



NORTH CENTRAL SECONDARY

**INDIVIDUAL CAMPUS
SUPPLEMENT**

2020-2021

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CAMPUS ACADEMIC SUPPORT

Academic Support

Any YES student who has failed two or more classes will receive Academic Support. Academic Support will last for a minimum of six weeks, or one grading cycle. During this time, students should focus their time and effort on making sure that they are earning passing grades (70 percent or above) in all classes. Students should take advantage of study hall times, make an extra effort to call all teachers with questions about homework or projects, and schedule lunch and/or after-school tutorials if necessary, to bring up their grades.

Academic Support Logs

Any student on Academic Support will be required to submit a weekly accountability document to their grade level chair. Students and parents are encouraged to use this document to reflect on their performance during the week and to set goals for the upcoming week. Students will work with an advisor to set and reach goals for academic, social and emotional success. Any student who fails to return the Academic Support log will be subject to appropriate disciplinary action as determined by the school administrator.

Returning to Good Academic Standing

If, according to the next report card, if the student is passing all classes, s/he will be removed from Academic Support and will become a student in good standing.

Continuing Academic Support

Any student on Academic Support who is failing classes at the end of the next grading cycle will be reviewed by their grade-level teachers. The grade level teachers will then advise the school administrator to make the following determination:

- a. The student is not passing all classes but is making significant progress. This student will remain on Academic Support for another grading cycle and their progress will be reviewed for the next nine weeks.
- b. The student is not passing all classes and has shown little or no improvement or effort toward improvement. This student will be in jeopardy of not being promoted as a YES Prep student at the end of the academic year.

A grade-level teacher will meet with each student who continues to earn failing marks and, if necessary, their parent or guardian to discuss that student's academic status. The school administrator may also choose to attend these meetings. At this time, parents will be presented with additional feedback and suggestions from the child's teachers.

After two quarters on Academic Support, a parent conference may be required. During the conference a growth plan may be developed, and additional consequences may be determined. These consequences may include, but are not limited to, suspension from all school-sponsored activities.

Students who are caught cheating or plagiarizing on any assignment that does not fall under the Code of Conduct's Academic Dishonesty will receive an automatic referral to the Honor Council to be determine consequences and will be not eligible to retake the assignment. Further consequences may be applicable, depending on the situation. **Please refer to the Code of Conduct for more information.

Homework Completion

Wall Street is the after-school program used as an intervention to ensure our students build skills such as responsibility, time management and organization. It is named after Wall Street in New York City, where the motto of the investment bankers who work there is “you don’t go home until the work is done.” Students may be required to stay after school for Wall Street if they come to class unprepared or with work that is not up to the YES Prep standard of quality. All assignments (homework and class work) must be (1) neat, (2) complete, (3) accurate and (4) on time. Students are required to stay after school on Tuesdays and Thursdays until 5 pm; parents will be notified and are responsible for transportation home after Wall Street. Wall Street will not be rescheduled except in the case of a family emergency, and the request must be made to the school administrator or Dean of Students by the parent. Students who ask to reschedule Wall Street may have to stay for an extra day. This is up to the discretion of the school administrator or Dean of Students.

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. Our values correspond with the YES Prep Thinks and Acts, a list of the key traits that set YES Prep students apart.

- **Family-oriented-***We are a family-oriented school.*
 - Trailblazers succeed when we succeed together as a team. Therefore, all Trailblazers commit to supporting each other and helping each other make good decisions and live out our values.
- **Student Leadership:** *The students of today are the leaders of tomorrow.*

- Every student in grades 6-12 sets an example for their peers. By participating in extracurricular activities, demonstrating leadership by making the right choices consistently and contributing to the Trailblazer family, students are preparing for their future as leaders in our community.
- **Respect**-*We act in a way that earns the trust of others.*
 - Students and staff earn each other's trust by treating each other respectfully. This means having regard for each other's feelings, work and space. The way we speak to and interact with other should always show mutual respect. This includes listening to and following directions, using an appropriate tone and language and treating others in a way we would like to be treated.
- **Hard work**-*Anything worth doing is worth doing right. We are ready and willing to work hard.*
 - Our mission and goals are ambitious. In order to achieve these goals, we must give 100% every day both in and out of the classroom. Attending tutorials, studying and completing homework and taking advantage of retakes are a few examples of working hard. Students and staff must do whatever it takes to succeed.

Detention Guidelines

When a student earns their third demerit for the same behavior (i.e. Not being on time) in a one-week period, they will earn a detention. When a student earns a demerit or a detention for one of the behaviors listed above, the staff member will enter the infraction in to our discipline application, Hero. Once the behavior is entered in to the discipline application, both students and parents will be able to view that the behavior was earned by the student and any associated consequence. The discipline application, Hero, will keep track of how many times a student has earned a demerit for the same behavior and assign the appropriate consequence.

- The **SECOND** time a student earns a demerit for the same behavior, they will serve a **lunch detention**.
- The **FOURTH** time a student earns a demerit for the same behavior, they will serve a **after school detention**.
- The **SIXTH** time a student earns a demerit for the same behavior, they will serve a **Saturday detention**.
- If a student earns a demerit for the same behavior more than **SIX** times in 3-week period, they will serve a **after school detention every** time they engage in that behavior.

A student may be assigned an escalated detention - **after-school** for Middle School/ **Saturday** for High School at the discretion of the GLC, DOS or other campus administrator for but not limited to the following reasons:

- egregious classroom behavior
- skipping an assigned detention
- non-restorable uniform violations

Excessive Tardy to Class

Students who are not in their homeroom by 8:30 AM will be considered tardy and must report to the front office for a pass upon arrival to campus.

We encourage students to be dropped off no later than 8:20 AM so they have time to reach their destinations by 8:30 AM. The only excuse accepted for tardiness to school is a late school bus arrival.

All tardies are cumulative over a six-week cycle. Students who are late to school for any other reason will receive the following consequence:

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- Two tardies within a six-week cycle: a warning notice will be given to the student by the front office and parent will be contacted.
- Three tardies or more within a six-week cycle: a student may be issued a lunch detention.

If a student shows a pattern of excessive tardiness to class, the Grade Level Chair and/or Dean of Students will create a plan that may include loss of privileges such as passing period, lunch, etc. Additional interventions can be implemented by the administration as necessary.

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!
- **Free Dress** - awarded at different parts of the year, for many different reasons, where students can wear jeans and a college or YES Prep t-shirt. (see below for more information)
- **Super Free Dress** -when a student earns super free dress s/he can wear dress of choice as long as they adhere to the dress code outlined below.
- **Student of the Month** - awarded each month to an exemplary Trailblazer on each grade level. 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 six weeks, 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.
- **Perfect Attendance** - each six weeks, students who attend school every day will be celebrated
- High School students can use YE\$ to purchase jeans passes (Friday only)

Before and After School Expectations and Procedures

Campus will open at 7:30 am to students and families. At this time, students will be allowed to enter the Great Hall and start eating breakfast. While in the Great Hall, all students will be able to use their cellphones to be online, text, play games, etc. Students may not make calls and must be using headphones for audio. At 8:00 am, students who are done eating breakfast will be allowed to transition to the Gym for Middle School students and the Sanctitorium for High School students. Students in the Gym will not be allowed to be on their cell phones. Students in the Sanctitorium can be on their cell phones until 8:20.

Students will be allowed to eat only in the Great Hall. No food items will be allowed in the Gym, Sanctitorium or classrooms. Once in the Gym and Sanctitorium, all uniform expectations apply. Students should be wearing proper uniform and their ID.

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

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 3:55. Students not in appropriate locations or with an adult, will receive a consequence such as a demerit or detention.

At 3:55, any student who has not been picked up will be escorted to the front office area to wait with an administrator on duty.

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

Any student participating in after-school activities, will be dismissed at 4:45 pm (with the exception of athletics or evening event). Students who aren't picked up within a 30-minute period, will be logged in a Late Pick-up binder. Parents will then receive a written warning stating that student stayed past the 30 allotted minutes. After three written warnings, parents will have a mandatory meeting with a member of the leadership team and may be reported to CPS.

[After School Programming](#)

The North Central operations team will communicate all after school programming information to families in the beginning of the 2020-2021 school year.

[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 out of sight at all times. Students may not eat food in class, and any food they bring to school must be out of sight at all times. Students may not eat in hallway during transition times. Students are allowed to eat during designated meal times in designated spaces, such as the Great Hall.

[Gum Expectations](#)

YES Prep North Central is a gum free campus. Gum chewing is not permitted on campus at any time. YES Prep North Central reserves the right to set expectations for not chewing gum on any school-sponsored trip, event or activity. Incidents of gum chewing will result in disciplinary action, including but not limited to demerit and/or detention.

[Uniform Expectations](#)

[YES Prep Uniform 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,

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body shaming, or the confines of gender norms. Students have the right to be treated equitably and dress code enforcement at YES Prep Public Schools will not create disparities, reinforce or increase the marginalization of any group, nor will it be unfairly enforced more strictly against a student because of racial identity, ethnicity, gender expression, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity.

Campus Uniform Policy

YES Prep Public Schools uniform policy is centered around values of equity and school pride. A school uniform allows for community building and options within the uniform selection allows for student and family choice. Uniforms should be worn each school day and should meet the expectations of district and campus guidelines. Like all YES Prep policies, if a student’s uniform, dress, or accessory choice poses a concern for student physical or emotional safety, a campus administrator has the discretion to disallow the uniform item.

A uniform shirt is defined as either a campus polo, sold by YES Prep Public Schools, containing the current school logo, and is the correct color for the student’s campus or a school pride t-shirt, distributed by the student’s school.

YES Prep also has winter jackets, sweatshirts, and cardigans for sale to provide multiple options for outerwear. A student’s outerwear may only be YES Prep and may also include outerwear sold by the athletics department on campus.

The following shows the uniform expectations throughout the week:

Shirt Expectations	
Monday – Thursday	<ul style="list-style-type: none"> • North Central YES Prep Polo (purchased through YES Prep) • North Central Polo can be Navy Blue, Orange, White or Black • Polo can be Universal YES Prep Polo <p>* <i>Students may choose to wear any color undershirt underneath their polo.</i></p> <p>* <i>Polos may be tucked in.</i></p> <p>* <i>Seniors may be able to participate in Senior Dress after 1st grading period and after meeting grade level expectations.</i></p>
Friday	<p>All students may choose to wear the North Central Polo as stated above.</p> <p>Middle School students who have no demerits or detentions for the week and High school students with no detentions for the week can wear the Friday dress outlined below.</p> <ul style="list-style-type: none"> • Students may wear any YES Prep Public Schools t-shirts (i.e. P.E. shirt, school-created spring trip shirt, etc.). • Students may wear any college or university t-shirt. <p>* <i>YES Prep t-shirts or college shirts do not need to be tucked in.</i></p>

Bottoms Expectations	
Monday – Friday	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> • Khakis (blue, black or khaki colored) • Jeans (blue, black or khaki colored) • Joggers (blue, black or khaki colored, must be jean or khaki material- may not be sweat pant material)

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	<ul style="list-style-type: none"> * <i>Students may not wear leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants. Pants may not have holes.</i> * <i>Shorts and skirts should be no more than fingertip length above the knee.</i> * <i>Bottoms must be worn at the waist.</i> * <i>Students may wear belts as needed.</i>
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Outerwear Expectations

Monday - Thursday	<p>Students may only wear YES Prep outerwear. Students may choose from the following:</p> <ul style="list-style-type: none"> • YES Prep water-proof jacket (purchased through YES Prep) • YES Prep sweatshirt (purchased through YES Prep) • YES Prep cardigan (purchased through YES Prep) • North Central athletics department outerwear (purchased through campus Athletics Department) • North Central grade level or spirit sweatshirts etc. (purchased through campus as applicable)
Friday	<p>All students may choose to wear the North Central outerwear as stated above.</p> <p>Middle School students who have no demerits or detentions for the week and High school students with no detentions for the week can wear the Friday dress outlined below.</p> <ul style="list-style-type: none"> • Students may wear any college or university outer layer.

Shoe Expectations

Monday-Friday	<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 or sandals) • Must have hard soles (i.e. no slippers or crocs) <p>Any color is permitted</p>
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Student ID Badge Expectations

Monday-Friday	ID Badges must be worn by all students on lanyards and must be visible at all times.
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PE Uniform Expectations

Monday-Friday	<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 Days” category • Bottoms may not be higher than fingertip length above the knee
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Accessory Expectations

Monday - Friday	<ul style="list-style-type: none"> • Students may have visible piercings and tattoos as long as messaging and images are school-appropriate.
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	<ul style="list-style-type: none"> • Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons. • Students may wear a variety hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate. • Hats and sunglasses are not permitted for safety purposes. • Religious head-coverings are permitted.
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Free Dress Expectations	
Earned Fridays	<p>Grade levels may choose to select days to reward students with “Free Dress” for meeting various academic, behavior, attendance or other campus/grade level goals set by the GLC, DOS or other campus administrators.</p> <p>On free dress days, 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. <p>* All pants, shorts, and skirts must meet the criteria established in the Monday through Friday uniform for pants/shorts/skirts.</p>

CAMPUS OPERATIONS

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 with an adult at all times.

Lunch Time Expectations

- A parent/emergency contact may eat lunch with their student if they present a valid ID and are listed as a parent/emergency contact.
- A parent or anyone on the student’s emergency contact list can provide food for their student.
- Students are NOT allowed to share food. (including but not limited, to birthday cakes, chips, candy, etc.)
- No food will be accepted from non- parental deliveries. (example: uber eats, dominos)
- Students/Parents are not allowed to order food for delivery. All deliveries will be turned away.
- It is the students’ responsibility to pick up any food item left at the front desk. We will not send a message or deliver the lunch to the student.

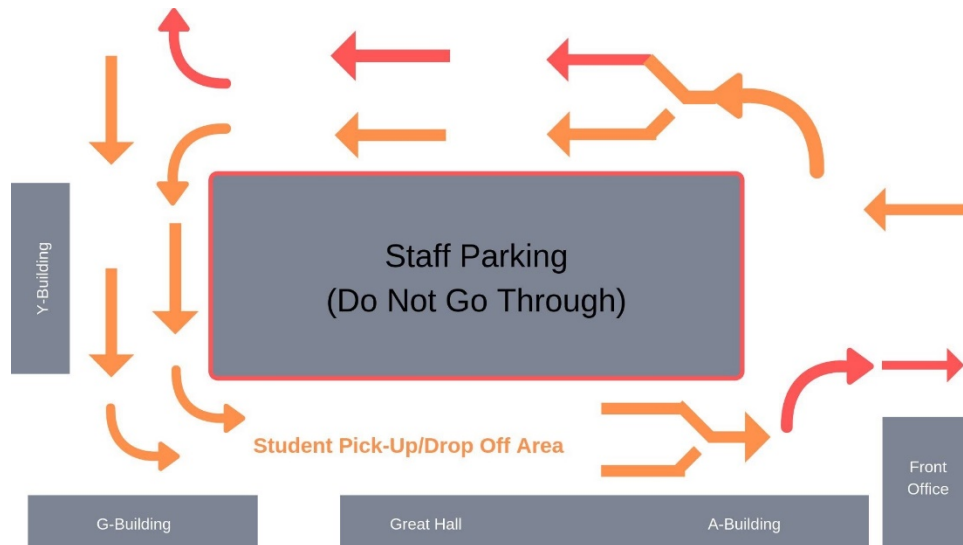
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- Any food items left at the front desk will be thrown out promptly at the end of the day.
- **Guardians should not wait in the parking lot to hand food to their student! All lunches must be checked in at the front desk.**

Student rewards or incentives that involve food items (ex: pizza party) are strictly prohibited during scheduled lunch times per our contract with Preferred Foods.

Traffic Procedures

In order to ensure safety of everyone on campus, all drivers must follow the flow of traffic.



Front Office Hours of Operation

Open office hours allow for parents to come and ask any general questions they may have, request to set up meetings, pay school fee's, pick up electronics, etc. Our open office hours are as follows:

- Monday - Friday: 8:00am - 4:00pm

The academic day at YES Prep begins at 8:30 a.m. and concludes at 3:45 p.m. (Monday - Friday).

From 7:45am - 8:30 am students will stay in designated areas with teacher supervision.

Students involved in athletics and other after school activities may need to stay later than the times outlined above in order to participate in practices, performances and/or games.

The official ADA time is 9:20 a.m., and our official attendance is taken at this time. Teachers take attendance every period so if a student arrives after 9:20, they will be marked absent for at least two class periods. When students arrive after 9:20 a.m. this impacts our state funding. Please do your best to ensure your child is in class and if he/she needs to be absent, that you follow appropriate protocols.

every period absent will count against a student. 9:20 is during second period so they would already have missed a period if arriving just in time for ADA.

Students are not allowed to stay after school unless they have teacher approval or are staying for a school-sponsored activity. All students must be off campus after the end of the academic

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day unless prior permission to remain on campus after this time has been granted by a YES Prep Public Schools staff member who will remain with the student until they are picked up.

Parents are given a 30-minute grace period to pick up their student. **For those parents who continually pick their child up late from school, YES Prep Public Schools may report the parents to local authorities and/or Child Protective Services.**

Campus Communication to Families

YES Prep Public Schools no longer receives the funding needed to supply all employees including teachers, with YES-provided cell phone service. As a result, the level of accessibility that students and families had to teachers has changed. Now, students and families can communicate with teachers through their YES Prep professional numbers, but for calls and messages sent after hours, families and students should expect a 24-48-hour turnaround time.

Formerly, students were able to call or text teachers on their cell phones with YES-provided service after business hours, and teachers were expected to return calls and messages as soon as possible. Now, teachers will make their best effort to return calls and voicemails as soon as possible, but no longer than 24-48 hours after the initial communication.

Though this is a significant change for our students and families, we are excited to transition in new technologies that will help overall communication. For example, families may receive communication through Classroom Messenger via phone and email for logistic reminders pertaining to their student. These new technologies rely heavily on accurate phone numbers from parents. Please ensure your contact information is up to date and always notify the front office if a number has changed in the household.

Here are some options for communicating with teachers:

1. Email your teacher and expect a response within 24-48 hours.
2. Call your teacher at his or her YES Prep professional number and expect a response within 24-48 hours.
3. Use the YES Prep Family Portal -- The new Family Portal is a user-friendly way for families to view important information -attendance, behavior, grades, etc.- and understand their student's progress. Parents and families can visit these websites for information to get started with the YES Prep Parent Portal
 - a. English: <https://www.yesprep.org/parents/family-dashboards/portal-help>
 - b. Spanish: <https://www.yesprep.org/parents/family-dashboards/portal-ayuda>

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

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.

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Former Student Visits

While we do welcome alumni and other visitors to visit our campus, we require them to have an appointment set with whom they wish to visit. Alumni and other visitors will not be permitted to visit a teacher while they are teaching. All visitors must check in at the front office and the employee receiving the visit must come down to meet their visitor in the lobby.

Visitors who would like to have lunch with a student must be listed on their emergency contacts and are only permitted on campus during their lunch period unless otherwise pre-arranged with their GLC.

Alumni, as with all visitors, are required to check-in at the front office and comply with all safety and security procedures.

Student Parking on Campus

Students approved to park on campus will park in the in the designated parking area. The parking area on the south side of the campus is the designated student parking area. The parking lot is designated by the yellow rectangle in the image below.

