



**INDIVIDUAL CAMPUS SUPPLEMENT**

**Northbrook Middle School**

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# CAMPUS ACADEMIC SUPPORT

## Grading Policy

Grade Reporting YES Prep campuses report grades on a six-week grading cycle. All YES Prep campuses will provide Progress Reports (IPR) at the 3-week mark of a grading cycle and Report Cards (RC) at the end of each 6-week grading cycle.

Achievement-Based Grades vs. Effort-Based Grades Students' performance on classroom assignments should indicate the level of mastery achieved on course objectives. In order to support this purpose, 90% of a student's grade will reflect achievement-based grades, including quizzes, tests, projects, presentations, labs, and writing assignments. 10% of a student's grade may come from effort-based grades in the form of homework.

Reassessment Expectations and Timeline For all assessments leading up to the unit exam, students will be able to retake on standards a minimum of one time. In order to qualify for reassessment, students must complete some type of work in the form of quiz corrections, attend tutorials, and/or additional practice. Reassessments can only be taken in the 6 weeks of the original assessment. Final unit exams, rubric based projects, writing assignments, and YES Prep common assessments do not have opportunities for reassessment.

Reassessment Grades: The grade is replaced with the new grade, unless the new grade is lower than the old. If a student scores lower on the retest, the original test grade will stand.

## Honor Roll

YES Prep celebrates those students who through their hard work and dedication achieve high academic results. Students who receive exceptionally high grades in any given marking period / grading cycle will be recognized and become Honor Roll members for the following grading cycle, which comes with special rewards and privileges.

Honor Roll designation at YES Prep Northbrook Middle School will follow the college tradition of using Latin honorifics.

<b>Cum Laude Honors</b>	<b>Magna Cum Laude High Honors</b>	<b>Summa Cum Laude Highest Honors</b>
At least one A and the rest Bs in core academic courses	At least two As and the rest Bs in core academic courses	All As in core academic courses

Students will be recognized at the end of every six weeks during Village Gathering using the three classifications previously noted.

\*In addition to earning the core academic grades indicated above, a student must satisfy all requirements in World Language, Public Speaking, and Physical Education classes in order to earn a place on the Honor Roll.

## Student Agenda Expectations

Every YES Prep Northbrook MS student will have an agenda and a Binder of Student Success (BOSS) with them at school every day, and they'll take both items home every night. Not having an agenda or a BOSS each day will result in a demerit for not being prepared.

## Homework Completion

Students will copy their homework assignment from the board in each class into the appropriate place in their agendas each period. Students will keep their homework assignments in their BOSS, which will be checked at the beginning of each period. Parents are expected to review their children's BOSS to check their homework against what is written in their planners, and parents should sign their child's agenda each night. If a parent/guardian does not sign the student's agenda, the student will receive a 'not being prepared' demerit.

Students are expected to complete homework every night it is assigned. If a student does not complete their homework, they will earn a 'missing homework assignment' demerit. When a student receives three 'missing homework assignment' demerits in a three-week period, the student will have to report to Homework Haven. Homework Haven is the time that students will have to complete the missing assignment. Homework Haven will be held during lunch time and students are expected to report to the assigned room during that time.

# 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 8<sup>th</sup> grade. This lofty ideal will be realized if we all behave in alignment with our three core values, which are:

### **Focus on Learning**

Instructional time is sacred, and we do whatever it takes to maximize it.

### **School Pride and Safety**

We represent our community well, and we take care of school property.

### **Kindness and Respect**

Our words and deeds show value for others and enable us to build strong relationships.

## Disciplinary Systems

At YES Prep Northbrook Middle School, there are 15 behaviors that we expect students to exhibit. These behaviors contribute to building school pride and ensuring a safe learning environment, maintaining a strong focus on learning, and treating all members of our community with kindness and respect. When a student does not exhibit these behaviors, they are negatively impacting their own learning environment and that of their peers. The following behaviors will result in a student receiving a demerit.

<b>School Pride and Safety</b>	<b>Focus On Learning</b>	<b>Kindness and Respect</b>
1. Not having a hall pass 2. Not following dress code/uniform 3. Not following campus policy for food or gum 4. Not demonstrating respectful behavior toward property	5. Not being on time 6. Not being prepared 7. Having head down 8. Not being on task 9. Disrupting the learning environment 10. Not completing homework.	11. Not following directions 12. Not demonstrating respectful behavior toward others 13. Not being honest 14. Not using appropriate language 15. Inappropriate physical interaction

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All students are expected to meet expectations. A 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 what behavior was earned by the student and any associated consequence as follows:

- The third time a student earns a demerit for the same behavior, they will serve an After School Detention (4:00-5:00pm).
- The sixth time a student earns a demerit for the same behavior, they will serve a After School Detention. (4:00pm-5:00pm)
- The ninth time a student earns a demerit for the same behavior, they will serve an Extended Wednesday Detention, in addition a parent conference may be required. (1:45pm-3:45pm)
- If a student earns a demerit for the same behavior more than 12 times during a 3-week grading period, they will serve an Extended Wednesday Detention (1:45pm-3:45pm) each time they engage in that behavior.
- Staff members will call, text, or e-mail parents whenever a student earns 3, 6, and 9 demerits for the same behavior in a 3-week term.
- Parents will receive Hero notifications whenever a student earns 3, 6, and 9 demerits for the same behavior in a 3-week term.
- Staff members may request a parent meeting when a student earns 9 demerits for the same behavior in a 3- week term.

Students can receive automatic detentions for the following behaviors:

- Non-restorative Uniform Violation (Lunch Detention)
- Skipped Detention (Escalated Detention) Example: Skip Lunch Detention and/or Afterschool Detention
- Escalated Behavior (DoS/GLC only)
- If a student skips Extended Wednesday Detention, then the student has an opportunity to re-serve the Extended Wednesday detention the following detention. If a student does not re-serve the detention, then the student will earn 1 day of in-school suspension.

Detention is a consequence for repeatedly not following the YES Prep standards for conduct and behavior. When students are in detention, they will work silently on homework, read a school appropriate book, or sit silently to reflect. They may also be asked to participate in restorative conversations because we believe that detention should be an opportunity to reflect on the impact their decisions are having on themselves and their YES Prep community.

**Academic Dishonesty**

The student(s) involved in plagiarism or academic dishonesty on a unit exam test, quiz, projects, or essay will receive a minimum recorded grade of 50% on the assignment with a retake opportunity offered to replace the grade and s/he will receive a consequence based on the box below:

	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>	<b>Further Violations</b>
Detention	1 Extended Wednesday Detention	2 Extended Wednesday Detentions	In-School Suspension	Determined in parent meeting
Reflection and Learning Opportunity	Reflection and Speech to Teacher	Reflection and Speech to Teacher	Reflection and Speech to Teacher	Determined in parent meeting

\*\* Every student is responsible for their own materials, if a student allows their work to be copied by another student, both students will be given consequence. \*

All students are expected to be in their scheduled class before the second bell rings, which signals the beginning of the class. If a student enters the class after the second bell without an excuse pass from a YES Prep Northbrook MS staff member, then a student is tardy to class, they will receive a 'not being on time' demerit from a teacher or other staff member. If a student is more than 5 minutes late to class without a proper pass, they will receive a detention as based on the time frames listed below:

- Tardy 5-9 minutes after bell: Lunch detention
- Tardy 10-15 minutes after bell: After school detention
- Tardy 15-19 minutes after bell: Extended Wednesday detention
- Tardy 20 minutes or more after the bell: 1 day of in-school suspension

If a student continues to be excessively tardy to class, other interventions may be put in place for that student, such as a parent shadow or escort plan.

### Positive Incentives

<b>Uniforms</b>	Students may wear YES Prep spirit dress on Fridays when they earn zero demerits during a week.
<b>Spring Trips</b>	All students will have the opportunity to earn going on spring trip based on criteria that will be provided by each grade level.
<b>Bid Trips</b>	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.
<b>Props</b>	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 Knight Dollars for students to use for different incentives throughout the year.
<b>Honor Roll</b>	We celebrate our Honor Roll students after each grading cycle. Grade level teams will work out the details to ensure the best celebrations.
<b>Attendance</b>	We celebrate our students for not having absences and being at school every day after each grading cycle.
<b>Reading Celebrations</b>	Students will be rewarded for reaching Accelerated Reader word milestones and their personal reading goals during several times of the year. The big goal is to become a Millionaire by reading 1 million words throughout the school year.

## Before and After School Expectations and Procedures

### Before School

Students may not arrive to school before 7:00am. Students enter the cafeteria, receive breakfast, and sit at tables in the cafeteria. Students aren't allowed to be anywhere else in the building other than the cafeteria from 7:00-7:45. Students will be served breakfast from 7:10-7:35. Students need permission from staff to go to the restroom. Car riders need to arrive in adequate time to eat breakfast. They will not be given extra time or served breakfast if they arrive late to school. Each grade level will be dismissed on a staggered timeline: 7:38, 7:40 and 7:42.

### After School

Students must immediately exit the building at 3:46 or at 1:31 on Wednesdays. All students dismiss via the stairwell between pods 7&8 and exit out through the cafeteria foyer. Students must wait for car pick up 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 4:00 or at 1:45 on Wednesdays. Any student who is a car rider and hasn't been picked up by 4:15 or at 2:00 on Wednesdays will receive a demerit, and parents will need to enter building to retrieve students from a designated area supervised by a late leader.

## After School Programming

All students participating in after school programming must report to their designated area by 3:55pm or 1:45 on Wednesdays. Reasons for staying after school could include tutorials, after school detention and extracurricular activities.

## Dress Code Expectations

### Monday - Thursday

Students wear business casual to dress in a way that is still professional but comfortable. This uniform style is how students show pride in being Northbrook Knights every day of the week.

<b>Top</b>	YES Prep Northbrook-issued polo or performance trait shirt, tucked all the way in.
<b>Undershirt</b>	Any undershirt is acceptable if YES polo or performance trait shirt is top layer.
<b>Outer layer</b>	YES Prep-issued outer layer (jacket, sweatshirt) only.  Inside the Northbrook building and during school hours, the rule is "YES Prep outer layer only." Students may wish to wear a thicker jacket to/from school, which is okay. Any non-YES Prep Northbrook outer layers (e.g. non-YES jackets) are not allowed inside the Northbrook building and during school hours.
<b>Bottom</b>	Blue, khaki, and black dress pants/skirt/skort/short/joggers, worn at the waist and must be below finger tips. <ul style="list-style-type: none"><li>• No other-colored bottoms.</li><li>• No denim pants.</li></ul>
<b>Belt</b>	Any color belt is appropriate <ul style="list-style-type: none"><li>• The belt must be seen 360 degrees around your waist (to ensure your shirt is tucked in appropriately).</li><li>• The only exception is for students' bottoms that are designed with no belt loops</li></ul>

<b>Shoes</b>	Closed-toe shoes are required. • Shoes may be athletic shoes.
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## Friday

Students may wear YES Prep spirit dress as a reward for having a great week! This allows for one day in the week when students can be more comfortable. Students still need to follow campus rules for free dress because students should always be showing pride in their uniform while at school.

YES Prep spirit dress is earned when a student earns zero demerits or detentions for the week.

Note that all students who have not earned spirit dress must wear their uniforms in accordance with the “Monday-Thursday Business Casual Dress” standards.

<b>Top</b>	YES Prep, college, or Northbrook Middle School group (e.g. band, orchestra, theater, and athletics) t-shirt is allowed. The shirt may be untucked.
<b>Undershirt</b>	Any undershirt is acceptable if YES polo or performance trait shirt is top layer.
<b>Outer layer</b>	YES Prep, college, or Northbrook Middle School outer layer (jacket, sweatshirt) is allowed.
<b>Bottom</b>	Jeans are allowed; must still be worn at the waist. Different color jeans and “skinny jeans” are allowed. Bottoms may not have any tears or holes
<b>Belt</b>	Any belt is allowed, if it does not jeopardize safety.
<b>Shoes</b>	Closed-toe shoes are required. Shoes may be athletic shoes.

## Saturday and Special Event Days

On Saturdays, students do not need to be in uniform but must dress appropriately for school. YES Prep prohibits any clothing or grooming that in the administrator’s judgment may reasonably be expected to create a health problem or safety hazard for the students or others or cause disruption of or interference with normal school operation. The following guidelines apply for Saturdays and other out-of-uniform days:

- No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops
- No cutoffs
- No sweatpants/workout attire are allowed
- T-shirts are acceptable; however, 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 prohibited under this Handbook. No bare midriffs (half shirts) allowed
- No open-toed shoes
- All pants, shorts, and skirts must meet the criteria established in the Monday through Thursday uniform for pants/shorts/skirts.
- Bandanas, do-rags or wave caps are not permitted on campus.

Students enrolled in physical education class or athletics are required to dress out. All students must wear and purchase Spring Branch ISD physical education uniforms.

**\*\*Failure to comply with the above dress code will result in a lunch detention to serve the following day or loss of privilege to participate in Friday Spirit Dress or spirit days or weeks throughout the year. \***

## **Cell Phone and Personal Devices**

Students are not permitted to use cell phones or any other non-sanctioned personal technology during the school day for any reason, including personal tablets and smart watches. If a student is found to be using personal technology during the school day, the device will be confiscated by a staff member and turned into the Front Office. A parent/guardian may retrieve the cell phone or device by paying a \$15.00 fee. Phones that make sounds, light up, or buzz during the school day must also be handed over to a staff member and turned in to the Front Office. Parents/guardians must pay the fee to retrieve the phones in these examples as well.

Earbuds and earphones are not allowed to be worn in the building. If a student is found to be wearing earbuds during the school day, they will be confiscated by a staff member and turned into the Front Office. A guardian may retrieve the earbuds by paying a \$15.00 fee.

Students are allowed to use their school-issued iPads during the school day unless instructed not to do so by a staff member. Students are not allowed to use iPads during passing periods to ensure there is no damage as students are traveling through the building. Damage to iPads will result in a detention or alternate consequences to be determined by the Director of Student Support or School Director. Unrepairable damage may result in student not receiving another iPad and the student's family being financially responsible for the replacement.

## **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 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 ACTIVITIES

## **Extracurricular Activities**

YES Prep Northbrook Middle School students may participate in extracurriculars 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 3:55pm. 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.

## Late Bus Expectations

Assigned late leader (YES Prep Northbrook administrator) will communicate with Spring Branch ISD transportation and monitor students until bus arrives. For students who participate in after-school programming and live in the Northbrook Middle School transportation zone are allowed to ride bus, which leaves school at 4:45.

Note: This bus will not transport students who live outside of Northbrook Middle school zone, even if family is a resident Spring Branch district

## 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 are expected to walk directly to cafeteria at their specific lunch time. Lunch takes place on Monday, Tuesday, Thursday and Friday from 11:43 to 12:13. For our early release schedule on Wednesdays the time is 10:35 to 11:07. While at lunch students are expected: to use level 2 voices or lower, to use the same seat throughout the duration of lunch (only standing up when granted permission), make sure the cafeteria remains clean by wiping off the table, not throwing any food or drink and throwing away all trash. When lunch is coming to an end, students should become quiet when directed and all food and drinks should be thrown away prior to leaving the cafeteria.

## Dropping off Items for Students

If a student leaves materials at home, parents are allowed to support students by bringing the item to campus. If this is the case, parents should directly report to the front office to drop off items at. Parents should not go to a classroom prior to checking in with the front office. This will allow us to have record of who's entering and leaving the premises for safety

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purposes. All dropped off items will be delivered to class in the last 5 minutes of a given period to avoid distractions during learning. Parents may drop off lunch for their child.

## **Front Office Hours of Operation**

The YES Prep Northbrook Middle Front Office is the primary point of contact for parents, visitors, and our school community. The front office will be open between the hours of 7:15am – 4:15pm, daily.

## **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 a number of ways throughout the school year, and we also encourage families to communicate openly with our teachers and leaders.

Many of our communication technologies at YES Prep rely on accurate phone numbers and email addresses for parents and guardians. Please ensure that our front office always has the most up-to-date phone numbers and email addresses.

- School Messenger is our mass communication system, and you will receive automated texts and phone calls 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 where we will post important updates, information about upcoming events, and celebrate the hard work of our students. Make sure to follow our Facebook page: <https://www.facebook.com/yesprepnorthbrookmiddle/> and our Instagram handle YESPrepKnights.
- We also keep a campus page on the YES Prep website ([www.yesprep.org](http://www.yesprep.org)) that will be 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.
- 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 concern. Staff contact information can be found on the YES Prep Northbrook Middle website.
- Parent shadows (or another intervention) may be requested when a student earns more than 9 demerits for the same behavior in a 3- week term.
- Teachers will notify parents via phone, e-mail, or in-person conversation of failing students within a week of progress reports and report cards going out
- We will have at least one Open Castle (parent night) per 6 weeks.
- All new students will receive a home visit during the first 6 weeks

## **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, hand held 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 parent wants to have the expelled/placed student, the parent/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.