



sparks



Southeast
Elementary

INDIVIDUAL CAMPUS SUPPLEMENT

2023-2024

TABLE OF CONTENTS

YES PREP STUDENT HANDBOOK	3
OPENING LETTER FROM PRINCIPAL.....	3
CAMPUS ACADEMIC SUPPORT	4
Homework Expectations	4
Technology Instructional Expectations and Support	5
Required Tutorials.....	6
CAMPUS CULTURE	6
Campus Core Values	6
Student Recognition.....	6
Weekly Huddles and Assemblies	7
Quarter Awards.....	7
End of Year Award Ceremony	7
Positive Incentives and Rewards.....	8
Campus Communication to Families	8
Requesting a Teacher Conference	9
Before School Expectations and Procedures	9
Building Hours	9
Early Drop Off.....	9
Car Rider Drop-off Procedures.....	9
Walking Students to Class	10
After School Expectations	10
Dismissal Procedures	10
After School Programming.....	11
Dress Code Expectations.....	11
Food and Drink Expectations	12
Sharing Food	12
Gum Expectations	13
Birthday Celebrations	13
CAMPUS OPERATIONS	13
Late Bus Expectations	13
Students Arriving Late to School.....	13
Common Area Expectations.....	14
Traffic Procedures	15
Parking Lot	15
Flow of Traffic	16
Bus and Car Tags	16
Dropping off Items for Students	16

Procedures to Drop off Student Lunch	16
Academic Field Trips	17
Expectations.....	17
Chaperone Procedures.....	17
Special Needs	17

YES PREP STUDENT HANDBOOK

The Individual Campus Supplement is an additional resource to assist families and students in understanding how a specific campus carries out policies contained in the [YES Prep Student Handbook](#). Families and students can refer to the handbook to better understand the policies YES Prep enacts.

OPENING LETTER FROM PRINCIPAL

Southeast Elementary SPARKS and Families,



First and foremost, thank you for choosing Southeast Elementary. It is my privilege to serve as your 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 and formative years.

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 | Principal

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, STEAM, 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 when school is in session. There is an expectation that all students complete 60 minutes or more of Imagine Learning throughout the week. Teachers may ask students to supplement this time as homework.

Pre-K, GLOW 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

Second Grade

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

Third Grade

[Back to Top](#)

- Read or listen to an audio book with students for 20 minutes or Imagine Learning, Typing Club or Study Island (Second semester only)
- 10 minutes of reading homework
- 10 minutes of math homework

Fourth and Fifth Grade

- Read or listen to an audio book independently or complete Imagine Learning, Typing Club or Study Island (second semester only) for 25 minutes
- 15 minutes of reading homework
- 15 minutes of math homework

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 Homework 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 Homework 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.

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 and possibly required to keep their device on campus.

Required Tutorials

Second through fifth grade students may be invited to tutorials throughout the year based on academic need and readiness. Families will be notified if their student has been invited to tutorials at varying points throughout the year and we will communicate the time period and the content in which your student will be receiving support. Unified Tutorials will be offered Tuesday – Thursday. First semester tutorials will begin September 12th and conclude on December 7th, and second semester tutorials will run from January 30th through April 25th. Tutorials will begin at 3 pm and pick up will begin at 4:15. Attendance at tutorials is expected for all invited students and an excuse note or conversation will be requested from families for a student that misses tutorials.

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.

Student Recognition

YES Prep Southeast Elementary 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 weekly grade level huddles and assemblies where we will celebrate students for displaying characteristics of the focus core values for the quarter.

Weekly Huddles and Assemblies

Every Friday during recess time, grade levels will meet to create community, celebrate each other and recognize students who exemplified the school's core values. One student per class will be recognized 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 at a grade level assembly:

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

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 Awards:** Will recognize students that exhibit Energizer=PE, Creator=Art, Innovator =STEAM, 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, however there may be a limit to how many individuals can attend each award 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 which families will have access to track on a daily basis.

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

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, GLOW 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.

Requesting a Teacher Conference

Strong family engagement is key to student success. There will be at least two **required** family-teacher conference times on Friday, November 3rd and Friday, February 9th. 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, open house, 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, call or Class DOJO Message 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.

Before School Expectations and Procedures

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 unless otherwise outlined in the district's academic calendar. On early dismissal days, students will be dismissed at 12:00 PM.

Early Drop Off

Families and guardians must wait with students in their vehicle until the doors open at 7:00 am on campus. If students are dropped off early, families will be contacted and asked to come back and wait with their student.

Car Rider Drop-off Procedures

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

[Back to Top](#)

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.

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 GLOW:**
On **August 15th and August 16th only**, Pre-K, SHINE & GLOW 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 to the classroom. At this time, a staff member will walk the student to the class.
After the first two days of school parents/guardians will not be allowed to drop off students in their classrooms.

After School Expectations

Dismissal Procedures

Walkers

- Walker students will be picked up from their classrooms or cafeteria and will wait in the hallway in front of the library entrance.
 - Walkers will begin to be released at 3:00 pm to parents/guardians with their dismissal tag in hand.
 - Parents/guardians without the dismissal tag will need to be verified through the front office with a valid state/government issued ID.

Car Riders

- Car dismissal for students will start at 3:00 pm

[Back to Top](#)

- Parents must display their student number in order to have a student released to them.
- Parents will enter through the light on Shaver. Please see page 17 for the dismissal path and map
- Families will use follow the Yellow arrow above to enter and exit the Southeast Elementary Parking lot for all arrival traffic and Kinder – 5th Grade Dismissal.
- Pre-K families will be directed to park and walk up to pick up their student from the front office 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.

After School Programming

This year we will offer the ASPIRE program after school to our families. The program will be offered from 3:00PM – 5:30PM and offer clubs and after school help. The program cost, specific programming and expectations will be rolled out by the after school coordinator at Back-to-School night and admittance to the after school program will be done on a lottery basis.

Dress Code Expectations

See more about the YES Prep Dress Code Philosophy and Policy in the [YES Prep Student Handbook](#). The following table breaks down how the campus expects students to follow the dress code policy.

All YES Prep Southeast Elementary students will be provided with four (4) campus spirit shirts and one (1) YES Prep polo shirt for the 2023-2024 school year. (More details below.)

Dress Item	Expectation
YES Prep Shirts	Monday – YES Prep polo Tues – Thurs: YES Prep polo or spirit shirt Friday – YES Prep Polo, spirit shirt or College or University Shirt <i>Students will not be required to tuck their shirts in.</i>
Free Dress Tops	Free Dress will be a reward for students and communicated throughout the year for attendance, academics, and behavior. Clothing should meet the following criteria: <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 midriiffs (half shirts) allowed for any student. • No open-toed shoes.
Bottoms	Students may choose between pants, skirts, or shorts of the following: <ul style="list-style-type: none"> • Khakis (any color) • Jeans (any color) • Athletic bottoms (any color, must have elastic or a draw-string) • Leggings (any color) • Skirts (any color) <p>Students should wear bottoms that allow them to comfortably participate in recess and PE. Students may not wear pajama pants or bottoms with holes.</p>

	<p><i>Shorts and skirts should be no shorter than mid-thigh.</i></p> <p>Bottoms may not have holes/tears.</p> <p>Students are not required to wear belts.</p>
Shoes	<p>Tennis shoes are recommended so students can safely participate in activities at recess and in PE.</p> <p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> • Closed-toed • Must have backs (i.e. no slides) • Must have hard soles (i.e. no slippers) • Any color is permitted • No shoes with heels over .5 inches • Crocs are not allowed.
Accessories/ Styling	<p>Students may have visible piercings.</p> <p>Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons.</p> <p>Students may wear a variety hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate.</p> <p>Hats and sunglasses are not permitted for safety purposes.</p> <p>Religious head-coverings are permitted.</p>
Outerwear	<p>Students may wear any outerwear as long as it is appropriate, solid colors of blue or yellow, or YES Prep issued.</p> <p>Students may wear hoodies but may not wear hoods that cover their heads/faces on campus.</p>

Food and Drink Expectations

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 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.

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.

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 or the final day of the week of the student's birthday (for example: If the student's birthday falls on a week where the final day of the week is Thursday, the birthday celebration would happen on Thursday of that week.)
- Birthday celebrations will start at 2:30 PM and should end by 2:50 PM to ensure safe dismissal procedures.
- During Friday's early dismissal birthday celebrations will begin at 11:30 AM and end at 11:50 AM
- 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 one week prior to your child's birthday.

CAMPUS OPERATIONS

Late Bus Expectations

Buses are released from campus at 3:10 to ensure an on time drop off. If buses leave late from campus we will send a message through Class Dojo to let families know at what time and which buses left late from campus. Families are required to display their bus tag when picking up students from the bus stop. Any student that is not picked up will be brought back to the campus and the family will be notified.

Students Arriving Late to School

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.

Common Area 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 keep 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.

[Back to Top](#)

- 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.
- 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.

Traffic Procedures

This year we will be moving to a new traffic pattern for all regular arrival and dismissal procedures. This traffic pattern will include our Southeast Secondary neighbors and the use of their parking lot and stoplight. Please demonstrate our SPARKS values of Safety and Kindness when engaging with any staff member, family member or student during our arrival and dismissal procedures.

Parking Lot

Our parking lot will be accessible during arrival through the Shaver entrance and through the secondary parking lot. Our Crenshaw entrance will open after 7:30AM for all late arrivals and will remain open until 2 PM when we will close it to begin our dismissal procedures.

Visitors may use any space in our parking lot that is open, including the designated visitor parking. Please refrain from parking in handicap spots as violators may be ticketed at the owners expense. All traffic will exit our parking lot using the eastern most exit.

Flow of Traffic



IMPORTANT: NEW TRAFFIC FLOW

All arrival and dismissal traffic will flow through the Southeast Secondary parking lot. Families will use follow the Yellow arrow above to enter and exit the Southeast Elementary Parking lot for all arrival traffic and dismissal.

Bus and Car Tags

All vehicles will be given a bright colored dismissal tag that must be visible through the front glass of the car. Staff directing traffic will use these visual tags to direct you accurately, failure to have a visible tag could result in traffic delays and unnecessary stopping. Please keep in mind, since we are sharing the Southeast Secondary’s parking lot, our dismissal process will end close to when theirs begins so staff will be able to quickly resolve traffic issues if they know what vehicles are designated for Southeast Elementary.

Dropping off Items for Students

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).

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 a 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.

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 to be signed in.

If the campus gets more volunteers than the destination requires, names will be randomly drawn. Families will be communicated with at least one week prior to the field trip if they have been chosen.

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.

While YES Prep Southeast Elementary cannot prohibit a family from attending the field trip destination, unless a parent is cleared and designated as a chaperone, they will not be able to join the field trip. This is to ensure safety and accountability for all stakeholders.

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 accommodation, please communicate and share documentation with the school as soon as possible to ensure adequate access at school and field trip opportunities.