



Northbrook
Middle

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.

LETTER FROM PRINCIPAL

Hello, YES Prep Northbrook Families. My name is Erin Sadler and I'm the principal of YES Prep Northbrook Middle School. We are excited to welcome your students to the 2023 – 2024 school year. I am honored to be entering my third year at Northbrook. At our school, our mission is to empower all Houston students to succeed in college and to pursue lives of opportunity. We believe in every child's potential and our dedicated team of educators will work to support your student. Thank you for trusting us with your family. I am grateful for you and can't wait to see students for the first day of school.

Sincerely,

Erin Sadler

Commented [NE1]: @Sadler, Erin I recommend that you include an opening because it's an opportunity for you to connect with families.

CAMPUS ACADEMIC SUPPORT

YES Prep Northbrook Middle 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, guardians will be contacted by a member of your child's grade level. From there, guardians can take one or more of the following actions – request a conference with the teacher, request for reassessments if the assignment is eligible, request a student be added to weekly tutorials for that course, and/or request resources to be used at home to support the learning of the content.

Parents can monitor student grades and assignments throughout the quarter on Schoology, where they can see upcoming & overdue assignments, grades and teacher feedback for assignments, as well as course materials. Skyward will serve as our official grade reporting and be used to provide progress reports and report cards.

For any student who fails a course for the first semester, guardians will receive communication from YES Prep Northbrook Middle to have a conference about student performance and to create a plan for increased academic success in the second semester.

Homework Completion

Students will view homework assignments in Schoology. Parents are expected to review their child's grades and assignments through Schoology login. Students are expected to complete homework every night it is assigned. If a student does not complete their homework, they will earn a 'academic preparedness' demerit. When a student receives three 'academic preparedness' demerits in a three-week period, the student will receive a guardian phone call home by teacher who assigned the 3rd demerit.

Required Tutorials

Students may be required to attend after school tutorials in accordance with HB 4545 to recoup learning and ensure students' academic growth. Students required to attend tutorials will be identified by their performance on the Spring 2023 administration of Reading Language Arts and Math STAAR tests. Any student that did not earn Approaches performance will be required to attend tutorials in either or both subjects.

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CAMPUS CULTURE

Campus Core Values

At YES Prep Northbrook Middle School, we are striving to close the achievement gap in the Northbrook community by ensuring that all students are on or above grade level according to STAAR metrics in all core courses by the end of 8th grade. This lofty ideal will be realized if we all behave in alignment with our three core values, which are:

- Inclusion – Belonging
- Supporting the Whole Child
- Protecting the Learning

Positive Incentives

Spring Trips	All students will have the opportunity to earn going on spring trip based on criteria that will be provided by each grade level. Students will earn the opportunity to participate in Spring Trips. Criteria will be set by the Grade Level Teams.
Bid Trips	Bid trips provide an opportunity for staff and students to build transformative relationships with each other. Staff members select a bid trip date and location, then announce it to the students. The students can then bid their Knight Dollars to attend the trip, and those who bid the most earn this privilege.
Props	Students earn Props for exhibiting our character skill focus areas: focus on learning, kindness and respect, and school pride and safety! When a student earns a Prop, it will be worth Noble Bucks and students will have the opportunity to spend their bucks on the Knight Cart and for attendance to bid props, as well as grade level prizes.
Honor Roll	We celebrate our Honor Roll students after each grading cycle. Grade level teams will work out the details to ensure the best celebrations.
Attendance	We celebrate our students for not having absences and being at school every day after each grading cycle. After each quarter we will host a celebration where students will either receive swag, snacks, or events that occur after or before school.

Before School Procedures

Students may not arrive at school before 7:45 am. Upon arrival, students enter the cafeteria. Students receiving breakfast will enter the cafeteria and remain for breakfast. Students not receiving breakfast will enter the cafeteria and make through way to the old gym. Students in the cafeteria will receive breakfast and sit at tables. Students are not allowed anywhere else in the building other than the cafeteria and theater from 7:45-8:15. Students will be served breakfast from 7:45-8:15. Students need permission from YES Prep NMS staff to go to the restroom. Car riders will not be allowed in the building until 7:45am. Each grade level is dismissed on a staggered timeline: 8:11, 8:13, 8:15.

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After School Procedures & Programming

Students must immediately exit the building at 4:00. All students dismiss via the stairwell between pods 7 and 8 and exit out through the front of the school or bus circle depending on their mode of transportation. Car rider students must wait on the porch in front of the school building. Bus riders will load buses in the bus circle in the rear of the school. All students need to be off-campus or under direct adult supervision by 4:05. Any student who is a car rider and hasn't been picked up by 4:25 will receive a demerit. Parents of these students will need to enter the building to retrieve their student from a designated area supervised by a late leader.

All students participating in after school programming must report to their designated area by 4:05. Reasons for staying after school could include tutorials, clubs, and sports. Students may not stay on campus grounds after school waiting sporting event, unless granted permission by staff prior to day of even and supervised until sporting event begins.

Extracurricular Activities

YES Prep Northbrook Middle School students may participate in extracurricular activities and events provided by Northbrook Middle School. This means that appropriate behavior for these activities can be found in the Northbrook Middle School Handbook, including UIL and Northbrook Middle School academic expectations. However, YES Prep students will be held to additional standards and may receive additional disciplinary consequences if not living up to the school's values. Students on academic support maybe subject to restrictions based on their academic performance, including, but not limited to, required tutorials or removal from athletic teams. Any student participating in Northbrook extracurriculars should report to designated area (i.e. band room, locker room, field) by 4:00 or 2:15 on early release. Failure to meet this expectation will result in disciplinary action including the issuing of a demerit. 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. Northbrook Administration has the decision-making rights to ask a student to leave an event, if they are not following behavior expectations.

Middle School Disciplinary Procedures (MS Only)

Hero	<p>Hero will primarily be used as our behavior tracker for PROPS (positive points) and Demerits. All campus staff, including spring branch teachers will have the ability to use the system to track student behavior. PROPS (positive points) will be rewarded to students based on the following campus pillars, Pride, Responsibility, Open-Minded, and Supportive. Students that earn PROPS inside/outside</p> <p>HERO Tier 1 Discipline Platform</p> <ul style="list-style-type: none">• Foundational Support Measures and Systems<ul style="list-style-type: none">◦ HERO - Demerits and Detentions◦ HERO - Positive Incentive System Tracking• HERO Support Members Include:<ul style="list-style-type: none">◦ Director of Student Support◦ Dean of Students◦ Grade Level Chair• HERO of HERO (All Staff)<ul style="list-style-type: none">◦ All behaviors are logged by EOD (5pm)◦ Students are aware and understands why they are receiving a consequence◦ Earning a demerit does not have to result in a power struggle
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Bucket	Students will . . .	Demerit
Campus Pride and Safety	<ul style="list-style-type: none"> Use technology appropriately Respect the physical or property rights of other people Follow dress code expectations 	<ul style="list-style-type: none"> Did not use Technology appropriately Did not respect the physical or property rights of other people Did not follow dress code
Focus on Learning	<ul style="list-style-type: none"> Be prepared for class Be engaged in learning Be on time to class Be on time to school 	<ul style="list-style-type: none"> Was not prepared for class Was disrupting the learning environment of others Was not engaged in learning by self-avoidance Was not on time to class Was late to school
Kindness and Respect	<ul style="list-style-type: none"> Demonstrate kindness in language Demonstrate kindness in action 	<ul style="list-style-type: none"> Did not use kind language Did not use kind behavior towards others

All students are expected to meet expectations. A staff member will enter the infraction into our discipline application, HERO. Once the behavior is entered into the discipline application, both students and guardians will be able to view what behaviors were earned by the student and any associated consequence as follows:

Consequences	Number of Triggers	Description
Demerit	3	Staff member triggers 3rd demerit for the same behavior = parent contact with 48 hours Cardstock message is applicable
Lunch Detention	6	Staff member triggers 6th demerit for same behavior = parent contact with 24 hours to provide notice of detention issued <u>LD Detention Info</u> <ul style="list-style-type: none"> Time: Lunch Location: Cafeteria (Kitchen Foyer) Monitors: GLCs, SSC & Special Education Teacher(s) Schedule: Mon. - Fri.
AS Detention	9	Staff member triggers 9th demerit for same behavior = parent contact with 24 hours to provide notice of AS detention issued and date to be served <u>AS Detention Info</u> <ul style="list-style-type: none"> Time: 4:15 - 5:15 PM Location: Cafeteria Monitors: GLCs and SSC Schedule: Tues./Thurs.
Escalated Consequence: CoC Violation L12 (Tier 2)	12	Staff member triggers 12th demerit for same behavior = parent contact within 24 hours to provide notice of extended detention and ISS assigned for CoC violation - L12 (tier 2 escalated consequence)
Escalated Consequence: CoC Violation L07 (Tier 2)	Skipped (2x)	If a student skips the original detention, GLC will contact parents, assign and extended detention

In School Suspension	<p>At Yes Prep Northbrook Middle School, we are committed to fostering a safe and inclusive learning environment for all students. We believe in the power of restorative discipline practices (RDP). Any student engages in behaviors that harm our campus community values, norms and expectations will be required to participate in a mandatory Noble Knight Reflection while in ISS. The program aims to increase opportunities for ALL students build community through authentic dialogue, accept accountability and address underlying issues of maladaptive behaviors.</p> <p>Noble Knights :</p>
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- Individual Maladaptive Behaviors Triggers
- Root Cause (Iceberg Theory)
- Accountability and Unlearning
- Repair Community Harms

Integrating the RDP/SEL Noble Knights program and our behavioral accountability system, ISS, our culture team aims to promote achieve our district values of achieving jaw dropping results and building not only transformative relationships but transformed humans.

Upon conclusion of investigation for student behavioral infractions, per the YES Prep Code of Conduct (CoC), students may be assigned to 1-2 days of ISS. *Note: the number of day assigned is determined on incident-by-incident bases. Factors that may affect the number of days assigned could be:

- Tier of CoC violation
- # of CoC violation in same category
 - Aggression
 - Safety
 - Substance Abuse
 - Second-Offense (Tier 1-2)
- Awaiting Disciplinary Hearing
- Ongoing incident investigation
- Special Education/504 disciplinary accommodations

Location: YES Prep NBMS Upper Library.

Service Days: Tues. and Thurs.

Time: 8:20 AM - 3:55 PM

Communication: Parents will receive communication at two stages (beginning of investigation and conclusion of investigation) of an CoC violation by a member of the SST.

[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"> • All YES Prep students will be provided one YES Prep Northbrook Spirit shirt. They will not be required to wear these on any specific day of the week. However, they may be required to wear the spirit shirt to attend field trips. • <i>Students are not required to tuck in shirts.</i>
Free Dress Tops	Clothing should meet the following criteria: <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.
Bottoms	Students may choose between pants, skirts, or shorts of the following: <ul style="list-style-type: none"> • Khakis (any color) • Jeans (any color) • Athletic bottoms (any color)

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	<ul style="list-style-type: none"> Shorts longer than fingertip length <p>Additional Bottom Requirements:</p> <ul style="list-style-type: none"> Students may not wear pajama pants Shorts and skirts should be no shorter than their fingertip Bottoms may not have holes/tears of any kind including patched or distressed jeans Students are not required to wear belts.
ID Badges	ID Badges must be worn by all students on lanyards and must be visible at all times.
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 No crocs including sport crocs
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 any outerwear if it is appropriate. If the jacket (i.e. raincoat) has a hood, the student may not at any time wear the hood over their head. In addition, students may also have the option of purchasing the following from YES Prep to build school-pride and community. Students may choose from the following:</p> <ul style="list-style-type: none"> YES Prep sweatshirt (purchased through YES Prep) Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable) <p>Students may not wear:</p> <ul style="list-style-type: none"> Hoodies (sweatshirts with hoods) Blankets as outerwear Hoods that cover their heads/faces on campus.
PE Uniform	<p>Students may wear their own athletic wear for PE classes or purchase from SBISD PE teachers/coaches. 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/fingertip length

Cell Phones & Personal Devices

Cell Phones	<p>Students are allowed on campus but must be powered off and remain in students' backpacks at all times. Phones may be confiscated in the following circumstances:</p> <ul style="list-style-type: none">• In pockets• In use without the expressed permission of staff• Disruptive to learning environment (i.e. rings during class) <p>Furthermore, if a student's cellphone becomes a part of an investigation for any reason at any time, a member of the leadership team is required to confiscate and review contents of device in the presence of the student and a secondary member of leadership.</p>
Headphones	<p>Headphones and air pods are not allowed to be worn during transition within the building. If a student is found to be wearing headphones of any kind during the school day while transitioning or in classrooms without prior permission, they will be confiscated by a staff member and turned into the Front Office. Students can wear headphones and air pods with the teacher's permission during academic instruction. Students that do not meet these expectations will receive a demerit by the staff member confiscating the headphones.</p>
Other Personal Devices	<p>It is the strong recommendation of the campus that students do not bring any personal electronic device to campus, such as, gaming devices.</p>

Food and Drink Expectations

Students are not permitted to eat or bring food, candy, or chew gum in class, hallways, or restrooms without prior permission of a staff member. All food items are only permitted in the cafeteria. Water is the only liquid allowed in classrooms and hallways during the school day, and it must be contained in clear, plastic bottles. No glass bottles are permitted at any time.

CAMPUS ATHLETICS

As a partnership campus, students are accountable to the SBISD athletic program guidelines as provided by the campus athletic director. Furthermore, students participating in UIL sports or activities are accountable to UIL guidelines including grading policies and procedures.

CAMPUS OPERATIONS

Late Bus Expectations (if applicable)

The assigned "Knight Watch" staff member (YES Prep Northbrook administrator) will be the point of contact for Spring Branch ISD transportation for any tardy buses. The Knight Watch will monitor students until the correlating bus arrives. Students who participate in after-school programming may ride the "late" bus, which leaves school at 4:50. Parents who do not retrieve students within 15minutes of the designated end time, the following actions will occur parent phone call, restating pick-up expectations. If the issue persists the following action may take place: parent meeting, after school restrictions.

Common Area Expectations

All students at Northbrook share the responsibility of keeping common areas safe, clean, and kind. Here’s what that looks like in different common areas:

- **Cafeteria**
 - Safe: Walk, wait in line patiently, stay in assigned area, and follow directions.
 - Clean: Tables and floors have no food/trash on them, trash is put in the appropriate cans, and trays are stacked neatly.
 - Kind: Show empathy to adults and students and use good manners.
- **Hallways**
 - Safe: Walk with purpose, take the fastest route possible, stay in your assigned area, be on time, listen to adults, communicate without shouting, have a pass in hand during class time.
 - Clean: Put trash in appropriate cans, pick up trash if you see it, and keep walls free of marks/writing.
 - Kind: Use positive language, hold the door for people behind you, smile and greet others.
- **Restrooms**
 - Safe: Go, flush, wash, and leave. No horseplay and no funny business.
 - Clean: Put trash in appropriate cans, clean up after yourself, keep walls free of marks/writing, and flush the toilet.
 - Kind: Show empathy to others, wait in line, and respect others’ privacy.

Other common areas include the theater, courtyard, field/track, and gyms.

Lunch Time Expectations

Students walk directly to the cafeteria when the lunch bell rings. Lunch takes place from 11:50 to 12:29 Monday through Thursday. On Fridays lunch takes place from 11:26 – 12:05. While at lunch students are expected to:

- Use level 2 voices or lower.
- Use the same seat throughout lunch
- Only stand up when granted permission.
- Ensure the cafeteria remains clean by wiping off tables, not throwing any food or drink, and throwing away all trash.

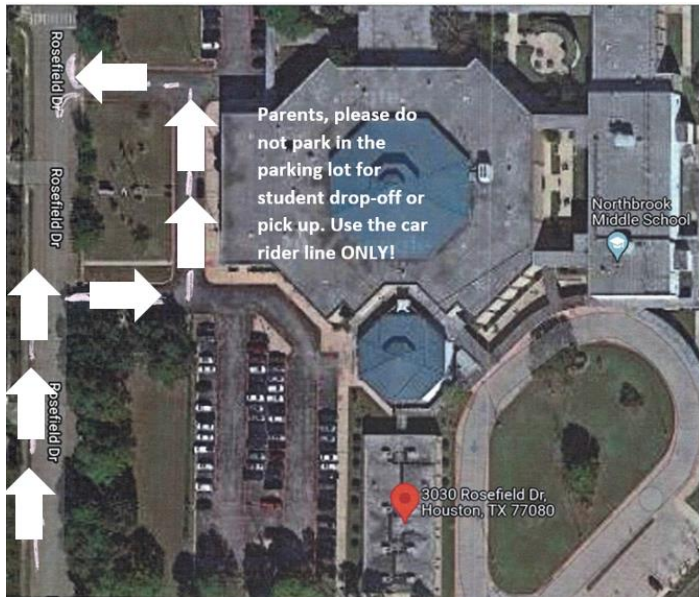
When it is time for dismissal, students should become quiet when directed, and all trash should be thrown away before leaving the cafeteria.

Traffic Procedures

Students must be dropped off at the front of the school only. Parents are prohibited from entering through the staff parking lot to drop off or pick up students.

Commented [NE2]: @Lopez, Kenia A visual might be helpful here.

Commented [LK3R2]: done



Dropping off Items for Students

Parents must enter the front of the school and register all items being dropped off for students. Parents are prohibited from dropping off food or beverages for students other than their child at any time.

Campus Communication to Families

- YES Northbrook Middle is a family-oriented school, and we believe in frequent communication with our families. We will communicate with families in several 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 addresses for guardians and guardians. Please ensure that our front office always has the most current phone numbers and email addresses.
- Skyward is our student information system. By accessing their account, guardians can find grades, student schedules, and important forms.
- School Messenger is our mass communication system, and you will receive automated phone calls, emails, and text messages about important school-wide information.
- Hero is our student discipline application, and families can access important information about their student's discipline, including demerits and detentions, by creating an account through the Hero website. <https://access.heropowered.com>
- We maintain campus Facebook and Instagram accounts. On each account, we post important updates, information about upcoming events, and celebrate the hard work of our students. Make sure to follow our [Facebook page](#) and our Instagram handle YESPrepKnights.
- We also have our campus webpage, <https://northbrookms.yesprep.org/>, which is regularly updated with important information, including staff contact information, throughout the school year.
- Camelot Caller – We will send a weekly news update to families to share important information.

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- YES Northbrook Middle staff members can be contacted through their YES Prep email addresses. Please allow NMS staff 24-48 hours to respond to questions or concerns. Staff contact information is on the YES Prep Northbrook Middle website: <https://northbrookms.yesprep.org/>.
- Teachers will notify guardians via phone, email, or in-person conversation of failing students within a week of progress reports and report cards going out

Personal Items on Campus

YES Prep Public Schools assumes no responsibility for any loss, damage, stolen to students' personal property or for items such as (but not limited to) iPads, iPods, radios, cameras, cellular phones, smart watches, camcorders, handheld game systems, toys, and cards. Any student damaging or defacing property that belongs to another student or staff member will be required to pay for the damage or loss. Willful destruction, defacement, or theft of student or teacher property at any time is just cause for disciplinary action and may result in expulsion.

Former Student Visits

Alumni	Alumni and/or former students who want to visit campus should coordinate with a YES Prep Northbrook Middle school staff member before coming to campus to set up a day and time. The former student must have a pre-coordinated plan when they arrive to campus. When the former student comes to campus, they must check in at the front office and communicate the plan for their visit. An administrator will approve or deny the purpose of the visit.
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 and there is a significant event at which the guardian wants to have the expelled/placed student, the guardian/guardian must first contact the School Principal to request a one-time approval to attend the event with the family
Students Who Withdrew	Students who have withdrawn from YES Prep will not be permitted to visit staff members or students while school is in session.