



**BRAYS OAKS SECONDARY**

**INDIVIDUAL CAMPUS  
SUPPLEMENT**

**2020-2021**

# TABLE OF CONTENTS

- CAMPUS ACADEMICS .....2
  - Academic Support .....2
  - Homework Completion.....3
- CAMPUS CULTURE .....3
  - Campus Core Values .....3
  - Detention Guidelines .....3
  - Positive Incentives.....4
  - Before and After School Expectations and Procedures .....4
    - Before School Expectations and Procedures .....4
    - After School Expectations and Procedures .....4
  - After School Programming .....5
  - Food and Drink Expectations.....5
  - Gum Expectations .....5
  - Uniform Expectations .....5
    - YES Prep Uniform Philosophy .....5
    - Campus Uniform Policy .....6
- CAMPUS OPERATIONS .....8
  - Common Area Expectations.....8
  - Lunch Time Expectations .....8
  - Traffic Procedures .....8
  - Front Office Hours of Operation .....9
  - Campus Communication to Families .....9
  - Personal Items on Campus.....10
  - Former Student Visits and Guests on Campus .....10
  - Student Parking on Campus .....10

## CAMPUS ACADEMICS

### Academic Support

Any YES student who has failed two or more classes on a report card will be placed on Academic Support. Academic Support will last for a minimum of nine weeks, or one grading cycle. Guardians of students placed on Academic Support will receive communication from the school via letter, phone call, and/or in-person conference. While on Academic Support, teachers will provide the student with frequent updates around their grades.

During this time, students should focus their time and effort on making sure that they are earning passing grades (70 percent or above) in all classes. Students should make an extra effort to contact all teachers with questions about homework or projects, complete reassessments as appropriate, and schedule lunch and/or after-school tutorials if necessary, to bring up their grades.

## Homework Completion

Homework is a core part of our academic program to ensure college-readiness in all contents. Students will receive a “not completing homework” demerit for any incomplete and ungraded homework assignment. Any student involved in plagiarism or academic dishonesty on a homework assignment will receive a minimum recorded grade of 50% on the assignment with a retake opportunity offered to earn a maximum recorded grade of 70%. They will also receive an automatic detention.

# CAMPUS CULTURE

## Campus Core Values

YES Prep Brays Oaks core values are as followed: Courage, Quality, Learning, Perseverance, Community and Honor. Our goal is to instill these values into our students and developing a college-ready character. At YES Prep Brays Oaks, there are 16 behaviors that we expect students to exhibit. These behaviors contribute to building school pride and ensuring a safe learning environment, maintaining a strong focus on learning, and treating all members of our community with kindness and respect. When a student does not exhibit these behaviors, they are negatively impacting their own learning environment and that of their peers.

## Detention Guidelines

There are three different types of detention a student can earn: after school detention, after school extended detention and a Wednesday detention.

- After school detention is held after school Monday, Tuesday, Thursday and Fridays. After school detentions are held from 4:20 p.m. – 5:00 p.m.
- Extended detentions are held from 5:00 p.m. – 5:15 p.m.
- Wednesday detentions are held from 3:05 p.m. – 4:20 p.m. Students will be assigned a Wednesday detention if students receive eight demerits for the same infraction during the one-week period. Students can also earn a Wednesday detention if they have accrued an excessive amount of detentions for the one-week period. Students can also earn a Wednesday detention if they have multiple offenses in the same category of behavior, at the Dean of Students’ discretion.
- Students who are part of the ACE program can attend their scheduled activities after regular detention. If an ACE student has extended detention, they cannot join that day’s activities after detention.

Detention is mandatory and must be served on the day it is assigned. Excuses will not be accepted for students who cannot or do not attend detention. The only exceptions are detentions earned on days we do not have detention, which must be served at the detention time immediately following. Families can call the Front Office to reschedule a detention due to family circumstances.

[Back to Top](#)

Missing a detention will result in the student being assigned an extended detention for the following day. The second skipped detention for that same offense will result in an extended detention and an in-school suspension (ISS) for that student. The school also reserves the right to enforce and use other consequences as a necessary measure for students who accrue multiple detentions.

## Positive Incentives

Students will have the ability to earn CAV points for displaying our values through positive behaviors and interactions. Each positive behavior/interaction is worth five points and will be logged through the HERO system. Students will use these points to buy dress code privileges and other incentives.

Students will also receive rewards and recognitions based on their academic growth, overall academic performance, behavior, and/or attendance.

## Before and After School Expectations and Procedures

### Before School Expectations and Procedures

- Students may enter campus via the cafeteria doors beginning at 7:15 a.m. if they are participants in the ACE program. Students are not permitted on campus before this time. All middle school students must wait in the cafeteria upon arrival until dismissed to their homeroom classroom, between 8:20 a.m. – 8:30 a.m. depending on grade level.
- 10-12<sup>th</sup> grade students will be dismissed to wait in the atrium beginning at 8:00 a.m. every day. After 8:00 a.m., 10-12<sup>th</sup> grade students should immediately pick up breakfast and then head to the atrium. Students should wait in the atrium until they are dismissed to their homeroom classroom. All cafeteria rules also apply in the atrium.
- While in the cafeteria or atrium, students may use phones, headphones and earbuds and be in free dress. Students may eat and drink food they bring with them or food provided by YES Prep in the cafeteria during this time.
- Students must put away all food and drink and technology and must be in dress code (no non-YES/College outer layers, no blankets, appropriate foot and headwear) before dismissing from the cafeteria to homeroom.
- Students may not wait outside in the parking lot, back lot, gym, lobby or elsewhere on campus other than the cafeteria or atrium in the morning before homeroom begins. Students not in the proper location will be addressed and may receive consequences.

### After School Expectations and Procedures

- When students leave campus after school they are not permitted back on campus. If students leave campus and then return, they will receive detention the following day; this is to ensure the safety of all students and staff who remain on campus.
- 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 in the afterschool event (e.g. detention, tutorials, athletics, ACE programming, etc.) by 4:20 p.m. After 4:20 p.m., students may not re-enter the building, and students inside the building will be escorted outside. Students inside after 4:20 p.m. can receive demerits for not being in a supervised location. Students must have a hall pass to be in the hallways after 4:20 p.m.
- All students must be off campus 30 minutes after their last officially scheduled activity 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. Any student

[Back to Top](#)

remaining on campus 30 minutes or more after the last scheduled activity may be required to wait in the cafeteria until they are picked up. YES Prep Brays Oaks will enforce the late after school pick-up policy as outlined in the system-wide unified handbook.

## After School Programming

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 in the afterschool event (e.g. detention, tutorials, athletics, ACE programming, etc.) by 4:20 p.m. After 4:20 p.m., students may not re-enter the building, and students inside the building will be escorted outside. Students inside after 4:20 p.m. can receive consequences for not being in a supervised location.

All students must be off campus 30 minutes after their last officially scheduled activity 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. Any student remaining on campus 30 minutes or more after the last scheduled activity may be required to wait in the cafeteria until they are picked up. YES Prep Brays Oaks will enforce the late after school pick-up policy as outlined in the system-wide unified handbook.

## Food and Drink Expectations

Students may carry water in clear plastic containers into their classrooms. Students may bring other beverages to school to drink during lunch, but they must always be out of sight. Students may not eat food in class, and any food brought to school must be out of sight during all portions of the day except for lunch. Students are not permitted to share food or beverages, including during lunch. Parents and family members may not bring food items for any students but their own. If parents are dropping off food for their student, drop-offs must be coordinated through the front office. Students may not wait in the lobby or outside to pick up food.

## Gum Expectations

Students are not allowed to chew gum at any point during the school day. Students will receive a demerit if they are chewing gum and will have to throw their gum away. Students are not allowed to chew gum during lunch.

## Uniform Expectations

### YES Prep Uniform Philosophy

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

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

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

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

The following shows the uniform expectations throughout the week:

Shirt Expectations	
<b>All Days</b>	Students may wear: <ul style="list-style-type: none"> <li>Campus-specific YES Prep Polo shirts</li> <li>School Spirit T-Shirts with a YES Prep or Brays Oaks Logo</li> <li>A sweatshirt with the name of a two- or four-year college</li> <li>Any color undershirt underneath their polo or t-shirt.</li> </ul>

Bottoms Expectations	
<b>All Days</b>	Students may wear pants, skirts, or shorts of the following: <ul style="list-style-type: none"> <li>Khakis (any color)</li> <li>Jeans (any color)</li> <li>Joggers (any color, must be jean or khaki material- may not be sweat pant material)</li> </ul> Students <b>may not wear</b> <ul style="list-style-type: none"> <li>Leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants.</li> <li>Pants made of sweatpant material</li> <li>Pants with holes (no holes are allowed above or below the knee)</li> <li>Shorts and skirts more than fingertip length above the knee.</li> <li>Bottoms below the waist.</li> </ul>

Outerwear Expectations	
<b>All Days</b>	Students may only wear YES Prep outerwear or college/university outerwear. Students may choose from the following: <ul style="list-style-type: none"> <li>YES Prep water-proof jacket</li> <li>YES Prep sweatshirt</li> <li>YES Prep cardigan</li> <li>Campus athletics department outerwear</li> <li>Campus-issued grade level or spirit sweatshirts etc.</li> <li>A sweatshirt with the name of a two- or four-year college</li> </ul>

### Shoe Expectations

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

### Student ID Badge Expectations

<b>Monday-Friday</b>	ID Badges must be worn by all students on lanyards and must be visible at all times.
----------------------	--

### PE Uniform Expectations

<b>Monday-Friday</b>	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... <ul style="list-style-type: none"><li>• Have school appropriate messaging</li><li>• Meet criteria in the “Free Dress Days” category</li><li>• Bottoms may not be higher than fingertip length above the knee</li></ul>
----------------------	--

### Accessory Expectations

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

### Free Dress Expectations

<b>Monday - Friday (when Free Dress days are earned or allocated)</b>	On free dress days, clothing should meet the following criteria: <ul style="list-style-type: none"><li>• 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 (including jerseys with labeled sponsors), 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>• All pants, shorts, skirts, footwear, and accessories must meet the criteria established in the Monday through Friday uniform.</li></ul>
---	---

# CAMPUS OPERATIONS

## Common Area Expectations

Students will be held accountable to the 16 behavior expectations while on campus grounds (including before and after school) and in all common areas. Students may receive a demerit or CAV points by any staff member depending on their behavior in common areas including hallways and the cafeteria.

Students will be allowed to go to their lockers during any passing period. Lockers will be assigned by student request starting with middle school students then through the high school. Students will be allowed to carry backpacks. To facilitate the flow of traffic within the school, students will be required during passing periods to travel upstairs by A stairwell (front) and downstairs by B stairwell (back) throughout the day. The only exceptions are during class time when students have a pass, before school when students can travel up by both stairwells and after school when they can travel down by both stairwells. Students may carry water in clear plastic containers into their classrooms. Students may bring other beverages to school to drink during lunch, but they must always be out of sight. Students may not eat food in class.

To assist our students in “acting in a way that leaves a lasting impression on others,” we will be enforcing all expectations before and after school. Any student chewing gum, horse playing, walking on the grass or bushes without permission or behaving in an inappropriate manner may receive a demerit.

## Lunch Time Expectations

Students will attend their lunch by decks (6<sup>th</sup> and 7<sup>th</sup> lunch, 8<sup>th</sup> and 9<sup>th</sup> lunch, 10<sup>th</sup> through 12<sup>th</sup> lunch). The Dean of Students for each deck will set specific expectations for lunch time behavior and procedures for each deck. The following procedures are common across all decks:

- Students should report straight to the cafeteria at the beginning of lunch. If students arrive after the bell rings, they will receive a tardy.
- Students should receive a pass from teachers if they plan on leaving the cafeteria during lunch. Students will not be dismissed from the cafeteria without a pass.
- Students must adhere to all behavioral expectations for common spaces on campus. Students may not chew gum or use technology.
- Students must have a pass or permission from a lunch monitor to use the restroom or microwave. Students may not use the microwave to pop popcorn. Inappropriate use of the microwave will result in loss of microwave privileges.
- Students may not share lunch or snacks with other students at lunch. Students may not use a delivery service to have food delivered at any time during the school day.

## Traffic Procedures

Maintaining orderly traffic patterns ensures that all students get to school safely and on time and minimizes parental time spent waiting. The following rules are in effect from 8:00 a.m. to 8:45 a.m. and 4:00 p.m. – 6:00 p.m. (on early release days, the policy is in effect from 2:30 p.m. – 4:00 p.m.). Do not make a left turn in the median on Westbrae right in front of the school entrance during these hours.

[Back to Top](#)

- ALWAYS enter the school through the Benning entrance. The gate on W. Bellfort is never to be used as an entrance-way and is for exit only.
- Do NOT enter through the Westbrae side gate (bus entrance) under any circumstances. The side gate is for bus entrance and vehicle exiting only.
- Do NOT make an illegal left turn into the Westbrae entrance. Not only is this dangerous for our students, but it backs up traffic and is disrespectful to those who abide to the traffic laws.
- Do NOT drop off or pick up students on Westbrae on the far side of the school property. This is dangerous for your student, and it makes students behind you late because you are blocking the entrance to the school. Alternatives if you are running late include dropping or picking up on the near side of Westbrae and allowing students to walk the sidewalk.
- Form a single lane as you enter the parking lot and do not allow your student out of, or into, your vehicle until you are in front of the building. This allows more cars to enter the parking lot and traffic to flow and clear traffic.
- Exit through the W. Bellfort gate.

The traffic policy is crucial to ensuring student safety and minimizes wait time for all motorists.

Note that families may not park at Auto Zone or India House to pick up students. All passenger drop-off and pickup must follow our traditional traffic pattern.

## [Front Office Hours of Operation](#)

The YES Prep Brays Oaks front office will open for parent assistance after all tardy slips are distributed to students. Typically, the front office is available to assist parents between 8:40 a.m. and 4:00 p.m. The front office will close at 4:00 p.m. on school days with a 4:15 p.m. dismissal time, and at 2:45 p.m. on school days with a 3:00 p.m. dismissal time.

## [Campus Communication to Families](#)

We leverage weekly Family Notes (sent home on Thursday), Thursday Folders, and YES Prep Brays Oaks Facebook and Instagram as our primary modes of sharing school-wide updates with families.

Students and families can communicate with teachers through their YES Prep professional numbers, but for calls and messages sent after hours, families and students should expect a 48-hour turnaround time.

Families may receive communication through School Messenger and Classroom Messenger via phone and email for logistic reminders pertaining to their student. These new technologies rely heavily on accurate phone numbers from parents. Please ensure your contact information is up to date and always notify the front office if a number has changed in the household.

Here are some options for communicating with teachers:

- Email your teacher and expect a response within 24-48 hours.
- Call your teacher at his or her YES Prep professional number and expect a response within 24-48 hours.
- Ask if your teacher has an email list that you can sign up for to receive outgoing reminders and communication. Students and parents can then share their emails with teachers to receive messages.

## Personal Items on Campus

Students are strongly discouraged from bringing valuable personal belongings to campus. Students have the option to check out a locker to store belongings. Students must provide their own locks for their locker. The school is not liable for any personal belongings that students bring to campus (including phones, smart watches, laptops, air pods, headphones, clothing, etc.) and will not conduct extensive investigations around missing belongings.

## Former Student Visits and Guests on Campus

A student may bring a guest on campus only if:

- A YES Prep student has presented the school administrator a written request 24 hours prior to the event, and
- Permission has been granted by the school administrator. If a student has not accomplished the above, the guest will not be allowed. YES Prep Public Schools may refuse a guest at any time or for any reason.

Student recruiters (e.g. military recruiters), YES Prep alumni, withdrawn students, and former staff members must follow all typical visitor policies, including signing in at the front desk upon arrival, wearing a visitor badge at all times on campus and moving through campus only when escorted. Recruiters, alumni, withdrawn students, and former staff who do not have appointments to visit staff and students may be asked to leave campus. They may not interrupt classes or other areas while school is in session.

Students who have been expelled from YES Prep Brays Oaks are not permitted on campus for any reason, including before and after school.

## Student Parking on Campus

- Student drivers may park on the AutoZone (Northwest) side of the building in the parking spots closest to the gym and the field. Students must park in designated spots only and are not permitted to park at the front of the building or on the India House side of the building.
- Student drivers should not back into spots when there is a line of parent cars behind them in order to ensure efficiency of the traffic pattern.
- Student drivers must turn in license plate information for all cars to the front office through the student driver form. If license plate information changes, students are responsible for updating the information on file within 48 hours.
- Student drivers should adhere to all traffic rules, including speed limits and traffic patterns. Failure to follow traffic and parking expectations will result in loss of driving privileges and/or disciplinary action.
- Student driving privilege can be revoked if a student cannot follow the guidelines for parking on campus or a disciplinary consequence.
- Student's vehicles on campus property are subject to searches scheduled by the administration to ensure campus safety.
- As a school, YES Prep Brays Oaks is not liable for any damage that can occur to student's vehicles that are parked on campus.