



West  
Secondary

# INDIVIDUAL CAMPUS SUPPLEMENT

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2023-2024

# TABLE OF CONTENTS

YES PREP STUDENT HANDBOOK..... 3

OPENING LETTER FROM PRINCIPAL..... 3

CAMPUS ACADEMIC SUPPORT..... 4

    Required Tutorials..... 4

CAMPUS CULTURE..... 4

    Campus Core Values..... 4

    Positive Incentives..... 5

    Before School Procedures..... 5

    After School Procedures & Programming..... 5

    After School Programming Bus Expectations..... 6

    Disciplinary Procedures..... 6

    Dress Code Expectations..... 6

    Cell Phones & Personal Devices..... 8

    Food and Drink Expectations..... 8

CAMPUS ATHLETICS..... 9

CAMPUS OPERATIONS..... 9

    Common Area Expectations..... 9

    Lunch Time Expectations..... 9

    Traffic Procedures..... 10

    Dropping off Items for Students..... 12

    Campus Communication to Families..... 12

    Personal Items on Campus..... 13

    Student Drivers..... 13

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

### OPENING LETTER FROM PRINCIPAL

West Families,

At YES Prep West, we believe strong culture and community are essential to student achievement. YES Prep West exists to increase the number of college-ready graduates to empower the diverse West community. We prioritize ensuring that all students graduate college-ready from West so that they have multiple choices and options as they begin their next journey.

At YES Prep West, we all operate according to the Marvel Way. This includes students, staff, and families. By adhering to the Marvel Way, we will move increasingly forward towards our mission.

Mission		
YES Prep West exists to increase the number of college-ready graduates to empower the diverse West community.		
Marvel Way		
Commitment to Excellence	Family First	Advocate for Social Justice
We work hard, are intellectual athletes, and consistently learn and grow to achieve at the highest level.	We are a pack. We must work together, build meaningful connections, and be consistent for the West community.	We are here to eliminate educational inequity to ensure all members of our community can lead choice-filled lives in an increasingly just world.
*We includes staff, students, and families.	*We includes staff, students, and families.	*We includes staff, students, and families.

We create systems, structures, and routines, to create school-wide consistency, creativity, and achievement for students and staff. We must create a high-quality culture, so students develop the character and academic skills needed to graduate from college prepared to lead.

We use the Marvel Way, our core values, discipline system, positive 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 West and beyond.

We look forward to working with you and your students this year!

Sara Kaveeshwar

## Required Tutorials

At YES Prep West, we believe that deliberate daily actions lead to remarkable results. One way that we are able to provide support to our students is through targeted tutorials. There are two kinds of tutorials available: Teacher Tutorials and Unified Tutorials. Teacher Tutorials are offered to students who need support in their core classes. These tutorials run at varying times and each grade level releases a tutorial schedule at the start of each semester.

Unified Tutorials are mandated by the State of Texas through House Bill 4545 and House Bill 1416. These are targeted tutorials for our students who did not pass their STAAR or End of Course Exams. Unified Tutorials occur on Tuesdays and Wednesdays from 4:00 PM to 5:30 PM. The schedule for Unified Tutorials will be released at the start of each semester. Students are invited based on their previous year's scores and are required to complete a minimum of 15 hours of tutorials per course content.

All tutorial information for both Teacher Tutorials and Unified Tutorials will be communicated to families at the start of each semester. Students who are required to attend Unified Tutorials will receive individual parent letters electronically within the first 6 weeks of each semester. Students attending any after school tutorials must adhere to behavior and late pick up policies as stated in those sections.







## CAMPUS CULTURE

### Campus Core Values

At YES Prep West, we believe strong culture and community are essential to student achievement. Our core mission is to empower students and families.

We create systems, structures, and routines, to create school-wide consistency, creativity, and achievement for students and staff. We must create a high-quality culture, so students develop the character and academic skills needed to graduate from college prepared to lead.

We use our core values, discipline system, positive 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 West and beyond. Our YES Prep West Core Values are listed below:

Our Core Values					
					
<b>Wisdom</b>	<b>Integrity</b>	<b>Stamina</b>	<b>Service</b>	<b>Leadership</b>	<b>Love</b>
Acquiring knowledge and knowing what to do with it.	Choosing to do the right thing at the right time, even when no one is watching.	Embracing the suck and continuing to have the physical and mental energy to work.	Creating a better community by helping others in need.	Appreciating others and treating everyone like family.	Guiding or influencing others through your actions or words.

## **Positive Incentives**

Students are given positive points, also known as Shazam Points, by teachers for doing actions aligned to our core values as a campus. The students can exchange their points for items from the West Buy store, including snacks, school supplies, and other prizes and privileges. The West Buy store is open at least once every six weeks during lunch. Students may also use their Shazam points to attend bid-trips hosted by teachers or individual grade levels. In addition, students in a grade level who have not earned any demerits or detentions in a quarter may also be recognized and rewarded.

## **Before School Procedures**

The school building is open from 8:00 AM until 4:00 PM. Students can enter the building at 8:00 AM. Any student that arrives before 8:00 AM will be required to wait outside of the building in front of the school.

Breakfast starts at 8:00 AM, and it is free for everyone to enjoy. Middle school students can enter the gym before or after eating breakfast. HS students can still utilize the hallways before or after eating breakfast. We encourage all students to take advantage of our FREE Breakfast & Lunch this school year.

## **After School Procedures & Programming**

We are excited to continue offering After School Programming to our West students. It's important that students and guardians recognize that After School Programming is a continuation of the school day. All of the rules and regulations listed in the [\*\*YES Prep Student Handbook\*\*](#) are applicable after school as well.

All students should be picked up from school by a parent or guardian by 4:15 PM unless they stay after school for approved student activities. This includes school-sponsored activities including ASPIRE, Tutorials, and Athletics. Students are not allowed to stay at school after 4:15 PM unless they are staying for a school-sponsored activity.

We encourage students to use our after-school programming bus transportation, if applicable. Guardians are given a 30-minute grace period to pick up their student. Guardians who are more than 30-minutes late may receive a warning letter. YES Prep Public Schools may report the guardians to local authorities or Child Protective Services for those who continually pick their child up late from school.

Staff members will communicate a precise end time for the after-school activity with students and their family members. ASPIRE will run from 4:00 PM to 5:30 PM from Monday through Thursday. Unified Tutorials will run from 4:00 PM to 5:30 PM Tuesday and Wednesdays. Athletics practices and games will have different start and end times depending on the sport. These will be communicated by the Athletic Director and individual team coaches at the start of each season.

If a student stays after school for tutorials or another school-sponsored activity, parents or guardians must pick up their student within 15 minutes of the activity ending. Guardians are given a 30-minute grace period to pick up their student. An after-school admin is available until 6:00 PM Monday through Thursday. After that time, students will be instructed to wait on the benches within the gated field area. This gated area is locked from the outside.

Guardians that are more than 30-minutes late will receive a warning letter. Students that are picked up chronically late will no longer be allowed to participate in extra-curricular activities after school for the remainder of the quarter. Students who are removed due to late pickups will be allowed to reenroll in after school programming in the next quarter. Chronically late is defined as being picked up more than 30 minutes late on more than three occasions

## After School Programming Bus Expectations

YES Prep West’s After School Programming Bus (ASP Bus) is offered at various times throughout the school year for students who are enrolled in Unified Tutorials. Each semester, our transportation department sets the community hubs based on the roster of students attending after school programming. The ASP Bus does not serve our traditional stops from the AM or PM routes. Students and Guardians are unable to request special stops due to transportation guidelines. If your student is attending an after-school program, please ensure that you let the campus know they need the ASP Bus at the designated window at the start of the semester. It is important to note that transportation is unable to adjust ASP Bus routes throughout the semester. Twice per year, the ASP Bus routes are finalized and posted to our campus website, social media and Class Dojo accounts. If you have questions about the ASP Bus, please reach out to our Front Office.

## Disciplinary Procedures

Detention is a consequence of repeatedly not following the YES Prep standards for conduct and behavior. Detention is held daily after school from 4:15 – 5:15 pm. When students are in detention, they will complete a reflection activity, and then work silently on homework, read a school-appropriate book, or engage in campus community service. 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 must serve any earned detentions on the next available day, and detentions can be moved or altered for any verified reason. If a student skips two consecutive detentions, they will be required to complete an alternative consequence and could also serve one day of in-school suspension. 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. <https://access.heropowered.com>

## 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.

West Secondary students are required to wear a YES Prep polo shirt and/or YES Prep spirit shirt five (5) days a week to strengthen school pride, unify the community and to promote a college-going culture.

On Fridays, college or university-branded items are permitted.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
YES Prep spirit shirt or polo	YES Prep spirit shirt or polo	YES Prep spirit shirt or polo	YES Prep spirit shirt or polo	YES Prep spirit shirt, polo, or college/university top

All West Secondary students will be issued one (1) YES Prep polo and four (4) spirit shirts for the 2023-2024 school year.

Dress Item	Expectation
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<b>YES Prep Shirts</b>	<p>YES Prep Shirts:</p> <ul style="list-style-type: none"> <li>Students are only permitted to wear YES Prep branded tops. This includes YES Prep West polos, spirit shirts, athletic shirts, West organization or grade level shirts.</li> </ul> <p>Free Dress Shirts:</p> <ul style="list-style-type: none"> <li>On Fridays only, students may wear a college or university t-shirt or sweatshirt.</li> </ul> <p><i>Students will not be required to tuck in their shirt.</i></p>
<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>Jeans (any color)</li> </ul> <p>Additional Bottom Requirements:</p> <ul style="list-style-type: none"> <li>Students may not wear pajama pants, athletic bottoms or bottoms with holes.</li> <li>Shorts and skirts should be no shorter than mid-thigh.</li> <li>Bottoms may not have holes/tears/rips in any location.</li> <li>Students are <b>not</b> required to wear belts.</li> </ul>
<b>ID Badges</b>	<p>ID Badges must be worn by all students on lanyards and must be visible at all times.</p>
<b>Shoes</b>	<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>Crocs are allowed in sport mode (with the back strap attached)</li> </ul>
<b>Accessories/ Styling</b>	<p>Students may have visible piercings and tattoos as long as messaging and images are school-appropriate.</p> <p>Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons.</p> <p>Students may wear a variety hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate.</p> <p>Hats and sunglasses are not permitted for safety purposes.</p> <p>Religious head-coverings are permitted.</p> <p>Earbuds/AirPods/Headphones are not permitted to be worn from 8:30 a.m. – 4 p.m.</p>
<b>Outerwear</b>	<p>Students may only wear YES Prep branded outerwear inside the school building. This includes YES Prep branded sweatshirts, cardigans, sweaters, jackers or athletic outerwear.</p> <p>Solid red or solid navy outerwear is also permitted. These cannot include any text, images or graphics.</p> <p><i>Students may wear hoodies but may not wear hoods that cover their heads/faces on campus.</i></p>



## PE Uniform

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:

- Have school appropriate messaging
- Meet criteria in the “Free Dress” category
- Bottoms may not be higher than mid-thigh

## Cell Phones & Personal Devices

Cell phones are not allowed to be visible or audible during instructional time without permission; however, cell phones can be visible for appropriate use during the passing period, breakfast, and lunch. Earbuds/headphones should only be visible during breakfast and lunch. If a student is wearing earbuds/headphones in the hallway or the classroom without explicit teacher permission, the student will be redirected and issued a demerit for not following guidelines.

Students with cell phones visible, used inappropriately (at any time), or used without permission during instructional time will receive a demerit. If the issue persists, the student's phone can be confiscated by a teacher or administrator and returned at the end of the day. Additionally, in the event this becomes excessive, further disciplinary action may occur.

If an emergency arises, guardians are always encouraged to call the school's office number at 713-967-8200 and not the student's cellphone.

Earbuds/AirPods/Headphones are not permitted to be worn from 8:30 a.m. – 4 p.m, even if they are off. All headphones should be taken off and stored in a students' backpack for the entirety of the school day.

## Food and Drink Expectations

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

Gum is not allowed on campus at any time. Students caught chewing gum will be issued consequence and asked to throw it away immediately.

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 allowed in hallways or classrooms.

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 each morning and lunch during the school day.

Students should eat only the food provided by their guardians or purchased through Preferred Meals. When food is shared between students, there is a risk of food allergies, and guardians should feel confident that they know everything their students eat at school. Students are not permitted to share food with other students, and guardians cannot give food to other students than their children. Students who are observed sharing food may have to forfeit the food they were sharing and may be subject to disciplinary action.

Students may only consume water in the classroom unless granted special permission for a medical or health reason accompanied by a doctor's note. Other liquids, when spilled, can cause stickiness. Therefore, students must always use a clear water bottle. If a teacher asks to see the liquid and it is not water, the bottle may be confiscated, or the student may be asked to dump the contents out and refill it with water from the fountain.



Lunch deliveries are not permitted to students during the school day as this is a disruption to instruction. If a student forgets their lunch, they are encouraged to eat the school lunch provided daily. On rare occasions, the Front Office will accept a lunch if it does not become a habit by the student or guardian. A guardian is the only individual who may provide food for their specific student.

Food that is delivered to students during the day may not be eaten in the classroom. If food is delivered before the start of lunch, the lunch will be held in the front office until lunchtime. Students will not be called down during class to get lunch.

## CAMPUS ATHLETICS

YES Prep West offers a robust variety of athletic programming for our students. We know that part of being college ready is participating in extracurricular activities and team sports teach students discipline, self-motivation, and teamwork. Athletes must pass all classes to try out and continue passing all courses to remain eligible throughout their season. Athletes are also required to have a physical on file at the start of each year. Families can expect regular communication from coaches and our Athletic Director. At the start of each season, Practice and Game Schedules will be communicated to families. Updates can be found through our social media, class dojo and campus website.

Campus athletics falls under our after-school programming. All athletes and families must adhere to after-school behavior expectations, late pick up, and sportsmanlike conduct policies. Please refer to the policies outlined in the above sections.

Fall	Winter	Spring
HS - Cross Country	HS - Basketball – Boys	HS - Soccer – Boys
MS - Cross Country	HS - Basketball – Girls	HS - Soccer – Girls
HS -Volleyball – Girls	MS - Basketball – Boys	MS - Soccer – Boys
HS - Volleyball – Boys	MS - Basketball – Girls	MS - Soccer – Girls
JV - Volleyball – Girls	MS & HS Cheer	MS & HS Cheer
MS - Volleyball – Girls		
MS & HS Cheer		

## CAMPUS OPERATIONS

### Common Area Expectations

At YES Prep West, we have some common areas on campus, and it is the expectation that all Marvels 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, the Gym, parking lot, field, and Front Office.

Students are not allowed in any Staff Lounges/Work Rooms. 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 including, but not limited to, a no hall pass demerit.

### Lunch Time Expectations

Lunch is an opportunity for students to access healthy, nutritional options and mentally break from their demanding course load. As such, our campus goal is to ensure that students can maximize this time to eat, relax, and socialize within a safe and respectful environment. Therefore, to create our envisioned experience for students during this time, we expect students to adhere to the following expectations:

[Back to Top](#)

- Remain in the cafeteria throughout the duration of lunch unless given permission from staff on duty.
- No student should be in the main hallway after the 5-minute transition period has passed.
- Students requesting access to the front office must have a signed pass by an admin on duty.
- Utilize the restrooms in the cafeteria only.
- No other restrooms can be accessed during this time.
- Limit walking and standing.
- Students should enter the cafeteria and report directly to their tables and wait to be dismissed by the admin on duty.
- Once food has been retrieved, students should make their way back to their tables to eat, relax, or prepare for the upcoming class period.

All campus expectations regarding student behavior are still enforced in the cafeteria. Therefore, students are expected to continue to exhibit Marvel-like behavior through upholding our core values while sharing this common space.

Students must take a seat as soon as they enter the cafeteria for lunch, and staff on duty will dismiss tables one at a time to get in line for lunch or use the microwaves. Students must raise their hands to be permitted to leave their seats during lunchtime.

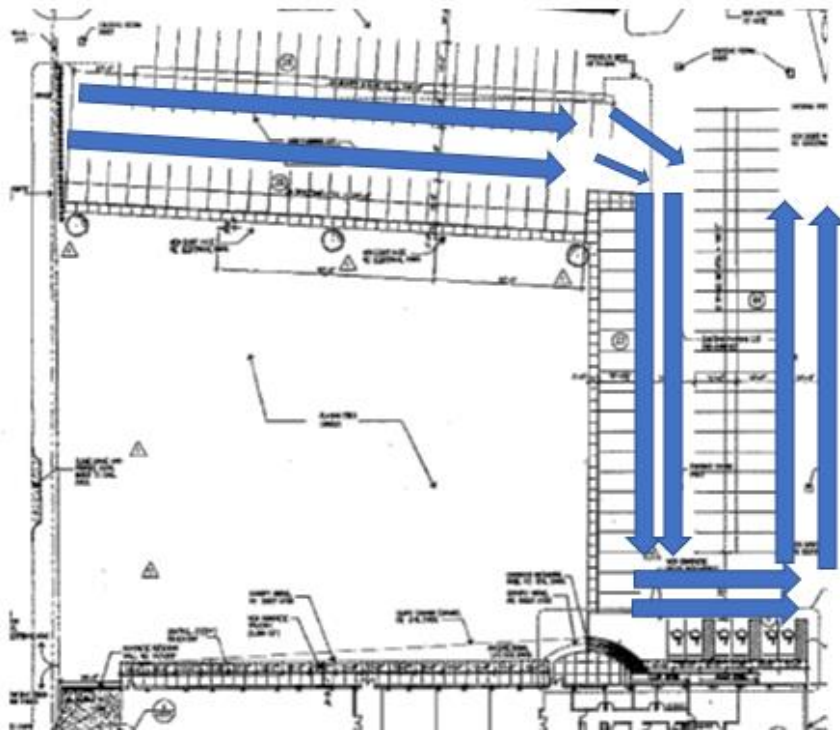
Students will be allowed to use the restroom or visit the library when dismissed by a staff member. Students must have a pass from a teacher to go to a classroom during lunch for tutorials or other meetings.

Students who are caught sharing food with other students will receive a demerit. Additionally, students may not remove food from the cafeteria following lunch.

## **Traffic Procedures**

Our number one priority is to ensure safety for the students and staff at YES Prep West. Please do not wait for your student(s) in any neighboring parking lots. These business parking lots are not part of YES Prep property and should not be used as a meeting point for your students. You may enter the YES Prep West parking lot on Sovereign Drive and exit our parking lot onto Harwin Drive – **turning right only**.





**Parking Lot Traffic Flow**

Please be mindful of traffic patterns, school bus drop-off and loading, and pedestrians while in the parking lot at YES Prep West. The map above shows the traffic pattern for student drop-off and pick-up. Parents and families should always yield to student walkers, staff helping direct traffic, and school buses.

### **Dropping off Items for Students**

The Front Office will accept late arriving items for students throughout the course of the school day. The Front Office will message the student’s teacher for the current period and advise of the delivery. Students are then permitted to retrieve delivered items during passing periods or afterschool. Lunch deliveries are not permitted to students during the school day as this is a disruption to instruction. If a student forgets their lunch, they are encouraged to eat the school lunch provided daily. On rare occasions, the Front Office will accept a lunch if it does not become a habit by the student or guardian. A guardian is the only individual who may provide food for their specific student.

Food that is delivered to students during the day may not be eaten in the classroom. If food is delivered before the start of lunch, the lunch will be held in the front office until lunchtime. Students will not be called down during class to get lunch.

### **Campus Communication to Families**

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

Many of our communication technologies at YES Prep rely on accurate phone numbers and email addresses for guardians. Therefore, please ensure that the YES Prep West Front Office always has the most up-to-date phone numbers and email addresses.

[\*\*Back to Top\*\*](#)

YES Prep West will use the following communication platforms:

- **School Messenger** is our mass communication system, and you will receive automated texts and phone calls about crucial school-wide information.
- **Class Dojo:** Class Dojo is our platform to share whole school announcements, grade level information, and for families to communicate directly with teachers. Create your ClassDojo account and join your student's GL group by using [these directions](#).
- YES Prep West maintains campus Facebook and Instagram pages where we will post important updates, information about upcoming events and celebrate the hard work of our students. Make sure to follow our Facebook page at [www.facebook.com/YPWest](http://www.facebook.com/YPWest) and our Instagram page (@yesprepwestmarvels).
- YES Prep West also keeps a [campus page](#) on the YES Prep website ([www.yesprep.org](http://www.yesprep.org)) updated with important information, including staff contact information, throughout the school year.
- Weekly Family Communication – YES Prep West will send a weekly news update to families to share important information.

YES Prep West staff members can be contacted through their YES Prep phone numbers and email addresses. Should you contact a YES Prep West staff member, please allow 24-48 hours before receiving a response. Up-to-date staff contact information can be found on the YES Prep West [website](#) as well as Schoology.

Parents are always invited to email [WestFrontOffice@yesprep.org](mailto:WestFrontOffice@yesprep.org) or call 713-967-8200 with questions or concerns. Our Front Office is happy to direct your question or message to the appropriate team member.

## **Personal Items on 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 West will not be held liable for loss, theft, or damage to a student's personal property.

We highly recommend that any personal items brought to campus are locked securely in a locker that only your student knows the code to and locks after each usage. No key locks, mini locks or locks with a wire clasp may be used to secure lockers. Distracting (e.g., stuffed animals, balloons) or inappropriate objects will be confiscated and may be returned at the end of the school day if deemed appropriate by a campus administrator.

Skateboards, rollerblades, and scooters should not be brought to campus nor used while on West property. However, if a student needs them as a means of transportation to and from school, they should be kept in their locker during the school day.

Students' toys such as yo-yos, Rubik's cubes, fidget spinners, etc., may also be confiscated if deemed a distraction during class. Additionally, students are not allowed to have Sharpies or other permanent-marker style writing utensils. If a student is found in possession of a Sharpie, the Sharpie will be confiscated.

If personal belongings do not fit in a locker, students should not have them at school with them.

## **Student Drivers**

At YES Prep West, students must follow the district policy to get permission to park a vehicle on campus. Students will receive instructions on where to park from the Front Office when they apply for and obtain their parking permit.

Students will need to provide proof of insurance and a copy of their valid Driver's License during the first two weeks of the school year to be issued a parking permit. Students that park in the school lot without a parking permit may be subject to vehicle towing.