



Northbrook
High

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.

OPTIONAL: OPENING LETTER FROM PRINCIPAL

This is not required but is optional for campuses to include an opening letter from the Principal. If the Principal chooses to include a letter, they should follow this guidance:

- Share a broad welcome with families and students.
- Create a letter that can be used from year to year with minor tweaks.
- Use CEO Mark DiBella's opening letter from the [YES Prep Student Handbook](#) as a model.

CAMPUS ACADEMIC SUPPORT

Required Tutorials

Students may be required to attend tutorials based on their current and past academic performance. Things such as current grade in a specific course, past STAAR scores, and MAP scores would indicate if a student is required to attend tutorials. Tutorials are held after school from 3:05 – 4:15 and designated Saturdays as needed. Transportation for after school tutorials is provided via a bus that leaves the campus at 4:30 each day after school. However, families and students are required to provide their own transportation for Saturday tutorials.

Required School Supplies

Each teacher may require specific school supplies for their specific course, however the supplies that are listed below are items that students need every day to be successful in their courses:

- TI-nspire Graphing Calculator (Not CAS)
- Multi-colored highlighters
- 2 folders
- 1 3-ring binder
- Index cards
- Composition notebook
- Pencils
- Blue or black pens
- Red pens
- Backpack
- USB flash drive
- Planner or agenda

College Board Assessments - SAT

The SAT is an exam that many colleges use to assess student knowledge and use it as they determine college acceptance. Though many colleges are moving to a "testing optional" acceptance policy (i.e. - the SAT or ACT is not required for acceptance), it is still an important test that can give access to many colleges and universities throughout

the country. In addition, most colleges are still using the SAT for financial aid and awarding scholarships to students, as well as a measure of college readiness.

The PSAT is a practice exam for students to prepare for the SAT. In 11th grade, if a student scores a qualifying score on the PSAT, they can qualify as a National Merit Scholar.

Both the PSAT and SAT are given on campus and fully paid for by the district. Please see the table below as to when each grade level could take these exams:

Grade	PSAT	SAT
9th	October	
10th	October	
11th	October	May
12th		October

It is expected that all students will take the PSAT at least three times in their high school career (9th grade, 10th grade, and 11th grade), and take the SAT at least twice in their high school career (11th grade and 12th grade).

CAMPUS CULTURE

Campus Core Values

At Yes Prep Northbrook High School, we believe a strong culture and community are essential to student achievement. We create systems, structures, and routines to create school-wide consistency, creativity, and achievement for students and staff. It is critical that we create a high-quality culture, so students 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 create school pride and safety, focus on learning, and foster relationships based on respect and kindness. This will ultimately lead to student achievement and success at Yes Prep Northbrook High School and beyond. Our campus Core Values and definitions are listed below:

RESPECT To Listen Twice	POWER Ability to Act	EXCELLENCE Continuous Improvement
<ul style="list-style-type: none"> We believe all members of our community should have a voice and have that voice be heard. We believe that all students deserve access to the privilege provided by a college education. We believe that all families are invested in the success of their student(s). Yes Prep Northbrook High School is an anti-racist campus. We prohibit discrimination of any kind. We believe that 	<ul style="list-style-type: none"> We believe relationships are the foundation of learning. We believe in affirming and celebrating diversity. We believe that the achievement/opportunity gap is a civil rights issue. We believe in the importance of empowering students to address social issues that impact their ability to lead a choice filled life. We support their choice to address 	<ul style="list-style-type: none"> We believe that all students are capable of excellence. We believe that the success of our students is a shared responsibility. We believe that our differences make us unique. We seek to celebrate these differences, and we seek feedback to ensure that all students feel safe, supported, and successful.

hatred has no place on our campus.	inequities and injustices that exist in our community.	
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Detention Guidelines

Detention is an opportunity for students to reflect on the impact their decisions are having on themselves and their school community and participate in a restorative activity related to their infraction. Restorative activities may include, but are not limited to:

- Student Circle
- Student reflection
- Homework support
- Mandatory tutorials (counts as served detention)

Detention will be given based on demerit total, which highlights a pattern of consistently receiving infractions associated with a demerit value.

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

Detention will be assigned automatically every time a student earns 3 demerits for repeating the same behavior in a three-week period, as determined by the YESPrep level 1 unified system. Detention is served on Tuesdays and Thursdays as needed from 3:05pm-4:05pm.

Escalated behaviors and/or persistent infractions will result in an automatic detention. Only Director of Student Support, Grade Level Chairs, and campus administrators will assign automatic detentions on a case-by-case basis.

Guardians will be notified by staff members assigning their student detention via phone, text, and/or e-mail systems with the time the student will serve the detention as well as the reason the student received detention.

YES Prep YPNHS HERO Demerit Escalation		
Demerit Count	Restorative Discipline Practice	Consequence
1, 2, 3	Suite360 Lesson/Restorative Reflection	After School Detention
4, 5, 6	Parent Meeting (Accountability Circle) and restorative reflection	After School Detention
7, 8, 9	Parent meeting with behavior accountability contract; possible escalation to Principal	Saturday Detention

Restorative Practices

To promote the social, mental, and emotional development of our students, Yes Prep Northbrook High School is a Restorative Discipline campus. Students that make decisions which violate expectations and/or student code of conduct will receive consequences in line with our policies but may have an opportunity to repair the harm they have done by participating in a restorative consequence.

Positive Incentives

We are always looking for ways to celebrate students who are living out our core values and going above and beyond. Students can be recognized for their hard work and actions by receiving “Yes Props.”

Shout Outs	A public, verbal recognition of students who are living out our core values, usually accompanied with two claps.
Bid Trips	Small field trips with one or more staff member where students use props to bid on the trip they want to attend. Examples included after-school bowling or a trip to the bookstore. Some trips may cost money while others are free.
Core Value Awards	These awards are given each semester to students that models our core values: Power, Excellence, and Respect.
End of the Year Academic Awards	These awards are given to the top students in a grade level per academic subject area.
Honor Roll Recognition	Students who earn honor roll will be recognized each nine weeks and receive an honor roll certificate as well as celebration.

The following behaviors earn “props” in HERO:

- Campus Pride and Safety
- Focus on Learning
- Kind Words and Actions
- Going Above and Beyond

Props can be used by students to participate in Bid Trips, purchase different supplies and items throughout the scheduled school store.

Students are also recognized at the end of each grading period with Grade Level Spirit Awards. Each teacher awards two students an award for showing outstanding character.

Excessive Tardiness to School

YES Prep Public Schools believes that when students arrive to school early or on-time, they benefit from bell-to-bell instruction and students are more easily able to focus on their classwork for that period. When students are tardy to school, missing the routine of starting the school day with the rest of the school community. Students will earn a demerit for each time that they arrive after the 7:45 AM tardy bell. This includes being in the building but not arriving to class by the start of the school day. If a student begins to earn excessive tardiness and, therefore, excessive demerits, the student will be subject to disciplinary and restorative action per the Grade Level Chair and Director of Student Support. Students who are more than 15 minutes tardy to school will earn an absence for their first class of the day.

Excessive Tardiness to Class

When students are tardy to class, teachers will follow Level 1 discipline expectations which require students to earn a demerit every time a student is tardy. If a student begins to earn excessive tardiness and, therefore, excessive demerits and detentions, the student will be subject to disciplinary and restorative action per the Grade Level Chair and Director of Student Support. Students who are more than 15 minutes tardy to class will be considered skipping and will be assigned a suspension for skipping class.

Before and After School Expectations and Procedures

Students are not allowed to stay after school unless they have teacher approval or are staying for a school-sponsored activity (tutorials, athletics, band, etc.). All students must exit the building at the end of the academic day. All students that remain on campus must be granted permission by a Yes Prep Public School staff member who will remain with the student until they are picked up. Northbrook High School and Yes Prep Northbrook High School staff are authorized to dismiss students from campus activities if the student is not adhering to campus expectations.

Students should be at their designated afterschool location within 5 minutes of the afternoon dismissal bell. Any student remaining in the halls after that point should have a hall pass or may be asked to leave campus immediately.

After School Programming

Students may participate in after school activities with Yes Prep Northbrook High School staff or activities offered by Northbrook High School and/or Spring Branch ISD. Students are expected to follow all policies and procedures from the Yes Prep Student Handbook and the Spring Branch ISD Student Handbook.

Food and Drink Expectations

Food and Drinks are not allowed in the academic wing (classrooms, halls, offices, etc.), and should be consumed in the commons (cafeteria). Water is the only beverage allowed in the academic wing. Students who have drinks that do not align with the food/drink policy will be asked to place the unauthorized item in their backpack. Students will receive a demerit for unauthorized food/drink. Student’s unauthorized food and/or beverage items may be confiscated for repeated violations of Yes Prep Northbrook High School’s food and drink policy.

Yes Prep reserves the right to set expectations for not chewing gum on any school-sponsored trip, events, or activity. Students found chewing gum on campus will be issued a demerit and will be required to dispose of the gum immediately. Excessive incidents of gum chewing may result in additional disciplinary action.

Dress Code Expectations

See more about the YES Prep Dress Code Philosophy and Policy in [the YES Prep Student Handbook](#). The following table breaks down how the campus expects students to follow the dress code policy.

Dress Item	Expectation
YES Prep Shirts	<ul style="list-style-type: none">Students (are/are not) required to wear a (YES Prep Polo/YES Prep Spirit Shirt) (0-5 days of the week) to strengthen school pride, unify the community, and to promote a college-going culture.All YES Prep students should own at least 1 campus spirit shirt.

	<i>Students are not required to tuck in shirts.</i>
Free Dress Tops	<p>Clothing should meet the following criteria:</p> <ul style="list-style-type: none"> • T-shirts are acceptable; however all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way. • No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student. • No bare midriffs (half shirts) allowed for any student. • No open-toed shoes.
Bottoms	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> • Khakis (any color) • Jeans (any color) • Athletic bottoms (any color) <p>Additional Bottom Requirements:</p> <ul style="list-style-type: none"> • Students may not wear pajama pants or bottoms with holes. • Shorts and skirts should be no shorter than mid-thigh. • Bottoms (may/may not) have holes/tears (below the knee/with leggings underneath). • 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 • Crocs are allowed in sport mode
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 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"> • YES Prep sweatshirt (purchased through YES Prep) • YES Prep cardigan (purchased through YES Prep)

PE Uniform	<ul style="list-style-type: none"> • Campus athletics department outwear (purchased through campus Athletics Department) • Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)
	<p><i>Students may wear hoodies but may not wear hoods that cover their heads/faces on campus.</i></p> <p>Students may wear their own athletic wear for PE classes. YES Prep will not offer PE uniforms to be purchased through YES Prep. Clothing for PE class must:</p> <ul style="list-style-type: none"> • Have school appropriate messaging • Meet criteria in the “Free Dress” category • Bottoms may not be higher than mid-thigh

Campus Athletics

YES Prep Northbrook High School students may participate in extracurriculars, and events provided by Northbrook High School. This means that appropriate behavior for these activities can be found in the [SBISD Student/Parent Handbook](#), including UIL and Northbrook High 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 (ex: band room, locker room, field) immediately following the dismissal bell.

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 School 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.

CAMPUS OPERATIONS

Records – Transcripts

Students refer to the chart below regarding which campus personnel they need to request their transcript from according to their grade level:

Grade Level	Campus Personnel
9	Registrar
10	Registrar
11	Registrar
12	Assigned College Counselor
Alumni	Director of College Counseling

Late Bus Expectations (if applicable)

Students will have access to the Spring Branch ISD Late Bus. This bus picks up students at the bus circle. Student will need a Late Bus pass to use this transportation option. Students can get these passes from the teacher or administrator that they stay with afterschool or from the front office during the day when the office is open.

Common Area Expectations

Please refer to the [**SBISD Student/Parent Handbook**](#)

Lunch Time Expectations

Students have the option to eat the school lunch options provided by Child Nutrition Services or bring their own lunch. The Child Nutrition Services website contains menus, nutritional information, and much more information at [**https://www.springbranchisd.com/cns**](https://www.springbranchisd.com/cns).

Each day, students will be provided with at least 30 minutes for lunch in the cafeteria. Per the SBISD Closed Campus Policy, students are required to remain on campus for lunch. Students are expected to remain in the cafeteria unless given permission by a staff member prior to the lunch period. In this case, students should remain with the staff member through the duration of the lunch.

Procedures for Lunch Balances

YES Prep Northbrook High School students participate in the Spring Branch ISD lunch program and will follow the SBISD Student/Parent Handbooks in all matters related to lunch and lunch balances. Below is an excerpt from the SBISD Student Handbook. More information can be found in the SBISD Student Handbook.

Students will be allowed to charge up to \$20 to their accounts to accommodate special circumstances where money is not available to pay for a meal. All charges are the responsibility of the student and should be paid in full by the end of the school year. If you would like a refund for money prepaid to a student's account, you may request a refund from any Cafeteria Manager at any campus or you can send an email request to: [**cns@springbranchisd.com**](mailto:cns@springbranchisd.com). Please include the student's name and/or student ID number, the name of the person entitled to receive the refund (parent or guardian), and the address where you would like the refund to be mailed. Refunds take approximately 2-3 weeks for processing. For questions, please contact Child Nutrition Services, 713-251-1150 or 1031 Witte Rd., Bldg. T2A, Houston, TX 77055.

Traffic Procedures

Please refer to the [**SBISD Student/Parent Handbook**](#)

Front Office Hours of Operation

The front office is open from 7:30-3:00 Monday through Friday.

Campus Communication to Families

YES Prep Northbrook High School is a family-oriented school, and we believe in frequent communication with our families. YES Prep Northbrook High School will communicate with families in a few 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 address for guardians and guardians. Please ensure that the YES Prep Northbrook High School Front Office always has the most up-to-date phone numbers and email address.

- 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>
- YES Prep Northbrook High School maintains a campus Facebook page 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 at www.facebook.com/yesprepnhs.
- YES Prep Northbrook High School also keep a campus page on the YES Prep website (www.yesprep.org) that will be updated with important information, including staff contact information, throughout the school year.
- Weekly Family Communication – YES Prep Northbrook High School will send a weekly news update to families to share important information.

YES Prep Northbrook High School staff members can be contacted through their YES Prep phone numbers and email addresses. Should you contact a YES Prep Northbrook High School staff member, please allow 24-48 hours before receiving a response. Up-to-date staff contact information can be found on the YES Prep Northbrook High School website.

Sign up for Skyward emails, @ypnhs Instagram, YES Prep Northbrook High School on Facebook and listen for School Messenger phone calls. *Some teachers may use Remind/ Card Stock for their course."

Student ID Cards

Student IDs are always required. Failure to produce an ID will result in a demerit and students will be required to purchase a temporary ID for \$1.

Students may purchase a replacement ID, if theirs is lost or otherwise misplaced, at a cost of \$5 per ID. New IDs may be purchased from the Northbrook High School's book service desk.

Please refer to the [SBISD Student/Parent Handbook](#)

Personal Items on Campus

To eliminate distraction from learning, we highly recommend that students limit the personal belongings brought to school with them to what is required for an academically successful day. Bringing personal items to school is "at your own risk," and YES Prep will not be held liable for loss, theft, or damage to a student's personal property.

We highly recommend that any personal items of any type of value (monetary or sentimental) be left at home. Distracting (e.g., stuffed animals) or inappropriate objects will be confiscated and may be returned at the end of the school day, if deemed appropriate by a campus administrator.

Former Student Visits

Alumni

Alumni and/or former students who want to visit campus should coordinate with a YES Prep Northbrook High school staff member before coming to campus to set up a day and time. An administrator will approve or deny the purpose of the visit prior to the scheduled day and time. If the visit is denied by an administrator, the staff member can submit a follow up request with a new purpose/day/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.

Previously Expelled Students

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.

Student Drivers

YES Prep Northbrook High School students will follow the [**SBISD Student/Parent Handbooks**](#) in all matters related to student driving privileges. Below is an excerpt from the SBISD Student Handbook. More information can be found in the SBISD Student Handbook.

“Students who drive cars to school are required to park in the designated student parking lots. Cars must be parked between yellow lines on the parking lot pavement. Cars which are not parked in the proper manner or area may be towed away or booted at the owner’s expense and the student driver will be subject to disciplinary action.

All cars in the student parking lot must display a parking sticker in the lower right corner of the front windshield. Parking stickers must be purchased by the student on his/her own initiative in the appropriate office. Middle School students are not allowed to drive.

Parking privileges are also provided for students who ride bicycles, motorbikes, or motorcycles to school. Areas of operation of these vehicles are limited to the parking lot or clearly defined driveways and do not include the sidewalks.

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Security demands that students leave their vehicles immediately upon arrival in the parking lot. No student without a pass from an administrator may enter the student parking lot during the day.

Vocational students who must leave via the parking lot during the day must have their vocational pass and identification available and must not loiter in the parking lot before leaving or after returning to the campus. The use of a car is a privilege and can be revoked.

Drivers are expected to always exercise good judgment behind the wheel. On campus, ten miles per hour (10 MPH) is the maximum speed limit.

Violation of any of these regulations is considered misconduct and may result in removal of parking privileges.”

Students at YES Prep Northbrook High School are held to the rules, regulations, and policies of the YES Prep Code of Conduct. In addition, the YES Prep Student Handbook applies to YES Prep students when pertaining to a matter decided upon by YES Prep Northbrook High School. Spring Branch ISD’s handbook applies to sections of the student experience that are bound by Spring Branch ISD, including but not limited to Athletics, Student Drivers, etc.