awards – these awards are given at the end of each semester weeks to recognize students who are models of Northwest HAWKS values and who have shown the most growth academically.

S.O.A.R./Ultimate HAWKS Award – awarded each semester to two exemplary Hawks on each grade level. These awards are given to the top student in a grade level for over excellence in the classroom and for the student who has shown the most growth academically throughout the school year.

Before and After School Expectations and Procedures

Before School Expectations & Procedures

YES Prep Northwest will open the campus gates and doors to students at 8:00 AM. Once allowed into the building, students will grab breakfast and report directly to their homeroom classroom (All MS Students), to the cafeteria (Grades 9 and 10) or to the gym (Grades 11 and 12) where breakfast will be available. Students will not be allowed out of these designated spaces before dismissal to class without a pass. If students are found outside of their designated space without a pass/permission, they will receive a consequence based on the discipline policy. The YES Prep Public Schools Code of Conduct and YES Prep Northwest behavior expectations apply to students as soon as they enter campus even if it is before the first bell rings.

Students should have the correct uniform including their school-issued ID worn around their neck at all times. If for some reason a student has arrived to school out of uniform, this should be corrected during breakfast time (e.g., inappropriate top or bottom). Temporary IDs should be obtained during this time if needed and worn through the duration of the day.

After School Procedures and Programming

YES Prep Northwest dismisses at 4:00 PM Monday – Friday. All students must be out of the building or in their designated location (tutorials, organization meetings, ASPIRE programming, detention, athletics etc.) by 4:15 PM. Students are only allowed to stay on campus if they are being directly supervised by a staff member or staying for a school-sponsored activity.

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

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

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

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

The YES Prep Public Schools Code of Conduct applies to students at any time while on/off campus, including after school activities and events. YES Prep Northwest students are subject to all campus discipline policies before and after school, and students can earn consequences including, but not limited to, demerits and detention during after school activities.

After School Programming

YES Prep Northwest dismisses at 4:00 PM Monday – Friday. All students must be out of the building or in their designated location (tutorials, organization meetings, ASPIRE programming, detention, athletics etc.) by 4:15 PM.

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 based on our discipline policy and they will be escorted to the office to be picked up by a parent/guardian.

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

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The YES Prep Public Schools Code of Conduct applies to students at any time while on/off campus, including after school activities and events. YES Prep Northwest students are subject to all campus discipline policies before and after school, and students can earn consequences including, but not limited to, demerits and detention during after school activities.

Bucket	Students Will . . .	Demerits
Campus Pride and Safety	<ul style="list-style-type: none"> • Use technology appropriately • Respect the physical or property rights of other people • Follow dress code expectations • Wear school-issued ID everyday 	<ul style="list-style-type: none"> • Did not use technology appropriately • Did not respect the physical or property rights of other people • Did not follow dress code • Missing ID
Focus on Learning	<ul style="list-style-type: none"> • Be prepared for class • Be engaged in learning • Be on time to class • Be on time to school 	<ul style="list-style-type: none"> • Was not prepared for class • Was disrupting the learning environment of others • Was not engaged in learning by self-avoidance • Was not on time to class • Was late to school
Kindness and Respect	<ul style="list-style-type: none"> • Demonstrate kindness in language • Demonstrate kindness in action 	<ul style="list-style-type: none"> • Did not use kind language • Did not use kind behavior towards others

At YES Prep Northwest, there are specific 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 kind words and actions. When a student does not exhibit these behaviors, they are negatively impacting their own learning environment and that of their peers. The following behaviors will result in a student receiving a demerit.

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 that the behavior was 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. When a student earns their third demerit for the same category (i.e. Not being on time), they will earn a detention.

When a student hits the **first** escalation (3 demerits) for the same norm infraction, they will earn a lunch detention along with a reflection activity. A staff member on the students grade level team will be calling home to the family to make them aware of what is going on and that a detention has been earned.

When a student hits the **second** escalation (6 demerits) for the same norm infraction, they will have a check-in with their GLC and the GLC will call home and have student complete a reflection as well as an after-school detention.

When a student hits the **third** escalation (9+ demerits) for the same norm infraction, they will serve an after-school detention and the DOS will call home and have student complete a reflection. Also, a parent meeting will be held.

Detention is a consequence for repeatedly not following the YES Prep standards for conduct and behavior. When students are in detention, they will work silently on homework, read a school appropriate book, or sit silently to reflect. They may also be asked to practice in restorative conversations because we believe detention should be an opportunity to reflect on the impact decisions are having on themselves and their YES Prep community.

Detention Guidelines

Detention

YES Prep Northwest will hold lunch detention every day and after school detention on Tuesday and Wednesday of every week. Lunch detention is served during the school day and does not require families to have transportation plans. Students will earn lunch detention any time they earn 3 demerits in the same category. Students will serve their lunch detention either the day of or the next available day after the behavior is exhibited and logged. After school detentions are earned if a student makes a choice that is egregious in nature and that is not aligned with our Level 1 discipline system and/or Code of Conduct. If any student is serving a detention either during lunch or after school, guardians will be notified in advance of the student serving the detention.

Skipped Detention

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

If a student decides not to attend an assigned detention, the detention monitor will mark the student "not complied." If the student makes the choice to not attend their scheduled detentions, the student will receive a follow-up from either their Grade Level Chair and/or Dean of Students and have the opportunity to re-serve the original detention. If a student still does not attend detention, they will receive an escalated consequence including, but not limited to, an in-school suspension, an extended detention, or a detention that could occur on a Saturday.

Middle School Disciplinary Procedures (MS Only)

<u>Lunch Detention</u>		
Grade	6th/7th	8th
Day of Week	Monday-Friday	Monday-Friday
Time	10:45am-11:15am	11:50am-12:20pm
<u>Afterschool Detention</u>		
Grade	6 th -8 th	
Day of Week	Tuesdays & Wednesdays	
Time	4:15-5:15pm	

High School Disciplinary Procedures (HS Only)

<u>Lunch Detention</u>		
Grade	9th	10th -12th
Day of Week	Monday-Friday	Monday-Friday
Time	11:50am-12:20pm	12:20pm-12:50pm
<u>Afterschool Detention</u>		
Grade	9 th -12 th	
Day of Week	Tuesdays & Wednesdays	
Time	4:15-5:15pm	

Cell Phones & Personal Devices

Students may bring cell phones and personal devices to campus at their own risk. The campus is not responsible for any items being taken. However, if a belonging comes up missing, students should let adults know and staff will try to locate them.

Students can use cell phones, headphones, and other electronic devices during breakfast time only (8:00-8:30AM). All devices should be put away for the remainder of the school day and can be reused after school (4:00 PM). If students use devices during the day, they will be collected by staff and turned in to the front office. Parents/Guardians can recollect devices at the end of the school day. Students may not come and collect their own devices.

Food and Drink Expectations

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

Water, in a clear bottle, is the only drink permitted outside of the cafeteria. Caffeinated drinks such as Monster, Red Bull, and coffee are not permitted in hallways or classrooms, and they are strongly discouraged during lunch and breakfast.

Any food that students bring must be sized for an individual person – students may not bring “family size” chips as students are not allowed to share food with each other. We discourage students from bringing candy or other items as their meals, and we encourage them to eat meals on campus. All YES Prep students can eat free breakfast and lunch during the school day. If a parent chooses to bring the student lunch, the front office will not interrupt learning time for the student to come pick up their lunch. It is the student’s responsibility to grab their lunch from the front office.

Drinks and Candy in the Classroom

Students may only consume water in the classroom (except for 6th-8th grade breakfast) unless granted special permission for a medical or health reason accompanied by a doctor's note. Other liquids, when spilled, can cause stickiness. Students can use a clear water bottle and if that is not available for you, please reach out to our Student Support Counselor for the best next steps. If a teacher asks to see the liquid and it is not water (and the student does not have a legitimate pass), the teacher will confiscate the bottle, or the teacher may ask the student to dump the contents out and refill it with water from the fountain. Students are not allowed to have candy in class. If a student brings candy for lunch, it is to only be eaten during the lunch block. If a student is seen eating candy in class, the teacher will confiscate the candy, or the teacher may ask the student to throw away the candy.

Ordering Food

Students are not permitted to order food using any food delivery services to be delivered during school hours. Share food with other students, and guardians cannot give food to other students than their children. If a staff member observes a student sharing food, the student may have to forfeit the food they were sharing and may be subject to disciplinary action.

Sharing Food

Students should eat only the food their guardians give them or that they have received in the cafeteria through K12 Meals. When students share food, there is a risk of food allergies, and guardians should feel confident that they know everything their students are eating at school. Students are not permitted to share food with other students, and guardians cannot give food to other students than their children. If a staff member observes a student sharing food, the student 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 [YES Prep Student Handbook](#). 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. <i>Students are not required to tuck in shirts.</i>
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:

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	<p>YES Prep sweatshirt (purchased through YES Prep)</p> <p>Campus athletics department outerwear (purchased through campus Athletics Department)</p> <p>Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)</p>
Bottoms	<p>Students may choose between pants, skirts, or shorts of the following:</p> <p>Khakis (any color)</p> <p>Navy</p> <p>Jeans (any color)</p> <p>Students should wear bottoms that allow them to comfortably participate in PE. Students may not wear pajama pants or bottoms with holes.</p> <p><i>Shorts and skirts should be no shorter than mid-thigh.</i></p> <p>Bottoms may not have holes/tears below the knee/with leggings underneath.</p> <p>Students are not required to wear belts.</p>
Shoes	<p>Tennis shoes are recommended so students can safely participate in activities at recess and in PE.</p> <p>For safety purposes, all shoes must meet the following criteria:</p> <p>Closed-toed</p> <p>Must have backs (i.e. no slides)</p> <p>Must have hard soles (i.e. no slippers)</p> <p>Any color is permitted</p> <p>No shoes with heels over .5 inches</p> <p>Crocs are allowed in sport mode only (straps behind the ankle)</p>
Accessories Styling	<p>& Students may have visible piercings and tattoos if 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 of 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>

	Religious head coverings are permitted.
Free Dress Tops	<p>Clothing should meet the following criteria:</p> <p>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.</p> <p>No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student.</p> <p>No bare midriffs (half shirts) allowed for any student.</p> <p>No open-toed shoes.</p>

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	<p>All Grade Levels</p> <p>YPNW shirt and jeans/bottoms (no holes, rips, tears)</p>
Tuesday	<p>Grades 6-11</p> <p>YPNW shirt and jeans/bottoms (no holes, rips, tears)</p> <p>Grade 12</p> <p>Appropriate shirt and jeans/bottoms (no holes, rips, tears)</p>
Wednesday	<p>Grades 6-11</p> <p>YPNW shirt and jeans/bottoms (no holes, rips, tears)</p> <p>Grade 12</p> <p>Appropriate shirt and jeans/bottoms (no holes, rips, tears)</p>
Thursday	<p>Grades 6-8</p> <p>YPNW shirt and jeans/bottoms (no holes, rips, tears)</p> <p>Grades 9-12</p> <p>Appropriate shirt and jeans/bottoms (no holes, rips, tears)</p>
Friday	Grades 6-8

	<p>YPNW shirt and jeans/bottoms (no holes, rips, tears)</p> <p>Grades 9-12</p> <p>College/Military shirt and jeans/bottoms (no holes, rips, tears)</p>
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	Monday	Tuesday	Wednesday	Thursday	Friday
Middle School (6th - 8th Grades)	YES Prep NW polo/spirit shirt & Jeans/Bottoms (no rips, tears, holes)	YES Prep NW polo/spirit shirt & Jeans/Bottoms (no rips, tears, holes)	YES Prep NW polo/spirit shirt & Jeans/Bottoms (no rips, tears, holes)	YES Prep NW polo/spirit shirt & Jeans/Bottoms (no rips, tears, holes)	YES Prep NW polo/spirit shirt & Jeans/Bottoms (no rips, tears, holes)
9th - 11th Grades	YES Prep NW Spirit Shirt & Jeans/Bottoms (no rips, tears, holes)	YES Prep NW Spirit Shirt & Jeans/Bottoms (no rips, tears, holes)	YES Prep NW Spirit Shirt & Jeans/Bottoms (no rips, tears, holes)	Appropriate Shirts & Jeans/Bottoms (no rips, tears, holes)	College/Military Shirt, Jeans, Ripped Jeans/bottoms Crocs/shoes
12th Grade	YES Prep NW Spirit Shirt & Jeans/Bottoms (no rips, tears, holes)	Appropriate Shirts & Jeans/Bottoms (no rips, tears, holes)	Appropriate Shirts & Jeans/Bottoms (no rips, tears, holes)	Appropriate Shirts & Jeans/Bottoms (no rips, tears, holes)	College/Military Shirt, Jeans, Ripped Jeans/bottoms, Crocs/shoes

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

Front Office Hours

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

Front Office Hours:

Monday - Friday: 8:00 AM - 4:15 PM (unless otherwise indicated)

Early Dismissal (1:00 pm): 8:00 AM – 1:15 PM

Common Area Expectations

At YES Prep Northwest, we have several common areas on campus, and it is the expectation that all Hawks treat these spaces with respect and leave them better than they found them. Common areas include, but are not limited to, hallways, restrooms, the Cafeteria (Aviary), the Gym, the parking lot, the 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 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 based on our discipline policy. Failure to adhere to campus expectations in common areas can result in referral to the Director of Student Support and/or Principal.

Lunch Time Expectations

Students at YES Prep Northwest will eat lunch in the cafeteria or another location designated by an administrator. Students need to remain in the designated lunch location for the duration of lunch, and they should not loiter in the hallways, bathrooms, or in empty classrooms. Seniors will be allowed to sit both inside the cafeteria and in a designated area outside.

A guardian or an adult listed as an emergency contact listed on the students' record may present a valid photo ID to eat lunch with their student.

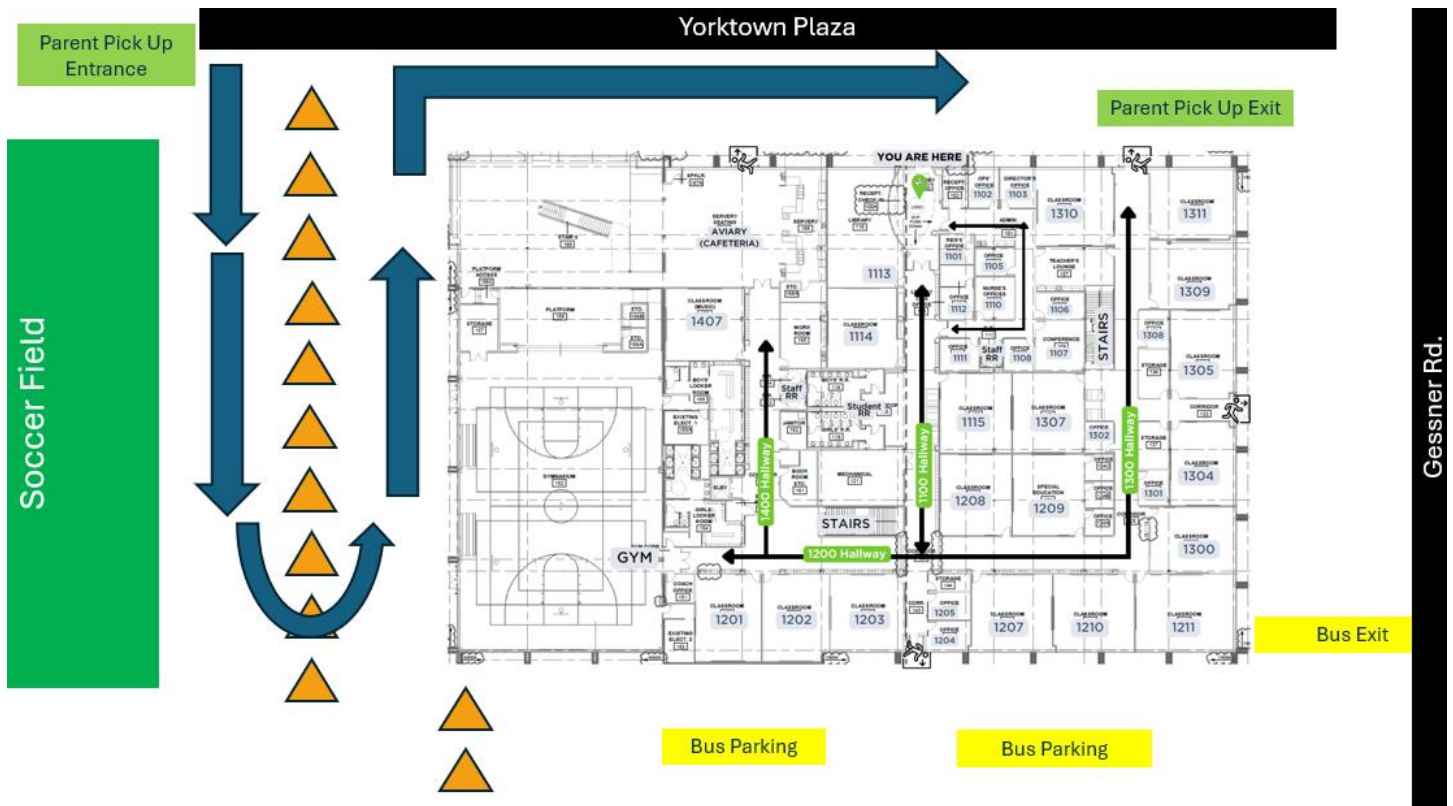
A parent or guardian is the only individual who may provide food for their specific student. We will not accept food from non-parental deliveries (e.g., Uber Eats, Dominos), and students/guardians are not allowed to order food for delivery as deliveries will be turned away. If a student is not meeting expectations regarding the food sharing policy,

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they will earn an escalated consequence. Additionally, students may not remove food from the cafeteria following lunch.

Traffic Procedures

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



Attendance

Daily student attendance is critical for student learning and socialization. Research shows that students who are chronically absent – missing 10% or more school days for any reason (excused, unexcused, suspensions) – can lead to difficulty in academic achievement in middle school and graduating from high school. Families of students that are missing 3 or more school days each quarter, can expect attendance interventions to be put into place, including but not limited to letters or phone calls home, parent meetings, attendance contracts, loss of credit, or retention.

Excuse notes should be turned into the Front Office no later than 2 school days after the absence. Students are responsible for making up any missed assignments assigned by their teacher. For more information about our attendance policy please visit <https://www.yesprep.org/families/attendance-policy>.

Dropping off Items for Students

Families may drop off items for students during the school day. Families must drop off items at the front office and follow all visitor procedures to check-in to the campus. Any food must be delivered during the student's lunch time. If not, the lunch will not be able to be picked up until the end of the school day.

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Personal Items on Campus

All students will be issued a locker during the first few weeks of school. Students that choose to utilize their locker should provide their own lock and lock their personal belongings during the school day. Students are responsible for protecting their belongings throughout the school day. Students that misuse personal items (cell phones, etc.), may have their belongings confiscated by staff for the duration of the school day and require parents to pick them up.

Student Drivers

Driving to school, from school, and parking at YES Prep is a privilege for students. Students who choose to drive and park at YES Prep Northwest assume full responsibility for their vehicle and all items within. Students who drive to school and park on campus must first register their car with the Front Office. They must present a copy of their valid driver's license, their insurance proving that they are personally an insured driver, and a payment of \$30 per year for their parking decal. Students who cannot provide a proper license or insurance upon request are not permitted to park on campus.

Students who give this information to the Front Office and are approved to drive to school will be issued a parking tag. Once they have received a parking tag, they must always have it visible. Violation to follow this procedure will result in towing without warning and losing YES Prep parking privileges. Students are responsible for updating the Front Office if their insurance expires and they must renew.

Students are not allowed to leave the YES Prep Northwest campus during the school day unless they have a note from a parent or guardian and the front office has called home to verify it. Students who leave campus will forfeit their right to park in the YES Prep Northwest parking lot. They will also be subject to disciplinary action by the YES Prep Public Schools Code of Conduct. Additionally, students tardy to school more than four times will lose parking privileges for the remainder of the quarter.

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
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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:	<ul style="list-style-type: none"> Email campus staff, teachers Call campus directly 			
Curriculum & Academic Assessments	YES Prep Curriculum - Academics			
School- Parent Compact	Schools Responsibilities	Guadian/Caregiver's Responsibility	Student's Responsibility	On-going Communication
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Campus Communication Platform Family Notes Social Media – Instagram and Facebook STAAR Family Portal LINK Family Association Communication

	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<p>Conduct and protect myself and the safety of others</p> <ul style="list-style-type: none"> • Practice healthy behaviors • Do whatever it takes to be accepted to and graduate from college 	
	<ul style="list-style-type: none"> • <i>(Campus partner inserts 1-3 additional requests)</i> 	<ul style="list-style-type: none"> • <i>(Campus partner inserts 1-3 additional requests)</i> 	<ul style="list-style-type: none"> • <i>(Campus partner inserts 1-3 additional requests)</i> 	<ul style="list-style-type: none"> • <i>(Campus partner inserts 1-3 additional requests)</i>