

A graphic of a spark with a white star at its center, surrounded by several colorful, rounded rectangular bars in shades of orange, green, red, blue, and purple.

sparks

SOUTHEAST ELEMENTARY

**INDIVIDUAL CAMPUS
SUPPLEMENT**

2020-2021

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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 a lot of responsibility for our team. The educators at YES Prep Southeast Elementary 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 supports and resources needed to be successful during their elementary school but also to prepare them to be successful in their path to college and beyond.

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

Our ultimate goal is to serve the Southeast community by providing a high-quality education in a safe and collaborative learning environment, so that all children achieve their full potential and can live choice-filled lives. We are so excited to have you on this journey.

Shine bright Sparks!

Diana Rios | Founding Principal

CAMPUS ACADEMIC SUPPORT

Academic Support

YES Prep elementary schools strive 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, 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 voice to express their 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, and library programming along with daily recess, social and emotional supports, free breakfast and lunch, and after school opportunities. Our 7:30 a.m. to 3:15 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.

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Students who demonstrate a need for increased support through our Response to Intervention (RTI) process may be assigned a weekly check-in with a staff member and additional supports in order to ensure their success at school. If students qualify for these additional supports, guardians will be notified. In addition, North Central Elementary will have two interventionists, a Special Education Manager, and additional Special Education staffing to support our special populations of students so that ALL students can show academic, social-emotional and linguistic 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

Kindergarten

- Read or listen to a book with 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

Second Grade

- Read or listen to an audio book with students for 20 minutes
- 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.

CAMPUS CULTURE

Campus Core Values

YES Prep Southeast Elementary believes social and emotional learning (SEL) enhances students' capacity to integrate skills, attitudes, and behaviors to deal effectively and ethically with daily tasks and challenges and ultimately lead joy-filled lives. Behavior management and discipline should be about teaching and guiding, not forcing a child to obey. The goal of all behavior management or discipline strategies at YES Prep Southeast Elementary is to contribute to each child's capacity to make positive, healthy, and adaptive behavior choices that keep themselves and others physically, mentally, and emotionally safe.

The YES Prep Southeast Elementary Core Values represent aspirations for staff members and students. They will guide the way in which we reinforce students' positive behavior.

Core Values



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 on a weekly basis with SPARK Student Award for displaying characteristics of the core value being celebrated during that grading period (nine-week marking period).

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

- Perfect Attendance Award: Recognizing all students that achieved perfect attendance throughout the sprint.

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- Achiever Award: Recognizing a student who demonstrated a commitment to academic excellence by consistently going beyond the expectation.
- Relentless Award: Recognizing a student who demonstrated a commitment to their own growth.
- SPARKS Award: Recognizing two students per classroom who demonstrated the sprint's celebrated core value on a regular basis.

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.

- Perfect Attendance: Recognizing all students that achieved perfect attendance 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.

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.
- SPARK Bulletin Board - a public, visual recognition of students who are living out our core values, excelling academically and exceptional showing growth.
- SPARK Student Buttons - a tangible reward given to students who are recognized in the Weekly Recognition Huddle for living out the school's core value of the sprint.
- Free Dress Day - awarded at the end of each sprint to the class who has been recognized with the SPARK Class Awards for demonstrating exemplar behavior during common area transitions and core enrichment classes.

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

- Special Guest Reader
- Cotton Ball Jar Dance Party
- Popsicle party

Requesting a Teacher Conference

Strong family engagement is key to student success. YES Prep Southeast Elementary will have several events during the year to build relationships with families and discuss academic and behavioral progress (Spark Your YES, family conferences regarding report cards, open house, etc.) We have regular systems of communication regarding classroom and school information (weekly Friday Folder, weekly Family Notes, ClassDojo communication, etc.). In addition to the events and [Back to Top](#)

structures mentioned, teachers and staff are available to meet with families. In order 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 web
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. If canceling 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.

Before and 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 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 on Monday, Tuesday, Thursday, and Friday, and from 7:00 am to 2:15 pm on Wednesday. See the after-school section below for more information regarding the after-school program.

Front Office Hours

Front office hours are from 7:00 am to 3:30 pm on Monday through Friday.

Early Drop Off

Students are expected to be in their classroom and ready to learn by 7:30 am. 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 the front entrance post, they will begin to unload students from guardian's vehicle. For the safety of our students, guardians should place their vehicle 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 they must walk to the cafeteria. Student walkers should be walked to the front entrance and 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:

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- 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

- YES Prep Southeast Elementary will allow guardians to walk their student to the door of the cafeteria from 7:00 am – 7:20 am. Once the guardian has dropped the student off the guardian MUST exit the building immediately. Guardians should not enter the cafeteria during this time.

Release of Students before Regular Dismissal

At YES Prep Southeast Elementary, children are expected to attend school for the entire day. Our students learning is a top priority. For this reason, we encourage families to schedule appointments, that are not emergency, are on early release days or holidays when possible. If a student needs to leave during the school day for an appointment or due to illness, they must be signed out by their legal guardian. If the student has an unavoidable appointment and needs to be signed out early, you must come into the front office and sign-out. Please be aware that we will not call a child to the front office until the guardian is present at the school. Therefore, there is no need to call ahead.

- The guardian must come into the office to sign the child out from school.
- A government issued form of identification is required at time of check out.
- Once the guardian or emergency contact 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 emergency contact list 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 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 3:00 pm.

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

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 3:15 PM on Monday, Tuesday, Thursday, and Friday, and begins early dismissal at 2:00 PM on Wednesday.
- 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 30-minute grace period 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

YES Prep Southeast Elementary will offer an afterschool program. The Zenith Learning program will have team building, academic enhancement, homework help, cultural activities, gym games and much more. The program begins immediately after school and families can choose to pick their child/children up at two different dismissal times depending on which time they prefer. Enrollment is completed online and accepted year-round. Anyone interested in Zenith should contact the front office team for more information.

Monthly fees range from \$65-\$135 depending on the involvement in the program. For more information regarding pricing please email zenithlearning.org or call 713-988-9600.

Dress Code Expectations

YES Prep Southeast loves to see their Sparks shine bright. For this reason, we feel the school uniform is a great way to build campus culture and school spirit.

“Saturday and Special Event Days”

On Saturdays and Special Event Days, students do not need to be in uniform, unless that expectation has been set by the school. Clothing should meet the same criteria as “Free Dress Days”.

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Uniform Item	Expectation
Shirt	<p>Students may choose between:</p> <ul style="list-style-type: none"> • Campus-specific YES Prep Polo with SPARKS Logo (purchased through YES Prep) • Campus School Spirit T-Shirt (purchased through YES Prep, <i>only YES Prep School Spirit shirts for 20-21 are allowed.</i>) <p><i>Students may choose to wear any color undershirt underneath their polo or t-shirt.</i></p>
Bottoms	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> • Khakis • Jeans • Joggers (must be jean or khaki material- may not be sweat pant material) • Khaki or jean shorts- finger-tip length- Please see information below about length. • Khaki "uniform dress" or "uniform skirt" worn with slider shorts. Students need to wear slider or spandex shorts underneath <p><i>Students may not wear leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants. Pants may not have holes. Shorts and skirts should be no more than fingertip length above the knee. Bottoms must be worn at the waist.</i></p>
Shoes	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> • Tennis shoes are recommended • Closed-toed • No shoes with heels over .5 inches • Any color is permitted • Must have backs (i.e. no slides) • Must have hard rubber soles (i.e. no slippers)
Accessories/ Styling	<ul style="list-style-type: none"> • Students may wear a variety hairstyles and colors. Head shaving designs are permitted if images are school-appropriate • Religious head-coverings are permitted. • Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons. • Bandanas are not permitted for safety reasons. • Belts are not required. • Hats and sunglasses are not permitted for safety purposes. <ul style="list-style-type: none"> ○ During special events hats and sunglasses may be permitted. The school will send out communication when a special circumstance arises.
Outwear	<p>Students may only wear YES Prep outwear. Students may choose from the following:</p> <ul style="list-style-type: none"> • YES Prep water-proof jacket (purchased through YES Prep) • YES Prep sweatshirt (purchased through YES Prep) • YES Prep cardigan (purchased through YES Prep) • Campus athletics department outwear (purchased through campus Athletics Department) • Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)

<p>Free Dress Days</p> <p>(Used for campus reward days)</p>	<p>Campuses may allow for free dress days. On free dress 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. • All pants, shorts, and skirts must meet the criteria established in the Monday through Friday uniform for pants/shorts/skirts.
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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 required 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 to bring 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. 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 party or when food is given as an incentive. Food must not be given in the classroom while lunch is being served in the cafeteria. Any food given during classroom celebrations must be served after lunch time is over.

Birthday treats must be store bought. Food made at home may NOT be distributed within school. Families are encouraged to bring individual servings of treats such as cupcakes or cookies; whole cakes or cookie cakes are not allowed.

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. In order to minimize disruption to instruction, families must follow the birthday guidelines below:

- Birthday celebrations in the classroom will ONLY take place on Wednesdays.
- Birthday celebrations will start at 1:35 PM and should end by 1:50 PM to ensure safe dismissal procedures.
- 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.
- Guardians are welcome to attend the classroom celebration and should arrive by 1:25 PM.
- YES Prep understands not all guardians will be able to attend classroom celebrations. In these cases, birthday treats must be dropped off at the front office on Wednesdays no later than 12:30 PM. The campus Front Office will deliver birthday treats to classrooms by 1:35 PM, which is the time the classroom teacher and classmates will celebrate the 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.

CAMPUS OPERATIONS

Late to School Policy

We encourage guardians to send students to school regularly and on time because learning is a top priority. Students who arrive to school after 7:30 am are considered tardy. Students who arrive after this time will need to be signed in by the guardian at the front office. After 5 tardies within a semester, families will meet with a member of the leadership team to discuss the cause of the tardiness and how to best support the student.

Common Area Expectations

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.

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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**.

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 keep stored in your backpack, out of sight.
- Listen for your to your number to be called.
- Stay on your assigned post.

Playground

- 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

- Walk on the right side in a straight line.
- Stay with your class and walk directly to the destination.
- Keep your hands and feet away from the walls. Place your hands to the side of your body or in your pockets.

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- 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 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.
- Remained seated until dismissed.
- Pick up trash around you (even if it is not yours).
- Raise your hand for help.

Lunch Time Expectations

Guardians 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 2020-2021 school year, we will have special events throughout the year when families will be able to each lunch with children.

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

Upon entering the campus, visitors will be asked to present a government issued picture I.D. to move beyond the front desk.

Your identification card will be scanned. Once cleared you will be issued a visitor's badge, which must be worn while you are on campus. Upon your departure the visitor's badge must be returned to the front office.

In addition to having all campus visitors scan their identification at the front desk when they visit, we are asking all guardians to allow their children to walk to class in the morning on their own. For elementary students, there will be an exception during the first week of school so you can assist your child in learning their way to class.

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 8:30 - 10:30 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' backpacks. 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

There will be signs around the lot explaining which lanes are for dropping off students, picking up students, parking, and for buses. If you have any questions, please feel free to ask any staff member. At the beginning and end of each normal school day during designated times 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 them questions if you are not sure where to go. It is important for everyone to follow the same guidelines so that each driver and child knows what to expect. Drivers who park and leave their cars unattended in a drive-thru lane pose a safety hazard. If you need to park and leave your car, please park in an appropriate parking spot.

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

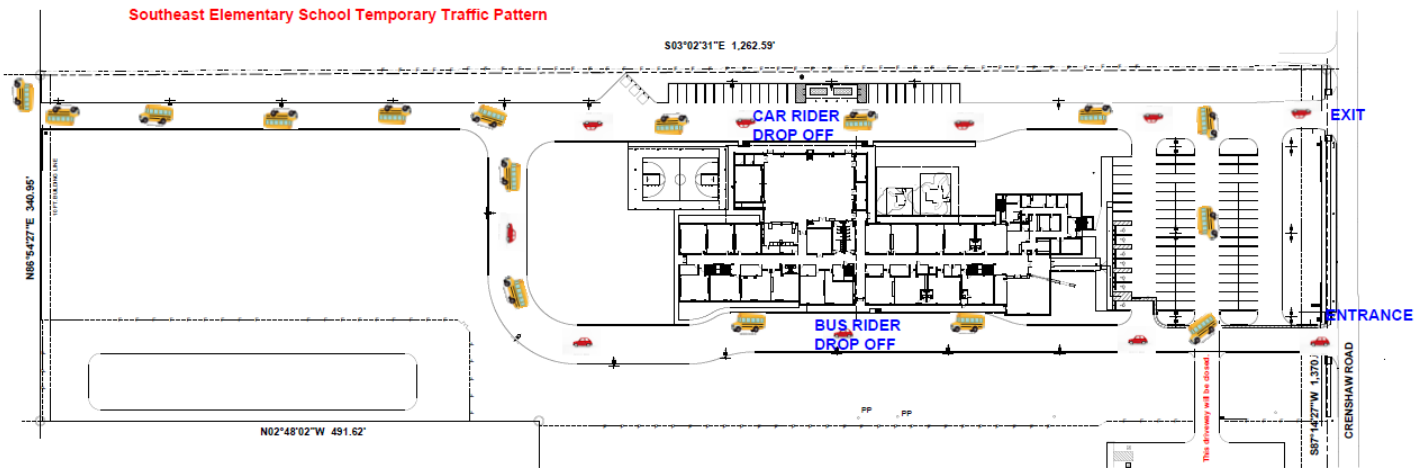
1. **When:** Drop off is from 7:00 a.m. to 7:30 a.m. School doors close at 7:30 a.m. Students are to be in their classrooms by 7:30 a.m.
2. **Where** (see map): The drop-off line BEGINS at the Enter Only entrance (Driveway #2) on Strawn Rd. All cars must stay to the right. **DO NOT PASS CARS ON THE LEFT.**
3. **Dropping off:** Put your car in park before you let your student out quickly and carefully.
 - a. Students are NOT allowed to exit on the left side of the car.
 - b. Guardians 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.

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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 nearly 400 children arriving between 7:00 and 7:30 a.m. every morning. Please be kind and patient with one another. Thank you for helping to make our school campus safe for everyone.

Traffic Map



Early Line Up

Gates will open at 7:00 a.m. We ask that all guardians 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 ticket given from the Houston Police Department.

Waiting for Secondary

Elementary students will not be allowed to walk to the secondary school after dismissal to wait for their 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 tag to identify their transportation method. These tags will have a unique family number to identify the child and transportation for the 2020-2021 school year.

- Adults in the car rider line who do not have the campus-issued car rider tag will be asked to show their ID and sign out their student in the main office.

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- 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.
- Replacement tags and passes can be requested at the campus front office. Guardian identification will be required upon request of replacement tag.

Procedure to update student dismissal

- If the child will be going home a different way than they usually do, guardians are to send notice of this change to the child's teacher IN WRITING on the day of the change. The note must include child's first AND last name on the note, the teacher's name, the date, and guardian signature. This will need to be communicated to *all* teachers, substitutes, principal, and operations team. Please note that a phone call to the guardian will be made by a staff member to verify that the request is made from a guardian.
- If the guardian is requesting the change after the student has left for school, an email to southeastelementary@yesprep.org must be sent no later than 12:00 pm. The email must include student name, guardian name, the transportation change, AND a copy of the ID. This information will allow the school to verify that the request is made from a guardian.
- If guardians need to call the school to let us know of a change in a child's dismissal plans for that day, guardian MUST call the school no later than 12:00 PM and email southeastelementary@yesprep.org to let us know of the change.
- Please understand that we dismiss nearly 400 students 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.

Dropping off Items for Students

If guardians are dropping items off for a student such as homework, lunch, PE clothes, etc., 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 – 3:30 pm. Phones calls will be answered from 7:00 am – 3:30 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 them 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

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feedback or requests. If there is no school on a Friday, the Friday Folder will be sent home on Thursday.

- **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 message 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.
- **Family Notes:** Southeast Elementary will 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. Family Notes will be posted on the campus ClassDojo, the family section of the campus website, Facebook and Instagram pages. In addition, we will send Family Notes via email and there will be additional hard copies in the main office.
- **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 at the end of every month. It will also be sent home to families in the Friday Folder.
- **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 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.

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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 fieldtrip.

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 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 for a visitor's tag.

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 fieldtrip, students are to complete the full instructional day and be dismissed at 3:15 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.