



# INDIVIDUAL CAMPUS SUPPLEMENT

2023-2024

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#### YES PREP STUDENT HANDBOOK

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.

#### OPTIONAL: OPENING LETTER FROM PRINCIPAL

#### YES Prep Student Handbook as a model.

Greetings, Aviator Families -

Welcome to the YES Prep Hobby Family! I am humbled that you have chosen YES Prep Hobby as your child's school, and I am excited to lead your students through middle and high school as we prepare them for college.

Making the choice to attend YES Prep Public Schools is not an easy choice, and with the decision to attend YES Prep Hobby comes a lot of responsibility. The team of educators at YES Prep Hobby is here to support your student and family throughout their middle and high school journey. We, students, families, and staff, must all work together to ensure that our students have the supports and resources to graduate from high school and college prepared to lead choice-filled lives.

As we embark on another school year of YES Prep Hobby, I ask that you take time to review the YES Prep Unified Student Handbook as well as the YES Prep Hobby 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 Hobby.

Serving the Greater Hobby Community by providing a high-quality, college-preparatory education is our ultimate goal, and we are so excited to have you on this journey.

Aviators fly high on the wings of excellence, growth, and joy! Prepare for Takeoff!

Adrienne Brown | Principal

#### CAMPUS ACADEMIC SUPPORT

The staff at YES Prep Hobby are here to ensure that all students meet and exceed academic goals and are prepared to lead choice-filled lives. YES Prep Hobby 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, Aviator staff will communicate the failing grade to families. Students will be expected to attend tutorials during lunch and after school and to take advantage of reassessment opportunities.

Families will receive communication regarding any student who fails a course for the first semester. Next steps would include having a conference about student performance and creating plan for increased academic success in the second semester.

## **Homework Completion**

YES Prep Hobby believes that homework is a component of teaching Aviators skills and stamina that will prepare them for college and the workforce. Homework is an opportunity for Aviators to have additional opportunities to practice skills learned during the school day. As such, it is the expectation that students complete homework that is assigned to them as part of their growth as students. If a student does not complete a homework assignment, they **Back to Top** 

will receive a demerit for Engaged in Learning. If a student is caught cheating on or plagiarizing a homework assignment, they will receive an escalated consequence. Examples of academic dishonesty with homework include, but are not limited to, copying answers from another resource, allowing another student to copy an assignment or sharing answers to a homework assignment. Additional information on YES Prep's Academic Dishonesty policy is included in the YES Prep Unified Student Handbook.

## **Required Tutorials**

After School STAAR Unified Tutorials will be offered to any student who failed or is missing a STAAR score(s). Unified Tutorials are mandated by the State of Texas through House Bill 4545 and House Bill 1416.

STAAR Unified Tutorials begin September 12<sup>th</sup>. Tutorials will be held every Tuesday and Wednesday from 4p-5:30p. Students identified for Unified Tutorials will receive a pass for tutorials that must be worn on their ID.

Tuesday	Wednesday	
4:00-5:30pm	4:00-5:30pm	
<ul> <li>Math (6<sup>th</sup> – Algebra I)</li> <li>Science (8<sup>th</sup>, Biology)</li> </ul>	<ul> <li>English (6<sup>th</sup> – 10<sup>th</sup>)</li> <li>Social Studies (8<sup>th</sup>)</li> </ul>	

Students in STAAR tutorials will report to Terminal C, at dismissal, sign in, and pick up their snack. Teachers will pick up students from Terminal C. Transportation will be provided and the bus will depart promptly at 5:30pm. Please be advised that this late bus is a "community hub" bus and does not have the same stops as the regular school day bus.

All STAAR unified tutorial information is communicated to families at the start of each semester. Students who are required to attend tutorials will receive an individual parent letter electronically within the first 6 weeks of each semester.

## **Schedule Change Requests**

All schedule change requests must be approved by the Director of Student Support and the principal. Students and families may only make schedule change requests if their current schedule has errors or if the learning environment has a severe impact on their ability to meet expectations in class. Parents who have concerns about students' progress in class or the classroom learning environment should first seek to conference with the classroom teacher, prior to escalating their concerns.

**CAMPUS CULTURE** 

## **Campus Core Values**

YES Prep Hobby, the 19th campus of YES Prep Public Schools, opened its doors to students and families in August 2019. Located only two miles from Hobby Airport and seventeen miles from Johnson Space Center, YES Prep Hobby resides close to Houston's hubs of innovation.

The field of aviation has dramatically changed our world. From the first airplanes to man landing on the moon, the aviators behind this work have created marked change on our society. The Aviators of YES Prep Hobby seek to do

the same – to work as a collective of individuals to transform society. Aviators must lead through challenge, embrace the unknown, and stay focused on their trajectory to achieve success.

The YES Prep Hobby Aviators will be leaders in pursuit of educational equity through a focus on college readiness and college completion. As Aviators, students will be focused on piloting their own destiny toward college and career readiness.

The students of YES Prep Hobby must be Aviators who are active in creating change on their journey. They cannot merely be passengers on their journey to and through college. Aviators must be prepared to navigate challenges, change course, and stay clear on their ultimate destination.

Teamwork	Aviators work together with respect and humility to accomplish their goals.	
Responsibility	Aviators lead by example through preparation, organization, and accountability.	
Courage	Aviators accept challenges and speak up for themselves and others.	
Stamina	Aviators persevere and never give up.	
Creativity	Aviators innovate with open minds and seek new ideas.	
Wisdom	Aviators grow their knowledge and experiences to develop a world view.	

## **Positive Incentives**

YES Prep Hobby is always looking for ways to celebrate Aviators who are living out the core values and going above and beyond.

YES Prep Hobby Aviators will have the opportunity to earn positive incentives, Frequent Flyer Miles, by demonstrating behaviors aligned to our campus core values. The students will be able to visit the School Store using these points at various times during the school year.

- Shout Outs a public, verbal recognition of students who are living out core values, usually accompanied with two claps.
- Bid Trips small field trips with one or more staff members where students use Frequent Flyer Miles to bid on the trip they want to attend. Examples included afterschool bowling or a trip to the bookstore. Some trips may cost money while others are free.

- Core Value Awards these awards are given out to recognize students who are models of Aviator core values.
- Student of the Semester awarded to students, two per grade level, at the end of each semester.
- End of the Year Academic Awards these awards are given to the top Aviators in a grade level per academic subject area.
- Honor Roll Recognition Students who earn honor roll will be recognized each nine weeks and receive an honor roll certificate as well as celebration.
- Perfect Attendance Students who have perfect attendance each nine weeks will be recognized for their attendance.
- Squad Points All Aviators will be a part of a squadron that represents one of Hobby's Core Values. Students will work each day to earn points for their squadron (or squad) throughout the year and receive quarterly prizes. Squad points are earned from behavior points, attendance, and competitions given during classes and grade level time each week.

## **Before School Procedures**

YES Prep Hobby will open the campus doors to students at 8:05 AM. Students should not be dropped off prior to 8:05 AM. If students are dropped off prior to 8:05 AM, they will need to wait outside the 300 hallway school doors. Once allowed into the building, students will report directly to the cafeteria (6th,7th and 8th grade) or gym (9th and 10th grade) where breakfast will be available. Students will not be allowed out of the cafeteria or gym before dismissal to class without a pass. If a student has tutorials or needs to meet with a teacher prior to the start of the school day, the student must already have a pass from the teacher or activity sponsor. Please be advised ASPIRE will not be offering morning clubs before school. If students are found outside of the cafeteria or gym without a pass/permission, they will receive a consequence including, but not limited to, a demerit. The YES Prep Public Schools Code of Conduct and YES Prep Hobby behavior expectations apply to students before the first bell rings.

# **After School Procedures & Programming**

YES Prep Hobby dismisses at 4:00 PM. Students are only allowed to stay on campus after school if they have staff supervision or are 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 including, but not limited to, a demerit, and they will be escorted to the office to be picked up by a guardian.

As stated in the YES Prep Public Schools Student Handbook, it is the responsibility of the guardian to ensure students are picked up promptly after dismissal or at the end of official after-school programming. Staff members are unavailable to supervise students beyond the school day to ensure student safety unless a student is officially attending a program. Examples of after-school programming include, but are not limited to: detention, tutorials, athletics, ASPIRE, etc.

Students who are picked up 30 minutes or later after dismissal 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 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 unexcused.

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

## **After School Programming**

At YES Prep Hobby, after school activities are a key component of our programming. After-school programming includes, but is not limited to, ASPRIE, Bid Trips, Tutorials, School-Wide Activities, Athletics and Detention. Any time that there is a school-sponsored activity such as tutorials, a club, a bid trip, guardians will always receive written notification for the activity. Once a schedule is finalized for such activities, they will be communicated based on the specific programming.

YES Prep Hobby will ensure that there is an administrator 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, student must leave campus and return for the event. YES Prep Hobby 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 Hobby behavior expectations. ASPIRE will run only Monday-Thursday from 4:00p-5:30p. Students enrolled into the ASPIRE program must report to Terminal C immediately right after dismissal time.

More information about Athletic Programming and Athletic Programming expectations will be shared with student athletes and their families by the YES Prep Hobby Athletic Director.

## **Disciplinary Procedures**

#### **Demerits**

Students are expected to meet classroom and school wide behavior expectations throughout their time on campus. This helps us keep our school safe, and promote a positive learning environment. Below are a list of our campus-wide expectations for students. Failure to meet these expectations will result in the student earning a demerit. Earning multiple demerits for the same behavior will trigger a detention, which takes place during lunch (please see below). Families are able to track or view student behavior (both positive and negative) in HERO. Our YES Prep Code of Conduct is another helpful tool to understand the expectations of student behavior on campus.

Key	Students will	Demerit earned if students are not meeting the	
Expectations		expectations	
Campus Safety	<ul> <li>Use technology appropriately</li> </ul>	<ul> <li>Did not use Technology appropriately</li> </ul>	
& Pride	- Respect the physical or property	- Did not respect the physical or property	
	rights of other people	rights of other people	
	<ul> <li>Follow dress code expectations</li> </ul>	<ul> <li>Did not follow dress code</li> </ul>	
Focus on	- Be prepared for class	<ul> <li>Was not prepared for class</li> </ul>	
learning	- Be engaged in learning	- Was disrupting the learning environment	
	- Be on time to class	of others	

		- Be on time to school	<ul> <li>Was not engaged in learning by self-avoidance</li> <li>Was not on time to class</li> <li>Was late to school</li> </ul>
Kindness	and	- Demonstrate kindness in language	- Did not use kind language
Respect		- Demonstrate kindness in action	<ul> <li>Did not use kind behavior towards others</li> </ul>

#### **Detention**

Detention serves as an opportunity for students to reflect on behaviors that have led to demerits or actions that have resulted in escalated consequences. YES Prep Hobby will hold detention during lunch throughout the week. Students will serve their detention the next available day after the behavior is exhibited and logged. For example, if a student earns multiple demerits on Tuesday, they will serve a detention on Wednesday. Administrators may assign students to after school detention if deemed necessary. 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 the 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 miscommunications around an assigned detention.

If a student decides not to attend an assigned detention, the detention monitor will mark the student "not complied," and the student will be assigned to serve detention the following day. If the student does not attend multiple detentions, they will receive an escalated consequence including, but not limited to, an in-school suspension or an extended detention

## **Dress Code Expectations**

### **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.

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, beginning when your student walks on campus until they arrive to their bus stop or get in their cars 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.

YES Prep Public Schools has sweatshirts and cardigans for sale to provide multiple options for outwear. 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.

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.

Dress Item	Expectation	
YES Prep Shirts	Hobby Secondary students are required to wear a YES Prep polo shirt or plain white, grey, teal, blue, or black on Monday and a YES Prep spirit shirt Tuesday through Friday to strengthen school pride, unify the community, and to promote a college-going culture.  Students are not required to tuck in shirts.	
Free Dress Tops	Students may earn free dress on specific occasions throughout the school year.	
	<ul> <li>Clothing should meet the following criteria:</li> <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>	
Bottoms	Bottoms should be Khaki or jean material.  Free of rips or tears, holes, or tears and finger-tip length or longer.  No athletic wear.	
ID Badges	Students must always wear Student ID badges while on campus. ID badges must always be worn on a YES-prep issued lanyard and both ID and lanyard must be visible at all times.	
Shoes	For safety purposes, all shoes must meet the following criteria:  • Shoes must be close toed and have a back.  • No Crocs, slides or slippers.	
Accessories/ Styling	Religious head-covering is permitted.  Hats, hoods, beanies, sunglasses, wave caps, durags, bonnets, and bandanas are not permitted inside the building.	
Outerwear	May wear:  YES Prep Hobby Secondary or solid Teal, Grey, Black, Navy or White outerwear with no logo.  May NOT wear:	

	Outerwear that is lewd, offensive, vulgar or obscene images, emblems or writing.  Nothing that advertises or depicts tobacco products, alcoholic beverages, drugs or any other substance, show of gang affiliation or depict violence in any way.  Students may wear hoodies but may not wear hoods that cover their heads/faces on campus.	
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**

Students do not need to bring a cell phone to school to be successful in their learning. **During school hours, all student cell phones must be turned off to maximize student learning and focus.** All our students can use the front office phone if needed for emergencies. Phones and headphones/earbuds need to be completely invisible and put away once students enter the building. Students who have their phones out without permission (or headphones/earbuds) during the school day will receive a detention. Continual non-compliance with our cell phone policy will result in additional escalated consequences up to and including an administrator collecting the phone. If a phone is collected, a parent/guardian will be notified, and the phone can be picked up at the end of the day from the front office. If a cell phone is turned in to the front office multiple times, a guardian will need to meet with a school administrator to collect the phone. Please discuss this expectation with your student.

## **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 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 can eat free breakfast each morning and free lunch during the school day.

Students and parents may not order and have food delivered through any food deliver service, i.e. Doordash and Uber eats. Any food delivered through these services will be confiscated by campus administrators until the end of the school day. Families will still be responsible for the cost of the food and delivery.

#### **Drinks in the Classroom**

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. We prefer that students use a clear water bottle, but we understand that it may not always be available to a student. 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.

Students should eat only the food they are given by their own guardian(s). When food is shared between students 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 are not permitted to give food to other students than their own children. Students who are observed sharing food may have to forfeit the food they were sharing and may be subject to disciplinary action.

## **Gum Expectations**

YES Prep Hobby is a gum free campus for adults and children. 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 detention. YES Prep Hobby reserves the right to set expectations for not chewing gum on any school-sponsored trip, event or activity.

## **CAMPUS ATHLETICS**

At YES Prep Hobby, we offer sports in the fall, winter, and spring for all students. Our sports programs are led by highly qualified coaches with experience either playing the sport at a collegiate or professional level. Our athletics department's mission is to build confident, self-motivated, and college-ready athletes.

To participate in athletics, students must maintain a 70% or above in all classes, have an annual physical conducted by a physician, and pay a \$75 athletic fee. Throughout the year, we offer various sports, and we ensure security by having a guard present at selected games.

Students are allowed to attend games without their parents but must adhere to the YES Prep code of conduct behaviors. We request students to be picked up 10 minutes before the game ends and provide in-game announcements to inform them when to call their parents for pickup.

In case of an athlete's ejection or suspension from a contest, an automatic one-game suspension will be imposed, and they must complete the National Federation of High School Associations (NFHS) Sportsmanship Course before being eligible for participation. A second ejection may lead to potential suspension from the team or additional disciplinary measures.

Fall	Winter	Spring
MS-Cross Country	MS- Basketball- Girls	MS- Soccer- Girls
HS- Cross Country	HS- Basketball- Girls	HS- Soccer- Girls
MS- Volleyball-Girls	MS- Basketball- Boys	MS- Soccer- Boys
HS- Volleyball- Girls	HS- Basketball- Boys	HS- Soccer- Boys
HS- Volleyball- Boys	MS & HS Cheer	MS- Track
MS- Flag Football- Co-Ed		HS- Track
MS & HS Cheer		MS & HS Cheer

Spectators who do not adhere to expectations may be subject to the following action:

ffense Action Taken by Athletic Department

1st Offense	Verbal warning from Athletic Director or Game Administrator during the event. Spectators will
	be allowed to remain at the event if they
	continue to demonstrate appropriate, positive
	behavior, but can be removed at the discretion
	of the Game Administrator.
2nd Offense	Second offense may occur during the same
	event or at a subsequent event. After a second
	offense, the spectator will be removed from the
	event and possibly future events.
3rd Offense	Following a second offense and removal from
	the event, if a spectator continues to exhibit
	inappropriate behavior, they will no longer be
	allowed to attend any school athletic events for
	the remainder of the school year (and possibly
	longer).

## **CAMPUS OPERATIONS**

## **Late Bus Expectations (if applicable)**

YES Prep Hobby Secondary utilizes outside vendors for our bus transportation. These vendors often serve other YES Prep campuses or local schools. On occasion, these busses may arrive late to pick up students in the morning or afternoon. The campus will alert families through social media for small delays (<10 minutes) or direct messaging for substantial delays (>10 minutes) for transportation.

## **Common Area Expectations**

YES Prep Hobby has several common areas on campus, and it is the expectation that all Aviators treat these spaces with respect and leave them better than the found them. Common areas include, but are not limited to, hallways, restrooms, Terminal C (cafeteria), the gym, courtyard, parking lot, field, and front office. Any intentional littering, defacing, damaging of space/property will be subject to our campus disciplinary process. Students should only be in common areas during designated times and/or under the supervision of a staff member. Should a student be in a common area during class time without a hall pass, the student will receive a consequence including, but not limited to, a no hall pass demerit. Failure to adhere to campus expectations in common areas can results in referral to the Dean of Students, Director of Student Support, and/or Principal.

## **Lunch Time Expectations**

Students at YES Prep Hobby will eat lunch in the cafeteria or another location designated by an administrator. Students are expected to remain in the designated lunch location for the duration of lunch, and they should not linger in the hallways, bathrooms, or in empty classrooms.

A guardian, or an adult listed as an emergency contact, may eat lunch with their student, in a location approved by a campus administrator, if a valid photo ID is presented and they are listed on the student's record. A guardian is the only individual who may provide food for their specific student. Food will not be accepted from non-guardian deliveries (e.g. Uber Eats, Dominos), and students/guardians are not allowed to order food for delivery as deliveries will be turned away.

A guardian should only bring food for their student if they are planning to eat lunch with their student. Students who do not have lunch or forget their lunch will be able to receive a free lunch from our food services provider.

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 Hobby. Please be mindful of traffic patterns, school bus drop-off and loading, and pedestrians while in our parking lot and the streets surrounding YES Prep Hobby. During the school day, guardians and visitors will be directed to park at Visitor Parking by the flagpole at the front of the school. During arrival and dismissal, please wait your turn to drive forward to pick up your student and be mindful of our bus traffic. At the beginning of the year, we post signs in our parking lot which indicate the flow of traffic to follow for arrival and dismiss. Thank you for following these signs and for not jumping the line or cutting other cars off. Last, we ask all cars to avoid lining up on Tallyho Road for dismissal pick-up until 3:45pm. Tallyho Road is very narrow, and we want to ensure the businesses on Tallyho are not blocked off by our Hobby dismissal traffic and that parent cars do not fall into the ditch of the road.

## **Late Arrival and Early Pick-Up**

Aviators arriving after 8:30 AM are considered late to school. These students should enter campus through the 300 hallway doors to receive a tardy pass and then report directly to their first period. After 8:40 AM the 300 doors and exterior parking lot gate will be closed and Aviators must report to the front office for a tardy pass.

Early pick-up for students to attend appointments or due to illness must be arranged prior to departure. Please call the Front Office as soon as possible to inform us of your student's departure. The adult picking up the student must show photo identification to the Front Office staff and must appear on the student's emergency contact card authorized by the student's guardian. All early pick-ups should occur before 3:00 PM to ensure a safe and secure dismissal and to maximize student learning.

# **Dropping off Items for Students**

Parents and guardians may leave items for students at the front desk any time before 10:00 AM. The front office will not accept items after `10:00 AM, except in the case of an emergency (ex: medicine, clean clothes). This includes food; students who forget their lunch at home have the option to eat free at school. Items must be labeled with the student's full name and grade level to ensure they are delivered to the correct student. Examples of items that can be left at the front desk are athletic clothes/uniforms, lunch boxes, water bottles, homework, or other small, personal items. Food will not be accepted from non-guardian deliveries (e.g. Uber Eats, Dominos), and students/guardians are not allowed to order food for delivery as deliveries will be turned away.

## **Campus Communication to Families**

YES Prep Hobby is a family-oriented school, and we believe in frequent communication with our families. YES Prep Hobby 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 and guardians. Please ensure that the YES Prep Hobby Front Office has the most up-to-date phone numbers and email address at all times.

- School Messenger is our mass communication system, and you 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 <a href="https://access.heropowered.com">https://access.heropowered.com</a>.
- YES Prep Hobby maintains a campus Facebook 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 page at <a href="https://www.facebook.com/YPHobby">www.facebook.com/YPHobby</a>.
- YES Prep Hobby also keep a campus page on the YES Prep website (<a href="http://hobby.yesprep.org">http://hobby.yesprep.org</a>) that will be updated with important information, including staff contact information, throughout the school year.
- Weekly Family Communication YES Prep Hobby will send a weekly news update to families, and a copy of the weekly family communication will be updated on the YES Prep Hobby website.
- Skyward Family Access You can review your student's grades and attendance through the Skyward Family Access. You will also use Skyward Family Access to complete registration documents and other paperwork electronically.

YES Prep Hobby staff members can be contacted through their YES Prep phone numbers and email addresses. Should you contact a YES Prep Hobby staff member, please allow 48 hours before receiving a response. Up-to-date staff contact information can be found on the YES Prep Hobby website.

## **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 Hobby Secondary 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 the student assigned to that locker knows the code to and locks after each usage. Distracting (e.g. stuffed animals) or inappropriate objects will be confiscated and may be returned at the end of the school day, if deemed appropriate by a campus administrator. Students should not bring blankets. Students should be sure they wear school-appropriate outerwear if they are cold in the building.

Skateboards, rollerblades, and scooters should not be used while on Hobby property. 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.

Toys such as yo-yos, Rubik's cubes, fidget spinners, etc. may also be confiscated if it is deemed a distraction during class. Additionally, students are not allowed to be in possession of 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.

## **School Transfer/Withdrawal Requests**

Families may transfer or withdraw their students from YES Prep Hobby with the permission of the principal. All requests will take a minimum of two business days to process once the request is made. YES Prep's policy states that we do not transfer students due to siblings who attend other elementary. Requests for this reason will be denied.

## **Former Student Visits**

#### **Students Who Were Expelled**

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 Hobby and there is a significant event at which the guardian wants to have the expelled/placed student, the guardian must first contact the Principal to request a one-time approval to attend the event with the family.

#### **Students Who Withdrew**

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

## **Front Office Hours of Operation**

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

- Regular Dismissal Days 8:00 AM to 4:15 PM
- Early Dismissal Days 8:00 AM to 1:15 PM

## **Student Drivers**

YES Prep Hobby Secondary requires all student drivers to register with the front office before driving onto campus property to ensure proper safety and security measures are upheld. Student drivers must adhere to local traffic laws as well as campus traffic guidelines. Student parking is available only to registered students who will be provided with a YES Prep decal that must be visible on the front of their vehicle. Any unregistered student vehicles inside the campus gate will be towed at owner's expense.

Student vehicles parked in non-designated spaces are subject to towing at the owner's expense. This privilege can be revoked at any time and without prior infractions based on the circumstances of an incident. This will be determined by campus leadership and communicated as necessary.

To register, students must provide the front desk with the following information:

- 1. Make, model and color of their vehicle
- 2. Vaid vehicle registration
- 3. A copy of a valid Texas driver's license
- 4. A copy of current car insurance accepted in Texas.

Student parking areas are along the back fence of the property and marked with blue safety cones. Students are advised to keep personal items out of sight in their vehicle as YES Prep Hobby Secondary will not be held liable for loss, theft, or damage to a student's vehicle.

Students will not be able to transport other students without written parental permission given to the front office.