



Gulfton  
Secondary

# INDIVIDUAL CAMPUS SUPPLEMENT

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2024-2025

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# OPENING LETTER FROM PRINCIPAL

Dear YES Prep Gulfton Families and Students,

It is with great excitement and a profound sense of responsibility that I welcome you to a new school year at YES Prep Gulfton. As your principal, I am committed to fostering an environment where every student feels valued, supported, and inspired to reach their highest potential

Our Core Values, **FORCE**

At YES Prep Gulfton, we are guided by the core values of Family, Optimism, Rigor, Community, and Equity (FORCE):

- **Family:** We provide unconditional, non-judgmental support to all students and families. Our school community is built on strong relationships and mutual respect, ensuring that everyone feels welcome and valued.
- **Optimism:** We celebrate accomplishments and progress, believing that all students can achieve success. Our positive outlook drives our commitment to helping every student reach their full potential.
- **Rigor:** We hold one another to high academic and behavioral expectations that drive meaningful growth. By challenging our students and supporting them through their learning journey, we prepare them for future success.
- **Community:** We unite to overcome obstacles and motivate all stakeholders to create a stronger Gulfton community. Collaboration and support are the cornerstones of our collective efforts.
- **Equity:** We are anti-racist, committed to fighting inequity, and treat all people with dignity and respect. Our focus on equity ensures that every student has access to the resources and opportunities they need to succeed.

As students, we ask that you embrace our core values of Family, Optimism, Rigor, Community, and Equity. Families, we ask that you partner with us and reaffirm the expectations set at our campus to increase safety, a sense of belonging, and a culture of achievement. As a staff, we are committed to providing high-quality instruction and radical access to our students each day to meet their individual learning needs.

Each year, we provide our YES Prep 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 documents have been created to share information with you about the support and expectations for students who attend YES Prep Gulfton.

As we embark on this new school year, I invite you to join us in our journey towards creating a more equitable, supportive, and high-achieving school community. Together, we will celebrate successes, support each other through challenges, and work towards a brighter future for all our students.

Thank you for being a part of the YES Prep Gulfton family. I look forward to a year filled with learning, growth, and shared accomplishments.

Cintia Arenas Diaz, Principal

## CAMPUS ACADEMIC SUPPORT

### General Academic Support

At YES Prep Gulfton, we achieve with excellence and are committed to supporting all students in meeting their academic goals.

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- Non-fluent readers in 6<sup>th</sup> and 7<sup>th</sup> grade (reading below 5<sup>th</sup> grade) will be assigned a reading intervention class to focus specifically on increasing their reading fluency. Non-fluent readers in 8<sup>th</sup> –12<sup>th</sup> grade will receive strategic support either in class or during pull outs.
- Beginner Emerging Bilingual (EB) students receive a strategic schedule and practice specific language acquisition skills during their reading intervention class/pull outs. All EB students will receive sheltered instruction within the general education classroom, focusing on speaking and writing skills.
- Students who require dyslexia services receive pull-out/specialized instruction.
- Teachers track classroom data on objective mastery and provide whole class/small group remediation as needed. Students who do not show mastery on assessments will receive reteaching and an opportunity to reassess to increase their mastery. Additionally, students who show mastery on the summative assessment will have lower assignment grades replaced with that mastery score. Students will have the opportunity to complete corrections to increase assessment scores up to a 70.
- Tutorials to provide additional support for students will be offered.
  - STAAR tutorials will begin October 7<sup>th</sup> and will be after school hours.
  - Non-STAAR courses will offer weekly opportunities outside of the class to receive support from teachers that may be during lunch or after school.
  - Families will receive communication prior to tutorials starting if their student has been invited to participate.
  - Saturday tutorials may be requested second semester.

## CAMPUS CULTURE

### Campus Core Values

At YES Prep Gulfton, every student at every level with every need will graduate college-ready and ready to lead with equity.

- **Family:** We provide unconditional, non-judgmental support to all students and families.
- **Optimism:** We celebrate accomplishments and progress and believe all students can achieve success.
- **Rigor:** We hold one another to high academic and behavioral expectations that drive meaningful growth.
- **Community:** We unite to overcome obstacles and motivate all stakeholders to create a stronger Gulfton community.
- **Equity:** We are anti-racist, committed to fighting inequity, and treat all people with dignity and respect.

### Positive Incentives

Students who demonstrate behaviors that represent FORCE Values will earn a Hero point given by a staff member. Hero points can be used toward privileges, prizes, and other rewards.

- 50 HERO Points: 3 snacks bag
- 75 HERO Points: 4 snacks + prize bag
- 100 HERO Points: 8 snacks + prize bag

Teachers can use HERO points for classroom incentives at their discretion.

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Gulfton Traditions includes, but not limited to, spirit weeks, monthly celebrations (students and staff), cultural events and celebrations, LGBTQIA events and celebrations.

## Before School Expectations and Procedures

Students are allowed to enter the building at 8:00 am. Upon arrival, middle school students must go to the gym and high school students report to the cafeteria. Students will be dismissed by the teachers on duty starting at 8:25 to transition to first period.

Students will eat breakfast in their respective holding areas. Students already in the building before the 8:30 bell will not be allowed to go to grab breakfast. Students will not be allowed to eat in the booths. Breakfast is served from 8:00 am- 8:30 am.

## After School Expectations & Procedures

After school, all students will be dismissed at 4:00 pm.

- Students who are walking or being picked up should exit the main lobby doors.
- Bus riders should exit through the East Lot doors.
- Students waiting for a ride after 4:15 pm should be waiting in front of the school.
- If students are waiting for a bus to arrive after 4:15, they will be taken to the front of the school by bus monitors.
- All students involved in after school program should be in their designated area by 4:05 pm with a staff member. They are not allowed to leave the building and come back in. They should report directly to their designated location. If students are found unsupervised after 4:05 pm, they will be escorted out of the building through the main lobby doors.

## After School Programming

Each year, YES Prep Gulfton offers opportunities for students to participate in a variety of activities. Here is a list of few of the activities that are offered:

- In Season/Off Season Sports
- Drumline
- Affinity Groups: Latinx, Black Student Union (BSU), South Asian Student Association (SASA), Culture Club, and Neurodiversity Committee
- Student Council
- Credit Recovery (if needed)

After school programming will start September 9<sup>th</sup> through December 5<sup>th</sup> in the fall and January 13<sup>th</sup> through May 8<sup>th</sup> in the Spring. It will run from 4:00-5:00 pm. Please note, transportation is not provided.

## Disciplinary Procedures

Detention is a consequence of repeatedly not following the YES Prep standards for conduct and behavior. Detentions are received when a student repeatedly earns demerits for the same misbehavior, such as showing up to class late. Detentions can also be automatically assigned by campus leaders for one-off offenses that justify a consequence greater than just a demerit. If a student skips detention, they will be required to re-serve that detention.

Detention will be held Monday, Tuesday, Thursday, & Friday during lunch. After two missed lunch detentions, students will escalate to an automatic ISS. Parents will be notified by phone when this occurs. Failure to serve the reassigned detention may result in suspension in accordance with the Code of Conduct. The Dean of Students may require a student to engage in an alternate restorative detention.

Middle School Detention Expectations:

GLC Expectations	Proctor Expectations	Student Expectations
<ul style="list-style-type: none"> <li>• Share Lunch Detention List at beginning of 2<sup>nd</sup> period</li> <li>• Communicate with teachers to HOLD students who have detention when the bell rings</li> <li>• Pick up students from 2<sup>nd</sup> period and take them to get their lunch</li> <li>• Drop students off to detention room once respective proctor is present (N102 &amp; N104)</li> </ul>	<ul style="list-style-type: none"> <li>• Have lunch detention PPT posted</li> <li>• Collect all technology and have students place belongings at the front of the classroom</li> <li>• Pass out blank, lined paper to each student</li> <li>• Facilitate reflection circle with students after they complete</li> <li>• Collect completed work and submit to DoS by EOD</li> <li>• Comply on HERO</li> </ul>	<ul style="list-style-type: none"> <li>• Turn in all technology to proctor</li> <li>• Place all belongings at the front of the classroom</li> <li>• Have ONLY a pencil and their lunch in front of them</li> <li>• Complete and participate in restorative practices lead by proctor</li> <li>• Failure to meet expectations will lead to another lunch detention and requirement to complete both days' reflections.</li> </ul>

High School Detention Expectations:

- When students are in detention, they will complete a written reflection.
- They may also be asked to participate in restorative conversations because we believe that detention should be an opportunity to reflect on the impact their decisions are having on themselves and their YES Prep community.
- Students are expected to:
  - Arrive on time
  - Sit in their assigned seat or a seat designated by the proctor
  - Remain silent throughout detention
  - Bring writing utensil, and must follow directions given by detention proctor
  - No phones are allowed during this time.
- Grade Level Chairs and administrators may give automatic detentions for more serious offenses.

## Cell Phones & Personal Devices

Every classroom will have a cell phone pouch. For middle school, students are expected to place their cell phones in the pouch or in their backpack upon entering the classroom. For high school, all students are expected to place their phones in the pouch as they enter the classroom. If students get caught with their cell phone during instruction, teachers will pick the phone up, contact parents to come to the school to pick it up, and then turn the phone in to the DOS.

If a student has their cell phone visibly out when entering the classroom and refuses to put it in the cell phone pouch, the teacher will contact GLC to tell them, and the GLC will contact the DOS.

YES Prep Gulfton students will only be allowed to use phones during advisory (teacher discretion). HERO merits can be utilized to buy additional technology time.

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- **MS:** Students **are not** allowed to use their technology in hallways during transition.
- **HS:** Students **are** allowed to use their technology during transitions, however air pods need to be out of student ears before exiting classroom due to safety reasons.

## Food and Drink Expectations

Students are not allowed to eat or drink (except for water) in hallways and classrooms outside of breakfast and lunch hours, unless given permission by the teacher.

YES Prep reserves the right to set expectations for not eating or drinking on campus and any school-sponsored trip, event, or activity. Excessive incidents of eating and/or drinking may result in disciplinary action.

Additional expectations are as follows:

- Students are not allowed to share food with each other without explicit written permission from guardian/guardians of all parties involved.
- If you are late for school and arrive with breakfast/drinks (non-water), you will not be allowed to eat in class/hallway/front office. Please consume prior to entering the school building.
- Students are not able to bring cupcakes or birthday cakes into the cafeteria this year. If a student celebrates their birthday, they can ask a teacher if they can supervise a celebration in the classroom for lunch. The teacher must be present.
- The campus will have Food/Snack designated incentive days. These are the days that the HERO store will take place and it is also a time that teachers can hold different celebrations in the classroom. To stay in compliance with Child Nutrition, we are only giving students food/snacks on Fridays.

## 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
<b>YES Prep Shirts</b>	<p>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.</p> <p>All YES Prep students should own at least 1 campus polo.</p> <p><i>Students are not required to tuck in shirts.</i></p>
<b>YES Prep Outerwear</b>	<p>Students are required to wear YES Prep-branded outerwear to continue to strengthen school pride, unify the community, and promote a college-going culture.</p> <p>Outerwear must be purchased from YES Prep or the campus Athletic Department.</p> <p>Students may choose from the following:</p> <ul style="list-style-type: none"> <li>• YES Prep sweatshirt (purchased through YES Prep)</li> <li>• Campus athletics department outerwear (purchased through campus Athletics Department)</li> <li>• Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)</li> </ul>

<b>Bottoms</b>	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> <li>• Khakis (any color)</li> <li>• Navy</li> <li>• Jeans (any color)</li> </ul> <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 the mid-thigh and at minimum, finger-tip length.</i></p> <p>Bottoms may not have holes/tears.</p> <p>Students are not required to wear belts.</p>
<b>Shoes</b>	<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> <ul style="list-style-type: none"> <li>• Closed-toed</li> <li>• Must have backs (i.e., no slides)</li> <li>• Must have hard soles (i.e., no slippers)</li> <li>• Any color is permitted</li> <li>• No shoes with heels over .5 inches</li> </ul>
<b>Accessories &amp; Styling</b>	<p>Students may have visible piercings and tattoos if messaging and images are school-appropriate.</p> <p>Spiked accessory items (bracelets, belts, collars) are not allowed for safety reasons.</p> <p>Students may wear a variety of hairstyles and colors. Head shaving designs are permitted if images are school-appropriate.</p> <p>Hats and sunglasses are not permitted for safety purposes.</p> <p>Religious head coverings are permitted.</p>
<b>Free Dress Tops</b>	<p>Clothing should meet the following criteria:</p> <ul style="list-style-type: none"> <li>• T-shirts are acceptable; however, all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way.</li> <li>• No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student.</li> <li>• No bare midriffs (half shirts) allowed for any student.</li> <li>• No open-toed shoes.</li> </ul>

## 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.

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<b>Day of the Week</b>	<b>Dress Code Expectations</b>
<b>Monday</b>	Follow YES Prep Dress Code
<b>Tuesday</b>	Follow YES Prep Dress Code
<b>Wednesday</b>	Follow YES Prep Dress Code
<b>Thursday</b>	Follow YES Prep Dress Code
<b>Friday</b>	Follow YES Prep Dress Code, College shirts/outwear is permitted

# CAMPUS ATHLETICS

Students participating in the interscholastic program, or any competition/performance are to be governed by the rights, protections, and responsibilities prescribed by the YES Prep Public School and the Athletic Handbook.

Students who participate in the Houston Charter Athletic League or competition/performance are required to meet the eligibility requirements and follow the rules of HCAL and YES Prep Public Schools. Students are expected to conduct themselves in a safe and sporting manner toward all persons associated with the athletic program (i.e., conduct becoming to an athlete—such as fairness, courteous manner, and graceful acceptance of results).

At YES Prep Gulfton, we offer the following sports for our 6<sup>th</sup> through 12<sup>th</sup> grades:

- Volleyball
- Soccer
- Basketball
- Cross Country
- Track and Field

# CAMPUS OPERATIONS

## Front Office Hours

On a regular academic day, the front office is open for business from 8:00 a.m. - 4:30 p.m.

Please note: We are a cashless school, so all payments must be made with a Credit/Debit Card or VISA Gift Card.

Parents are not permitted to sign out students after 3:00pm.

## Late Bus Expectations

If a bus arrives late, students who are on the bus will be excused from receiving a tardy/demerit. If a student is a bus rider, but not on the bus, they will not be excused.

## Common Area Expectations

Students may only be in a campus common area space with staff supervision.

## Lunch Time Expectations

Lunch time occurs during Force Hour which is 11:45 am-12:50 pm each day. All students eat in the cafeteria with middle school eating during the first half and high school eating the second half. Students may not use a delivery service to have food delivered at any time during the school day. Parents are not permitted to drop off food at any time during the school day.

- Middle school:
  - Students must remain seated at all times

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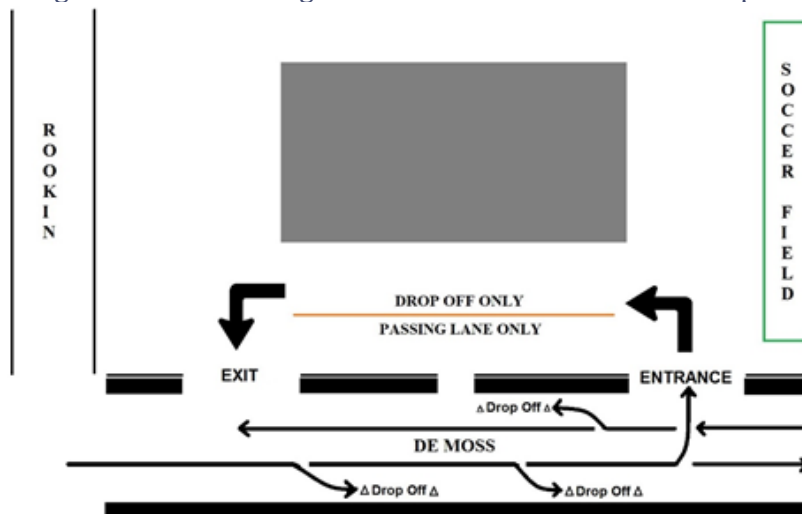
- 8<sup>th</sup> grade will walk in and line up in servery
- Students should request permission to use the restroom w/ pass
- 6<sup>th</sup> and 7<sup>th</sup> grade will be dismissed by a monitor to the lunch line
- Students may not share food or snacks with other students at lunch
- Monitor will dismiss student to exit cafeteria and transition to advisory
- High School
  - Students may sit at any available table and remain seated
  - Students may go directly to lunch line
  - Students should request permission to use the restroom w/ pass
  - Students may not share food or snacks with other students at lunch
  - Monitor will dismiss student to exit cafeteria and transition to 3rd period

## Traffic Procedures

All non-staff vehicles should enter the west gate, travel along the front of the building, and exit the east gate.

Maintaining orderly traffic patterns ensures that all students get to school safely and on time and minimizes guardian time spent waiting. The following rules are in effect from 8:00 a.m. until 8:30 a.m. and 3:45 p.m. until 4:15 p.m.

- ALWAYS enter through the De Moss Entrance gate.
- Do NOT enter through the Exit gate. It is never to be used as an entrance way and is for exit only.
- Do NOT drop off or pick up students in the middle of the street. This is dangerous for students, and it makes students late because of vehicles blocking the entrance to the school.
  - Alternative: If a student is running late to drop or pick up the student on the near side of De Moss, allow students to walk the sidewalk.
- Form one lane as a vehicle enters the parking lot and do not allow a student out of or into a vehicle until it is in front of the building closest to the exit gate. Please leave the second lane open for passing traffic.



## Dropping off Items for Students

School items or supplies may be dropped off by a parent at the Front Office. Unapproved items such as lunch, snacks or food deliveries are not allowed. If students order deliveries, including through apps such as doordash or ubereats, food will be returned or discarded.

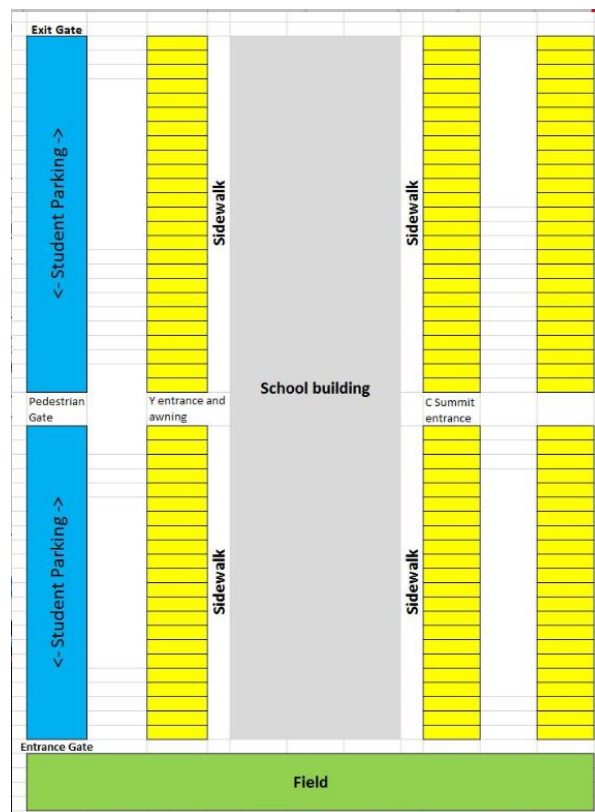
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## Personal Items on Campus

Students may bring personal belongings at their discretion. YES Prep Gulfton will not be responsible for missing or damaged property.

## Student Drivers

Approved student drivers will be assigned a student parking spot located in the front of the building along the north fence. Student drivers will be assigned a parking decal and have an identifying sticker/tag on their ID card. Student drivers will have to have valid insurance and be 16+ years old to be approved to park at the campus. If a student parks on campus without approval and permit, parents will be notified, and their vehicle may be towed.



## Procedures for Seniors Leaving Early (if applicable)

YES Prep Gulfton Secondary allows qualifying Seniors to have an early dismissal their last year on campus if they have met the following criteria:

- All required core and elective courses totaling at least 22 state credits have been completed by the beginning of the 2024-25 school year
- All STAAR EOC exams have been passed by the beginning of the 2024-25 school year
- The student did not have more than 9 unexcused absences in any semester their junior year
- The student did not have more than 18 morning/first-period tardies in any semester their junior year

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In addition to criteria listed above, to maintain Early Release for the 2024-25 school year, Seniors must meet the following conditions:

- Must be enrolled in, and pass, their required English, Math, Science, and Social Studies courses, as well as their required Senior Seminar course
- Must be on campus and in class for at least 6 hours every school day (excluding district early dismissal days)
- Must not have more than 9 absences (excused or unexcused) in any semester their senior year
- Must not have more than 18 morning/first-period tardies in any semester their senior

Seniors will sign themselves out after 3rd period on their Early Release days at the bulletin board by the Front Office, and they must promptly leave campus. Loitering inside or outside the building can be the cause for revoking this privilege. Seniors will only be allowed back on campus after 4:00pm if they have an official after-school activity. The Early Release privilege can only be utilized at the end of the day.

This senior privilege may be revoked if the student:

- is failing any required course at the end of the marking periods (Quarter 1, Semester 1, Quarter 3)
- commits a Level 2+ act of misconduct as outlined in the YES Prep Code of Conduct
- fails to meet campus-based requirements for this privilege
- has more than 9 absences (excuses or unexcused) in any semester their senior year
- has more than 18 morning/first-period tardies throughout the 24-25 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

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	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"> <li>• Email campus staff, teachers</li> <li>• Call campus directly</li> </ul>			
Curriculum & Academic Assessments	<a href="#">YES Prep Curriculum - Academics</a>			
School- Parent Compact	Schools Responsibilities	Guadian/Caregiver's Responsibility	Student's Responsibility	On-going Communication
	<ul style="list-style-type: none"> <li>• Provide academic support to students who need it</li> <li>• Host Title I Meetings and Workshops</li> <li>• Communicate with families about student performance through the Family Portal and School Messenger</li> <li>• Participate in Parent-Teacher Conferences</li> <li>• Build relationships with students and families through home visits and Open Houses</li> <li>• Provide volunteer opportunities for families</li> <li>• Welcome families to observe their child in class</li> </ul>	<ul style="list-style-type: none"> <li>• Be your child's best advocate.</li> <li>• Make sure your child attends school regularly and on time</li> <li>• Provide transportation for your child to and from school</li> <li>• Encourage, empower, and motivate your child to succeed academically and prepare for college</li> <li>• Create a home environment that supports learning</li> <li>• Make reading a priority at home</li> <li>• Communicate regularly with the school</li> </ul>	<ul style="list-style-type: none"> <li>• Attend school regularly and be on time</li> <li>• Complete your homework and do your best</li> <li>• Get good grades and strive to maintain a 3.0 GPA</li> <li>• Ask for help when you need it and never give up</li> <li>• Be respectful and take pride in yourself, your community, and your school</li> <li>• Follow the Code of Conduct and protect myself</li> </ul>	<ul style="list-style-type: none"> <li>• Campus Communication Platform</li> <li>• Family Notes</li> <li>• Social Media – Instagram and Facebook</li> <li>• STAAR Family Portal <a href="#">LINK</a></li> <li>• Family Association Communication</li> </ul>

	<ul style="list-style-type: none"> <li>• Host Family Association Meetings on a monthly basis and provide a summary of the meeting through Family Notes</li> <li>• Communicate with families, regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Attend school events and conferences</li> <li>• Follow the school rules and provide feedback to the staff</li> <li>• Promote your child's health and wellness</li> </ul>	<ul style="list-style-type: none"> <li>• Practice healthy behaviors</li> <li>• Do whatever it takes to be accepted to and graduate from college</li> </ul>	
	<ul style="list-style-type: none"> <li>• <i>(Campus partner inserts 1-3 additional requests)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>(Campus partner inserts 1-3 additional requests)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>(Campus partner inserts 1-3 additional requests)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>(Campus partner inserts 1-3 additional requests)</i></li> </ul>