



**NORTHWEST SECONDARY**

**INDIVIDUAL CAMPUS  
SUPPLEMENT**

2021-2022

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# OPENING LETTER FROM THE PRINCIPAL

Hello HAWKS!

We are so excited to welcome you to the 2021-2022 school year and to the HAWKS family. Thank you for choosing YES Prep Northwest as your child's school and I am excited to lead your student through middle school, high school as we prepare them for college.

The team of educators at YES Prep Northwest is here to support your child and family throughout their middle and high school journey. The staff, students, and families here at Northwest must work together to ensure that all HAWKS have the supports and resources they need each and every day. At 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.

As we launch another school year at YES Prep Northwest, I ask that you take time to review the YES Prep Unified Student Handbook as well as the YES Prep Northwest Individual Campus Supplement. These two documents have been created to share information with you about the support and expectations for students who attend YES Prep Northwest.

In August, Mrs. Dugan will be expecting her second child. While she is out on maternity leave, Naketchia Alfred will be serving as Interim Principal at YES Prep Northwest. The HAWKS are excited to have her as part of the team! Please see below for a quick bio.

*Naketchia Alfred was raised in Ville Platte, LA, a rural town in southwestern Louisiana and the hometown of both of her parents. Most recently, Naketchia served as Resident Principal at YES Prep Hobby, a campus that saw both its founding and second years impacted by a global pandemic. Working alongside Lead Principal, Chase Sander, her work focused on coaching leaders, driving student achievement, and creating sustainable systems for campus growth. Naketchia entered the Resident Principal Pathway Program having spent 8 years at YES Prep North Forest building and leading its College Initiatives programming as a College Counselor, and later Director of College Counseling. She also taught middle school ELA at Ville Platte High School (Evangeline Parish Schools) and Attucks Middle School (Houston ISD). Naketchia is a proud graduate of Grambling State University, a historically black institution in Northeast Louisiana. She graduated with honors, earning a Bachelor of Science degree in Marketing and remained at the university for an additional two years working as Admission Counselor and Recruiter. She credits her time at Grambling with sparking her interest in college access work and highlighting the impact of fit on college persistence. Naketchia's journey has taught her a great deal about what is possible when the playing field is leveled for students from marginalized communities. She is excited to bring her passion for college access to this new role!*

Go HAWKS!

Laura Dugan | Founding Principal

Naketchia Alfred | Interim Principal

# CAMPUS ACADEMICS

YES Prep Northwest will review student academic performance on an on-going basis, and we will contact guardians as needed to ensure that students are able to be successful at school.

If a student is not passing a class on their Progress Report or Report Card, guardians can take one or more of the following actions – request a conference with the teacher, request for reassessments if the assignment is eligible, request a student be added to weekly tutorials for that course, and/or request resources to be used at home to support the learning of the content.

For any student who fails a course for the first semester, guardians will receive communication from YES Prep Northwest to have a conference about student performance and to create a plan for increased academic success in the second semester.

## 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.

To find out more about how grades impact GPA, please refer to pages 27-32 of the [YES Prep Unified Student Handbook](#).

## 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 full credit during the quarter; however, students will be issued a consequence based on the discipline policy. If the behavior persists, students will earn an escalated consequence and parent follow-up.

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.

## Homework Completion

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, an academic preparedness demerit will be issued.

Students who are caught cheating on or plagiarizing a homework assignment will receive an automatic detention. 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.

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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.

## 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:

Our Core Values				
				
<b>Honesty</b>	<b>Action</b>	<b>Wisdom</b>	<b>Kindness</b>	<b>Service</b>
HAWKS do what is right, even when no one is looking.	HAWKS do what needs to get done.	HAWKS commit to growth and learning.	HAWKS treat others as we would like to be treated.	HAWKS give back to our community.

### 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 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!
- HAWKS Points – students may earn positive points based on our core values both in and outside of the classroom.
- 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.

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- 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.
- Honor Roll Recognition – each nine weeks, students who have earned honor roll receive an honor roll certificate and a public celebration which could include: an ice cream social, karaoke, or a special lunch.
- Perfect Attendance - students who have perfect attendance each nine weeks will be recognized.
- Student Council – This team of students apply to serve our campus in a multitude of way including, but not limited to; planning trips, promoting campus events, school dances, ticket sales and concessions at the sporting events, Black History Month, Hispanic Heritage Month, family potlucks, and more!

## Before and After School Expectations and Procedures

YES Prep Northwest will open the campus gates and doors to students at 8:00 AM. Once allowed into the building, students will report directly to the cafeteria or a classroom where breakfast will be available. Students will not be allowed out of the cafeteria before dismissal to class without a pass. If students are found outside of the cafeteria 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 before the first bell rings.

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 meeting, detention, etc.) by 4:10 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 detention, tutorials, athletics, clubs/organizations, etc.

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.

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.

## [Tardy to Campus](#)

If a student is tardy from 8:30am – 8:45am, they will go thru the cafeteria, be issued a demerit and a pass to class. Any student tardy to school (after 8:45am) will need to report to the front office and check-in with the front office staff. Students who arrive late will receive a demerit for being tardy and on the 3<sup>rd</sup> tardy the student will earn a detention. Student should provide the front office staff an excuse (if applicable) and sign-in. If a student is consistently late to school the student will be referred the Dean of Students for further support.

## [Bringing Personal Items to Campus](#)

To eliminate distraction from learning, we highly recommend that students limit the personal belongings brought to school with them to what is required for an academically successful day. Bringing personal items to school is “at your own risk,” and YES Prep Northwest assumes no responsibility for any loss to students’ personal property or for items such as (but not limited to) iPads, iPods, radios, cameras, cellular phones, smart watches, camcorders, hand held game systems, toys, and cards, etc. Students must put these items away whenever on campus or when requested to do so by school personnel or volunteers.

Parents and students are advised that it is a violation of school code to use cell phones, smart watches or other portable communication devices during school hours. Items will be confiscated, and appropriate disciplinary action will be taken. All items that are prohibited and/or deemed unacceptable for the school environment will be confiscated and stored in the appropriate administrators’ office until a parent retrieves those items after speaking with the school administrator. The school is not responsible at any point for items that are prohibited on campus.

## [After School Programming](#)

At YES Prep Northwest, after school activities are a key component of our programming. After-school programming includes, but is not limited to, HAWKS events, Tutorials, School-Wide Activities, and Detention. Any time that there is a school-sponsored activity such as tutorials, a club or organization meeting, a HAWKS events, etc. guardians will always receive written notification for the activity. Once a schedule is finalized for such activities, they will typically run from 4:00 PM – 5:00 PM.

YES Prep Northwest will ensure that there is an administrator or teacher on duty each afternoon to ensure that there is a point-of-contact for teachers, students, and guardians after school.

If there are evening performances, dances, or celebrations, the student must leave campus and return for the event at the correct specified time. YES Prep Northwest will not provide a holding room or space for students to stay after school. Students who are participating in after-school programming and events are still held accountable to the YES Prep Public Schools Code of Conduct and YES Prep Northwest behavior expectations.

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Students who are found on campus without appropriate supervision or without a pass will be issued a consequence and escorted to the Front Office and remain there until a parent or guardian is able to come and pick them up.

## Behavior Expectations



At YES Prep Northwest, there are 8 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 behavior (i.e. Not being on time), they will earn a detention.

When a student hits the **first** escalation (3 demerits) for the same norm category, they will complete a student reflection and the teacher will call home.

When a student hits the **second** escalation (6 demerits) for the same norm category, they will have a check-in with their GLC and the GLC will call home and have student complete a reflection.

When a student hits the **third** escalation (9+ demerits) for the same norm category, they will serve a 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 during lunch except on Tuesday. Students will serve their detention either the day of or the next available day after the behavior is exhibited and logged. If a student is serving a detention 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 an escalated consequence with follow-up from either the Grade Level Chair and/or Dean of Students to determine a plan. 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.

## 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 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 and lunch during the school day.

### Drinks in the Classroom

Students may only consume water in the classroom (except for 6<sup>th</sup> 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.

### Sharing Food

Students should eat only the food their guardians give them or that they have received in the cafeteria through Preferred 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.

## Gum Expectations

YES Prep Northwest is a gum free campus. Students are prohibited from chewing gum at any time on campus. Students who are chewing gum will be asked to throw it away and receive a demerit. Excessive demerits for gum chewing will result in an escalated consequence. YES Prep Northwest reserves the right to set expectations for not chewing gum on any school-sponsored trip, event or activity.

## Dress Code

### YES Prep Dress Code Philosophy

YES Prep Public Schools believes in the power of community and school pride while also deeply valuing a student's right to express their individuality without the fear of unnecessary discipline, body shaming, or the confines of gender norms. Students have the right to be treated equitably and dress code enforcement at YES Prep Public Schools will not create disparities, reinforce or increase the marginalization of any group, nor will it be unfairly enforced more strictly against a student because of racial identity, ethnicity, gender expression, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity.

### Campus Dress Code Policy

YES Prep Public Schools' dress code policy is centered around values of equity and school pride. The YES Prep dress code allows for individuality building and allows for community building through optional campus-specific shirts and outerwear. The dress code should be met each school day and should meet the expectations of district and campus guidelines. Like all YES Prep policies, if a student's dress or accessory choice poses a concern for student physical or emotional safety, a campus administrator has the discretion to disallow the dress item.

A campus-based YES Prep Polo or YES Prep-based Spirit Shirt is sold by YES Prep Public Schools, containing the current school and official YES Prep logo and is distributed by the student's school or Athletic Department.

YES Prep Public Schools also has sweatshirts and cardigans for sale to provide multiple options for outerwear. While a student can choose to wear their own outerwear, YES Prep or campus outerwear allows for additional school-pride building opportunities. If a student chooses to wear YES Prep outerwear, it may only be provided by YES Prep or the campus Athletics Department.

The following is the dress code expectations throughout the week.

## Monday through Friday Dress Code

Free Dress Expectations	
All Days	<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, slides, or croc sandals.</li> <li>• All pants, shorts, and skirts must meet the criteria established in the "Bottoms" for pants/shorts/skirts.</li> <li>• No sweatpants or track pants.</li> <li>• High-rise jeans are acceptable.</li> </ul> <p>9<sup>th</sup> grade students will have a 9<sup>th</sup> grade polo option for the school year.</p> <p>All students should own at least <b>one</b> Northwest polo as students will be wearing the polo on school sponsored activities and trips throughout the year.</p> <p><i>YES Prep polos will still be available for purchase if a student/family chooses to wear the polo as one of their daily shirt options.</i></p>

Spirit Shirt Expectations	
Varies	<p>All students should own at least <b>one</b> campus spirit shirt. Additional spirit shirts are available for purchase.</p> <p>Northwest HAWKS will have the opportunity to celebrate our HAWKS and College-going identity every Friday! Students are able to wear their spirit, house or college/university t-shirt to show school pride and spirit.</p>

Bottoms Expectations	
All Days	<p>Students may wear pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> <li>• Khakis (any color)</li> <li>• Jeans (any color)</li> <li>• Joggers (any color, must be jean or khaki material- may not be sweat pant material)</li> </ul> <p>Students <b><u>may not wear</u></b></p> <ul style="list-style-type: none"> <li>• Leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants.</li> <li>• Pants made of sweat pant material</li> <li>• Jeans that show any skin above the ankle</li> <li>• Pants with holes (no holes are allowed above or below the knee) <ul style="list-style-type: none"> <li>◦ No holes, rips, tears, patches, fraying that shows any skin</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Students may not wear leggings or tights under jeans with holes/rips/etc.</li> <li>• Shorts and skirts no shorter than mid-thigh.</li> <li>• Bottoms below the waist.</li> </ul>
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Outerwear Expectations	
All Days	<p>Students may wear any outerwear as long as it is appropriate. However, students may also have the option of purchasing the following from YES Prep or Athletic Departments to build school-pride and community: Students may choose from the following:</p> <ul style="list-style-type: none"> <li>• YES Prep sweatshirt (purchased through YES Prep)</li> <li>• YES Prep cardigan (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> <p><i>*Note: Students may not wear hoods that cover their heads/faces on campus in order to meet safety expectations.</i></p>

Shoe Expectations	
All Days	<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, no croc sandals)</li> <li>• Must have hard soles (i.e. no slippers or crocs)</li> <li>• Any color shoe is permitted.</li> </ul>

Student ID Badge Expectations	
All Days	ID Badges must be worn by all students on lanyards and must be visible at all times.

PE Uniform Expectations	
All Days	<p>Students may wear their own athletic wear for PE classes. YES Prep will not offer PE uniforms to be purchased through YES Prep. Clothing for PE class must...</p> <ul style="list-style-type: none"> <li>• Have school appropriate messaging</li> <li>• Meet criteria in the “Free Dress Days” category</li> <li>• Bottoms may not be higher than mid-thigh</li> <li>• Students will be expected to bring all resources needed to dress out for PE class.</li> </ul>

Accessory Expectations	
Monday – Friday	<p>Students may:</p> <ul style="list-style-type: none"> <li>• Wear make-up if they are in high school (9<sup>th</sup>-12<sup>th</sup> grade).</li> <li>• Have a variety hairstyles and colors. Head shaving designs are permitted if images are school-appropriate.</li> <li>• Have visible piercings and tattoos if messaging and images are school-appropriate.</li> <li>• Wear religious head-coverings.</li> <li>• Not wear accessory items that are spiked (bracelets, belts, collars) due to safety reasons.</li> <li>• Not wear hats, hoods, and sunglasses, bandanas with bandana print for safety purposes.</li> </ul>

## CAMPUS ATHLETICS

Sports Offered at YES Prep Northwest:

- MS, and HS Girls Volleyball
- HS Boys Volleyball
- MS, and HS Boys and Girls Cross Country
- MS, and HS Cheerleading Club
- Media Club (NWSPN)
- MS, and HS Boys and Girls Basketball
- MS, and HS Boys and Girls Soccer
- MS, and HS Boys and Girls Track and Field

The Athletic Director, and leaders on campus will be the admin on duty at the games. Security will be provided to ensure safety measures at home games.

Students will be able to attend home games without guardians. They will have to follow the same rules as all the spectators noted in the YES Prep Athletics Handbook. Students who are not on athletics teams will not be allowed to stay after school and wait for a game to start unless they are being directly supervised by a staff member in a classroom and/or they have permission from the Athletics Director.

Students will have to be picked up no later than 30 minutes after the game. If this does not happen, they will be given a warning the first time. The second time they will be notified they cannot attend any more games without a permission slip/contract signed by their guardians, stating that they agree to be picked up on time. If this contract is broken a meeting will occur and the student could possibly be banned from games for the remainder of that year.

Spectators will be expected to adhere to the code of conduct in the YES Prep Athletics Handbook.

## CAMPUS OPERATIONS

### 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 (Nest), the parking lot, the field, and Front Office. Any intentional littering, defacing, damaging of

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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.

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 staff catch a student sharing food with other students will receive a demerit. Additionally, students may not remove food from the cafeteria following lunch.

## Traffic Procedures

Our number one priority is to ensure safety for the students and staff at YES Prep 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.

## Front Office Hours of Operation

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

## Campus Communication to Families

YES Prep Northwest is a family-oriented school, and we believe in frequent communication with our families. YES Prep Northwest will communicate with families in a number of ways throughout the school year, and we also encourage families to communicate openly with our teachers and leaders.

Many of our communication technologies at YES Prep rely on accurate phone numbers and email address for guardians. Please ensure the YES Prep Northwest Front Office has the most up-to-date phone numbers and email address at all times.

- Skyward is our student information system (SIS) which houses all student records, including schedules and official grades. You can review your student's grades and attendance through

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the Skyward Family Access. You will also use Skyward Family Access to complete registration documents and other paperwork electronically.

- School Messenger is our mass communication system, and families will receive automated texts and phone calls about important school-wide information.
- YES Prep also maintains the YES Prep Family Portal where you can communicate, in your preferred language, with your student's teachers.
- Schoology is our Learning Management System, and you will be able to view your student's assignments and classwork through your own unique log in.
- Hero is our student discipline application, and families can access important information about their student's discipline, including demerits and detentions, by creating an account through the Hero website at <https://access.heropowered.com>.
- YES Prep Northwest maintains a campus Facebook page and Instagram page where we will post important updates, information about upcoming events, and celebrate the hard work of our students. Make sure to follow our Facebook and Instagram page at <https://www.facebook.com/yesprepnorthwest/> IG: yesprepnorthwest
- YES Prep Northwest also keep a campus page on the YES Prep website ([www.yesprep.org](http://www.yesprep.org)) that will be updated with important information, including staff contact information, throughout the school year.
- Weekly Family Communication (HAWKS Family Notes)- YES Prep Northwest will post a weekly news update to families to share important information.
- YES Prep Northwest staff members can be contacted through their YES Prep phone numbers and email addresses. Should you contact a YES Prep Northwest staff member, please allow 24-48 hours before receiving a response. Up-to-date staff contact information can be found on the YES Prep Northwest website.

## Former Student Visits

Students who have been expelled or who are currently placed at DAEP are prohibited from being on school grounds or attending school-sponsored or school-related activities. If the student has a sibling at YES Prep Northwest and there is a significant event at which the parent wants to have the expelled/placed student, the parent/guardian must first contact the Principal to request a one-time approval to attend the event with the family.

Students who have withdrawn from YES Prep Northwest will not be permitted to visit staff members or students while school is in session.