



NORTHBROOK MIDDLE

**INDIVIDUAL CAMPUS
SUPPLEMENT**

2021-2022

TABLE OF CONTENTS

CAMPUS ACADEMICS3

 Academic Support3

 Homework Completion.....3

CAMPUS CULTURE.....3

 Campus Core Values3

 Detention Guidelines 4

 Notifications 4

 Detention..... 4

 Excessive Tardy to Class..... 4

 Academic Dishonesty5

 Positive Incentives.....5

 Before and After School Expectations and Procedures 6

 After School Programming 6

 Food and Drink Expectations..... 6

 Dress Code..... 6

 YES Prep Dress Code Philosophy 6

 Campus Dress Code Policy7

 Monday through Friday Dress Code.....7

 Headphones..... 9

 YES Prep Issued Computers..... 9

 Food and Drink Expectations..... 9

CAMPUS ACTIVITIES..... 9

 Extracurricular Activities..... 9

CAMPUS OPERATIONS.....10

 Late Bus Expectations10

 Common Area Expectations.....10

 Lunch Time Expectations 11

 Campus Communication to Families 11

 Personal Items on Campus..... 12

 Former Student Visits 12

 Alumni..... 12

 Students Who Were Expelled..... 12

 Students Who Withdrew 12

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

Parents can monitor student grades and assignments throughout the quarter on Schoology, where they can see upcoming & overdue assignments, grades and teacher feedback for assignments, as well as course materials.

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

Homework Completion

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

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:

Focus on Learning

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

School Pride and Safety

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

Kindness and Respect

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

[Back to Top](#)

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 receive a parent phone call from teacher who assigned 3rd demerit
- The **sixth time** a student earns a demerit for the same behavior, they will engage in a restorative reflection with GLC
- The **ninth time** a student earns a demerit for the same behavior, they will serve a lunch detention
- **After the 10th trigger** will receive an administrative action

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.
- GLC’s will host 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.

Lunch Detention: During Lunch, Hosted in UL with a member of the SST	Tues – Fri
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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 'Timeliness' 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 5-20 minutes after bell: **Lunch 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 no retake opportunity offered to replace the grade and s/he will receive a consequence based on the box below:

- 1-day ISS (code of conduct) L11 – exam test, quiz, projects or essay
- 1-day ISS (code of conduct) L10 – standardized test or common assessment

** 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 entered in grade level raffles weekly for exceeding expectations.
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 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. Reasons for staying after school could include tutorials, clubs, and sports. Students may stay on campus grounds after school waiting sporting event, unless granted permission by staff prior to day of event and supervised until sporting event begins.

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.

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 Public Schools' dress code policy is centered around values of equity and school pride. The YES Prep dress code allows for individuality building and 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.

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 Public Schools 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 (no crocs, no slides)• All pants, shorts, and skirts must meet the criteria established in the "Bottoms" for pants/shorts/skirts. (no ripped jeans, no leggings, no sweatpants, no basketball shorts, or athletic leisure wear)• Sweatshirts are acceptable, however sweatshirts with hoods will not be allowed. <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>

Bottoms Expectations	
All Days	<ul style="list-style-type: none">• Students may wear pants, skirts, or shorts of the following:• Khakis (any color)• Jeans (any color)• Joggers (any color, must be jean or khaki material- may not be sweat pant material)

	<p>Students <u>may not wear:</u></p> <ul style="list-style-type: none"> • Leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants. • Pants made of sweat pant material • Pants with holes • Shorts and skirts no shorter than mid-thigh (finger –tip length all the way around) • Bottoms below the waist. • Knee-High Stockings
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Outerwear Expectations	
All Days	<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) • Campus athletics department outerwear (purchased through campus Athletics Department) • Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable) <p><i>*Note: Students may not wear hooded sweatshirts</i></p>

Shoe Expectations	
All Days	<ul style="list-style-type: none"> • For safety purposes, all shoes must meet the following criteria: • Closed-toed (i.e. no slides, no croc sandals) • Must have hard soles (i.e. no slippers or crocs) • Any color shoe is permitted.

Student ID Badge Expectations	
All Days	<p>ID Badges must be worn by all students on lanyards and must be visible at all times. The following expectations are daily requirements for ID badges</p> <ul style="list-style-type: none"> • Students must report to front office at the beginning of school day to receive temporary ID Badge if they do not bring issued badge to campus • Temporary ID Badge is \$1 • Replacement ID Badge is \$5

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 in the “Free Dress Days” category

	<ul style="list-style-type: none"> • Bottoms may not be higher than mid-thigh
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Accessory Expectations	
Monday – Friday	<ul style="list-style-type: none"> • Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons • Student may wear a variety of hairstyles and colors. Head shaving designs are permitted if images are school-appropriate • Hats and sunglasses are not permitted for safety reasons • Religious head-coverings are permitted • Bandanas are not permitted on campus

Headphones

Headphones and earbuds are not allowed to be worn during transition within the building. If a student is found to be wearing earbuds during the school day while transitioning, they will be confiscated by a staff member and turned into the Front Office. Students can wear headphones and earbuds with teacher permission during academic instruction.

YES Prep Issued Computers

Students who have reported damage to their technology (computer/iPad) will do the following:

- Student will report damage to technology to teacher/staff immediately
- Student will report to the front office with damaged laptop
- Student will complete an incident report
- Front office staff will record technology damage
- Incident report will be collected and turned into the DSS

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 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.
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 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.