



North Central
Secondary

INDIVIDUAL CAMPUS SUPPLEMENT

2023-2024

TABLE OF CONTENTS

- YES PREP STUDENT HANDBOOK..... 3
- OPENING LETTER FROM PRINCIPAL..... 3
- CAMPUS ACADEMIC SUPPORT..... 3
 - Required Tutorials..... 3
- CAMPUS CULTURE..... 4
 - Campus Core Values..... 4
 - Positive Incentives 5
 - Before/After School Procedures & Programming 6
 - Middle School/ High School Disciplinary Procedures..... 6
 - Cell Phones & Personal Devices..... 8
 - Food and Drink Expectations 9
 - Senior Fees10
- CAMPUS OPERATIONS.....10
 - Late Bus Expectations (if applicable).....10
 - Common Area Expectations.....10
 - Lunch Time Expectations.....10
 - Traffic Procedures.....11
 - Dropping off Items for Students.....11
 - Campus Communication to Families11
 - Personal Items on Campus12
 - Student Drivers12

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

Trailblazers,

I am humbly honored to be introducing myself as the Principal of YES Prep North Central Secondary School. It is with great excitement that I embrace and step into this role, committed to leading our school towards continuing our track record of excellence. I will do this while Living the Blue Orange and incorporating our values of Respect, Hard Work, Leadership and Team.

Let me start by sharing a bit about what I believe. I trust that it takes a community of individuals to create an environment that will foster growth in our students. In my years in education, I have witnessed the immense power of relationships and truly understand that not all learning happens in classrooms. I firmly believe that academic excellence goes hand in hand with character development, school culture and developing holistic skills. As such, I am dedicated to creating a school that will emphasize our Blue Orange Values in all aspects of school life.

One of my aims is to cultivate a culture of excellence. I see a campus where Trailblazer feels inspired to embrace challenges and strive for success. Together, the Trailblazer community will celebrate collective and individual growth and accomplishments in our pursuit of excellence. As a Trailblazer, we must blaze those trails of excellence so that others are compelled to follow.

I have been part of the Trailblazer community for more than 8 years now and have seen how we have become a place for legacy. As a community, we will continue to set the bar of excellence high.

Let's have an amazing year, doing what we do best – pursuing excellence.

Mrs. Lilian Macias

CAMPUS ACADEMIC SUPPORT

Required Tutorials

Unified Tutorials- any student who does not meet the minimum requirements on STAAR (Approaches) are required to attend tutorials on designated days

Day	Content
Tuesday	Math/Science
Wednesday	Reading/SS

Campus Tutorials-

[Back to Top](#)

Day	Content
Tuesday	Math/Science/AP
Thursday	Science/SS/AP

Action Step: All grade-level content teachers are required to utilize the 45 minutes each week to work in a universal curriculum

CFS:

1. Provide data-based lessons to teachers one week in advance
2. Provide exemplars for all teachers
3. Monitor students and provide feedback

CAMPUS CULTURE

Campus Core Values

At YES Prep North Central, we believe strong culture and community are essential to maximizing student achievement. We are constantly striving to create systems, structures, routines, and rituals that maximize school-wide consistency and individual creativity and achievement for students and staff. It is critical that we remain focused on fostering a high-quality culture so that students can 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 reinforce vital behaviors that we believe will create school pride and safety, ensure a focus on learning, and foster relationships based on respect and kindness. We believe this will ultimately lead to student achievement and success at YES Prep North Central and beyond.

What It Means to Live the Blue-Orange

YES Prep North Central is a place where we strive to daily live the Blue-Orange. This means we act in a way that demonstrates the things we value in our staff and students.

- **Team** – *We are a group of people who share a common goal, shouldering the responsibilities of achieving them as well as the rewards for meeting them.*
 - We are passionate about our collective goals
 - We build trusting relationships through vulnerability
 - We demonstrate genuine care and concern for everyone
 - We prioritize inclusivity, diversity, and respect
 - We value collaborative input
 - We look for ways to bring joy and celebrate growth
 - We are united in our pursuit to serve our community
 - We honor tradition while blazing trails forward
- **Leadership** – *We strive to consistently make the necessary and appropriate choices and contribute to the success of our Trailblazer community regardless of title.*
 - We operate with integrity in all that we do
 - We encourage and support others to step into their greatness

[Back to Top](#)

- We commit to fulfilling responsibilities and are accountable for our actions
- We build relationships with all stakeholders
- We lead by example when we are resourceful and scrappy; We get the job done and inspire others to do the same
- We are all consistently visible and present in open and shared spaces for students and staff to see cohesion; to hold all accountable
- We give and receive direct feedback
- We are kind, grounded and humble
- **Respect** – *We value all stakeholders’ individual identities, experience, and beliefs, as well as our shared community space.*
 - We appreciate individuals and spaces and uphold professional boundaries
 - We value people’s experiences, even if they’re different from our own
 - We value others’ time by being prepared, punctual, and aware of time commitments
 - We seek first to understand, then be understood
 - We practice solutions-oriented, honest, respectful, and clear communication
 - We believe respect and relationships are interdependent
- **Hard work** – *We commit to excellence and strive to become the best version of self.*
 - We work to meet our role’s expectations and seek support when we fall short or need help
 - We support our team to find solutions for shared challenges
 - We pursue opportunities to use our unique strengths
 - We are accountable to ourselves and to others
 - We recognize that deliberate self-care is essential for our best work
 - We commit to professional and personal growth which moves our work forward

Positive Incentives

The Trailblazers of YES Prep North Central are some of the hardest working students at YES Prep, in Houston, and the country! 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 Trailblazers are doing inside and outside of the classroom. Below is a sampling of ways that we celebrate our Trailblazers!

- **Shout outs** – a public, verbal recognition of students who are living out the core values, usually accompanied with a ""Get em ready..."" and TWO CLAPS!
- **Bid Trips** – a small field trip with one or more staff members where students use merits to bid 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!
- **Student of the Week/Month** – awarded each week/month to an exemplary Trailblazer. This award comes with a celebration exclusive to award winners from each grade level, such as an ice cream trip, special lunch, or dinner.
- **End of the Year Academic Awards** – these awards are given to the top student or students who show the most growth in a grade level per academic subject area.
- **Honor Roll Recognition** – each quarter, students who have earned honor roll receive an honor roll wrist band, honor roll t-shirt (if they have not already earned these) and a public celebration which could include: an ice cream social, karaoke, or a special lunch.
- High School students can use HERO points to purchase rewards and incentives

Before/After School Procedures & Programming

Campus will open at 8:00 am to all students and families. For those who require an early drop off, guardians may drop off at 7:45 am and students will be allowed to enter the Great Hall and start eating breakfast. At 8:00 am, all car riders, walkers, and bus riders may enter campus. Students may use cell phone for messaging, web browsing, or apps until transition to first period. Students may not use personal devices for calls, photos, or videos during this time. All phones should be turned off and stored prior to first period.

Students will be allowed to eat only in the Great Hall. No food items will be allowed in the Gym, Sanctitorium or classrooms.

At the school building entry, all dress code expectations apply. Students should be wearing proper dress code and their ID.

Students are allowed to bring a packed lunch but are not permitted to purchase and bring outside food or beverages to be carried throughout the day. This includes fast food breakfast, coffee, etc.

At 8:20 am, students will be allowed to transition to homeroom.

Dismissal will be staggered, with students leaving at the following times:

1. 4:00 pm – Student Drivers (and siblings) and Bus Riders
2. 4:05 pm – Car Riders and Walkers

Immediately after the bell that indicates dismissal, students should transition to their after-school locations (bus area, car pickup area, or after school activity). Students need to report to their locations by 4:10. Students only be in appropriate locations or with an adult. Students that do not follow dismissal procedures will receive a consequence such as a demerit or detention.

At 4:25 pm any student who has not been picked up will be escorted to the Great Hall to wait with an administrator on duty.

Students who aren't picked up within a 30-minute period (4:35 pm) will be logged. Parents will then receive a written warning stating that the student stayed past the allotted 30-minutes. After three written warnings, guardians will have a mandatory meeting with a member of the leadership team and may be reported to Child Protective Services (CPS).

Any student participating in after-school activities will be dismissed at 5:00 pm (except for athletics or evening event). Students who aren't picked up within a 30-minute period, will be logged as a late pickup. Parents will then receive a written warning stating that student stayed past the 30 allotted minutes. After three written warnings, guardians will have a mandatory meeting with a member of the leadership team and may be reported to Child Protective Services (CPS).

After School Programming

The North Central Student Enrichment team, Aspire and Athletics programs, will communicate all after school programming information to families at the start of the school year.

Middle School/ High School Disciplinary Procedures

At North Central we follow the district's Code of Conduct and are aligned for inclusive discipline to better serve our students.

Please visit the district website if you have any questions: [Student Handbook and Code of Conduct - YES Prep Public Schools](#)

[Back to Top](#)

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.

Dress Item	Expectation
YES Prep Shirts	<ul style="list-style-type: none"> Students are required to wear a (YES Prep Polo/YES Prep Spirit Shirt) 5 days a week to strengthen school pride, unify the community, and to promote a college-going culture. All YES Prep students should own at least 1 campus spirit shirt. <p><i>Students are not required to tuck in shirts.</i></p>
Free Dress Tops	<p>Students will be given opportunities for Free Dress through school initiatives. In the case that students can wear free dress, clothing should meet the following criteria:</p> <ul style="list-style-type: none"> 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. No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student. No bare midriffs (half shirts) allowed for any student. No open-toed shoes.
Bottoms	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> Khakis (any color) Jeans (any color) Athletic bottoms (any color) <p>Additional Bottom Requirements:</p> <ul style="list-style-type: none"> Students may not wear pajama pants or bottoms with holes. Shorts and skirts should be no shorter than mid-thigh. Bottoms may not have holes/tears above the knee. Students are not required to wear belts.
ID Badges	<p>ID Badges must be worn by all students on YES Prep lanyards and must be visible at all times. ID badges and lanyards will be provided to students. Students will need to pay a \$5 replacement fee if the ID and/or lanyard is misplaced, lost, or stolen.</p>
Shoes	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> Closed-toed Must have backs (i.e. no slides) Must have hard soles (i.e. no slippers) Any color is permitted Crocs are not allowed
Accessories/ Styling	<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>
Outerwear	<p>Students may wear:</p> <ul style="list-style-type: none"> • any YES Prep outerwear • solid non-YES Navy Blue outerlayer (no images or large logos) <p>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"> • YES Prep sweatshirt • YES Prep cardigan • Campus athletics department outwear (purchased through campus Athletics Department) • Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable) <p><i>Students may wear hoodies but may not wear hoods that cover their heads/faces on campus.</i></p>
PE Uniform	<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"> • Have school appropriate messaging • Meet criteria in the “Free Dress” category • Bottoms may not be higher than mid-thigh

Cell Phones & Personal Devices

Middle School

Middle School students are allowed to bring their phones to school and use them during breakfast time, or while seated in the Sanctorium (8:00AM-8:30AM). After 8:30AM, **students must turn off their phone** and place it in their **backpack**. *Students may NOT use their cell phones in class, during transitional periods, or during Blazer Block.* Teachers will determine whether cellphones will be turned in at the beginning of class each period, or if they will remain in backpacks for the duration of class.

If students do not meet this expectation, they are seen using their phone or their phone is seen by a staff member outside of their backpack after 8:30AM, **the student may receive any of the following consequences:**

- **auto- school detention**
- **phone confiscation**
- **required parent meeting**

Note: Students who are using their phone and refuse to give their phone to an adult will receive an additional-escalated consequence.

High School

High School students are allowed to bring their phones to school and use them during breakfast time, or while seated in the Gym (8:00AM-8:30AM). After 8:30AM, **students must turn off their phone** and place it in their **backpack**. *Students may NOT use their cell phones in class, during transitional periods, or during Blazer Block.* High school

[Back to Top](#)

students are permitted to use the cell phones during lunch **ONLY**. Teachers will determine whether cellphones will be turned in at the beginning of class each period, or if they will remain in backpacks for the duration of class.

If students do not meet this expectation, they are seen using their phone or their phone is seen by a staff member outside of their backpack after 8:30AM, **the student may receive any of the following consequences:**

- **auto-school detention**
- **phone confiscation**
- **required parent meeting**

Note: Students who are using their phone and refuse to give their phone to an adult will receive an additional-escalated consequence.

Food and Drink Expectations

Students may carry water in clear plastic containers into their classrooms. Students may bring other beverages to school to drink during lunch, but they must be in bags or lockers until lunch time. Students may not eat food in class, and any food they bring to school must be in bags or lockers until lunch time. Students may not eat in the hallways during transition times. Students are allowed to eat during designated mealtimes in designated spaces, such as the Great Hall. Outside food and drink are not allowed on campus. It cannot be delivered or brought to campus.

Senior Fees

At North Central, we strive to provide our 12th graders with senior experiences that are second to none.

The **Senior Fee** will allow our school to successfully plan this memorable year. The fee is designed to cover expenses for the following:

- Senior sweatshirt and t-shirt
- Cap and Gown photo package
- Prom
- “Senior Week” Events (BBQ, Block Party, Field Day)
- Spring Trip
- Senior Breakfast
- Class of 2024 swag

The Senior Fee for the Class of 2024 is \$250 and can be paid in the front office via cash or credit card.

Parents/guardians have the option to pay the fee all at once, or in 4 payments of \$62.50. Every Senior is expected to have their Senior Fee paid in full by **Friday, November 3, 2023**. If you choose to do the payment plan, please be advised, all 4 payments must be paid in full by **Friday, November 3, 2023**. If you have financial difficulties or questions regarding payment of the Senior Fee, please contact the High School Dean of Students via email at teneiza.tibbs@yesprep.org.

CAMPUS OPERATIONS

Late Bus Expectations (if applicable)

Students should wait for their bus in the bus parking lot if their bus has not arrived by the usual dismissal time.

Common Area Expectations

Common areas are spaces in the building utilized or seen by everyone that visits or works on campus. These areas need to remain presentable by being kept clean and free of trash, debris, and clutter. Students should be in common areas of campus only with the presence of an adult.

Lunch Time Expectations

Parents and families are NOT permitted to drop off restaurant and store purchased food for students; guardians and families are permitted to drop off a student’s lunch at the front office, if it was forgotten at home.

It is the students' responsibility to pick up any food item left at the front desk. We will not interrupt the students' instruction or deliver the lunch to the student. Any food items left at the front desk will be thrown out promptly at the end of the day.

Students are NOT allowed to share food. (including but not limited, to birthday cakes, chips, candy, etc.)

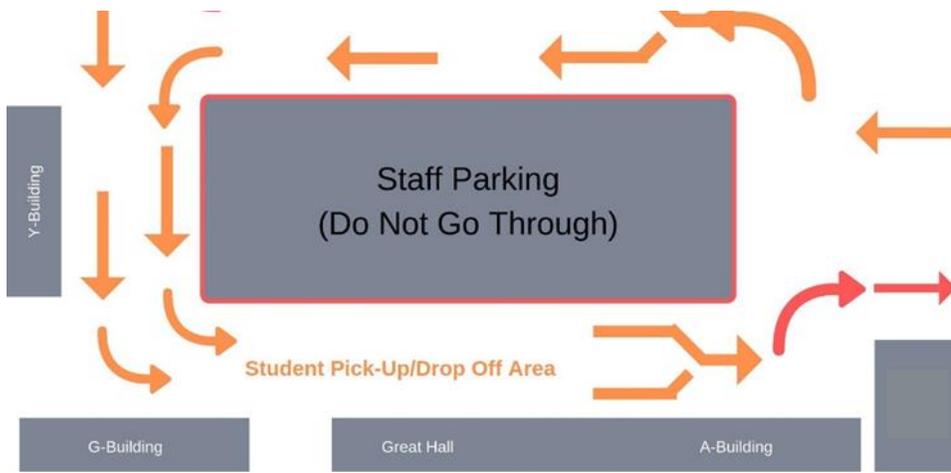
[Back to Top](#)

Food delivery services will not be accepted (example: uber eats, dominos). Students/Parents are not allowed to order food for delivery. All deliveries will be turned away.

Student rewards or incentives that involve food items (ex: pizza party) are prohibited during scheduled lunch times per our contract with our food vendor. All food sales and distribution must be arranged with the Operations team in advance.

Traffic Procedures

To ensure the safety of everyone on campus, all drivers must follow the flow of traffic.



Dropping off Items for Students

Parents may drop off items for their students in the Front Office. Parents will be asked to leave the item(s) in the vestibule. It is the students' responsibility to pick up any item left by their families in the vestibule. We will not interrupt the students' instruction or deliver the items to the student.

Food delivery services will not be accepted (example: uber eats, dominos). Students/Parents are not allowed to order food for delivery, nor are they permitted to drop off restaurant purchased food at the Front Office.

Campus Communication to Families

Students and families can communicate with teachers via email; guardians and students should expect a 24-48-hour response time.

Please ensure your contact information is up to date and always notify the front office if a number has changed in the household.

To communicate with your students' teachers:

- Email your teacher and expect a response within 24-48 hours. E-mails can be found on our school [website](#).

Ask if your teacher has an email list that you can sign up for to receive outgoing reminders and communication. Students and guardians can then share their emails with teachers to receive messages.

[Back to Top](#)

[Personal Items on Campus](#)

Students are welcome to bring personal belongings in addition to necessary school materials. However, it is encouraged that students do not bring unnecessary items due to risks of theft, loss or damage. While students can also bring electronics, they are not permitted for use during school hours, unless otherwise instructed by their teacher. Failure to comply with the policy can result in confiscation of the electronic device. Please see the electronic policy for more information. **YES Prep will not be held liable for loss, theft, or damage to the student's personal property.**

[Student Drivers](#)

Students are permitted to park in the student parking lot only after receiving approval and a parking permit from the front office. To receive approval and a parking permit, an application must be completed and submitted along with the student's valid driver's license, or a valid non-restrictive driving permit, as well as proof of auto insurance. There is an application fee of \$5.00 and it is accepted in the form of cash. Students approved to park on campus will park in their designated and numbered spot in the student parking lot. The student parking area is on the south side of the campus, and it is accessible from the gate off of Lauder Rd.

Student parking privileges may be revoked if a student is found to be in violation of the code of conduct.

Vehicles that are improperly parked are subject to getting towed. This includes vehicles without a parking permit and vehicles parked in the incorrect parking spot.

Parking permits are not transferable and must be assigned to the students by the Front Office staff. Students are not permitted to reproduce the parking permit. Students found in violation are subject to having their parking permits revoked.