



**NORTH CENTRAL SECONDARY**

**INDIVIDUAL CAMPUS  
SUPPLEMENT**

2021-2022

# TABLE OF CONTENTS

CAMPUS ACADEMIC SUPPORT .....3

    Academic Support .....3

        Returning to Good Academic Standing.....3

        Continuing Academic Support.....3

        Academic Dishonesty on Assignments.....3

CAMPUS CULTURE..... 4

    Campus Core Values ..... 4

    Detention Guidelines ..... 4

    Positive Incentives.....5

    Before and After School Expectations and Procedures .....5

    After School Programming ..... 6

    Food and Drink Expectations..... 6

    Gum Expectations..... 6

    Dress Code.....7

        YES Prep Dress Code Philosophy .....7

        Campus Dress Code Policy .....7

        Pre-K- 12 Monday through Friday Dress Code.....7

CAMPUS OPERATIONS..... 9

    Common Area Expectations..... 9

    Lunch Time Expectations ..... 9

    Traffic Procedures.....10

    Front Office Hours of Operation .....10

    Campus Communication to Families .....11

    Personal Items on Campus.....11

    Former Student Visits .....11

    Student Parking on Campus..... 12

# CAMPUS ACADEMIC SUPPORT

## Academic Support

Any YES student who has fails classes receives Academic Support. This support can include lunch tutorials, afterschool tutorials, Wall Street, and Saturday tutorials. Wall Street is an afterschool program that students attend to complete assignments. If students are receiving Academic Support, they should focus their time and effort on making sure that they are learning material and doing well on assignments, so they can earn 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 learn material and do well on assignments, so they can earn passing grades. Parents and students can see missing assignments and assignment grades on Schoology and class averages on Skyward.

If a student needs academic support, a staff committee team will determine the best Academic Support plan for the student and communicate that plan to parents. Once the plan is determined and communicated, the student is expected to follow it in order to learn material and complete assignments, so they can earn passing grades. Grades reflect students' knowledge and skills, so they will have to show they have learned the material in order for their grades to improve. Parents are encouraged to check in with students about how they are progressing. Any student who fails to learn follow the plan, might not learn the material, and therefore might fail the course. Students will receive Academic Support each quarter until they earn the grades necessary to return to good academic standing.

### 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

If a student continues to need academic support after receiving it for a quarter, a staff member will communicate this need to parents. The staff member might ask a parent or guardian to meet 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.

### Academic Dishonesty on Assignments

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 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.

## 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

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:

- When a student earns the sixth demerit for the same behavior (e.g., safety, focus on learning, or kind words and actions) in a one-week period, they will earn a detention.
- When a student earns a detention the staff member will enter the infraction into our discipline application, Hero.

Once the behavior is entered into the discipline application, both students and parents will be able to view that the behavior was earned by the student and any associated consequence. The discipline application, Hero, will keep track of how many times a student has earned a demerit for the same behavior and assign the appropriate consequence. Parents and students will be notified when the student is required to attend the afterschool detention.

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

## 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 and After School Expectations and Procedures

Campus will open at 8:00 am to all students and families. For those who require an early drop off, parents 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. 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 8:20 am, students who are done eating breakfast will be allowed to transition to the Gym for High School students and the



Sanctitorium for Middle School students. Students in the Sanctitorium will not be allowed to be on their cell phones. Students in the Gym 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 dress code expectations apply. Students should be wearing proper dress code and their ID.

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 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 Child Protective Services (CPS).

Any student participating in after-school activities, will be dismissed at 5:00 pm (with the exception of 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, parents 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 operations team will communicate all after school programming information to families in the beginning of the 2021-2022 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 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 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

[Back to Top](#)

school-sponsored trip, event or activity. Incidents of gum chewing will result in disciplinary action, including but not limited to demerit and/or detention.

Dress Code

YES Prep Dress Code Philosophy

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

Campus Dress Code Policy

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

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

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

The following is the dress code expectations throughout the week.

Pre-K- 12 Monday through Friday Dress Code

Free Dress Expectations	
All Days	<div>Clothing should meet the following criteria:</div> <ul style="list-style-type: none"><li>• T-shirts are acceptable, however all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way.</li><li>• No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student.</li><li>• No bare midriiffs (half shirts) allowed for any student.</li><li>• No open-toed shoes.</li><li>• All pants, shorts, and skirts must meet the criteria established in the “Bottoms” for pants/shorts/skirts.</li></ul>

	<i>YES Prep polos will still be available for purchase if a student/family chooses to wear the polo as one of their daily shirt options.</i>
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Spirit Shirt Expectations	
Varies	All students should own at least 1 campus spirit shirt. Additional spirit shirts are available for purchase.

Bottoms Expectations	
All Days	<p>Students may wear pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> <li>• Khakis (any color)</li> <li>• Jeans (any color)</li> <li>• Joggers (any color, must be jean or khaki material- may not be sweat pant material)</li> </ul> <p>Students <u>may not wear</u></p> <ul style="list-style-type: none"> <li>• Leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants.</li> <li>• Pants made of sweat pant material</li> <li>• Pants with holes (no holes allowed above or below knee)</li> <li>• Shorts and skirts no shorter than mid-thigh.</li> <li>• Bottoms below the waist.</li> </ul>

Outerwear Expectations	
All Days	<p>Students may wear any outerwear as long as it is appropriate. However, students may also have the option of purchasing the following from YES Prep or Athletic Departments to build school-pride and community: Students may choose from the following:</p> <ul style="list-style-type: none"> <li>• YES Prep sweatshirt (purchased through YES Prep)</li> <li>• YES Prep cardigan (purchased through YES Prep)</li> <li>• Campus athletics department outerwear (purchased through campus Athletics Department)</li> <li>• Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)</li> </ul> <p><i>*Note: Students may not wear hoods that cover their heads/faces on campus in order to meet safety expectations.</i></p>

Shoe Expectations	
All Days	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Closed-toed</li> <li>• Must have backs (i.e. no slides, no croc sandals)</li> <li>• Must have hard soles (i.e. no slippers or crocs)</li> <li>• Any color shoe is permitted.</li> </ul>

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



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

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

## 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

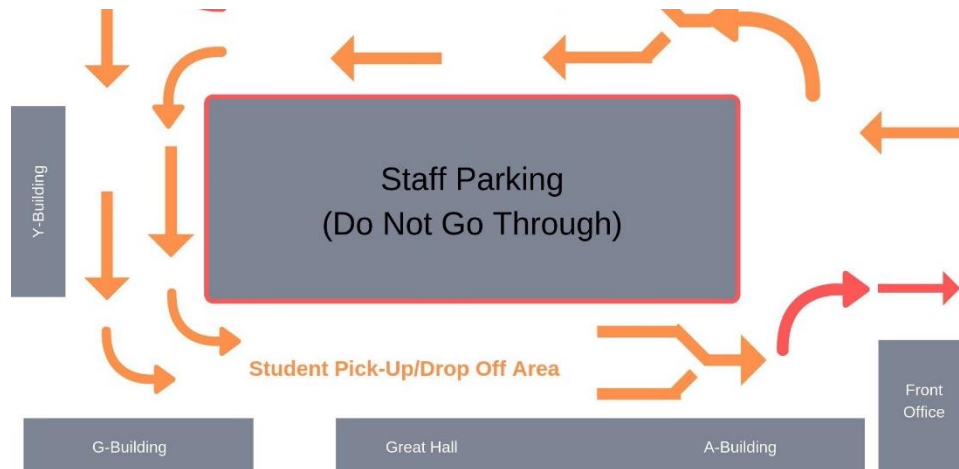
1. A parent/emergency contact may eat lunch with their student if they present a valid ID and are listed as a parent/emergency contact.
2. A parent or anyone on the student's emergency contact list can provide food for their student.
3. Students are NOT allowed to share food. (including but not limited, to birthday cakes, chips, candy, etc.)
4. No food will be accepted from non-parental deliveries. (example: uber eats, dominos)
5. Students/Parents are not allowed to order food for delivery. All deliveries will be turned away.
6. 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.
7. Any food items left at the front desk will be thrown out promptly at the end of the day.
8. 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 prohibited during scheduled lunch times per our contract with Preferred Foods. All food sales and distribution must be arranged with the Operations team in advance.

[Back to Top](#)

## Traffic Procedures

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



For afternoon car pickup, parents and guardians can begin queuing up in the parking lot at 3:30 pm. Any cars that arrive before 3:30 pm will be required to park in a designated parking spot. This ensures that our parking lanes are clear for traffic to flow until 3:30.

## Front Office Hours of Operation

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

- Monday - Friday: 8:15am - 4:15pm

The academic day at YES Prep begins at 8:30 a.m. and concludes at 4:00 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 9:30 a.m., and our official attendance is taken at this time. Teachers take attendance every period so if a student arrives after 9:30, they will be marked absent for at least two class periods. When students arrive after 9:30 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.

**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 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**

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. Communication can also occur through the YES Prep Family Portal.

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:

- Email your teacher and expect a response within 24-48 hours.
- Call your teacher at his or her YES Prep professional number and expect a response within 24-48 hours.
- 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
  - English: <https://www.yesprep.org/parents/family-dashboards/portal-help>
  - 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.**

## **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 Grade Level Chair.

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

[Back to Top](#)

## Student Parking on Campus

Students that will drive and park on campus will need approval from the front office. An application will be available in the front office. The application will need to be filled, and accompanied with the student valid driver's license, or a valid non-restrictive driving permit. Proof of auto insurance will be needed and updated routinely. The application fee will be \$5.00 and accepted in the form of cash. 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.

