



Northline  
Secondary

# INDIVIDUAL CAMPUS SUPPLEMENT

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2023-2024

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# YES PREP STUDENT HANDBOOK

The Individual Campus Supplement is an additional resource to assist families and students in understanding how a specific campus carries out policies contained in the [YES Prep Student Handbook](#). Families and students can refer to the handbook to better understand the policies YES Prep enacts.

## OPENING LETTER FROM PRINCIPAL

Dear Northline Families,

We hope this letter finds you filled with anticipation and excitement for the start of a brand-new academic year. With the summer days fading away, we eagerly await the return of our students and families!

This year holds a special significance for us as we proudly announce that our founding class of students will be graduating. From the very beginning, they have been the pioneers of our school, overcoming tremendous challenges and working hard to achieve excellence. Their accomplishments and personal growth have been a source of immense pride for all of us at YES Prep Northline, and we cannot wait to celebrate this occasion with them and their families.

As many of you know, our mascot is the Revolutionary, a symbol of our school's values and mission. We believe that being a Revolutionary goes beyond our mascot; it embodies our dedication to leading and serving our community. At YES Prep Northline, we foster a spirit of innovation and critical thinking in our students. We encourage them to challenge the status quo, seek solutions to complex problems, and stand up for what they believe in.

But being a Revolutionary also means having a heart of service. We firmly believe that with education comes responsibility, and we instill in our students the importance of giving back to the community that has nurtured them. Whether it's through volunteering, community outreach, or taking on leadership roles, our students learn that positive change begins with action and empathy.

We are grateful for the unwavering support and partnership of our families, as your involvement plays a vital role in shaping the experiences of our students. Together, we form a strong and compassionate community that thrives on collective growth and achievement.

Thank you for entrusting us with the education and development of your children. We are honored to be a part of their journey and are excited to witness their growth in the year ahead.

Here's to a remarkable school year filled with learning, leadership, and community service.

Ms. McGruder  
Principal  
YES Prep Northline



## CAMPUS ACADEMIC SUPPORT

At YES Prep Northline, we achieve with excellence and are committed to supporting all students in meeting their academic goals. Sixth and seventh graders with significant reading and math gaps;

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and those who failed Reading and/or Math STAAR will be placed in reading and math intervention classes, respectively. We have a Reading Intervention elective for non-fluent students in 8<sup>th</sup> –11<sup>th</sup>. Beginner Emerging Bilingual students receive a strategic schedule and practice specific language acquisition skills during their reading intervention class. Students who require dyslexia services receive pull-out instruction based on their 504 plans. We are providing sheltered instruction for all EB students within the general education classroom, focusing on speaking and writing skills. Teachers will track classroom data weekly on objective mastery and provide whole class/small group remediation as needed. Students who do not show mastery on assessments will receive reteaching and an opportunity to reassess to increase their mastery. Additionally, students who show mastery on the summative assessment will have lower assignment grades replaced with that mastery score.

### Required School Supplies

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<ul style="list-style-type: none"> <li>• <b>2 boxes of Tissues</b></li> <li>• <b>Hand sanitizer</b></li> <li>• <b>Sanitizing Wipes</b></li> <li>• <b>Two packs of pencils</b></li> <li>• <b>Glue sticks</b></li> <li>• <b>Pencil Sharpener</b></li> <li>• <b>2 – 2 pocket folders with brads</b></li> </ul> (ELA and Science) <ul style="list-style-type: none"> <li>• <b>4 Dry Erase Markers</b></li> <li>• <b>Colored Pencils</b></li> <li>• <b>2 packs of lined paper</b></li> <li>• <b>4 highlighters</b></li> <li>• <b>1 pack of washable markers</b></li> <li>• <b>2 packs of Index cards</b></li> </ul> (RI and Sci) <ul style="list-style-type: none"> <li>• <b>Pencil bag (not boxes)</b></li> <li>• <b>2 rolls of tape</b></li> </ul> (Sci and SS)	<ul style="list-style-type: none"> <li>• <b>2 boxes of Tissues</b></li> <li>• <b>Hand sanitizer</b></li> <li>• <b>Two packs of pencils</b></li> <li>• <b>Colored Pencils</b></li> <li>• <b>1 pack of washable markers</b></li> <li>• <b>2 packs of notebook paper</b></li> <li>• <b>4 highlighters</b></li> <li>• <b>Pencil bag (not boxes)</b></li> <li>• <b>Pencil Sharpener</b></li> <li>• <b>Glue stick</b></li> <li>• <b>1 pack graph paper</b></li> <li>• <b>1 ruler</b></li> <li>• <b>3 – 2 pocket folders with brads</b></li> </ul> (Math, SS)	<ul style="list-style-type: none"> <li>• <b>2 boxes of Tissues</b></li> <li>• <b>Hand sanitizer</b></li> <li>• <b>Two packs of pencils</b></li> <li>• <b>Colored Pencils</b></li> <li>• <b>1 pack of washable markers</b></li> <li>• <b>2 packs of notebook paper</b></li> <li>• <b>4 highlighters</b></li> <li>• <b>Pencil bag (not boxes)</b></li> <li>• <b>Pencil Sharpener</b></li> <li>• <b>Glue stick</b></li> <li>• <b>4 dry erase markers</b></li> <li>• <b>4 highlighters</b></li> <li>• <b>1 pack of blue/black pen</b></li> <li>• <b>2 – 2 pocket folders with brads</b></li> </ul> (SS and Sci)
<b>5 composition notebooks</b> (Math, ELA, RI, SS, Sci) <b>3 - 3-ring binders</b> (RI, Sci, and Math Intervention) <b>2 sets of 5-tab dividers</b> (RI, Sci and Math Intervention)	<ul style="list-style-type: none"> <li>• <b>5 subject notebook</b> (ELA)</li> <li>• <b>Composition Notebook</b> (Math)</li> <li>• <b>3 – 1in binders and notebook paper</b> (ELA , RI and Science)</li> <li>• <b>3 sets of 5-tab dividers</b> (ELA , RI and Science)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>TI-Nspire Calculator* (<i>this will be needed through 12<sup>th</sup> grade</i>)</b> (Math)</li> <li>• <b>6 composition notebooks</b> (Math, ELA, Science, SS, PE, PIT/Health)</li> <li>• <b>4 – 1 inch binders and notebook paper</b> (Math, Sci, SS, ELA)</li> <li>• <b>PE-</b> Knee-length shorts, T-shirts with sleeves, sneakers, reusable water bottle</li> </ul>

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
<ul style="list-style-type: none"> <li>• 2 boxes of Tissues</li> <li>• Hand sanitizer</li> <li>• Two packs of pencils</li> <li>• 1 pack of blue or black pens</li> <li>• Colored Pencils</li> <li>• 1 pack of washable markers</li> <li>• 2 packs of notebook paper</li> <li>• 4 highlighters</li> <li>• Ruler</li> <li>• Pencil Sharpener</li> <li>• 1 pack of index cards</li> </ul> <p>(ISPC)</p> <ul style="list-style-type: none"> <li>• 2 -2 pocket folders with brads</li> </ul> <p>(SS, Math)</p> <ul style="list-style-type: none"> <li>• Pencil bag</li> </ul>	<ul style="list-style-type: none"> <li>• 2 boxes of Tissues</li> <li>• Hand sanitizer</li> <li>• Two packs of pencils</li> <li>• 1 pack of blue or black pens</li> <li>• Colored Pencils</li> <li>• 1 pack of washable markers</li> <li>• 3 packs of notebook paper</li> </ul> <p>(1 pack for SS)</p> <ul style="list-style-type: none"> <li>• 4 highlighters</li> <li>• Pencil Sharpener</li> <li>• 1 pack of index cards</li> </ul> <p>(WH/APWH)</p> <ul style="list-style-type: none"> <li>• Pencil bag</li> </ul>	<ul style="list-style-type: none"> <li>• 2 boxes of Tissues</li> <li>• Hand sanitizer</li> <li>• Two packs of pencils</li> <li>• 1 pack of blue or black pens</li> <li>• Colored Pencils</li> <li>• 1 pack of washable markers</li> <li>• 2 packs of notebook paper</li> <li>• 4 highlighters</li> <li>• Pencil Sharpener</li> <li>• 1 pack of dry erase markers</li> <li>• Pencil bag</li> <li>• 2 - 2 pocket folder with brads</li> </ul> <p>(ELA and SS)</p> <ul style="list-style-type: none"> <li>• Index Cards</li> </ul> <p>(J. Sem)</p>	<ul style="list-style-type: none"> <li>• 2 boxes of Tissues</li> <li>• Hand sanitizer</li> <li>• Two packs of pencils</li> <li>• 1 pack of blue or black pens</li> <li>• Colored Pencils</li> <li>• 1 pack of washable markers</li> <li>• 3 packs of notebook paper</li> </ul> <p>(1 pack for physics)</p> <ul style="list-style-type: none"> <li>• 4 highlighters</li> <li>• Pencil Sharpener</li> <li>• 1 pack of dry erase markers</li> <li>• Pencil bag</li> <li>• 2 packs of Index Cards (100)</li> </ul> <p>(S. Sem and ELA)</p> <ul style="list-style-type: none"> <li>• Light blue, green, purple or pink pen AND red pen</li> </ul> <p>(Physics)</p>
<ul style="list-style-type: none"> <li>• TI-Nspire Calculator*</li> <li>• 4 composition notebooks</li> </ul> <p>(Math, ELA, Science, SS, ISPC, )</p> <ul style="list-style-type: none"> <li>• 4 -1-inch binder with notebook paper</li> </ul> <p>(ISPC, ELA, Math, Sci)</p> <ul style="list-style-type: none"> <li>• 4 set of 5-tab dividers</li> </ul> <p>(ISPC, ELA, Math, Sci)</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• TI-Nspire Calculator*</li> <li>• 3 composition notebooks</li> </ul> <p>(Math, ELA, SS)</p> <ul style="list-style-type: none"> <li>• 3 - 1in binders with notebook paper</li> </ul> <p>(Chemistry, Math and ELA)</p> <ul style="list-style-type: none"> <li>• 3 sets of 5-tab dividers</li> </ul> <p>(Chemistry, Math and ELA)</p>	<ul style="list-style-type: none"> <li>• TI-Nspire Calculator*</li> <li>• 4 composition notebooks</li> </ul> <p>(Math, ELA, JSem, ES/APES)</p> <ul style="list-style-type: none"> <li>• 3- 1-inch binders with notebook paper</li> </ul> <p>(ES/APES, SS, math)</p> <ul style="list-style-type: none"> <li>• 4 sets of 5-tab dividers</li> </ul> <p>(ES/APES, SS, Math)</p>	<ul style="list-style-type: none"> <li>• TI-Nspire Calculator*</li> <li>• 4 composition notebooks</li> </ul> <p>(Math, ELA, JSem, ES/APES)</p> <ul style="list-style-type: none"> <li>• 3- 1-inch binders with notebook paper</li> </ul> <p>(ELA, Math and SS)</p> <ul style="list-style-type: none"> <li>• 2 sets of 5-tab dividers</li> </ul> <p>(ELA, Math and SS)</p>
<b>High School Electives:</b> <ul style="list-style-type: none"> <li>• <b>Spanish:</b> 1 composition notebook</li> <li>• <b>Theater:</b> 1 notebook, 1 folder</li> <li>• <b>Computer Science:</b> composition notebook, 1 -2 pocket folder with brads, glue stick</li> <li>• <b>Athletics:</b> Athletic clothes, combination lock, water bottle</li> </ul>			

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|---|--|
| <ul style="list-style-type: none"> <li>• <b>Art:</b> 1 8.5 x 11 or 12 x 9 sketchbook, wooden pencils, eraser</li> </ul> |  |
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## Required Tutorials

Unified Tutorials provide additional instructional at-bats for YES Prep students to accelerate their learning on skills and content not yet mastered.

### **Who benefits?**

- Students achieving Did Not Meets and who need to accelerate their learning to achieve Approaches
- Students achieving Approaches and who need to accelerate their learning to achieve Meets
- Students achieving Meets and who need to accelerate their learning to achieve Masters

### **How do we provide robust tutorials?**

- Unified Tutorial teachers facilitate lessons to groups of 15 students or less
- Aligned district-wide resources
- Creation and submission of exemplars aligned to our Instructional Framework

### **What is the Unified Tutorial Structure?**

- Identified students attend tutorials 1x per week, per needed subject
- Tuesday-Wednesday: 4:00pm – 5:30pm

### **How do we create the best possible situation for students attending tutorials?**

- Transportation is available for students after tutorials
- Snacks available after school for all tutorial students

## CAMPUS CULTURE

### Campus Core Values

Located in the heart of the Northline community, YES Prep Northline is the 17th YES Prep campus. Represented by a rising Phoenix, our campus mascot is the Revolutionary. We believe that small changes made by passionate and dedicated people can change the world. We aim to teach our students the value of working together, asking questions, and speaking up. Our campus vision is that our graduates will become empowered citizens who lead and serve their communities.

At YES Prep Northline, we believe strong culture and community are essential to student achievement. We create systems, structures, and routines to encourage success 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. Through our core values and

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culture, we work to create school pride and safety, academic excellence, and relationships that based on respect and kindness. This will ultimately lead to achievement and success at YES Prep Northline and beyond.

YES Prep Northline Revolutionaries will graduate empowered, equity-driven citizens who lead and serve their community.			
			
<b>Lead with Integrity</b>	<b>Serve with Compassion</b>	<b>Achieve with Excellence</b>	<b>Persist with Courage</b>
We show up as our authentic selves, led by our community values.	We act with empathy, driven by the pursuit of equity and justice.	We strive, both individually and collectively, for continuous growth.	We are relentless and fearless in the face of challenges.

Our campus Core Values and definitions are listed below:

- Lead with Integrity
- Serve with Compassion
- Achieve with Excellence
- Persist with Courage

## Positive Incentives

We are always looking for ways to celebrate Revolutionaries who are living out our core values and going above and beyond. Students can be recognized for their hard work and actions by receiving positive points and Sparks.

1. Shout Outs – a public, verbal recognition of students who are living out our core values, usually accompanied with two claps.
2. SPARK Events – grade level events held once a semester to recognize who are displaying our core values every day; events include movie day, dances, teacher vs student games, etc.
3. Bid Trips- students will be able to use HERO points, which are earned for displaying our core values, to participate in an on or off campus activity (planned by their teacher or GLC).
4. HERO Point Prizes – students will be able to use HERO points, which are earned for displaying our core values, to redeem prizes every quarter
5. REV of the Week – one student who exemplify what it means to be a Revolutionary will be recognized by their grade level teachers every other week at Family Gathering
6. End of the Semester Academic Awards – these awards are given to the top Revolutionaries in a grade level per academic subject area.
7. Honor Roll Recognition – Students who earn honor roll will be recognized each nine weeks and receive an honor roll certificate as well as celebration.
8. Attendance – students with perfect attendance during specific periods of time will be eligible to be entered into a raffle for prizes

## Before School Procedures

While our campus gates open at 6:30 for staff members, we request that students do not walk to or are dropped off prior to 7:40 am as staff members will not be present to monitor students until that time. Students may be on campus prior to that time; however, they will have to wait outside and will be unmonitored until 7:40 am. From 7:40 to 8:00, students arriving via car, bus or walking are monitored outside.

Doors open at 8 am, at which point, students may enter the building. High school students go directly to the cafeteria, and middle school students go to the gym. Middle school students wanting breakfast may go to the café for breakfast, then go to the gym after eating.

Students are dismissed from the gym and café and 8:20, and homeroom starts at 8:30 am. Students arriving after 8:30 are tardy and must check in at the Front Office.

## After School Procedures & Programming

YES Prep Northline dismisses at 4:00 PM on Monday-Friday.

For the safety of your child, students need to be picked up on time. Guardians must pick up their student within 30 minutes of dismissal from school, or any other school-sponsored event (athletics, field trips, etc.). Failure to pick up students within 30 minutes will result in a staff member walking students to a Late Pick-up Room in the front office where they will work on homework. Guardians are expected to park in front of the school and either contact their student's cell phone or walk to the library to pick up student(s). The following interventions will also be in place:

- 3 late pick-ups: warning
- 6 late pick-ups: guardian phone call
- 9 late pick-ups: guardian conference

Students are only allowed to stay on campus after school if they have staff supervision or are staying for a school-sponsored activity.

If a student leaves campus on their own at dismissal, they are not allowed to return to campus. If students are found on campus without supervision or a pass after dismissal, they will be issued a consequence including, but not limited to, a demerit, and they will be escorted to the office to be picked up by a guardian.

Guardians are given a 30-minute grace period to pick up their student. For those guardians who continually pick up their child late from school, YES Prep Public Schools may report them to local authorities and/or Child Protective Services.

The YES Prep Public Schools Code of Conduct applies to students at any time while on campus, including after school activities and events. YES Prep Northline students are subject to all campus discipline policies before and after school, and students can earn consequences including, but not limited to, demerits and detention during after school activities.

At YES Prep Northline, after school activities are a key component of our programming. After-school programming includes, but is not limited to, SPARK Events, Tutorials, Clubs, and Detention. Any time that there is a school-sponsored activity such as tutorials, a club, etc., guardians will always receive notification for the activity. Activities typically run from 4:05pm – 5:00pm and guardians will receive the schedule once finalized.



YES Prep Northline will ensure that there is an administrator on duty each afternoon to ensure that there is a point-of-contact for teachers, students, and guardians after school.

If there are evening performances, dances, or celebrations, student must leave campus and return for the event. YES Prep Northline will not provide a holding room or space for students to stay after school.

Students who are participating in after-school programming and events are still held accountable to the YES Prep Public Schools Code of Conduct and YES Prep Northline behavior expectations.

## Middle School Disciplinary Procedures (MS Only)

**Lunch Detention** – YES Prep Northline will hold lunch detention on Monday, Wednesday, and Friday during a student's grade level lunch. Students receive lunch detention after earning 6 demerits in one category – Campus Pride and Safety, Focus on Learning, and Kindness and Respect. Students can also earn an automatic lunch detention for using their cell phone, being out of dress code, or engaging in homework dishonesty. When students earn lunch detention, the Grade Level chair will communicate with the parent/guardian of the student. Students will serve their detention the next available day after the behavior is exhibited and logged.

**Saturday Detention** – YES Prep Northline will hold Saturday detention two to three times each nine weeks. Students may receive Saturday detention for any of the following reasons: refusing to give up cell phone to admin, skipping two lunch detention, walking out of class without permission, skipping class for less than 20 minutes, and admin discretion based on repeated offenses. When students earn Saturday detention, the Grade Level Chair will communicate with the parent/guardian of the student.

HERO demerits refresh every two weeks to allow students the opportunity to reflect on and commit to changed behaviors.

If a student skips an assigned detention, the detention monitor will mark the student “not complied”, and the student will be assigned to serve detention the following day. If the student does not attend two or more detentions for the same behavior, they will receive an escalated consequence including, but not limited to, an in-school suspension or a Saturday detention.

## High School Disciplinary Procedures (HS Only)

**Lunch Detention** – YES Prep Northline will hold lunch detention on Monday, Wednesday, and Friday during a student's grade level lunch. Students receive lunch detention after earning 6 demerits in one category –Campus Pride and Safety, Focus on Learning, and Kindness and Respect. Students can also earn an automatic lunch detention for using their cell phones, being out of the dress code, or engaging in homework dishonesty. When students earn lunch detention, the Grade Level chair will communicate with the parent/guardian of the student. Students will serve their detention the next available day after the behavior is exhibited and logged.

**Saturday Detention** – YES Prep Northline will hold Saturday detention two to three times each nine weeks. Students may receive Saturday detention for any of the following reasons: refusing to give up cell phone to admin, skipping two lunch detention, walking out of class without permission, skipping class for less than 20 minutes, and admin discretion based on repeated offenses. When students earn Saturday detention, the Grade Level Chair will communicate with the parent/guardian of the student.

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## [Dress Code Expectations](#)

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

Dress Item	Expectation
YES Prep Shirts	<ul style="list-style-type: none"> <li>Students are required to wear a YES Prep Polo or YES Prep Spirit Shirt 5 days of the week to strengthen school pride, unify the community, and to promote a college-going culture.</li> <li>On Fridays, students may also wear a college or identity T-shirt.</li> </ul> <p><i>Students are not required to tuck in shirts.</i></p>
Free Dress Tops	<p>Clothing should meet the following criteria:</p> <ul style="list-style-type: none"> <li>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.</li> <li>No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student.</li> <li>No bare midriffs (half shirts) allowed for any student.</li> <li>No open-toed shoes.</li> </ul>
Bottoms	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> <li>Khakis (any color)</li> <li>Jeans (any color)</li> <li>Athletic bottoms (any color)</li> </ul> <p>Additional Bottom Requirements:</p> <ul style="list-style-type: none"> <li>Students may not wear pajama pants or bottoms with holes.</li> <li>Shorts and skirts should be no shorter than mid-thigh.</li> <li><b>Bottoms may not have holes/tears in pants.</b></li> <li>Students are <b>not</b> required to wear belts.</li> </ul>
ID Badges	ID Badges must be worn by all students on lanyards and must be visible at all times.
Shoes	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> <li>Closed-toed</li> <li>Must have backs (i.e. no slides)</li> <li>Must have hard soles (i.e. no slippers)</li> <li>Any color is permitted</li> <li><b>Crocs are allowed in sport mode</b></li> </ul>

Accessories/ Styling	<p>Students may have visible piercings and tattoos as long as messaging and images are school-appropriate.</p> <p>Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons.</p> <p>Students may wear a variety hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate.</p> <p>Hats and sunglasses are not permitted for safety purposes.</p> <p>Religious head-coverings are permitted.</p>
Outerwear	<p>Students may wear any outerwear as long as it is appropriate. However, students may also have the option of purchasing the following from YES Prep or Athletic Departments to build school-pride and community: Students may choose from the following:</p> <ul style="list-style-type: none"> <li>• YES Prep sweatshirt (purchased through YES Prep)</li> <li>• YES Prep cardigan (purchased through YES Prep)</li> <li>• Campus athletics department outwear (purchased through campus Athletics Department)</li> <li>• Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)</li> </ul> <p><i>Students may wear hoodies but may not wear hoods that cover their heads/faces on campus.</i></p>
PE Uniform	<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"> <li>• Have school appropriate messaging</li> <li>• Meet criteria in the “Free Dress” category</li> <li>• Bottoms may not be higher than mid-thigh</li> </ul>

## Cell Phones & Personal Devices

Middle school students should not use a cell phone during the school day and will only be allowed to access their devices after school. High School Students may use cell phones/AirPods during the day during the following times breakfast, lunch, before/after school, and passing period. If a student uses a cell phone/AirPods during the school day at an unapproved time, they will earn an automatic lunch detention in HERO. If the students refuse to put the cell phone//AirPods away or continues using the phone, the teacher will contact the DOS. The DOS will confiscate the phone /AirPods and contact parent to let them know they need to pick it up.

If a student’s technology has to be confiscated more than once, the following consequence ladder will be followed:

- 1st confiscation: Student picks it up free of charge at end of the day and parent is contacted
- 2nd confiscation: DOS will speak with parent and parent will before picking up phone
- 3rd confiscation + : parent is charged \$15 for every pick up; student may receive Saturday detention

If a student refuses to give their phone to an administrator who is trying to confiscate it, they will earn a Saturday detention, and their parent/guardian will be contacted to confiscate the phone.

If a cell phone can be heard going off in a backpack, the teacher should direct the student to turn off the cell phone. (This is not a reason to issue a demerit or confiscate the phone.)

Students may wear Apple watches, however any clear and evident use of texting/calling in class counts as cell phone use and the Apple Watch should be confiscated.

## Other Technology Expectations

- During class, students may not wear headphones or airpods, even if they are not plugged into a device.
- Students may **not** play video games, watch videos, or listen to music on their **laptops** during instructional time. Students may not download games or applications to their laptops. Please follow this consequence cycle students who are off task with their technology:
- 1<sup>st</sup> time student is off task with laptop – Demerit (not using technology appropriately)
- 2<sup>nd</sup> time student is off task with laptop– Demerit and family contact
- 3<sup>rd</sup> time student is off task with laptop – Demerit and family meeting with GLC to set norms
- Further violations could result in students no longer permitted to use their laptops

## Tardies

Students who are tardy to class or tardy to school will receive a “Focus on Learning” demerit. As aligned to our detention policy, 3 or more demerits within a 2-week window will result in detention. Additionally, consequences will be determined based on the amount of time that a student is tardy to school or to a class.

- 1-5 Mins - Demerit
- 6-10 Mins - Lunch Detention
- 11-19 Mins -Saturday Detention
- 20+ Mins – Referral to the DOS

If a student is habitually tardy to school, campus leaders may assign interventions that include, but are not limited to:

- Parent meetings
- Modified transition plans
- Assigned staff champion
- Schedule changes
- Suite 360 Learning

## Food and Drink Expectations

Food and drink are permitted in the cafeteria only. Food is not permitted in other areas (including the hallways) unless approved by a staff member.

Water, in a clear bottle, is the only drink permitted outside of the cafeteria. Caffeinated drinks such as Monster, Red Bull, and coffee are not permitted in hallways or classrooms, and they are strongly discouraged during lunch and breakfast. Due to safety concerns, students may not bring any beverage in a glass bottle on campus.

Any food that students bring must be sized for an individual person – we strongly discourage students from bringing “family size” chips as students are not allowed to share food with each other. We discourage students to bring candy or other items as their meals, and we encourage them to eat meals on campus. All YES Prep students have the opportunity to eat free breakfast each morning and access to free lunch during the school day.

Students are not permitted to sell food or beverage items on campus unless part of a school approved fundraiser.

## Drinks in the Classroom

Students may only consume water in the classroom, unless granted special permission for a medical or health reason accompanied by a doctor’s note to consume a different beverage. Other liquids, when spilled, can cause stickiness. Students must use a clear water bottle. If a student has a water bottle that is not transparent, a teacher may ask to see the liquid. If the liquid is not water, the bottle may be confiscated, or the student may be asked to dump the contents out and refill it with water from the fountain.

## Sharing Food

Students should eat only the food they are given by their own guardians or purchase food through Preferred Meals. When food is shared between students, there is a risk of food allergies, and guardians should feel confident that they know everything their students are eating at school. Students are not permitted to share food with other students, and guardians are not permitted to give food to other students than their own children. Students who are observed sharing food may have to dispose of the food they were sharing and may be subject to disciplinary action.

## CAMPUS ATHLETICS

**Yes, Prep Northline promotes high standards for all athletic programs through an educational-based model. It is a privilege, not a right to be a member of an athletic team at Northline. Through athletics, we believe in the importance of high standards in academics, commitment, development, teamwork, sportsmanship, and leadership on and off the playing field or court.**

- **No pass, No play**
- **Must be cleared in a physical to participate**
- **HS students must complete a captain’s course in order to participate**
- Playing time is earned not mandated
- Must be present for 50% of school day in order to participate in athletic contest

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- \$75 registration fee per sport
- \$75 fee if uniform is not returned or damaged
- Admission fee for Northline home game is \$5
- Any form of hazing, bullying, physical altercation and drug/alcohol abuse while in and out of season will be tolerated and can be subject to removal from team and future athletic participation.

You can find additional and more in-depth information regarding our Northline athletics department and policies here. [NL\\_Student-Athlete Handbook](#) & [NL-Sportsmanship Handbook](#)

## CAMPUS OPERATIONS

### Late Bus Expectations

If a YES Prep provided school bus arrives late, students will not be counted as tardy. They will have an opportunity to eat breakfast before heading to class.

### Common Area Expectations

At YES Prep Northline, we have a number of common areas on campus, and it is the expectation that all Revolutionaries treat these spaces with respect and leave them better than they found them. Common areas include, but are not limited to, hallways, restrooms, courtyards, the Cafeteria, the Gym, parking lot, field, and Front office. Any intentional littering, defacing, damaging of space/property will be subject to our campus disciplinary process. Students should only be in common areas during designated times and/or under the supervision of a staff member. Should a student be in a common area during class time without a hall pass, the student will receive a consequence including, but not limited to, a “no hall pass” demerit. Failure to adhere to campus expectations in common areas can result in referral to the Director of Student Support and/or Principal.

### Lunch Time Expectations

Students at YES Prep Northline will eat lunch in the cafeteria or another location designated by an administrator. Students are expected to remain in the designated lunch location for the duration of lunch, and they should not loiter in the hallways, bathrooms, or in empty classrooms.

We do not allow students/guardians to eat lunch with students, unless the guardian is present for a guardian shadow.

Family members may drop off lunch for students, but the student must already be aware so they can pick it up from the Front Office on the way to lunch. Students will not be paged by the Front Office to pick up their lunch, nor will they be released from the café after arriving there. Parents should only drop off food for their students and not provide any food to share with other students.

Food will not be accepted from non-guardian deliveries (e.g. Uber Eats, Dominos), and students/guardians are not allowed to order food for delivery. The only exception is for Seniors who earn the privilege, which will be communicated to those students specifically. Deliveries will be turned away as our Front Office is not able to hold a large volume of deliveries. If students repeatedly attempt to use these services, they may earn consequences.

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Students who are caught sharing food with other students will receive a demerit. Additionally, students may not remove food from the cafeteria following lunch.

## Traffic Procedures

Our number one priority is to ensure safety for the students and staff at YES Prep Northline. Please be mindful of traffic patterns, school bus drop off and loading, and pedestrians while in the parking lot. In order for our traffic systems to function, it is imperative that all drivers and walkers follow directions provided by the traffic officer.

Approximately 75% of our students are car riders, and we work as efficiently as possible to keep this line moving. We run a staggered dismissal from the building, starting with walkers and bus riders, followed by car riders.

All families of middle school students will receive car tag with a code for the students they are picking up. (Car tags are not needed for high school students as they are all dismissed at 4 pm.) As they enter the gate, a staff member will enter the code in our car tracker, which tells the staff member holding the student to release them. It is crucial that anyone picking up a student has this car tag. Families may request additional tags if they have additional family members picking up students.

Our dismissal procedure is as follows: Once the front line is full, staff members blow a whistle which indicates students to get in their car. Once all cars have moved forward, and the line is full, we will blow the whistle again. Students are only permitted to enter cars with the whistle. We do not allow students to be picked up by car right outside the gate; cars must enter the car line. We also strongly discourage guardians from parking in neighboring lots, which can disrupt their business.

## Dropping off Items for Students

Families may drop off items for students in the Front Office; however, these items should be necessary items for learning or school systems, such as a student's computer or ID.

## Campus Communication to Families

YES Prep Northline is a family-oriented school, and we believe in frequent communication with our families. YES Prep Northline will communicate with families in a number of ways throughout the school year, and we also encourage families to communicate openly with our teachers and leaders.

Many of our communication technologies at YES Prep rely on accurate phone numbers and email address for guardians and guardians. Please ensure that the YES Prep Northline Front Office has the most up-to-date phone numbers and email address at all times.

- 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 Northline 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/YPNorthline](http://www.facebook.com/YPNorthline).

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- YES Prep Northline also keep a campus page on the YES Prep website ([www.yesprep.org](http://www.yesprep.org)) that will be updated with important information, including staff contact information, throughout the school year.
- Weekly Family Communication – YES Prep Northline will send a weekly news update to families to share important information.
- Schoology is our Learning Management System, and you will be able to view your student's assignments and classwork through your own unique log in.
- Skyward is our Student Information System, and you will be able to view your student's grades, registration forms, and schedule. You can review your student's grades and attendance through the Skyward Family Access. You will also use Skyward Family Access to complete registration documents and other paperwork electronically.
- YES Prep Northline staff members can be contacted through their YES Prep phone numbers and email addresses. Should you contact a YES Prep Northline staff member, please allow 24-48 hours before receiving a response. Up-to-date staff contact information can be found on the YES Prep Northline website.

## 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 Northline will not be held liable for loss, theft, or damage to a student's personal property.

Distracting (stuffed animals, toys such as yo-yos, Rubik's cubes, fidget spinners, etc.) or inappropriate objects will be confiscated and may be returned at the end of the school day, if deemed appropriate by a campus administrator.

Skateboards, rollerblades, and scooters should not be used while on Northline property. If a student needs them as a means of transportation to and from school, they should be kept in their locker during the school day.

Additionally, students are not allowed to be in possession of Sharpies or other permanent-marker style writing utensils. If a student is found in possession of a Sharpie, the Sharpie will be confiscated.

Students do not need to bring a cell phone to school to be successful in their learning. All our students can use the front office phone if needed. We recognize guardians use cell phones to ensure their students are safe, and we ask for your support in appropriate use of cell phones during the school day. During school hours, all student cell phones must be turned off to maximize student learning and focus. If a student's cell phone is out, in use, or heard, the student may receive a consequence up to and including an administrator collecting the phone. If a phone is collected, a guardian will be notified, and the phone can be picked up at the end of the day from the office.

## Student Drivers

Driving to school and parking at YES Prep is a privilege for students. We have a limited number of spots available for student drivers, which are designated spots along the side gate. Parking spots will be given to eligible seniors first, then juniors and sophomores. When student driving spaces become available, we will reach out to students who have submitted their documents and are on the waiting list for parking spots.

Eligible students and their guardian must first register their car with the front office. Students must present a copy of their valid Texas driver's license and their current insurance proving that the

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student is personally insured on the policy. Students will need to submit a \$5 fee for their parking tag, refunded at the end of the year when tags are returned. Students who are unable to provide a proper license or insurance upon request are not permitted to park on campus. Students who provide this information to the front office and are approved to drive to school will be issued a parking permit and given instructions for parking/dismissal. It is the student's responsibility to update the front office if their insurance expires.

Once a student receives a parking permit, they must place it on their windshield, so that it is visible at all times. Violation of these procedures may result in a loss of future parking privileges and/or towing of a vehicle.