



sparks



East End
Elementary

INDIVIDUAL CAMPUS SUPPLEMENT

2023-2024

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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

Welcome to East End Elementary, home of the Sparks!

We are overjoyed to have you become a part of our family. You are joining a community that will spark genius in every student. Throughout the school year, we are committed to providing an engaging and inspiring educational journey. Our experienced educators and staff are devoted to helping every student reach their fullest potential, both academically and personally.

We embrace a culture of inclusivity and respect, where diversity is celebrated, and differences are seen as strengths. Collaboration is encouraged, and we firmly believe that by working together, we can achieve remarkable accomplishments.

Our school has been built with many different supports for you and your students. We have a nurse and clinic to help with physical health. We have a Student Support Counselor and a social-emotional learning program to help relational and mental health. We also offer daily recess, PE twice a week, and a balanced nutrition program for students to build physical health. By assisting with the many different needs of our scholars, we make sure they are ready to do their best learning each day because we believe that with our goal to nurture brilliant minds. Together we will...



Yes, that's right! We believe that every scholar has unique genius' to be discovered.

Parents and guardians, we value your partnership in this educational journey. Your involvement and support are integral to your child's success, and we welcome your active participation in school activities and initiatives.

The school year ahead promises to be filled with excitement, growth, and discovery. We are eager to witness the sparks of brilliance that will undoubtedly illuminate our school community. Once again, welcome to East End Elementary: Where we will Spark Genius!

If you have questions about the school or your student's experience, please feel free to reach out to me. I want your experience at our school to be out of this world!

Sincerely,

Brian Vannest
Principal
brian.vannest@yesprep.org

Academic Support

YES Prep East End 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, 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 East End 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 East End 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, and STEM 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 Multi-Tiered Systems of Support & 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. In addition, East End Elementary will have 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 achievement and growth.

Homework Policy

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. We also encourage students to engage with Imagine Learning apps for 20mins at least two times a week at home.

Recommended Time & Daily Reinforcement: Monday - Thursday

Pre-K Expectations

- Read or listen to a book with your student for 15 minutes
- Complete a ReadyRosie activity assigned by your teacher
- Converse with student about their school day
- Ask them to retell what they learned in Language Arts or Math

Kindergarten Expectations

- Read or listen to a book with your student for 15 minutes
- Optional homework pages from Eureka Math, Arriba, or FUNdations
- Converse with student about their school day
- Ask them to retell what they learned in Language Arts or Math

First Grade Expectations

- Read or listen to an audio book with students for 15 minutes
- 10 minutes of Eureka Math, FUNdations, or Arriba homework

Second Grade Expectations

- Read or listen to an audio book with students for 20 minutes
- 10 minutes of Eureka Math, FUNdations, or Arriba homework

Third Grade Expectations

- Read or listen to an audio book with students for 20 minutes
- 10 minutes of Eureka Math, FUNdations, or Arriba homework

SHINE/GLOW Expectations

- 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 Math

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.

Required Tutorials

As a result of legislation passed in Texas (House Bill 4545), students are required to attend 30 hours of accelerated instruction through summer accelerated learning, intervention, or tutorials as a result of a failed or missing STAAR score. For our 3rd graders,

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tutorial requirements will be based on MAP assessments. Tutorials for Math will be twice a week and reading will be twice a week as well. Students that need tutorials in both will be required to attend tutorials four days a week.

Special Education

YES Prep complies with the Individuals with Disabilities Education Act (IDEA). When a student enrolls at YES Prep, we provide that student with a free and appropriate public education that meets their needs. The Special Education team at East End Elementary School, as well as other Elementary schools within YES Prep, provide a range of services deemed appropriate by the ARD committee for each student from direct instruction in the Learning Lab to in-class support in the general education classroom. Our Special Education teams also offer support for socio-emotional and behavioral needs.

If there is a concern within a child’s academic or behavioral needs, our Special Education team is trained to monitor and recognize when a child is to be referred for Special Education Evaluation. If families have academic or behavioral concerns about their child, they may reach out to:

Special Education Manager

Kayla Dolder-Belknap
(713)924-5308
Kayla.Dolder@yesprep.org

Compliance Specialist

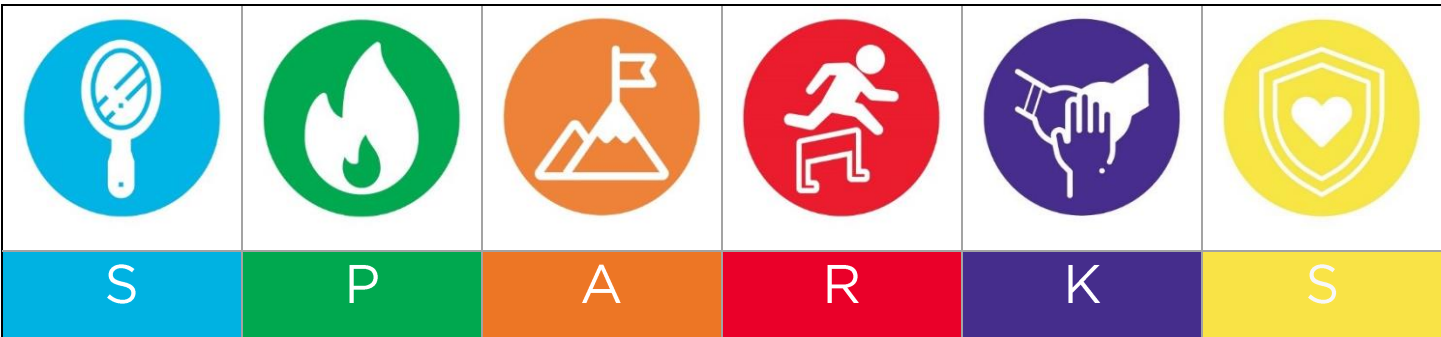
Amillionaire (Milli) Tejangbla
(713) 967-9269
Amillionaire.Tejangbla@yesprep.org

CAMPUS CULTURE

Campus Core Values

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



| Self-Aware | Passionate | Achiever | Relentless | Kind | Safe |
|---|---|--|--|---|--|
| Sparks know ourselves. We identify our emotions and thoughts. We 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. We are passionately proud of ourselves and our communities. | Sparks chase after excellence. We set big goals and work hard to achieve them. We accomplish goals as individuals and as a team. | Sparks never give up in pursuit of our dreams. We never stop working to make the world a better place. | Sparks are kind to each other and know that we must work together to create a joyful community. Kindness requires us to be thoughtful about what our teammates need. We treat ourselves and others with respect and dignity | Sparks make safe choices for self, relationships, and school. If we are unsafe, all other core values are in jeopardy, so we make safety our foundation. |

Student Recognition

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

Family Gathering

Every Friday during recess time, grade levels will meet during Family Gathering 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. One student per class will also be given the student of the week award and yard sign. Yard signs will be sent home on Fridays and should be returned by Wednesday of the following week.

Quarter & Semester Awards

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

- **Attendance Award:** Recognizing all students that achieved perfect attendance throughout the quarter
- **Passionate Award:** Recognizing one student per class who engaged the most in Imagine Learning Usage
- **Achiever Award:** Recognizing a student who is committed to academic excellence by consistently going beyond expectations.
- **Relentless Award:** Recognizing a student who demonstrated a commitment to their growth.

- **Kind Award:** Recognizing one student per class who works together to create joyful environment with their EEE community.
- **SPARKS Award:** Recognizing two students per classroom who demonstrated the current core value regularly.
- **Core Enrichment Awards:** Core Enrichment teachers will recognize students from each grade level (roughly 2 per class) who show special talents, growth, and/or dedication in Core Enrichment.

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.

- **Attendance:** Recognizing all students who 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.
- **Core Enrichment Awards:** recognizing a student per grade level that exhibits Energizer=PE, Creator=Art, Innovator =Stem, Community Leader=library
- **MAP Awards:** All students that met or exceeded their MAP Reading and/or Math growth goals will be eligible to receive a MAP award.
- **Individual student awards:** Every student will receive an individual certificate highlighting their special contribution to the class. These will be given in classrooms or grade level celebrations at the end of year.

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

Positive Incentives and Rewards

YES Prep East End 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.

In addition, there will be opportunities for our SPARKS to receive other positive incentives and rewards for whole class recognition or in conjunction with a school goal.

Student Support Corner

Each YES Prep campus has a Student Support Counselor (SSC) whose primary role is to ensure all students are getting the social, emotional, and/or mental health support they need to be successful.

Our SSC for East End Elementary is Ms. Tovar. She can support with things such as transportation, mental health, uniforms, school supplies, internet hotspots, fee waivers for activities on campus, or financial relief by connecting to community resources. You can receive direct help by submitting a "Student Assistance Form" or SAF that will go directly to Ms. Tovar. Scan the QR code below to submit a SAF.



[Requesting a Teacher Conference](#)

Strong family engagement is key to student success. There will be at least two scheduled family-teacher conference times during the school year. Please refer to the school calendar to find out about these specific days. Teachers will also let families know in advance when to sign up for these conferences. YES Prep East End 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, etc.) We have regular systems of communication regarding classroom and school information (weekly Friday Folder, biweekly 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.

[Before School Expectations and Procedures](#)

Building Hours

YES Prep East End Elementary will be open to students and guardians from 7:00 am to 3:45 pm on Monday – Friday. Once per quarter, East End Elementary will dismiss at 12:00 pm to accommodate staff professional development. Parent communication will go out in advance of these dates, so parents have time to plan accordingly. See the after-school section below for more information regarding the after-school program.

Front Office Hours

East End Elementary front office will be open during building hours with the exception of 2:15 – 3:00pm. This will allow the Operations Team to get ready for dismissal.

Morning Drop Off

Morning Drop off is from 7:00 – 7:25am. Students are expected to be in their classroom and ready to learn by 7:25 am.

Car Riders: The YES Prep East End Elementary gate will open to allow guardians to begin morning drop-off at 7:00 am. Staff members will begin unloading students from the 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 guide students to the entrance, and they must walk to the cafeteria.

Walkers: Walkers should walk to the front entrance and walk directly to the cafeteria, this is only reserved for families in which there is no possibility of joining the car line. Families/students that arrive in a vehicle and park in our parking lot will be asked to join our car line. (See map below for the **X**)

Late Arrival (7:25am+): Parents will park in our front parking lot (San Saba) and check their student in at the front office. Students should be checked in by an adult as a signature is required.

Walking Students to Class

YES Prep East End Elementary allows guardians to walk their student to the front office of the building. Once a staff member has received the student being walked to school, the guardian is free to leave and should not accompany the student to the classroom.

Dismissal Procedures

YES Prep East End Elementary's Dismissal process is facilitated by an APP created by our Principal Brian Vannest. There are 4 dismissal processes: car rider, walker, bus/day care, and afterschool program. Every student will receive their unique dismissal number. This dismissal number will be used regardless of their dismissal method.

Car Riders: Parents will line up along Lawndale without entering our Lawndale Parking lot entrance. Once your car tag/number is scanned you may proceed into the parking lot. All cars will form 1 single line and will stop at the next available cone/ or color cone assigned when possible. Our cone colors are: Red, Orange, Yellow, Green and Blue. Students will be brought to your car. Make sure your dismissal number tag is easily visible for quick identification. NOTE: Dismissal Number Tag is required. When dismissal number tag is not present, parents will be asked to go to the front office with a physical valid identification. (A picture of ID is not accepted.)

Walkers: Parents will line up on the sidewalk outside the cafeteria/gym doors (San Saba Street). A staff member will scan your dismissal number tag and your student will be brought to you. NOTE: Dismissal Number Tag is required. When dismissal number tag is not present, parents will be asked to go to the front office with a physical valid identification. (A picture of ID is not accepted.)

After School Expectations

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

- YES Prep East End Elementary begins regular dismissal at 3:00 PM. The once-quarterly early dismissal begins at 12:00 PM.
- 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.

Dismissal Procedures

After School Programming

YES Prep East End Elementary will offer after-school programming. After School Program for Identity and Relationship Enrichment (ASPIRE) will provide a safe and engaging program for students to receive homework assistance and academic enrichment club. The program begins immediately after school and ends at 5:30 pm. Enrollment is completed online and accepted year-round on a first come first serve basis. Anyone interested in programming should complete the student registration form.

Dress Code Expectations

East End Elementary will return to a more standardized dress code and policy for the 2023-2024 school year. Our goal is that this policy will increase school pride and a college-going culture for our elementary students while allowing students to express their individual identity. This change also aligns with the needs and requests of our East End Elementary families, as over 60% of families requested to return to a more formal dress code policy. **Note:** Our dress code is like the East End Elementary Secondary dress code but allows for athletic shorts or athletic pants.

YES Prep prohibits pictures, emblems, or writings with lewd, offensive, vulgar, or obscene language on clothing or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way.

| Monday - Thursday | |
|--------------------------------|---------|
| East End Elementary Dress Code | |
| Tops | Bottoms |

| SPARKS will only be permitted to wear YES Prep East End branded tops. This could include: <ul style="list-style-type: none"> • East End Elementary polos • East End Elementary spirit shirts • East End Elementary outerwear | <ul style="list-style-type: none"> • Jeans, any solid color (no rips or holes at all) • Khaki pants, any solid color (no rips or holes at all) • Athletic shorts or pants are permitted • Jean/khaki shorts or skirts no shorter than mid-thigh (i.e. no more than 3 inches above the knee) • Pajama pants are NOT permitted except for on designated pajama days. |
|---|---|
| Friday | |
| East End Elementary Dress Code + College Spirit (Friday Dress) | |
| Tops | Bottoms |
| SPARKS can wear college or university branded items. This could include: <ul style="list-style-type: none"> • College or University t-shirt • College or University sweatshirt SPARKS can also wear the Monday-Thursday Dress Code Option for Tops. | <ul style="list-style-type: none"> • Jeans, any solid color (no rips or holes at all) • Khaki pants, any solid color (no rips or holes at all) • Athletic shorts or pants are permitted • Jean/khaki shorts or skirts no shorter than mid-thigh (i.e. no more than 3 inches above the knee) • Pajama pants are NOT permitted except for on designated pajama days. |

Outerwear Expectations

In class, SPARKS may wear East End Elementary branded outerwear or non-East End Elementary outerwear in solid school colors as described below. All other outerwear must be removed when students enter the building each morning.

Non-East End Elementary Outerwear includes:

- Any solid navy, white, light blue, or grey jacket or sweatshirt
- No visible logos

East End Elementary Outerwear includes:

- East End Elementary jackets
- East End Elementary sweatshirts
- East End Elementary cardigans and sweaters

*Note: Other jackets can be worn outside for arrival, dismissal, and recess.

Accessories Expectations

- Hats, hoods, and sunglasses are not permitted.
- Spiked accessory items (bracelets, belts, collars) are not permitted.
- Religious or cultural head-coverings are permitted.
- Bandanas are not permitted.

Shoe Expectations

All shoes must meet the following criteria:

- Closed-toed
- Must have backs

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- Crocs are permitted if the back strap is attached & in place (Croc charms must be school appropriate)
- Any color is permitted.
- Slides, sandals, and slippers are not permitted at any times.


Backpack Expectations

YES Prep Public Schools will require **all students to use clear or mesh backpacks**.

- Colored, transparent backpacks are allowed. Large designs or graphics hindering visibility are not allowed.
- Small non-transparent bags (i.e. purses and lunch kids) no larger than 6"x 9"x5" will be allowed for personal items
- Students participating in extracurricular activities are permitted to carry non-transparent bags to store items pertaining to their activity. Upon entry into school, all extracurricular activity bags must be stored in lockers or designated areas.

Free Dress & Spirit Week Expectations

Students may earn free dress on specific occasions throughout the school year. We also hold a Sprit Week nearly every month. During Spirit Week, you may follow the general Dress Code or participate in the special dress-up events. An example spirit week is listed here:

| | | | | |
|---|--|---|--|---|
|  20 Reading Makes You Smarter: Wear A College T-Shirt |  21 Wild About Words: Dress Up Like A Vocabulary Word |  22 Reading Works Your Brain: Wear Workout Clothes |  23 Reading Can Take You Places: Tourist Day |  24 Crazy about Reading: Wear a Crazy Hat and Socks |
|  20 Leer Te Hace Más Inteligente: Usa Una Camiseta Universitaria |  21 Wild About Words: Vístete Como Una Palabra de Vocabulario |  22 La Lectura Trabaja Tu Cerebro: Usa Ropa De Entrenamiento |  23 La Lectura Puede Llevarte a Lugares: Día del Turista |  24 Loco Por La Lectura: Usa Un Sombrero Loco y Calcetines |

Students are never permitted to wear the following:

- No sweatpants, spandex, or leggings
- No pants or shorts that have rips, tears, or holes
- Shorts must be no shorter than mid-thigh (i.e. no more than 3 inches above the knee)
- No skirts or dresses with high slits
- No hats, hoods, and sunglasses (unless a sunglasses spirit day)
- No flip flops, house shoes, or sandals without a back
- No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student.
- No bare midribs (half shirts)

Purchasing Uniform & YES Prep Branded Items

Students may purchase the following from East End Elementary build school pride and community:

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- Spirit Shirts
- Polos
- Sweatshirt (purchased through YES Prep)
- Cardigan (purchased through YES Prep)

Information regarding purchase of East End Elementary items to come in August!

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 to bring candy or other items as their meals. All YES Prep students can eat free breakfast each morning and access to free lunch during the school day.

Birthday Celebrations

YES Prep 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 Friday.
- Birthday celebrations will start at 2:40 PM and should end by 3:00 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 2:30 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 Friday no later than 1:30 PM. The campus Front Office will deliver birthday treats to classrooms by the time the classroom teacher and classmates will celebrate the child’s birthday.

CAMPUS OPERATIONS

Attendance

Attendance MATTERS! Everyday our students are not in school they miss our planned lessons and schedule to have all student college ready. Besides that The Texas Education Code 25.092

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REQUIRES 90% attendance in order for students to receive credit for the year. The TEC does not differentiate between excused and unexcused absence.

Absent Notes: These are doctor's notes that excuse the student's absence, Therefore the student is not considered truant. Parents may write up to 2 handwritten Absence Notes per 6 week period.

Excessive absences are determined when a student's attendance falls under the 90% threshold. This is reviewed every 2 weeks and parents are notified.

Attendance Contract: Once it is established that a student has excessive absences, the EEE Attendance Contract is in effect. Attendance and Contracts are reviewed every quarter. Students on contracts can be entered or dismissed at the end of each quarter. Any EEE student that did not meet the 90% attendance threshold during the 22-23 school year is on an Attendance Contract. The attendance Contract includes, but not limited to, the following:

- Maintain 90% attendance at all times
 - Q1 (46 days) – accumulated less than 4 absences
 - Q2 (37 days) – accumulated less than 8 absences
 - Q3 (41 days) – accumulated less than 12 absences
 - Q4 (51 days) – accumulated less than 17 absences
- No more than 2 handwritten excuses per 6-week period
- Must attend Tutorials, if available and applicable
- Must complete 40 minutes weekly of Imagine Language & Literacy / Imagine Español (Current expectation)
- Must Complete 30 minutes weekly of Imagine Math (Current expectation)
- Q1 Parent Meeting – Required
- Evaluation at the beginning of Q2
 - Attendance Contract may be
 - Closed
 - Placed on Monitoring
 - Continue for Q2

Failure to Fulfill School Plan – Possible Consequences

- Possible Retention
- Continuation of Attendance Contract
- Required Parent Meetings
- Cannot attend fieldtrip
- Cannot attend fun campus activities

[Late Bus Expectations \(if applicable\)](#)

[Students Arriving Late to School](#)

East End Elementary encourages guardians to send students to school regularly and on time because learning is a top priority. Students who arrive to school after 7:25 am are considered tardy. Parents will park in our front parking lot (San Saba) and check their student in at the front office. Students should be checked in by an adult as a signature is required. After 5 tardies within a 9-week grading cycle a parent/guardian must 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

Sparks use kind words and actions.

- Sparks will choose kind words as they communicate with peers and staff.
- Sparks are role models of kindness toward others and act in a way that leaves a lasting impression.



Sparks have safe hands and bodies.

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



Sparks focus on student learning.

- Sparks follow the directions of teachers and leaders to maximize learning and student safety.
- Sparks act in a way that earns the trust others and use self-control to not disrupt the learning environment.



Sparks showcase genius.

- Sparks shine bright in and out of the classroom because learning is a key ingredient in success.
- Sparks know that both growth and achievement are important and honor the journey as much as the destination.



YES Prep East End 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 East End Elementary:

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

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, please park at the front entrance on San Saba Street.

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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

When: Drop off is from 7:00 a.m. to 7:25 a.m.
School doors close at 7:25 a.m.
Students are to be in their classrooms by 7:25 a.m.

Where (see map): The drop-off line BEGINS at the entrance on Lawndale Street. All cars must stay to the Right. DO NOT PASS any cars.

Dropping off: Put your car in park before you let your student out quickly and carefully.
Students are NOT allowed to exit on the right side of the car.
Guardians may NOT get out of the car while in drop-off line.
Do NOT hold up the line to watch your student walk into school.

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.
Do not pull out into the center drop-off lane.

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

Most importantly, we have around 380 children arriving between 7:00 and 7:25 a.m. every morning. Please be kind and patient with one another. Thank you for helping to make our school campus safe for everyone.

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 at the elementary school no later than 3:30 PM or be enrolled in the after-school program.

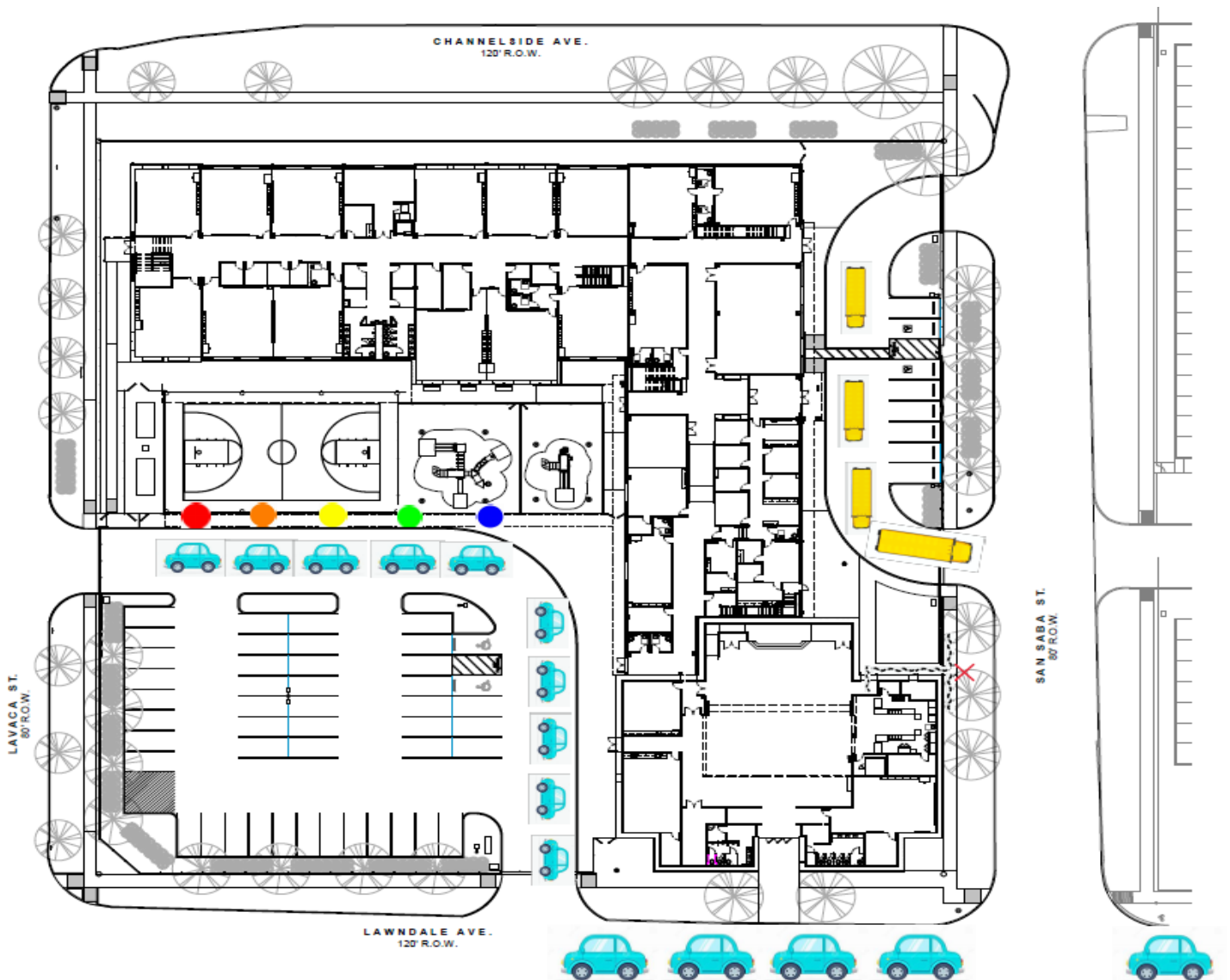
Bus and Car Tags

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 East End 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 2023-2024 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.

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. The first replacement tag is free, if there is a need for replacement tags after the first replacement tag parent/guardians can expect to pay a minimal fee.



[Dropping off Items for Students](#)

If guardians are dropping items off for a student such as homework, projects, PE clothes, etc., please go to the Front Office. Items should be clearly marked with the student's name and grade. The receptionist will deliver the items to the student's homeroom teacher.

Lunch: Please drop lunch one hour prior to your child's lunch time to ensure they receive it.

[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 cases where a student's attendance is below 90%, we reserve the right to not invite a student on a field trip. We value the experiences are children can get through field trip experiences and also want to highlight that academic readiness is our priority, especially for our students with excessive absences.

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. Our front office and administration will share a web link through which guardians can complete the form. It is the same form used for any volunteering guardians do on campus. Guardians who are serving as chaperones must be cleared at least 72 hours before a field trip. It can take up to two weeks for a background check to be processed and cleared, so we recommend an interested guardian to complete it ASAP. 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. We will give priority to guardians that have not been selected in a previous school year at YES to chaperone.

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. 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. Students with special needs will most likely join the field trip for the grade level they are in.

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

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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.