

CAMPUS SUPPLEMENT

2022 - 2023



 **yesprep**
Southeast Elementary

TABLE OF CONTENTS

OPENING LETTER FROM PRINCIPAL 4

CAMPUS ACADEMIC SUPPORT5

 Academic Support5

 Homework Expectations.....5

 Requesting a Teacher Conference 6

 Technology Instructional Expectations and Support7

CAMPUS CULTURE.....8

 Campus Core Values8

 Discipline and Behavior Management.....8

 Student Recognition..... 9

 Weekly Huddle 9

 Quarter Awards..... 9

 Semester Awards.....10

 End of Year Award Ceremony10

 Positive Incentives and Rewards.....11

 Before School Expectations and Procedures11

 Building Hours11

 Front Office Hours.....11

 Early Drop Off.....12

 Car Rider Drop-off Procedures.....12

 Walking Students to Class.....12

 Dress Code.....13

 YES Prep Dress Code Philosophy13

 Campus Dress Code Policy13

 Monday through Friday Dress Code.....13

 Common Area Students Expectations.....16

 Food and Drink Expectations.....17

 Drinks and Food in the Classroom17

 Sharing Food.....18

 Birthday Celebrations18

 Gum Expectations.....18

 After School Expectations and Procedures19

 After School Programming19

 After School Programming19

 Tutorials19

CAMPUS OPERATIONS.....20

 Late to School Policy.....20

Lunch Time Expectations	20
Lunch Visitors	20
Family and Student Lunch.....	20
Procedures to Drop off Student Lunch.....	21
Traffic Procedures.....	21
Parking Lot.....	21
Flow of Traffic.....	21
Early Line Up.....	22
Waiting for Secondary.....	22
Bus and Car Tags.....	22
Dismissal Procedures	23
Procedure to Update Student Dismissal	23
Release of Students before Regular Dismissal.....	23
Dropping off Items for Students	24
Front Office Hours of Operation	24
Campus Communication to Families	24
Former Student Visits	25
Academic Field Trips.....	25
Expectations.....	25
Chaperone Procedures.....	25
Special Needs.....	26

OPENING LETTER FROM PRINCIPAL



Greetings Sparks Families –

Welcome to the YES Prep Southeast Elementary family! I am humbled that you have chosen YES Prep Southeast Elementary as your child's school, and I am excited to lead your student through elementary school as we prepare them for middle school, high school, college, and beyond.

Your family chose YES Prep Public Schools for your student; we understand that decision comes with much responsibility for our team. YES Prep Southeast Elementary educators are here to support your student and family throughout the elementary school journey. Students, families, educators, and staff at YES Prep Southeast Elementary must all work together to ensure that our students have the support and resources needed to succeed during their elementary education and in their path to college and beyond.

As we embark on this new school year at YES Prep Southeast Elementary, I ask that you take the time to review the YES Prep Unified Student Handbook as well as the YES Prep Southeast Elementary Individual Campus Supplement. These two documents were created to share information with you about the support and expectations for students who attend our school.

Our ultimate goal is to equip and empower our diverse Southeast Elementary community of families, students, and staff members through equitable, data-driven decisions and high-quality educational opportunities so that all SPARKS achieve their fullest potential to live choice-filled lives.

Diana Rios | Founding Principal



Southeast Elementary SPARKS and Families,

First and foremost, thank you for choosing Southeast Elementary. It is my privilege to serve as your Resident Principal alongside some of the most incredible leaders in the Southeast community. By choosing to send your students to Southeast Elementary I know you have taken great care in thinking about the life you want for your children, and it is an honor to get to be a part of your student's educational career.

Every year in your student's scholastic life is precious, and we want you to know that we take this responsibility to heart. We see every child as a vital and important part of our community and believe that we are stronger when we grow together. We want you to feel as much a part of your student's education as any of our staff and believe that you are our greatest partners in doing this important work.

This document is to serve as a guide for you and your family for our campus and how we will address specific scenarios, routines, celebrations, and situations. Please know that many hours and lots of thought went into creating this document and our decisions are always made with your student at the center. I look forward to getting to know your students and families throughout this year. I am beyond grateful to be a Southeast Elementary SPARK.

Loyally,

Matt McMahan | Resident Principal

[Back to Top](#)

CAMPUS ACADEMIC SUPPORT

Academic Support

YES Prep Southeast Elementary strives to ensure that in every classroom, every day, all students engage in rigorous and active learning increasing their college readiness. Our academic program will reflect this vision and execute on this promise. Our elementary academic programming has been thoughtfully designed to ensure students achieve and become passionate learners through high-volume reading of quality text, solving real-world and complex math problems, engaging in scientific inquiry, practicing persistence, building positive relationships, and understanding the world around us in a collaborative community. Each day at YES Prep Southeast Elementary is designed to be filled with joy and opportunities for students to find their own ideas, advocate for their needs, and discover new talents to be on track for sixth grade and ultimately college and beyond. We firmly believe that **doing** is at the core of **learning**. At YES Prep Southeast Elementary, students will benefit from aligned, knowledge building, and active instruction, facilitated by passionate teachers, leaders, and support staff in the areas of literacy, math, science, and social studies. Additionally, we are committed to the entire child through fine arts, physical education, STEM, music, and library programming along with daily recess, social and emotional supports, free breakfast and lunch, and after school opportunities. Our 7:25 a.m. to 3:00 p.m. school day has been designed for active learning. This includes whole group, small group, and independent TEKS-based instruction, guided inquiry, hands-on learning, instructional technology, and relationship and community building to meet the needs of all students.

Students who demonstrate a need for increased academic/behavioral support through our Response to Intervention (RTI) process may be assigned a weekly check-in with a staff member and additional supports to ensure their success at school. If students qualify for these additional supports, guardians will be notified. We believe that alignment of support services and the work of the classroom teacher are vital to student success and we will have meetings between stakeholders to align on best practices and support of students so that ALL students can show academic, social-emotional and linguistic achievement and growth.

Homework Expectations

Homework is defined as any tasks that are assigned by teachers and meant to be completed outside of the school day.

The **purpose** of homework is to reinforce concepts and skills taught during the day. Said another way, homework should practice what a student learns during the day.

Recommended Time & Daily Reinforcement: Monday - Thursday

Pre-K and Kindergarten

- Read or listen to a book with your student for 15 minutes
- Converse with student about their school day
- Ask them to retell what they learned in Language Arts or Social Studies

First Grade

- Read or listen to an audio book with students for 15 minutes
- 10 minutes of math homework

[Back to Top](#)

Second Grade

- Read or listen to an audio book with students for 20 minutes
- 10 minutes of math homework

Third Grade

- Read or listen to an audio book with students for 20 minutes
- 10 minutes of reading homework
- 10 minutes of math homework

Fourth Grade

- Read or listen to an audio book independently for 25 minutes
- 15 minutes of reading homework
- 15 minutes of math homework
- (Fourth grade students may supplement independent reading time with Imagine Learning, Typing Club or Study Island [second semester only])

SHINE

- Read or listen to a book with your student for 15 minutes.
- Converse with student about their school day.
- Ask them to retell what they learned in Language Arts or Social Studies.
- For 3rd and 4th grade SHINE students, 10 minutes of reading and 10 minutes of math homework.

Student Commitments:

- Strive to achieve, work hard, show effort, and try- even if it is hard.
- Talk to your teacher if you need help or have a special situation that keeps you from completing your work.

Family Commitments:

- Allow your student to work as independently as possible.
- Create homework routines that support daily homework time.
- Communicate with the teacher if your student needs special considerations regarding homework.

Note: Please understand that teachers cannot accommodate requests for homework in advance. Homework will be communicated upon return from an absence but is not required for the student. For extended absences, families should reach out to campus administration.

Requesting a Teacher Conference

Strong family engagement is key to student success. There will be at least two **required** family-teacher conference times on Tuesday, November 8th and Friday, February 3rd. Teachers will also let families know in advance when to sign up for these conferences. YES Prep Southeast Elementary will have several events during the year to build relationships with families and discuss academic and behavioral progress (Commit to YES, family conferences regarding report cards, open house,

[Back to Top](#)

etc.) We have regular systems of communication regarding classroom and school information (weekly Friday Folder, weekly Family Sparks News, ClassDojo communication, phone calls etc.). In addition to the events and structures mentioned, teachers and staff are available to meet with families. To request a teacher conference, families should do the following:

1. Email or call the teacher or staff member directly to request a conference. Contact information can be found on the school's website.
2. If a staff member cannot be reached, the family should contact the front office, and a member of the staff will follow up within 48 hours.
3. Conferences with teachers will not be scheduled during instructional time. Conference times will be held Mondays and Fridays during the teacher's conference times. If cancelling a conference appointment, please call at least 24 hours in advance so another guardian conference may be scheduled. If you call during the day, the teacher may not have a break until after school is out. Therefore, teachers make every effort to return phone calls within 24 hours.







Technology Instructional Expectations and Support

At YES Prep Southeast Elementary we are proud to offer every student a laptop. We believe that access to this technology prepares our students to enter 6th grade ready to quickly engage with rigorous academic content and sets them up for the ever-changing technological world we currently find ourselves in. Students and families are given these devices at no charge to them and are expected to treat these devices as the important asset to learning they are.

1. Students should bring their charged laptop and charger to school every day.
2. Student devices should be well maintained and cleaned regularly to avoid damage.
3. If a device is damaged or broken students or family members will be required to fill out an incident report.
4. If your student's device is not working, please reach out to your student's teacher or our front office receptionist for support.
5. If your student does lose or break a device and requires a new one a police report will be submitted.
6. A fee may be assessed for devices that are excessively damaged or beyond normal wear and tear. Students that break or lose multiple devices may be required to have a meeting with an administrator to discuss the importance of taking care of their device.

CAMPUS CULTURE

Campus Core Values

					
S	P	A	R	K	S
Self-Aware	Passionate	Achiever	Relentless	Kind	Safe
Sparks know our own selves. We identify our emotions and thoughts. We seek to celebrate our strengths and understand our limitations. We have a well-grounded sense of confidence, optimism, and a "growth mindset."	Sparks are passionate learners who explore new ideas with enthusiasm. We demand excellence of ourselves and others. Sparks are passionately proud of themselves and their communities.	Sparks chase after excellence. They set big goals and they work hard to achieve them.	Sparks never give up in pursuit of our dreams. We never stop working to make the world a better place.	Sparks seek opportunities to be kind to each other know that we must work together to create a joyful community.	Sparks make safe choices for self, relationships and school.

Campus values drive what communities believe, how they behave, and how they interact with one another. At YES Prep Elementary campuses, all staff and students live by the SPARKS values.

Discipline and Behavior Management

YES Prep Public Schools believes that holding students to behavioral expectations that increase safety, joy, and urgency in learning will support their ability to achieve academic success and ultimately increase the number of students from YES Prep who succeed in college and lead.

Committing to community expectations ensures a safe learning environment that embraces the diverse communities, cultures, and identities of our students. We believe it is the responsibility of YES Prep staff in concert with student families to teach students the skills to better navigate their futures and the YES Prep environment.

[Back to Top](#)

Personal experience or values influence discipline practices. With over 3,000 staff members at YES Prep, there is a large variety of experiences and values that have shaped what our staff believes to be true about discipline and therefore shape how they respond to student misbehaviors. Although no two student behaviors are alike, students need consistency around expectations and consequences to feel safe, cared for, and free to learn. YES Prep has its organizational values, and our philosophy around discipline aligns with those values and our greater mission. Campuses have the autonomy to support their students while striving for all students to have the same YES Prep experience aligned to our organizations' values, regardless of what campus they attend or which staff member they are interacting with.

We are committed to doing this by:

- Following the system-wide Code of Conduct
- Teaching students how their campus community has agreed to interact with each other (behavior expectations and campus behavior norms and values)
- Modeling the behaviors expected of our students
- Consistently responding to student misbehaviors
- Taking context and impact into consideration when determining appropriate consequences for student misbehavior
- Believing that the redirection of student misbehaviors is an opportunity to show students that we care about them and believe in their ability to succeed because ignoring student misbehaviors sends an implicit message that we do not believe they are capable.
- Recognizing that we have innate biases and checking these biases before determining a consequence
- Communicating collaboratively and regularly with families

Student Recognition

YES Prep celebrates high academic achievement as well as student academic progress and social-emotional growth. At YES Prep Southeast Elementary school, students will be recognized during the weekly huddle where we will celebrate students for displaying characteristics of the core value being celebrated during that grading period (nine-week marking period).

Weekly Huddle

Every Friday during recess time, grade levels will meet during Grade Level Huddle to create community, celebrate each other and recognize students who exemplified the school's core values. One student per class will be recognize for celebrating the core value of the quarter. The breakdown of the Core Value per quarter is as follow:

Quarter 1: Safe

Quarter 2: Self-Aware

Quarter 3: Kind and Relentless

Quarter 4: Achiever and Passionate

Quarter Awards

At the end of each grading period students will be recognized with the following awards:

- **Attendance Award:** Recognizing all students that achieved outstanding attendance (up to 3 excused absences and zero unexcused absences) throughout the quarter.

[Back to Top](#)

- **Achiever Award:** Recognizing one student per class who demonstrated a commitment to academic excellence by consistently going beyond the expectation.
- **Relentless Award:** Recognizing one student per class who demonstrated a commitment to their own growth.
- **Kind:** Recognizing one student per class who works together to create joyful environment with their SEE community.
- **Passionate:** Recognizing one student per class who engaged the most in Imagine Learning Usage.
- **SPARKS Award:** Recognizing two students per class who demonstrated the quarter's outstanding core value(s)

Semester Awards

At the end of each semester students will be recognized with the following awards:

- **Attendance Award:** Recognizing all students that achieved outstanding attendance (up to 3 excused absences and zero unexcused) throughout the semester.
- **Core Enrichment Semester Awards:** recognizing one student per grade level that exhibits Energizer: PE, Creator: Art, Innovator: Stem, Avid Reader: Library, Composer: Music.
- **Achiever Award:** Recognizing one student per class who demonstrated a commitment to academic excellence by consistently going beyond the expectation.
- **Relentless Award:** Recognizing one student per class who demonstrated a commitment to their own growth.
- **Kind:** Recognizing one student per class who works together to create joyful environment with their SEE community.
- **Passionate:** Recognizing one student per class who engaged the most in Imagine Learning Usage.
- **SPARKS Award:** Recognizing two students per class who demonstrated the quarter's outstanding core value(s)

All families of awarded students will be able to attend the awards ceremony.

All semester awardees will eat breakfast with the principal on the week of the awards ceremony.

End of Year Award Ceremony

At the end of the year, students will be chosen to receive awards for attendance (in alignment with district policy), commitment to academic excellence, commitment to growth, and exemplifying core values.

- **Outstanding Attendance Award:** Recognizing all students who achieved outstanding attendance (up to 3 excused absences and zero unexcused) for the entire year
- **Core Value Awards:** Recognizing two students per classroom for demonstrating each of the SPARKS core values throughout the year.
- **President's Award for Educational Excellence:** This award recognizes academic success in the classroom.
- **President's Award for Educational Achievement:** This award recognizes students that show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects.
- **Core Enrichment Semester Awards:** recognizing a student per class that exhibits Energizer=PE, Creator=Art, Innovator =Stem, Avid Reader=library, Composer=music.
- **Completion Awards:** Promotion awards will not be given at the end of the year, but the Southeast Elementary will recognize all students for completing the school year.

All families will be able to attend the End of Year Ceremony.

Positive Incentives and Rewards

YES Prep Southeast Elementary is always looking for ways to celebrate SPARKS who are living out our core values and going above and beyond. Students can be recognized for their hard work and actions by receiving ClassDojo Points.

Other positive incentives and rewards our SPARKS will receive are:

- Shout Outs – a public, verbal recognition on the morning announcements of students who are living out our core values, excelling academically and showing exceptional growth, usually accompanied with two claps.
- SPARKS Community Spirit Wall– a public, visual recognition of students who are living out our core values, excelling academically, and exceptionally showing growth.
- SPARKS Store: students have the opportunity to exchange their ClassDojo points for a SPARKS bucks to buy things from the SPARKS Store (located at the principal's office) once a month.

In addition, there are awards for whole class recognition that include but are not limited to:

- Special Guest Reader
- Dance Party
- Popsicle party

Before School Expectations and Procedures

The number one priority of YES Prep Southeast Elementary is to ensure the safety of our students. Therefore, these are the expectations and procedures for before and after school:

- Students should never be unsupervised on school grounds.
- Students will not be admitted into the building before 7:00 am.
- School staff will provide supervision beginning at 7:00 a.m.
- Students are not authorized to go into the instructional area (classrooms) before 7:15 a.m.
- ALL students will report to the cafeteria upon arrival and will be picked up by teachers starting at 7:15 am.
- GATES open at 7:00 a.m.

Building Hours

YES Prep Southeast Elementary will be open to students and guardians from 7:00 am to 3:30 pm from Monday through Friday except for the five early dismissal Fridays, outlined in the district's academic calendar [here](#). On early dismissal days, students will be dismissed at 12:00 PM. See the after-school section on page 21 for more information regarding the after-school programs.

Front Office Hours

Front office hours are from 7:00 am to 2:30 pm on Monday through Friday.

Students are expected to be in their classroom and ready to learn by 7:25 am. The drop-off car line will be closed by 7:25 am, and parents will have to walk their student to the front door of the building and sign them in. The YES Prep Southeast Elementary gate will open to allow guardians to begin morning drop-off at 7:00 am. Once staff members are available at all duty posts, they will begin to unload students from the guardian's vehicle. For the safety of our students, guardians should place their vehicles in park and remain in their vehicle as the staff member unloads your child. The staff member will walk the student to the entrance, and the student will then walk to the cafeteria. Student walkers should be walked to the front entrance by an adult, and the student will walk directly to the cafeteria.

Car Rider Drop-off Procedures

The Southeast Elementary staff will work closely with families to ensure all students arrive and dismiss from campus safely. Therefore, families are expected to follow these expectations:

- Any student who arrives at school prior to 7:00 a.m. will not be admitted into the building
- Students should be ready to exit the car as soon as the guardian comes to a stop (Have backpacks on, lunches and projects in hand, etc.).
- Students must NEVER be dropped off in the parking lot area and allowed to walk through the car rider line.
- Guardians should place their car in PARK to let their child out.
- Guardians should not move forward until a staff member directs them to do so.
- Only use the INSIDE LANE when dropping off the student. This is the lane closest to the building. DO NOT let the student out of the car in the other parking areas.
- Students should exit the vehicle on RIGHT side (the side the building is on).
- If the student must get out on the left-hand side of the vehicle, please have them walk around IN FRONT of the vehicle so that the guardian can watch the student all the way around the car to the sidewalk.
- Students should NEVER go back to the car for any reason. Often, drivers are unable to see children who run back toward cars.
- BY LAW, the use of cell phones is prohibited inside a school zone and while operating a motor vehicle.
- Do not park in either lane of traffic or under our covered drop-off area. If a guardian needs to come into the school building with the student, please park in one of the designated parking spaces.

Walking Students to Class

- **Pre-K, SHINE and Kindergarten:**
On August 18th and August 19th only, Families can walk their student to the classroom from 7:00 AM to 7:25 AM. After 7:25, parents/guardians will not be allowed to walk students anymore to the classroom. At this time, a staff member will walk the student to the classroom.

After the first two days of school parents/guardians will not be allowed to drop off students in their classrooms.

Dress Code

YES Prep Dress Code Philosophy

YES Prep Public Schools believe 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. Please refer to the student code of conduct for the policy on repeated dress code infractions.

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, see link [here](#).

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

The following is the dress code expectations throughout the week.

Monday through Friday Dress Code

Free Dress Expectations	
All Days	<div>Clothing should meet the following criteria:</div> <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.• All pants, shorts, and skirts must meet the criteria established in the “Bottoms” for pants/shorts/skirts.

	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. They can be purchased at https://yesprepuniforms.com/ .
--	--

Spirit Shirt Expectations	
Varies	We highly encourage families purchase at least one spirit shirt. We will have occasional Spirit Days on Fridays.

Bottoms Expectations	
All Days	<p>Students may wear pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> • Khakis (any color) • Jeans (any color) • Joggers (any color, must be jean or khaki material- may not be sweat pant material) <p>Students may not wear</p> <ul style="list-style-type: none"> • Leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants. • Pants made of sweat pant material • Pants with holes (no holes are allowed above or below the knee) • Shorts and skirts no shorter than mid-thigh. • Bottoms below the waist. <p>For our Pre-K and Kindergarten students: We kindly ask for students not to wear belts and that bottoms have an elastic waistband</p>

Outerwear Expectations	
All Days	<p>Students may wear any outerwear as long as it is appropriate. However, students may also have the option of purchasing the following from YES Prep or Athletic Departments to build school-pride and community: Students may choose from the following:</p> <ul style="list-style-type: none"> • YES Prep sweatshirt (purchased through YES Prep) • YES Prep cardigan (purchased through YES Prep) • Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable) <p><i>*Note: Students may not wear hoods that cover their heads/faces on campus in order to meet safety expectations.</i></p>

Shoe Expectations	
All Days	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> • Students will be participating in recess daily and will also partake in PE class. For their safety tennis shoes are required • Closed-toed • Must have backs (i.e. no slides, no croc sandals) • Must have hard soles (i.e. no slippers or crocs) • Any color shoe is permitted.

	For Pre-K students: We ask that students wear Velcro shoes or shoes with no laces.
--	--

Student ID Badge Expectations	
All Days	Number Badges must be worn by all students on lanyards and must be visible at all times. <i>*Note: Elementary students do not wear ID Badges</i>

PE Uniform Expectations	
All Days	Students will not change clothes for PE class. YES Prep will not offer PE uniforms to be purchased through YES Prep. Clothing for PE class must: <ul style="list-style-type: none"> • Have school appropriate messaging • Meet criteria in the “Free Dress Days” category • Bottoms may not be higher than mid-thigh

Accessory Expectations	
Monday – Friday	Students may: <ul style="list-style-type: none"> • Have a variety hairstyles and colors. Head shaving designs are permitted if images are school-appropriate. • Wear religious head-coverings. • Not wear accessory items that are spiked (bracelets, belts, collars) due to safety reasons. • Not wear hats, hoods, and sunglasses for safety purposes (unless it is an authorized Spirit Day or Field Trip)

Common Area Students Expectations



Safe Hands and Body

- Students will use their hands and bodies in **safe and kind ways** to protect self, others, and school property.
- Students will **follow the campus dress code**.



Listening and Following Directions

- Students will **follow the directions** of teachers and leaders to ensure readiness for learning and student safety.
- Students will **use self-control** to not disrupt the learning environment.



Kind Words and Actions

- Students will communicate with peers and staff **using kind words** and **appropriate language**.

YES Prep Southeast Elementary students will be taught and held to the following expectations to ensure the campus remains a safe place where students can focus on learning and are all treated with kindness and respect.

To ensure students' safety, the following are the common area expectations at YES Prep Southeast Elementary:

Arrival and Dismissal Actions

- Use voice level 0-1.
- Sit in assigned line.
- Keep food kept stored in your backpack, out of sight.
- Listen for your number to be called.
- Stay on your assigned post.

Playground Actions

- Use voice level 2-3.
- Stay in assigned area.
- Use playground equipment appropriately.
- Include your buddy in activities.
- Engage in safe physical play.

Hallway Actions

- Use the school-wide silent greeting to greet people in the hallway.
- Walk on the right side in a straight line.
- Stay with your class and walk directly to the destination.

[Back to Top](#)

- Keep your hands and feet away from the walls. Place your hands to the side of your body or in your pockets.
- Use walking feet, so that we avoid tripping and hurting ourselves and/or others.
- Use voice level 0-1.
- Stop at intervals to check with the adult for instructions to continue or wait.
- Line leaders hold the door for everyone else, rejoin at the end.

Stairway Actions

- Use walking feet, so that we avoid tripping and hurting ourselves and/ or others.
- Take one step at a time on the stairs.
- Hold on to the rails while going up or down the stairs.
- Walk on the right side in a straight line.
- Stop at intervals to check with the adult for instructions to continue or wait.
- Use voice level 0-1.

Restroom Action

- Only 3 students in the restroom at a time.
- Use stalls, toilet, and toilet paper appropriately.
- Keep your eyes, hands, and feet to yourself.
- Respect the privacy of others.
- Use voice 0-1.
- Wash hands with soap and water for 20 seconds.

Cafeteria Actions

- Only touch and eat your food.
- Use voice level 1-2.
- Use walking feet.
- Wait your turn in line.
- Sit with your feet facing forward and under the table.
- Remain seated until dismissed.
- Pick up trash around you (even if it is not yours).
- Raise your hand for help.

Food and Drink Expectations

Food and drink are only permitted in the classroom during breakfast or designated snack times. Food is not permitted in other areas (including the hallways) except for students whose medical needs require them to eat at other times during the day.

Water is the only drink permitted outside of the cafeteria. Sugary and /or caffeinated drinks are strongly discouraged during breakfast or lunch.

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

Drinks and Food 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. Other liquids, when spilled, can cause stickiness.

[Back to Top](#)

To avoid damage to technology and books, students will have a designated area of the classroom where they will keep their water and be allowed to drink water during class time.

Food in the classroom is only allowed during breakfast, designated snack times, during approved classroom parties or when food is given as an incentive. Food as an incentive or for parties must not be given to students while lunch is being served in the cafeteria. Any food given during classroom celebrations must be served after lunch time is over.

Sharing Food

When food is shared between students there is a risk of food allergies as well as an increased risk for transmitting germs. Families 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 will be reminded of the expectation, if students do not stop sharing food, they will be asked to put the food away.

Students may only touch their own food. Safety is our top priority and want to reduce the risk of exposure to germs and viruses by touching or sharing others' food.

Birthday Celebrations

YES Prep Southeast Elementary staff members look forward to celebrating each child's special day with them and their classmates. To minimize disruption to instruction, families must follow the birthday guidelines below:

- Birthday celebrations in the classroom will ONLY take place on Fridays.
- Birthday celebrations will start at 2:35 PM and should end by 2:50 PM to ensure safe dismissal procedures.
- During Friday's early dismissal there will be no birthday celebrations. These celebrations will be moved to the following Friday instead.
- Birthday treats must be store bought. Food made at home may NOT be distributed within school.
- Families are encouraged to bring individual servings such as cupcakes or cookies; whole cakes or cookie cakes are not allowed.
- One adult per birthday student is allowed to attend the in-class celebration. Please refrain from bringing other family members such as small children if possible. Student's siblings in other grades will not be permitted to join birthday celebrations in the afternoon.
- If an adult will not be attending the in-class celebration, birthday treats must be dropped off at the front office on Fridays no later than 2:15 PM. The campus Front Office will deliver birthday treats to classrooms by 2:30 PM, which is shortly before the time the classroom teacher and classmates will celebrate the child's birthday.
- Guardians are welcome to come and read to their child's class on their child's birthday from 7:20 to 7:40. Please contact your child's teacher to sign up at least two weeks prior to your child's birthday.

Gum Expectations

Students are not allowed to chew gum on campus since it can become a distraction to student learning. If a child is chewing gum, an adult will ask them to spit it out. If there is a continued concern, a staff member will contact the family.

After School Expectations and Procedures

The YES Prep Elementary after school expectations and procedures detailed below have been designed to ensure the safety of our students.

- YES Prep Southeast Elementary begins dismissal at 3:00 PM, except for the three early dismissal Fridays already outline in the district's academic calendar [here](#).
- Students are not allowed to stay on campus after school unless they have teacher supervision or are staying for our after-school program.
- If a student leaves campus at dismissal, they are not allowed to return to campus. If students are found on campus without supervision after dismissal, a guardian will be notified immediately.
- Guardians are given a 10-minute grace period after the line is close at 3:30 pm to pick up their student. If a concern arises with a family continually picking up their child late from school, the leadership team will address this with the family and YES Prep Public Schools may report 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.

After School Programming

After School Programming

YES Prep Southeast Elementary will offer an afterschool program. The After School to Achieve program will have team building, academic enhancement, homework help, cultural activities, gym games, and much more. This will be a program run by a contracted vendor that promotes both physical and emotional safety for your students above all else. The program runs from 3:00 pm - 5:30 pm daily and there is a calendar forthcoming. Enrollment is completed online and accepted year-round. Cost and other programming information will be coming soon. Anyone interested in the After School to Achieve Program can go to their website [here](#) or contact the front office.

Tutorials

YES Prep Southeast Elementary will offer an afterschool tutorial for qualifying third and fourth grade students, two days a week during the first semester and more days will be added as needed for the second semester. Starting in the second semester, YES Prep Southeast Elementary will also offer tutorials to qualifying second-grade students. The families of qualifying students will be informed of the specific dates and times prior to the start of the tutorials. There will also be Saturday tutorials for qualifying third and fourth students. The families of qualifying students will be informed of the specific dates and times prior to the start of the tutorials.

CAMPUS OPERATIONS

Late to School Policy

We encourage families to send students to school regularly and on time because learning is a top priority and vital instructional material is missed when students are tardy. It is an expectation that students arrive on time and are in the classroom by 7:25 am. Students are counted tardy after 7:35 AM. Students who arrive after this time will need to be signed in by their guardian at the front office. After five tardies within a quarter, families will meet with a member of the leadership team to discuss the cause of the tardiness and how to best support the student.

Lunch Time Expectations

Families and others are welcome to visit YES Prep Southeast Elementary. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors to campus must report to the front office to sign in and receive a visitor's pass to wear while on campus.

Lunch Visitors

For the 2022-2023 school year, we will have opportunities for families to eat lunch with their child.

For the safety and security of your child, YES Prep Southeast Elementary has implemented a visitor tracking procedure.

1. Upon entering the campus, visitors will be asked to present a PHYSICAL government issued picture I.D. to move beyond the front desk.
2. The identification card will be scanned. Once cleared, a visitor's badge will be issued., This must be worn while the visitor is on campus.
3. Upon your departure the visitor's badge must be returned to the front office.

Family and Student Lunch

- Starting in October, a limit of 10 parents/guardians every Friday day will be allowed to come into the cafeteria.
- Due to limited seating, only one adult and one small child will be allowed per student.
 - If a family has more than one student attending YES Prep Southeast Elementary, they are not able to join their siblings for lunch.
 - Families will need to sign up for each student separately.
- Spots are available on a first come, first serve basis.
 - To schedule their visit, parents/guardians must call the front office before the end of day Thursday to ensure that there is still space available for the day they wish to come to campus. Parents are welcome to call on Friday to see if there is available space but we cannot guarantee space at that time.
 - The front office will confirm availability and will provide expectations for campus arrival and sign in procedures.
- Parent/guardians will eat lunch with their kids at an assigned table.

- Parents/guardians can bring outside food for themselves and their students; however, they are not allowed to share food with other students.
- If a family is unable to attend their scheduled time, they must cancel at least 24 hours in advance. If a family does not show up or fails to cancel in advance for two visits, they will no longer be able to schedule a lunch visit.

Procedures to Drop off Student Lunch

If guardians are bringing in lunch for a student, it must be taken to the front office anytime from 8:00 – 10:15 am. The office receptionist will put the child's name on the lunch. The meal will be delivered to the child's classroom. We do not want to interrupt classroom instruction; therefore, we do not notify students that their lunch is in the office and guardians cannot take lunches to students' classrooms. Sugary and /or caffeinated drinks are strongly discouraged during lunch. For the safety of our students, sharing is not allowed (please see section of sharing for more information).

Traffic Procedures

The following procedures have been updated to address the traffic and safety issues. These procedures should be taken seriously, as **your student's safety is our absolute priority**.

Please take the time to read the procedures below and communicate these procedures to ALL family members and childcare providers.

Parking Lot

Signs are posted around the lot explaining which lanes are for dropping off students, picking up students, parking, and for buses. Staff members are available if there are any questions. During designated times at the beginning and end of each normal school day, there will be staff or parking lot attendants outside monitoring activity in the parking lot. Please pay attention to the directions they are giving and ask questions if you are not sure where to go. It is important for all families to follow the same guidelines as this allows each driver and student to know what to expect. Drivers who park and leave their cars unattended in a drive-thru lane pose a safety hazard. If a family needs to park and/or leave their vehicle, there are designated locations available.

All students will be shown to use crosswalks properly and advised that they need to walk safely. There should not be any running or playing in the parking lot.

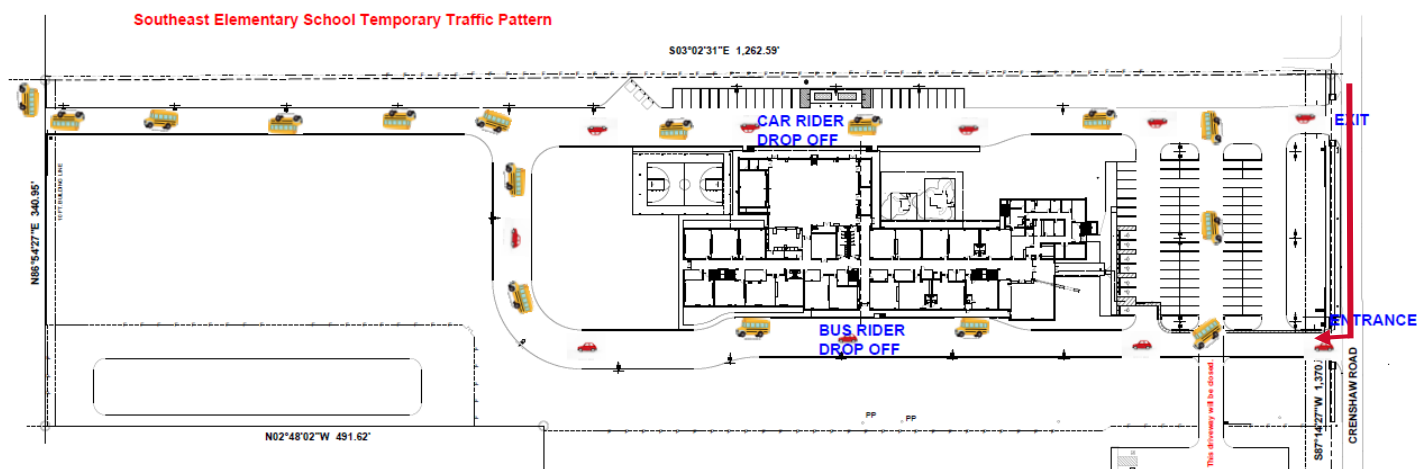
Flow of Traffic

1. **When:** Drop off is from 7:00 a.m. to 7:25 a.m. The drop off line closes at 7:25 a.m. Families that arrive after 7:25 am will park and sign their student in at the front office. Students are to be in their classrooms by 7:25 a.m.
2. **Where** (see map): The drop-off line BEGINS at the Enter Only entrance (Driveway #2) on Crenshaw Rd. All cars must stay to the right. **DO NOT PASS CARS ON THE LEFT.**
3. **Dropping off:** Vehicles should be in park prior to letting students out quickly and carefully.
 - a. Students are NOT allowed to exit on the left side of the car.
 - b. Families may NOT get out of the car while in drop-off line.
 - c. Do NOT hold up the line to watch your student walk into school.
4. **Leaving:** When leaving the drop-off line, wait and follow the car in front of you. **Do not pass cars that are dropping off children.**
 - a. Do not pull out into the center drop-off lane.

5. **Other Notes:** On campus there is a max speed of 15 MPH and NO cell phone use in school zones.

Most importantly, we have over 700 children arriving between 7:00 and 7:25 a.m. every morning. Please be kind and patient with one another.

Traffic Map



Early Line Up

Gates will open at 7:00 a.m. We ask that all families wait until 7:00 a.m. to arrive on campus. There will be no supervision before 7:00 a.m. Please do not park outside the gate before 7:00 am as this will cause city traffic and may result in a citation from the Houston Police Department.

Waiting for Secondary

Elementary students are not allowed to walk to the secondary school after dismissal to wait for a sibling. Students must be picked up by at the elementary school or be enrolled in the after-school program.

Bus and Car Tags

Student safety is YES Prep's highest priority. School issued bus tags and car rider tags are required for ensuring the safe dismissal of all students. All YES Prep Southeast Elementary students will receive a **new** tag to identify their transportation method. These tags will have a unique family number to identify the child and transportation for the 2022-2023 school year.

- Adults in the car rider line who do not have the campus-issued car rider tag will be asked to show a physical copy of their ID and sign out their student in the main office. Students will only be released through the main office to individuals who are listed in Skyward as having permission to pick them up.
- Students will only be released to adults at bus stops who have the campus-issued student bus tag. Students who cannot be released will remain on the bus and return to school for pick-up. Upon arrival at school, students will only be released through the main office to individuals who are listed in Skyward as having permission to pick them up.
- Replacement tags and passes can be requested at the campus front office. Family identification will be required upon request of replacement tag.

[Back to Top](#)

Dismissal Procedures

- Car Riders
- In order to accommodate our growing campus we will begin staggering our dismissal
- Students will be dismissed at 3:00 pm
- For Dismissal
 - Parents must display their student number in order to have a student released to them.
 - Parents will enter through the gate closest to Shaver Street. CARS MUST TURN RIGHT IN ORDER TO ENTER OUR CAMPUS FOR DISMISSAL.
 - Cars will be permitted to line up early but must remain behind the designated cones until a staff member allows them to pull through and pull up to the pickup line.

Procedure to Update Student Dismissal

- If the child will be going home a different way than they usually do, families are to call the front office no later than 12:00 PM to make notice of this change. The identity of the caller will be verified.
- Please understand over 700 students are dismissed each day and the last hour of the day is the busiest for our school office. We need a reasonable amount of time to get change messages and bus notes out to students and their teachers.

Release of Students before Regular Dismissal

At YES Prep Southeast Elementary, children are expected to attend school for the entire day. Student's learning is a top priority. For this reason, we encourage families to schedule non-emergency appointments on early release days or student holidays when possible. If a student needs to leave during the school day for an appointment or due to illness, they may only be signed out by an individual designated in Skyward. If the student has an unavoidable appointment and needs to be signed out early, families must come to the front office and sign the student out. Please be aware that we will not call a student to the front office until the designated individual is present at the school.

- The designated individual must come into the office to sign the child out from school.
- A PHYSICAL government issued form of identification is required at time of check out.
- Once the designated individual has checked in the front office for early student pick up, the student will be called up for dismissal.
- Only the guardian or persons listed on the student's emergency contact list in Skyward will be allowed to pick up a child from school during regular school hours.
- In the case of an extreme emergency, if you need someone else not on the emergency list to pick up your child, notify the office in writing through a note, fax, or email.
- No student will be allowed to leave at any time with an adult whose name is not on the emergency contact list or prior written consent has been submitted.
- When possible, the classroom teacher should receive a note in the morning if the student is to leave before the regular time for a doctor's appointment so the teacher can plan accordingly.
- For the safety of our students, they will not be allowed to leave after the early pick up cut off time of 2:15 pm.

If you have a custody agreement, be sure to provide the school with the most recent court order with a judge's signature.

Dropping off Items for Students

If items such as homework, lunch, clothing items, etc., need to be dropped off, please go to the Front Office. Please make sure the item is clearly marked with your student's name and grade. The receptionist will deliver the items to the student's homeroom teacher.

Front Office Hours of Operation

YES Prep Southeast Elementary front office hours of operation are from 7:00 am – 2:30 pm. Phones calls will be answered from 7:00 am – 2:30 pm. If a student is in tutorials with a teacher, please contact the teacher directly. If the student is enrolled in the after-school program, please contact the program directly.

Campus Communication to Families

Strong family engagement is key to students' academic success. In order to have meaningful connections and relationships with families, the school will establish and maintain consistent and engaging family communication. In addition to regular communication to individual families, the following family communication systems will be in place in English and Spanish:

- **Friday Folder:** The Friday Folder will be sent home weekly to families and will include the main learning objectives for the week, ideas for home to reinforce learning at home, student work that can be left at home, upcoming important dates and events, and a place for family feedback or requests. If there is no school on a Friday, the Friday Folder will be sent home on Thursday.
- **Daily Take-Home Folder for Pre-K and SHINE:** A daily take-home folder will be sent home to families and will be expected to return the following day. The folder will include important information about the student's behavior expectations including the student's strengths and/or community agreement the student might be relentlessly learning. On Friday, the folder will include important information about the classroom including the main learning objectives for the week, ideas for home to reinforce learning at home, student work that can be left at home, upcoming important dates and events, and a place for family feedback or requests.
- **ClassDojo:** ClassDojo will be used for three different purposes:
 - Engaging Families
 - Behavior Management
 - Communication between teachers and families: The ClassDojo Messenger feature is a tool that can be used to write direct, private messages to teachers.
- **Email:** As the YES Prep Handbook states, the preferred method of communication to staff is via email. There is a staff directory on the Southeast Elementary homepage where families can access staff email addresses. If families cannot contact staff via email, each staff members professional phone number is also listed in the staff directory.
- **Sparks Family News:** Southeast Elementary will digitally publish a weekly newsletter every Friday afternoon so that families are aware of upcoming events, can be engaged in what is

happening around the campus, and to promote campus culture and values. Sparks Family Newsletter link will be posted on the campus ClassDojo and will be published on the family section of the campus website.

- **Social Media:** Posts on Facebook and Instagram will highlight academic events, family engagement events and opportunities, upcoming testing dates, and important announcements and reminders.
- **Monthly Calendar:** The monthly calendar will be published on the campus webpage, School Story on ClassDojo, and social media sites on the last Friday of every month. It will also be sent home to families in the Friday Folder. There will also be paper copies available for pick-up at the front office.
- **All School Family-Teacher Conferences:** There will be a minimum of two family-teacher conferences scheduled throughout the year. The classroom teacher will reach out to families to determine the time of the conference. The conference will be centered on each student's academic and social- emotional development.
- **Family-Teacher Conferences:** Conferences can also be scheduled per a family's request (see more information in "Requesting a Teacher Conference.")

Former Student Visits

Students who are not enrolled in YES Prep Elementary will only be allowed on campus with prior approval.

YES Prep students enrolled in a YES Prep Secondary school will only be allowed admittance under the supervision of an adult employee of YES Prep.

Academic Field Trips

Expectations

Field trips are recognized as important moments in learning; a shared social experience that provides the opportunity for students to encounter and explore novel things in an authentic setting. Field trips will be arranged by the teacher as an extension of the school curriculum. All students will be expected to attend field trips as it is a learning activity unless families decide they do not want their child to attend. In certain circumstances we may ask that a guardian attends a field trip with your student to ensure the safety of students and staff.

Field trip dates will be communicated to guardians in advance. Guardian approval forms will be sent home to be signed and returned. No student will be permitted to attend a trip without written permission on the appropriate form. The signed permission form must be returned to the teacher no later than three days prior to the scheduled field trip.

There will be at least 2 adults per classroom, not including the classroom teacher. Assisting teachers with field trips is an integral part of our volunteer program for guardians (see chaperones section below). A guardian may be requested to accompany their child on the field trip if the teacher has concerns regarding the student's ability to stay with the group or follow directions.

Chaperone Procedures

Guardians will be allowed to assist as a chaperone on field trips but must follow the process put in place to ensure that our students are safe. If guardians are interested in being a chaperone, they

[Back to Top](#)

must submit for a background check. Guardians who are serving as chaperones must be cleared at least 48 hours before a field trip. The day of the field trip, chaperones must report to the front office to be signed in.

If the campus gets more volunteers than the destination requires, names will be drawn to designate who will be the official chaperones.

Adults must ride school buses with the class they are chaperoning. Appropriate attire must be worn that is conducive to a school setting. Guardians may not bring siblings or other family members or friends on field trips. Guardians on field trips are there as chaperones to support the educational extensions of the classroom. To protect all students' safety, guardians are not to take their child or any children away from the group or outside of the teacher supervision. Guardians are not allowed to take their child home after a field trip, students are to complete the full instructional day and be dismissed at 3:00 p.m. The principal reserves the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

Special Needs

Students identified with special needs will have equal access to the school program and this includes equal access to field trips. All students with Special needs are encouraged to participate in field trips unless the ARD committee has decided otherwise and is clearly stated in the student's annual ARD.

In order to ensure that students with disabilities have equal access to the school program, any student with a disability that requires an accommodation or related aids and services to participate in the field trip that is being offered to their peers, will be provided those services. If your child requires special accommodations, please communicate and share documentation with the school as soon as possible to ensure adequate access at school and field trip opportunities.