



NORTHBROOK HIGH

**INDIVIDUAL CAMPUS
SUPPLEMENT**

2021-2022

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CAMPUS ACADEMIC SUPPORT

Academic Support

At YES Prep Northbrook High School we believe in providing proactive supports to all students to ensure each individual student’s success. This belief informs all aspects of our grading policies, academic support, and parent communication. Since we strive to support all students’ individual needs, our academic supports vary by situation and are based on students’ academic progress in the classroom as well as on various district, state, and national exams. At YES Prep Northbrook High School, we frequently employ a variety of methods to each student to maximize their individual success, and some of those methods are captured below:

- 1. Flexible seating charts
- 2. Frequent tracked teacher check-ins during class
- 3. Small group instruction
- 4. Small group/Individual pull-out instruction
- 5. Strategically designed accommodations and supports for SPED and ELL students
- 6. Tutorials

YES Prep Northbrook High school students may be required to attend tutorials for a variety of reasons. Students may also request to attend tutorials with their teacher for extra support. Tutorials that are requested may depend on an individual teacher’s availability.

Special Populations Support

Students who qualify for Special Education services will receive support from a special education teacher in one of two ways. First, students may receive in-class support which means the special education teacher will provide support to the student inside the general education classroom. Second, students may receive learning lab support which means the special education teacher will pull a student or a small group of students into a different classroom, the learning lab, to provide direct instruction. All general education teachers will receive a copy of the student’s services and accommodations at the start of the school year and any time there is a teacher change or and update in the IEP plan and are expected to implement plans accordingly.

Students who qualify for 504 services will receive their accommodations from the general education teacher within the general education classroom. Students with testing accommodations may receive their services from the special education department. All general education teachers will receive a copy of the student’s 504 plan at the start of the school year and any time there is a teacher change or and update in the 504 plan.

Students who are in our **ESL (English as a Second Language)** program will receive accommodations and modifications within the general education classroom based on their **English Proficiency level (Beginning, Intermediate, Advanced, Advanced-High)**. All general education teachers will receive data on each of their **English Learners (ELs)** in Quarter 1 and receive training throughout the year on strategies and best practices for supporting ELs in their classroom. Additionally, in class, small group, and one on one support may be provided to ELs from the Campus Literacy Specialist.

Blended Learning

YES Prep Northbrook High School's 1:1 laptop environment gives students access to a laptop for the duration of the school year. Teachers focus on using laptops to collect and share data, differentiate instruction, and create student-centered instruction. With laptops, students can drive their learning, and teachers can craft learning experiences that engage every child and thoroughly check for understanding. Around the clock access to laptops also increases student ownership and increases productive student-teacher & student-student communication.

Schoology

This year, YES Prep uses Schoology, a Learning Management System (LMS), as a digital home base. Schoology provides a platform for communication, sharing of resources, assignments, and grading. Additionally, students and teachers use numerous educational technology tools to discover, engage, and create. In the 21st century it is important that our students are not only consumers of content but makers and agents of change that use technology to positively contribute to the world around them.

Below are the foundational ways we leverage Schoology on a regular basis:

- **Course and Assignment Management:** Teachers use their Schoology course(s) to host lessons and assignments/assessments, to post resources, to link to resources or activities outside of Schoology, to analyze student data, to build community, to update the class, and to communicate with students.
- **Communication with Students:** Staff members and students message each other through Schoology. This is often used in place of email.
- **Grading:** Schoology serves as the live gradebook and feedback tool, and it will be updated with individual grades for assignments in accordance with the YES Prep grading policy. Students will have access to Skyward where official grades are kept including grade averages for courses and official grade point averages.
- **Family Communication:** Families/Parents can log into their account at any time and view key aspects of their student's account. Parents will also receive an email each Tuesday morning that recaps their students' assignments, grades, and teachers' comments.

Testing

Local Assessments

YES Prep uses **regular summative assessments** in each course to assess student understanding throughout the school year. These summative assessments are generally given at the end of a unit or at a regular cadence throughout the school year. Summative assessments account for 25% of a student's quarter grade.

Common Assessments

Common Assessments are cumulative exams, covering all the material that students have learned up to that point and time and are given each fall and spring in every course. Common Assessments are worth 5% of a students' semester average. (See **Semester Grade Calculations**) for how semester grades are determined.

State Assessments

The state of Texas requires students to pass exams in specific subject areas as part of graduation requirements. These exams are referred to as **STAAR** (State of Texas Assessments of Academic Readiness) **Exams** or **EOC** (End of Course) **Exams**. Therefore, as a Texas Public School, all students attending YES Prep Northbrook High School are required to take and pass exams for the following subjects in order to graduate:

- Algebra I
- Biology
- English I
- English II
- US History

These exams are administered in May and if a student misses the exam or does not pass the exam, there are make-up opportunities both in the summer and in December. Students are allowed as many attempts as needed in order to pass these exams for graduation.

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 (ie - the SAT or ACT is not a 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).

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At YES Prep Northbrook High School, students can take AP (Advanced Placement) Courses. After the completion of these courses, students can take an AP exam in either May or June, and if they earn a qualifying score, can earn college credit. This is a great opportunity for students to not only get exposure to more rigorous courses, but also save money by earning college credit before entering college. YP Northbrook offers AP courses in the following subjects:

- AP Calculus
- AP Statistics
- AP US History
- AP English Literature
- AP Spanish Language
- AP Environmental Systems
- AP World History
- AP English Language and Composition

All Sophomores (tenth graders) are required to take AP World History and all seniors (twelfth graders) are required to take AP English Language as a part of our AP for All Program at YES Prep Northbrook High School.

TELPAS Testing

TELPAS stands for **Texas English Language Proficiency Assessment System**, and it is a test to assess the English language proficiency of English learners (ELs) in K – 12 in four language domains: listening, speaking, reading, writing. TELPAS evaluates the EL performance and progress on proficiency in the use of academic English on tested domains by using the following levels: beginning, intermediate, advanced, and advanced high.

Students in grades K-12 who have been identified as ELs are **required to participate in TELPAS testing each year**, including ELs whose parents have declined bilingual or English as a Second Language (ESL) program services. They will participate in TELPAS testing in the Spring and will continue to test annually until their language proficiency assessment committee (LPAC) determines that they are proficient in the English language and have met TEA reclassification criteria.

Grading Policy Overview

The purpose of grading and the reporting of grades at YES Prep Northbrook High School is to share the progress of a student's academic achievement with everyone: the student, the guardian, the teacher, and campus-based leadership. The grade a student receives shows their learning and their ability to demonstrate course content achievement. Grades provide everyone with feedback on a student's progress and should be clear and precise.

All assignments relate to instructional objectives that are tied to the essential knowledge and skills for the curriculum established for each course. Students' grades indicate the level of mastery achieved on course objectives; therefore, all grades are based on achievement rather than effort or completion.

To find out more about how grades impact graduation and GPA, please refer to pages 27-32 of the [YES Prep Student Handbook](#).

Each student enrolled in YES Prep courses will receive a minimum of one-to-two achievement-based grades in the gradebook per week. Grades are expected to be entered within five business days of the assignment's date, except for major papers and projects. At YES Prep Northbrook High School, grades will be weighted as such:

Formative Assessments (75% of overall grade)	Summative Assessments (25% of overall grade)
<ul style="list-style-type: none"> ·Exit tickets ·Mid-unit quizzes ·Warm/cold passage quizzes, ·Class discussions w/ a rubric ·Timed/in-class writing assignments ·Lab write ups ·Rubric score for class participation and/or academic habits ·Any other formative assessments provided on the unit plan 	<ul style="list-style-type: none"> ·Unit exams ·Process writing ·Research papers ·Major project / performance task

Make Up Work Policy

Missing work should be coded as M (missing) until a student completes the assignment. If a student is absent, it is the responsibility of the student to arrange a time outside of instructional time to collect and complete missing assignments. Teachers and/or staff members will provide students with resources that may help them account for instruction missed during an absence. Families will be able to log into their Skyward account to view if students are missing any assignments and may set up a meeting with a teacher to discuss their student's academic progress.

Students must have all work turned in before each progress report and Report Card grading period. Teachers will not accept make up work after the Progress Report or Report Card period closes.

Late Work Policy

If a student submits an assignment late (past the due date), the student may still turn in the assignment for full credit. Teachers will log an "Focus on Community Learning" demerit as a penalty.

Students must have all work turned in before each progress report and Report Card grading period. Teachers will not accept late work after the Progress Report or Report Card period closes.

Reassessment Policy

Reassessment opportunities are a chance for students to demonstrate mastery of an objective that they did not master on their first attempt. Student mastery of academic skills and content is our priority.

The expectation for reassessment at YES Prep Northbrook High School are outlined below.

Reassessment By Assignment Type

- Students will have opportunity to reassess all attempted formative assessments until the closing of each grading cycle—either the next Progress Report or Report Card Cycle deadline—earning up to 100% with the reassessment.
- Common Assessments are not eligible for a reassessment attempt.

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- Unit Exams and other Summative Assessments can have corrections submitted for up to 70%.

Reassessment Implementation

Before students reassess a formative assessment, they must show that they have re-learned the material. This is up to teachers' discretion but could be in-class remediation, homework completion, attending tutorials, assignment corrections, etc.

- Reassessments may occur during class time or during tutorials. A student may be required to attend tutorials to complete their reassessment based on teacher discretion.
- The reassessment score, if higher, replaces the previous score earning up to a 100%. A reassessment can never cause a grade to be lowered.
- Reassessments will cover the same material or objectives as the original assessment but will assess the material in a different way. This could be done with a differently formatted assignment or by creating new questions.
- Reassessments will not be allowed after progress reports or report card grades are published.
- All students must receive one reassessment opportunity for a formative assessment, and any beyond one attempt is up to teacher discretion.
- Students who meet mastery, but want to improve their grade, should be given an opportunity to reassess.

Semester Grade Calculations

In each course, your student will receive a grade for the semester, which impacts a student's graduation and GPA. YES Prep courses where students take a common assessment are calculated as follows:

Semester 1		
Report Card 1	Report Card 2	S1 CA
47.5%	47.5%	5%
Semester 2		
Report Card 3	Report Card 4	S2 CA
47.5%	47.5%	5%

Semester grades for YES Prep courses that do not have a Common Assessments are calculated as follows:

Semester 1	
Report Card 1	Report Card 2
50%	50%
Semester 2	
Report Card 3	Report Card 4
50%	50%

CAMPUS CULTURE

Campus Core Values

At YES Prep Northbrook High School, we believe 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
We believe all members of our community should have a voice and have that voice be heard.	We believe relationships are the foundation of learning.	We believe that all students are capable of excellence.
We believe that all students deserve access to the privilege provided by a college education.	We believe in affirming and celebrating diversity.	We believe that the success of our students is a shared responsibility
We believe that all families are invested in the success of their student.	We believe that the achievement/opportunity gap is a civil rights issue.	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.
YES Prep Northbrook High School is an anti-racist campus. We prohibit discrimination of any kind. We believe that hatred has no place on our campus.	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 inequities and injustices that exist in our community.	

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.

Detention will be assigned automatically every time a student earns 6 demerits for repeating the same behavior in a three-week period, as determined by the YES Prep level 1 unified system. Detention is served on Thursday as needed from 3:05-4:05.

The following behaviors may result in automatic detentions:

1. Escalated behaviors and/or persistent infractions - only Dean of Students and Grade Level Chairs will determine this action 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.

Restorative Discipline

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/rules 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:

- Safety; hands, bodies, and technology
- Going Above and Beyond
- Focus on Community Learning
- Kind Words and Actions

Props can be used by students to participate in Bid Trips (small celebratory trips organized by staff members). Props may also be used to “purchase” different supplies throughout the year from the 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 Tardies to Class

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 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 tardies and, therefore, excessive demerits, the student will be subject to disciplinary and restorative action per the Grade Level Chair and the Dean of Students.

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 Schools 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. 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.

Students are not allowed to chew gum anytime or anywhere on campus. YES Prep reserves the right to set expectations for not chewing gum on any school-sponsored trip, event, or activity. Students found chewing gum on campus will be issued a demerit. Excessive incidents of gum chewing may result in additional disciplinary action.

[Dress Code](#)

YES Prep Dress Code Philosophy

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

Campus Dress Code Policy

YES Prep Northbrook High School dress code policy is centered around values of equity and school pride. The YES Prep dress code allows for individuality building and it allows for community building through optional campus-specific shirts and outerwear. The dress code should be met each school day and should meet the expectations of district and campus guidelines. Like all YES Prep policies, if a student's dress or accessory choice poses a concern for student physical or emotional safety, a campus administrator has the discretion to disallow the dress item. Failure to follow YES Prep Northbrook High School and/or Spring Branch ISD's dress code may result in a student being given a campus alternative clothing item that they must wear to be in compliance with the stated dress code.

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

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

The following is the dress code expectations throughout the week.

Monday through Friday Dress Code

Free Dress Expectations	
All Days	<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. • All pants, shorts, and skirts must meet the criteria established in the "Bottoms" for pants/shorts/skirts. <p><i>YES Prep polos will still be available for purchase if a student/family chooses to wear the polo as one of their daily shirt options.</i></p>

Spirit Shirt Expectations	
Varies	All students should own at least 1 campus spirit shirt. Additional spirit shirts may be available for purchase.

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

Outerwear Expectations	
All Days	<p>Students may wear any outerwear if 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) • Campus athletics department outerwear (purchased through campus Athletics Department) • Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)

**Note: Students may not wear hoods that cover their heads/faces on campus in order to meet safety expectations.*

Shoe Expectations

All Days	<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, no croc sandals) • Must have hard soles (i.e. no slippers) • Any color shoe is permitted.
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Student ID Badge Expectations

All Days	<p>ID Badges must be worn by all students on lanyards and must be always visible. Students who report to campus without an ID will receive a temporary ID from the Northbrook High School's book service desk, at a cost of \$1 per day.</p> <p>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.</p>
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PE Uniform Expectations

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

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

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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 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 (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>.

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. Please include the student's

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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

Monday & Friday	Tuesday, Wednesday, & Thursday
7:30am - 4:00pm	7:30am - 3:00pm

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.

Due to construction at Northbrook High School, students will not have the option to receive a locker for the 2021-2022 school year.

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.”