



NORTHBROOK MIDDLE

**INDIVIDUAL CAMPUS
SUPPLEMENT**

2020-2021

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CAMPUS ACADEMICS

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 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.

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.

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

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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.

Detention Guidelines

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 parents will be able to view what behaviors were 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.
- The **sixth time** a student earns a demerit for the same behavior, they will serve an After-School Detention.
- 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.
- 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.

Notifications

- 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.

DETENTION

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.

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.

After School Detention	Extended Wednesday Detention
4:00-5:00pm (M,T,Thurs,Fri)	1:45pm-3:45pm

Excessive Tardy to Class

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** (*level 2 code of conduct violation*)

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

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:

	1 st Violation	2 nd Violation	3 rd Violation	Further Violations
Detention	1 Extended Wednesday Detention	2 Extended Wednesday Detentions	In-School Suspension	Determined in parent meeting
Reflection and Learning Opportunity	Reflection and Restorative Conversation	Reflection and Restorative Conversation	Reflection and Restorative Conversation	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. *

Positive Incentives

Uniforms	Students will be allowed to have FREE DRESS on Fridays when they earn zero demerits during a week.
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. (Restricted for 20-21SY)
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 Knight Dollars for students to use for different incentives throughout the year.
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.
Reading Celebrations	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 at school before 7:05 am. Upon arrival, students enter the cafeteria, receive breakfast, and sit at tables. Students are not allowed anywhere else in the building other than the cafeteria from 7:05-7:50. Students will be served breakfast from 7:15-7:35. Students need permission from YES Prep NMS 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 is dismissed on a staggered timeline: 7:44, 7:46, and 7:48.

After School

Students must immediately exit the building at 3:55 or at 2:05 on Wednesdays with early release. All students dismiss via the stairwell between pods 7 and 8 and exit out through the cafeteria foyer. 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

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supervision by 4:05 or 2:20 on Wednesdays with early release. Any student who is a car rider and hasn't been picked up by 4:25 or at 2:35 on Wednesdays with early release 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.

After School Programming

All students participating in after school programming must report to their designated area by 4:00 or 2:15 on Wednesdays with early release. Reasons for staying after school could include tutorials, after school detention, and extracurricular activities.

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.

Uniform Expectations

YES Prep Uniform Philosophy

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

Campus Uniform Policy

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

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

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

The following shows the uniform expectations throughout the week:

Shirt Expectations

Monday - Friday	<p>Students may choose between:</p> <ul style="list-style-type: none">• Campus-specific YES Prep Polo (purchased through YES Prep)• Campus School Spirit T-Shirt (purchased through YES Prep, <i>only YES Prep School Spirit shirts for 20-21 are allowed. (Grade Level t-shirts and former year t-shirts are not permitted M-TR as the standard uniform)</i>) <p><i>Students may choose to wear any color undershirt underneath their polo or t-shirt.</i></p>
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Bottoms Expectations

Monday	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none">• Khakis (Blue, Black, Tan Khaki)• Jeans (any color)• Joggers (any color, must be jean or khaki material- may not be sweat pant material) <p><i>Students may not wear leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants. Pants may not have holes. Shorts and skirts should be no more than fingertip length above the knee. Bottoms must be worn at the waist.</i></p>
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Outerwear Expectations

Monday - Friday	<p>Students may only wear YES Prep outerwear. Students may choose from the following:</p> <ul style="list-style-type: none">• YES Prep water-proof jacket (purchased through YES Prep)• YES Prep sweatshirt (purchased through YES Prep)• YES Prep cardigan (purchased through YES Prep)• Campus athletics department outerwear (purchased through campus Athletics Department)• Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)
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Shoe Expectations

Monday-Friday	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none">• Closed-toed• Must have backs (i.e. no slides)• Must have hard soles (i.e. no slippers) <p>Any color is permitted</p>
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Student ID Badge Expectations

Monday-Friday	<p>ID Badges must be worn by all students on lanyards and must be visible at all times. (There may be exceptions to this expectation at partnership campuses)</p>
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PE Uniform Expectations	
Monday-Friday	Students must follow SBISD athletic wear. Athletic wear can be purchased through SBISD athletic department.

Accessory Expectations	
Monday - Friday	<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> <p>Bandanas, do-rags or wave caps are not permitted on campus for safety purposes</p>

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

On Saturdays, students do not need to be in uniform but must dress appropriately for school (follow free dress protocol). 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.

Saturday and Special Event Days	
Dress Code	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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.
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**Failure to comply with the above dress code will result in a “out of uniform” demerit. Excessive dress code violations will result in loss of privilege to participate in Friday “Free Dress”.

Headphones

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.

iPads

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 restorative consequence to be determined by the Director of Student Support or School Director. Unrepairable damage may result in the student’s family being financially responsible for a portion of 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 4:00 or 2:15 on Wednesdays with 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

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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.

CAMPUS OPERATIONS

Late Bus Expectations

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.

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 11:52 to 12:22. On Wednesdays that we have early release, the time is 10:40 to 11:10. While at lunch students are expected to:

1. Use level 2 voices or lower.
2. Use the same seat throughout lunch
3. Only stand up when granted permission.

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4. 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.

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 7:15 am – 4:15 pm, 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 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 parents 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, parents 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: <https://www.facebook.com/yesprepnorthbrookmiddle/> 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.
- 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 parents 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, hand held game systems, toys, and cards. Any student damaging or

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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.