



**WHITE OAK SECONDARY**

**INDIVIDUAL CAMPUS  
SUPPLEMENT**

2021-2022

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Homework Completion

At YES Prep White Oak, we believe that homework provides students with the additional practice to increase mastery of skills, build strong vocabulary, and increase literacy. Therefore, homework is expected to be completed when it is assigned. The purpose of homework is to provide additional practice and/or to preview future work.

Schoology

We will use Schoology as our Learning Management System (LMS) this year. Schoology will serve as a digital companion to the in-person teaching and learning environment.

Schoology will be the starting place for all YES Prep digital experiences for students. Schoology will replace Microsoft Teams as the main hub for learning and assignments.

Through Schoology, students will:

- Access aligned learning materials,
- Communicate and collaborate with peers and staff [Teams will be used for virtual meetings only, as needed]
- Receive updates from their teachers and campus leaders.

Families will be able to view student assignments, understand what students are learning, and review their student’s work.

Campus Core Values

At YES Prep White Oak, we believe strong culture and community are essential to student achievement. We create systems, structures, and routines, to create school-wide consistency, creativity and achievement for students and staff. It is critical that we create a high-quality culture, so students develop the character and academic skills needed to graduate from college prepared to lead.

We use our core values, discipline system, positive praise, and feedback to create school pride and safety, focus on learning, and foster relationships based on respect and kindness. This will ultimately lead to student achievement and success at YES Prep White Oak and beyond. Our White Oak Mission and Core Values are listed below:

White Oak Mission		
White Oak exists to accelerate student achievement by creating a safe and engaging environment for high quality teaching and learning.		
White Oak Values		
TEAM	ENTHUSIASM	CONTINUOUS IMPROVEMENT



When students don't meet the above community norms, students will earn a demerit for the following specific community norms:

Community Norms		
Safety: Hands, Bodies, and Technology	Focus on Community Learning	Kind Words and Actions
<ul style="list-style-type: none"> <li>Community members use hands, bodies, and technology in a safe and kind manner that protects self, others, and the group.</li> <li>Community members also follow safety protocols <u>in order to</u> care for self and others.</li> </ul>	<ul style="list-style-type: none"> <li>Community members limit distracting behaviors that prevent themselves or their peers from learning.</li> <li>Community members learn together and support one another.</li> </ul>	<ul style="list-style-type: none"> <li>Community members use words and actions that lift others up in virtual and in person spaces.</li> </ul>

Demerit Codes		
Safety: Hands, Bodies, and Technology	Focus on Community Learning	Kind Words and Actions
<ul style="list-style-type: none"> <li>Safe physical interactions</li> <li>Safe and appropriate technology use</li> <li>Adheres to all safety protocols</li> </ul>	<ul style="list-style-type: none"> <li>Academic preparedness</li> <li>Engaged in learning</li> <li>Timeliness</li> </ul>	<ul style="list-style-type: none"> <li>Use of unharmed language</li> <li>Demonstrating unharmed behaviors</li> </ul>

- Behaviors that violate the above community norms will be tracked in HERO as demerits and may result in a restorative practice (reflection or assignment) and/or a detention.
- All tracker behaviors will serve as data to drive family and student conversations of support.
- All teachers will utilize HERO to communicate consistently with students and parents to celebrate student wins and areas of support.

The following escalation of communication and restorative actions will be taken for students who continue to violate the community norms.

Escalation	Communication	Restorative Action or Consequence
First Escalation = 4 Demerits	Teacher who enters demerit communicates with parents	Behavior Reflection completed in Detention
Second Escalation = 8 Demerits	Grade Level Chair communicates to parents	GLC Conference with student, Student Reflection Assigned
Third Escalation = 12 Demerits	Dean of Students communicates to parents	Restorative project assigned Detention Issued Parent meeting schedule

## Lunch Detention Guidelines

Lunch Detention is a consequence for repeatedly not following the YES Prep standards for conduct and behavior. When students are in detention, they will work silently on homework, read a school appropriate book, or sit silently to reflect. They may also be asked to participate in restorative conversations because we believe that detention should be an opportunity to reflect on the impact their decisions are having on themselves and their YES Prep community. Detention may be given at the discretion of the YES Prep White Oak administrators for infractions more serious than those that warrant a demerit. Students must be picked up on time from detention. Detention will occur four times per week during the lunch and flex time periods.

Guardians will receive a notification through HERO if a student has earned a detention for receiving three demerits of the same kind. Additionally, students will receive a detention slip daily in Homeroom indicating they have a detention earned that needs to be served.

Type		Frequency		Time
Lunch		5 Days/Week		During lunch/flex periods.
Grade(s)	Start	End	Duration	
6 <sup>th</sup> / 7 <sup>th</sup>	10:15 AM	10:43 AM	28 minutes	
8 <sup>th</sup>	10:47 AM	11:15 AM	28 minutes	
9 <sup>th</sup> / 10 <sup>th</sup>	11:50 AM	12:18 PM	28 minutes	
11 <sup>th</sup> / 12 <sup>th</sup>	12:22 PM	12:50 PM	28 minutes	

If a student skips an assigned detention, he/she will receive a call home from the Dean of Students the next day and will be made to serve an additional lunch detention for the next available day. If a student skips the reassigned detention, he/she will earn In-School Suspension.

## Positive Incentives

Props are positive points that accumulate over the school year. Students will be eligible for certain awards based on the number of props earned. These awards will happen each month.

Teachers and staff may award props for positive behaviors exhibited by students. Props may be used by students for various incentives throughout the school year.

All props will be documented in an on-line behavior tracking system, Hero.

## Before and After School Expectations and Procedures

### Before School Expectations

- No student will be allowed to enter the building before 8:00 AM, at which time the doors will open, and students may enter.
- Buses will drop off in the front at the end of the building.
- Car riders will also drop off in the back of the building.
- Students are not permitted to leave campus once they are dropped off.



- All students are expected to grab their breakfast from the breakfast station and head to their Homerooms to eat breakfast and prepare for the school day.
- Students will be expected to go to their lockers and use the restroom-*if needed*, before going to Homeroom. Once in Homeroom, a student will not be permitted to leave.

## After School Expectations

YES Prep White Oak dismisses at 4:00 PM daily. Daily, by 4:05 the late bell will ring, and students should be outside of the building or in their designated afterschool space (e.g. Athletics, Tutorials and ACE).

Students are not allowed to stay on campus after school unless they have teacher 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 parent/guardian.

Students must be picked up within 30 minutes of the dismissal bell (by 4:30pm). If picked up after 4:30, a student will be considered a late pick up. For students staying after school for afterschool activities, they must be picked up within 30 minutes of the end of the activity. If not, they will be considered late pick up. Late pick up is defined as a student departing from campus 30 minutes or more past the dismissal time or more than 30 minutes after the end of an afterschool activity without previous notification or communication from the parent and/or guardian to the Front Office or campus administrator. Failure to pick up your child within the appropriate time frame will result in a warning letter that can lead up to a report filed with 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 White Oak 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.

The Front Office hours of operation on Monday through Friday are from 8:00-4:00

## After School Programming (MS/HS)

All students who are still waiting for parent pick-up after 4:05 p.m. will be brought to the front lobby by the afternoon Late Leader. Students may use electronics if they are silent. Students will call home to inform families they must be picked up before 4:30 p.m. Students who are staying after school for approved activities must be in their designated location by no later than 4:05.

## Food and Drink Expectations

Outside food and drink via food delivery services will only be accepted for Seniors as a part of the Senior privilege. This includes, but is not limited to Uber eats, Door Dash, Grub Hub (or other food delivery services). Food delivery will not be accepted for students in grades 6-11. The only circumstance where outside food will be allowed for students in grades 6-11 is if a parent or guardian physically brings the item to the front office.

## Drinks in the Classroom

Students may only consume water in the classroom. A student must only use a clear water bottle. If a teacher asks to see the liquid and it is not water, the bottle may be confiscated.

We strongly discourage lunch deliveries to students during the school day as this is a disruption to instruction. If a student forgets their lunch, they are encouraged to eat the school lunch provided daily. In rare occasions, the Front Office will accept a lunch if it does not become a habit by the student or parent. A parent/guardian is the only individual who may provide food for their specific student. If lunch is dropped off at the front office by a parent, the student will not be called to the front office to get the lunch. Guardians must pre-coordinate with students prior to school that they will drop off lunch so that the student knows to pick it up.

## Gum Expectations

Students are not allowed to chew gum anytime or anywhere on campus. YES Prep reserves the right to set expectations for not chewing gum on any school-sponsored trip, event or activity.

## Dress Code

### YES Prep Dress Code Philosophy

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

### Campus Dress Code Policy

YES Prep Public Schools' dress code policy is centered around values of equity and school pride. The YES Prep dress code allows for individuality building and allows for community building through optional campus-specific shirts and outerwear. The dress code should be met each school day and should meet the expectations of district and campus guidelines. Like all YES Prep policies, if a student's dress or accessory choice poses a concern for student physical or emotional safety, a campus administrator has the discretion to disallow the dress item.

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

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

The following is the dress code expectations throughout the week.

### Pre-K- 12 Monday through Friday Dress Code

#### Free Dress Expectations

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All Days	<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> <li>• All pants, shorts, and skirts must meet the criteria established in the “Bottoms” for pants/shorts/skirts.</li> </ul> <p><i>YES Prep polos will still be available for purchase if a student/family chooses to wear the polo as one of their daily shirt options.</i></p>
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Spirit Shirt Expectations	
Varies	<p>All students should own at least 1 campus spirit shirt. Additional spirit shirts are available for purchase.</p> <p>&lt;insert specific campus spirit shirt day expectations here&gt;</p>

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

Outerwear Expectations	
All Days	<p>Students may wear any outerwear as long as it is appropriate. However, students may also have the option of purchasing the following from YES Prep or Athletic Departments to build school-pride and community: Students may choose from the following:</p> <ul style="list-style-type: none"> <li>• YES Prep sweatshirt (purchased through YES Prep)</li> <li>• YES Prep cardigan (purchased through YES Prep)</li> <li>• Campus athletics department outerwear (purchased through campus Athletics Department)</li> <li>• Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)</li> </ul>



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

### Shoe Expectations

All Days	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> <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>
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### Student ID Badge Expectations

All Days	ID Badges must be worn by all students on lanyards and must be visible at all times.
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### PE Uniform Expectations

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

Monday – Friday	<p>Students may:</p> <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>
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## CAMPUS ATHLETICS

White Oak students in 7<sup>th</sup>-12<sup>th</sup> grade can participate in athletics providing they maintain a passing grade of 70 and above in ALL classes, do not commit a level three offense (as mandated by student code of conduct) and attend school regularly. The athletics program offers core sports for middle and high school including Cross Country, Volleyball, Basketball, and Soccer. Non-core sport includes Track & Field. When available a uniform security guard monitors home gymnasium games to ensure a safe environment. Games are open to the public and an admission fee is assessed. Students or visitors will be removed from the gymnasium and/or field and asked to leave the premises by security, athletic director, or designated admin on duty if they exhibit disruptive behavior. Students may attend games without guardians; however, ALL students must be picked up immediately following the end of the game.

# CAMPUS OPERATIONS

## Common Area Expectations

At YES Prep White Oak, we have several common areas on campus, and it is the expectation that all students treat these spaces with respect and leave them better than they found them. Common areas include, but are not limited to, hallways, restrooms, 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 demerit. Failure to adhere to campus expectations in common areas can result in a referral to the Dean of Students and/or Principal.

## Cell Phone Policy

Students will be allowed to use their cell phones while eating breakfast and during lunch. Students will not be allowed to utilize their cell phones in the hallways or during the class. Phones and headphones need to be completely invisible and put away during instruction. Students who have their phones out during instruction will be redirected. Students who repetitively fail to comply with our cell phone policy will receive a consequence, not limited to a demerit.

## Lunch Time Expectations

Students at YES Prep White Oak 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 empty classrooms.

A parent, or an adult listed as an emergency contact, may eat lunch with their student if a valid photo ID is presented and they are on listed on the student's record. A parent/guardian is the only individual who may provide food for their specific student. Food will not be accepted from non-parental deliveries (e.g. Uber Eats, Dominos), and students/guardians are not allowed to order food for delivery as deliveries will be turned away. Additionally, students may not remove food from the cafeteria following lunch.

If lunch is dropped off at the front office by a parent, the student will not be called to the front office to get the lunch. Guardians must pre-coordinate with students prior to school that they will drop off lunch so that the student knows to pick it up.

## Traffic Procedures

Staff, buses, and families can enter White Oak through the gate on W Tidwell Rd between 7:30 AM and 7:00 PM, Monday thru Friday. Cars can leave the lot anytime through both the W. Tidwell and Antoine gates. Families should always park in front of the building.

During morning drop-off, families should enter from W Tidwell and drive around to the back end of the building before stopping to drop off students. During afternoon pick-up, families should enter from W Tidwell and pull forward to the end of the building before stopping to pick up students.

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Buses will drop off students in the front of the building in the morning. Buses will pick up students in the back of the building in the afternoon.

## Front Office Hours of Operation

The YES Prep White Oak Front Office is the primary point of contact for guardians, visitors, and our school community. The YES Prep White Oak Front Office will open 30 minutes before the first bell and remain open 15 minutes after the dismissal bell.

- Monday through Friday 8:00-4:00

## Campus Communication to Families

Students and families can communicate with teachers through their YES Prep professional numbers. Any calls and messages sent after hours, families and students should expect a 24-48-hour turnaround time.

Email is our preferred method of contact for all YES Prep White Oak employees. If you are unable to reach an employee and have requested a callback, we will reply to guardians and students within 48 hours. If you would like a YES Prep White Oak employee to return to a phone call, please leave a clear message with your name, student's name, the date and time of your call, your concern, and a phone number to reach you. You can find employee contact information on the YES Prep White Oak website or at the Front Office.

Families may also receive communication through Schoology, School Messenger, and Hero via phone and email for any logistic reminders concerning their student(s). These platforms are most effective when the correct contact information is up to date. Always notify the front office if any contact information has changed in the household.

## Personal Items on Campus

YES Prep White Oak is not responsible for items that are lost or stolen on campus. Students are issued a locker and required to provide a combination lock for the locker. YES Prep White Oak discourages students from bringing electronics or valuables to campus.

## Former Student Visits

Former students who want to visit campus should coordinate with a White Oak staff member before coming to campus to set up a day and time. The former student must have a pre-coordinated plan when they arrive to campus. When the former student comes to campus, they must check in at the front office and communicate the plan for their visit. An administrator will approve or deny the purpose of the visit.