



INDIVIDUAL CAMPUS SUPPLEMENT

2023-2024

TABLE OF CONTENTS

YES PREP STUDENT HANDBOOK.....	3
OPTIONAL: OPENING LETTER FROM PRINCIPAL	3
CAMPUS ACADEMIC SUPPORT.....	3
Required Tutorials.....	3
CAMPUS CULTURE.....	4
Campus Core Values.....	4
Positive Incentives	4
CAV Accountability System	4
Before School Procedures.....	5
After School Procedures & Programming	6
Dress Code Expectations	6
Cell Phones & Personal Devices.....	8
Food and Drink Expectations	8
CAMPUS OPERATIONS.....	9
Common Area Expectations.....	9
Lunch Time Expectations.....	9
Traffic Procedures.....	10
Dropping off Items for Students.....	10
Campus Communication to Families	10
Personal Items on Campus	11
Student Drivers	11

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.

OPTIONAL: OPENING LETTER FROM PRINCIPAL

Brays Oaks Families,

At YES Prep Brays Oaks, we believe that every student deserves a quality, college-ready education. YES Prep Brays Oaks exists to provide students of our community with an education that will transform their lives and empower them to reach their goal of success in college and beyond. We prioritize ensuring that all students graduate college-ready from Brays Oaks so that they have multiple pathways of opportunity.

Mission

YES Prep Brays Oaks exists to provide students of our community with an education that will transform their lives and empower them to reach their goal of success in college and beyond.

At Brays Oaks, we maintain equitable systems, structures, and routines to promote learning, safety, and a college-going focus. We are committed to valuing the perspectives of our students and families, and working collaboratively to create a school environment where every student can thrive. This will ultimately lead to student achievement and success at YES Prep Brays Oaks and beyond.

We look forward to working with you and your students this year!

Selina Hall-Swope

CAMPUS ACADEMIC SUPPORT

Required Tutorials

Unified Tutorials are mandated by the State of Texas through House Bill 4545 and House Bill 1416. These are targeted tutorials for our students who did not pass their STAAR or End of Course Exams. Unified Tutorials occur on Tuesdays and Wednesdays from 4:00 PM to 5:30 PM. The schedule for Unified Tutorials will be released at the start of each semester. Students are invited based on their previous year's scores and are required to complete a minimum of 15 hours of tutorials per course content.

All tutorial information for both Teacher Tutorials and Unified Tutorials will be communicated to families at the start of each semester. Students who are required to attend Unified Tutorials will receive individual parent letters electronically within the first 6 weeks of each semester. Students attending any after school tutorials must adhere to behavior and late pick up policies as stated in those sections.

Unified Tutorials will begin on Tuesday September 12th. The schedule for this year will be **Math/Science** on **Tuesdays** and **English/Social Studies** on **Wednesdays** from **4:00pm – 5:30pm** both days. Unified tutorials will be **required** for any student who did not pass or is missing a STAAR test. If a student is required to attend, you will receive a letter notifying you of which days and subjects they will need to attend. Transportation will be provided by the campus and will be sent out as we get close to the beginning of Unified Tutorials.

[Back to Top](#)

YES Prep Brays Oaks will also offer Teacher Tutorials this year. These will be based on data from individual classes. Teachers will host these on various days except Thursdays. You will receive notification from your child's teacher if they notice a need for additional support to be successful in their class.

CAMPUS CULTURE

Campus Core Values

YES Prep Brays Oaks core values are as follows: **Courage, Quality, Learning, Perseverance, Community and Honor**. Our goal is to instill these values in our students and develop a college-ready character. At YES Prep Brays Oaks, there are 9 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.

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 privileges, items at the CAV Mart, bid trips, and other incentives.

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

Lastly, students that are in good academic and behavioral standing will have the opportunity to engage in Fall and Spring field trips with their grade level teams. Our field trips will allow for students to build team, have fun, and express themselves.

CAV Accountability System

Our CAV accountability system is based on the accumulation of demerits. Demerits are issued when students do not exhibit one of the following 9 behaviors and impact the learning environment.

Below are the community norms, system-wide student expectations and the demerits that students can earn.

Bucket	Students will . . .	Demerit
Campus Pride and Safety	<ul style="list-style-type: none"> • Use technology appropriately • Respect the physical or property rights of other people • Follow dress code expectations 	<ul style="list-style-type: none"> • Did not use Technology appropriately • Did not respect the physical or property rights of other people • Did not follow dress code
Focus on Learning	<ul style="list-style-type: none"> • Be prepared for class • Be engaged in learning • Be on time to class • Be on time to school 	<ul style="list-style-type: none"> • Was not prepared for class • Was disrupting the learning environment of others • Was not engaged in learning by self-avoidance • Was not on time to class • Was late to school
Kindness and Respect	<ul style="list-style-type: none"> • Demonstrate kindness in language • Demonstrate kindness in action 	<ul style="list-style-type: none"> • Did not use kind language • Did not use kind behavior towards others

Students will earn consequences for every 3rd demerit assigned for any given behavior. For the third demerit in same category, staff will call the student’s home to discuss the behaviors. After demerit number 6, students will be assigned and will serve detention. Our detention will be hosted on Tuesday’s + Thursday’s during lunch. There will also be an extended detention on Friday during advisory and lunch. Students will report to their assigned detention location that will be posted and attendance will be taken at the bell. Students will complete a reflection and have a check-in with the detention staff member. At 9 demerits the students will be assigned a second detention and a guardian meeting will also be held. Demerits reset every two weeks.

Students can be issued an automatic detention by administration, or their grade level chairs for the following reasons: unauthorized use of the elevator, inappropriate language, food delivery to campus, and instances of defiance and/or disrespect. If students chose not to serve their detention, their parent will be contacted, and it will be rescheduled for the next available detention. If the student continues to not serve their assigned detention, a suspension will be issued.

Before School Procedures

- 1. Student Arrival before 7:45am:** Once a student arrives to campus, the student should wait under the Y-awning until the front doors open at 7:45 am. Students may not go in the gym, lobby, upstairs, or roam the neighborhood while they wait- no exceptions.
- 2. School doors open at 7:45 am:** Students will come in through the cafeteria doors, grab breakfast (breakfast hours are from 7:45- 8:25 am) and sit in designated spots until they are dismissed at 8:00 am. Students may use technology and work on homework during this time. Once dismissed, students will throw away garbage then report directly to their first period classroom floor.
- 3. First period floor dismissal at 8:00am:**
 - Students should head to their first period floor/classroom promptly.
 - Students will not be allowed to come back downstairs after they go to their 1st period floor.
 - Students should not be hanging out in the stairwells.
 - Breakfast: students should only eat in their first period classrooms and not in the hallways.
 - By 8:20am, all students should be on their first period floor.
 - Restrooms will close at 8:25am.
 - **Student hallway expectations:**
 - No running
 - Hands to yourself and no PDA
 - Voice Level: no yelling, conversation voice only
 - Clean up after yourselves if any messes occur while traveling with breakfast.
 - Students should not use the middle hallway on the second floor.

- **School starts 8:30am**
 - Students must be seated and silent at the bell in their first period class.
 - All phones and headphones must be invisible.
 - Students begin Do-first within 2 mins.

After School Procedures & Programming

Students may have after school programming for a variety of reasons: ASPIRE, athletics, tutoring, clubs/extra-curricular, and/or social trips with teachers and peers. All activities will be communicated ahead of time to guardians and will always be supervised by at least one staff member. Parents can reach out to the staff member directly coordinating the event if they have questions or can call the Front Office for more information as needed. Families and students should be clear on their activities end time to avoid excessive time on campus after an event. A staff member will always stay on campus or the location of the event until the last student is picked up.

ASPIRE is a YES Prep program that provides no-cost activities after school and during summer for 6 – 12th grade students at Brays Oaks from 4:00 p.m. to 5:30 p.m. Activities include, but are not limited to, tutorials, academic assistance, sports, clubs, and groups that build character and confidence. Students must sign enrollment forms to participate and are expected to follow the same behavioral and community norms as during the school day.

If participating in any afterschool activity, all students should report immediately to their meeting location on campus directly afterschool. If a student leaves campus on their own, they will not be allowed re-entry onto campus. At the end of their programming, parents may wait in the parking lot as students are released. We ask that all students be picked up within 15 minutes of the dismissal time of their activity. In case of an emergency, please contact the school to update after-school staff.

Brays Oaks Athletics also offers after school sports programming to all 6 – 12th grade students. The following sports are offered for the 22-23 School Year:

Sport	Date
Varsity and Middle School Volleyball	August - October
Varsity Flag Football	August- October
Varsity and Middle School Cross-Country	August - October
Varsity, JV, and Middle School Basketball	October-February
Varsity Cheer	Year-Round
Varsity and Middle School Soccer	December-April

Student Sport Eligibility:

- Pass all classes with a 70% or higher on each quarterly report card.
- Fill out all RankOne documents online.
- Compete and turn in a physical form that is dated for the 23-24 school year.

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"> • Students are required to wear a YES Prep Spirit Shirt 5 days a week to strengthen school pride, unify the community, and to promote a college-going culture. • On Fridays, Students have the option to wear a college/university shirt. • All YES Prep students should own at least 1 campus spirit shirt. <p><i>Students are not required to tuck in shirts.</i></p>
Free Dress Tops	<p>One days when Free Dress is earned (reward days), clothing should meet the following criteria:</p> <ul style="list-style-type: none"> • T-shirts are acceptable; however, all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way. • No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student. • No bare midriffs (half shirts) allowed for any student. • No open-toed shoes.
Bottoms	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> • Khakis (any color) • Jeans (any color) • Athletic bottoms {No basketball shorts, or yoga pants} (any color) <p>Additional Bottom Requirements:</p> <ul style="list-style-type: none"> • Students may not wear pajama pants or bottoms with holes. • Shorts and skirts should be no shorter than mid-thigh. • Bottoms may have holes/tears below the knee. • Bottoms with holes/tears above the knee must be worn with tights/leggings underneath. • Students are not required to wear belts.
ID Badges	<p>ID Badges must be worn by all students on lanyards and must be visible at all times.</p>
Shoes	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> • Closed-toed. • Must have backs (i.e., no slides) • Must have hard soles (i.e., no slippers) • Any color is permitted. • Crocs are only allowed on Free Dress Days and only if wearing in sport mode.
Accessories/ Styling	<p>Students may have visible piercings and tattoos only if 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 of hairstyles and colors. Head shaving designs are permitted only if 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 solid red, navy, black, or white outerwear. 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>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"> • Have school appropriate messaging. • Meet criteria in the “Free Dress” category. • Bottoms may not be higher than mid-thigh.

Cell Phones & Personal Devices

Cell phones: students will be allowed to use their cell phones during breakfast, lunch, and transition periods only. Cell phones are to be invisible during class time- no exceptions.

Headphones: students will be allowed to use their headphones during breakfast and lunch only. Headphones are to be invisible in the hallways and invisible in classrooms. The only exception to using headphones in the classroom is if the teacher has planned out headphone usage on their Student Work Exemplar for the day.

CAV Accountability: Students will receive a **demerit** if their cell phone or headphones are out during class instruction for the **first offense**. Students’ cell phone will be **collected** and held until the end of the day by a Dean of Students if the student has their cell phone or headphones out during instruction for the **second offense**. Headphones out in the hallway during transitions or restroom breaks will result in an automatic detention. Continual non-compliance with our cell phone and headphone policy will result in additional escalated consequences.

Food and Drink Expectations

Drinks: students may carry water in clear plastic containers (no glass containers are allowed) into their classrooms or around campus throughout the day. No glass bottles are permitted on campus at any time. Students may also bring school appropriate beverages to school to drink during lunch, but they must always be out of sight during the instructional day, until their lunch block. Students are not allowed to share drinks with other students while on campus, including during lunch.

Food: students may only eat food in the classroom during morning breakfast {7:45-8:25} and in the cafeteria during their designated lunch time. Students are not permitted to share food with other students while on campus, including during lunch.

Parent Food Drop-Off: Parents can only bring food for their student(s) and not for other students. Parents will be required to wait to hand off the food to the student when they enter the cafeteria. The front office will not handle or hold food for students at any point during the day. Students may not wait in the lobby or outside to pick up food.

Food Delivery Service: Students may not use a delivery service to have food delivered *at any time* during the school day. Also, parents cannot order food for students to have delivered to campus.

CAV accountability: Escalated consequences will apply if food/drink expectations are not followed.

CAMPUS OPERATIONS

Common Area Expectations

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

Students will be allowed to carry mesh or clear 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 (no glass) into their classrooms. Students may bring other beverages to school to drink only during lunch, but they must always be out of sight during the day. 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 (6th and 7th lunch, 8th and 9th lunch, 10th through 12th 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 demerit.
- 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 may not sit or eat in the lobby during lunch and the cafeteria doors must remain closed after students have entered the cafeteria for the lunch block.
- Students must adhere to all behavioral expectations for common spaces on campus.
- 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 guardian 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 1:00 p.m. – 4:00 p.m.).

- ALWAYS enter the school through the Benning entrance. The gate on W. Bellfort is never to be used as an entrance 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.
- DO NOT park at Auto Zone or India House to pick up students. All passenger drop-off and pick-up must follow our traditional traffic pattern.

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

Dropping off Items for Students

The YES Prep Brays Oaks Front Office will open for guardian assistance after all tardy slips are distributed to students. Typically, the Front Office is available to assist guardians between 8:00 a.m. and 4:15p.m. The Front Office will close at 4:15 p.m. on school days. The Front Office will not accept or deliver any food items to students.

Campus Communication to Families

We leverage weekly Family Notes on YES Prep Brays Oaks website, Facebook, Instagram, and Skyward as our primary modes of sharing school-wide updates with families.

Students and families can communicate with teachers through Skyward, Schoology, or via email. For messages sent after hours, families and students should expect a 48-hour turnaround time.

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

For communicating with teachers, ask if your teacher has an email list that you can sign up for to receive outgoing reminders and communication. Students and families 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. The school is not liable for any personal belongings that students bring to campus (including phones, smartwatches, laptops, air pods, headphones, clothing, etc.) and will not conduct extensive investigations around missing belongings.

Student Drivers

- Student drivers may park on the Northwest (AutoZone) 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 student pick up cars behind them 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 students' vehicles that are parked on our campus.
- Student drivers should obtain a Parking Permit from the Front Office by the end of the first week of school. Parking permits will only be given to those who have filled out the parking permit form.