



# sparks



North Rankin  
Elementary

## INDIVIDUAL CAMPUS SUPPLEMENT

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2024-2025

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# LETTER FROM PRINCIPAL

Dear North Rankin Parents and Students,

Welcome to an exciting new academic year at YES Prep North Rankin Elementary! As your Principal, I am so excited to join you on this brand-new journey, working together to create an exceptional learning environment where we are “Going for the Gold”.

To our students, this new year is filled with promise and potential. You are about to embark on a journey of growth, discovery, and endless possibilities. At North Rankin Elementary, we are committed to providing you with an enriching educational experience that will empower you to reach new heights and unlock your full potential. Embrace the challenges, be curious, and make the most of every opportunity that comes your way.

To our parents, thank you for entrusting us with your child’s education. We understand the immense responsibility that comes with shaping young minds, and we are dedicated to providing a safe, nurturing, and inclusive environment where your child can flourish. We value your partnership and encourage open lines of communication. Together, we can ensure that your child receives the support they need to succeed academically, emotionally, and socially.

At North Rankin Elementary, we believe in the power of education to transform lives and generations to come. Our passionate educators are committed to delivering a curriculum that challenges and inspires students, fostering a love for learning, critical thinking, creativity, and collaboration. In this new school year, know that our dedicated faculty members are here to guide, mentor, and support you every step of the way.

We encourage you to explore your interests through various extracurricular activities, clubs, and community engagement initiatives. These experiences will enhance your skills and help develop important character traits such as leadership, empathy, and resilience. Creating a safe and inclusive school community is a priority for us. We value diversity and respect for one another. We expect all students to uphold our code of conduct, treating each other with kindness, compassion, and respect. As we embark on this journey together, I encourage both students and parents to actively engage in the life of our school. Attend parent-teacher conferences, participate in school events, and take advantage of the resources and opportunities available to you. Your involvement will enrich your experience and contribute to our school’s success.

I am truly honored to serve as your Principal, and I am excited to witness the growth and achievements that lie ahead for each and every one of you. Let us embrace this academic year with enthusiasm, determination, and a shared commitment to excellence. Wishing you all a rewarding and successful year ahead! Let’s “Go for the Gold” together!

Yours Truly,



Stephanee Dorsey | Principal

# CAMPUS CONTACT INFORMATION

Find the contact information for the admin team at North Rankin Elementary. Feel free to contact them as needed.

Name	Role	Contact Information
Stephanee Dorsey	School Principal	<a href="mailto:Stephanee.Dorsey@yesprep.org">Stephanee.Dorsey@yesprep.org</a> 936-397-1503
Nicholas Donis	Assistant Principal	<a href="mailto:Nicholas.Donis@yesprep.org">Nicholas.Donis@yesprep.org</a> 713-967-8201
Le’Fondria Scroggins	Assistant Principal	<a href="mailto:Lefondria.Scroggins@yesprep.org">Lefondria.Scroggins@yesprep.org</a>
Erick Arredondo	Director of Campus Operations	<a href="mailto:Erick.Arredondo@yesprep.org">Erick.Arredondo@yesprep.org</a> 713-924-5307
Crystal Davis	Student Support Counselor	<a href="mailto:Crystal.Monroe@yesprep.org">Crystal.Monroe@yesprep.org</a> 713-842-5696
Karla Alejandre	SPED Manager	<a href="mailto:Karla.Enriquez@yesprep.org">Karla.Enriquez@yesprep.org</a> 713-842-5620

## CAMPUS ACADEMIC SUPPORT

### Academic Support

YES Prep North Rankin 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 North Rankin 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 North Rankin 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 support, 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 MTSS process may be assigned a weekly check-in with a staff member and additional support 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.

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## Homework Policy

Homework is any task 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.

Recommended Time & Daily Reinforcement: Monday – Thursday when school is in session. All students should complete 30 minutes or more of Imagine Learning throughout the week. Teachers may ask students to supplement this time as homework.

Grade Level	Homework Requirements
Pre-K	<ul style="list-style-type: none"><li>• Read or listen to a book with your student for 15 minutes</li><li>• Complete a ReadyRosie activity assigned by your teacher</li><li>• Ask them to retell what they learned in Language Arts or Math</li></ul>
Kindergarten	<ul style="list-style-type: none"><li>• Read or listen to a book with your student for 15 minutes</li><li>• Optional homework pages from Eureka Math, Arriba, or FUNdations</li><li>• Ask them to retell what they learned in Language Arts or Math</li></ul>
First Grade	<ul style="list-style-type: none"><li>• Read or listen to an audio book with students for 15 minutes</li><li>• 10 minutes of Eureka Math, FUNdations, or Arriba homework</li></ul>
Second Grade	<ul style="list-style-type: none"><li>• Read a book with students for 20 minutes</li><li>• 10 minutes of Eureka Math, FUNdations, or Arriba homework</li></ul>
GLOW/SHINE	<ul style="list-style-type: none"><li>• Read or listen to a book with your student for 15 minutes</li><li>• Converse with student about their school day</li><li>• Ask them to retell what they learned in Language Arts or Math</li></ul>
Student Homework Commitments	<ul style="list-style-type: none"><li>• Strive to achieve, work hard, show effort, and try- even if it is hard.</li><li>• Talk to your teacher if you need help or have a special situation that keeps you from completing your work.</li></ul>
Family Homework Commitments	<ul style="list-style-type: none"><li>• Allow your student to work as independently as possible.</li><li>• Create homework routines that support daily homework time.</li><li>• Communicate with the teacher if your student needs special considerations regarding homework.</li></ul>

**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.

## Tutorial Requirements

At YES Prep North Rankin Elementary we are committed to providing every student with the support they need to succeed academically. Our tutorial program is designed to offer additional instruction and guidance in math and reading to students who may benefit from extra help outside of regular classroom hours. Based on MAP, other assessments, and student academic need and readiness, second grade students may be **required** to attend tutorials. Families will be notified if their student has been invited to tutorials at varying points throughout the year, and we will communicate the time and content in which your student will receive support. Attendance at tutorials is expected for all invited students and an excuse note will be required from families for a student that misses tutorials.







## 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 North Rankin Elementary School, as well as all other YES Prep Elementary Schools, provide a range of services deemed appropriate by the ARD committee for each student from small-group pullouts to in-class support in the general education classroom. Our Special Education teams also offer support for socio-emotional and behavioral needs. All eligible students with disabilities receive a free and appropriate public education in accordance with their ARD/IEP meeting as reflected in the Legal Framework for the Child-Centered Special Education Process located here: <http://framework.esc18.net/>.

If there is a concern within a child's academic or behavioral needs, our staff 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 our SPED Manager. Families may request testing at any time by contacting our SPED Manager or using the QR code in the front office.

# CAMPUS CULTURE

## Campus Core Values

					
<b>S</b>	<b>P</b>	<b>A</b>	<b>R</b>	<b>K</b>	<b>S</b>
<b>Self-Aware</b>	<b>Passionate</b>	<b>Achiever</b>	<b>Relentless</b>	<b>Kind</b>	<b>Safe</b>
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 North Rankin Elementary staff will implement a robust recognition system to ensure that students can feel recognized, praised, and encouraged for their growth and development around healthy behavior choices.

## Positive Incentives and Rewards

### SPARKS Huddle

Every Friday, grade levels come together as ONE collective team to build community and celebrate their SPARK Student for that week, making sure to give examples of how that student exemplified the value of the month.



## Family Gathering

Family Gathering is a time in which we gather as a whole school to support and recognize our peers while building morale. At the end of each grading period, students will be recognized with the following awards during the Family Gathering. Quarterly awards will be held from 7:30am-8:00am instead of the weekly huddle.

- Self-Aware Award
- Passionate Award
- Achiever Award
- Relentless Award
- Kind Award
- Safe Award
- SPARKS Award
- Attendance Award

## End of Year Ceremony Awards

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 Award
- Core Value Awards
- President's Award for Educational Excellence
- President's Award for Educational Achievement
- Core Enrichment Semester Awards
  - *Energizer=PE*
  - *Creator=Art*
  - *Innovator=STEM*
  - *Avid Reader=Library*

**Completion Awards:** Promotion awards will not be given at the end of the year, but North Rankin Elementary will recognize all students for completing the school year. All families will be able to attend the End of Year Ceremony.

## Academic Field Trips

### Expectations

Off-campus academic field trips are reserved for students in Kindergarten through 2<sup>nd</sup> Grade. Pre-Kindergarten students will participate in **on-campus field experiences only**. Families will receive communication at least 1 month in advance when a field trip is coming up. Families are responsible for signing the permission slip and sending it to their student. Families can also drop off the permission slip at the Front Office. We will deliver it to the teacher responsible for the field trip. Students must wear the Field Trip t-shirt for Field trips. It is possible that a small fee per field trip will be charged to cover bus expenses.

## Chaperone Procedures

Guardians will be allowed to assist as a chaperones on field trips but must follow the process put in place to ensure that our students are safe. Guardians must submit for a background check if they are interested in being a chaperone submit for a background check. **The background check can take up to two weeks for the results to return. Guardians must be cleared at least 48 hours before a field trip. On the day of the field trip, guardians who are serving as 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.

Volunteer chaperones must ride school buses with the class they are chaperoning. Appropriate attire must be worn that is conducive to a school setting. Volunteer chaperones may not bring siblings or other family members or friends on field trips. Volunteer chaperones on field trips are there as chaperones to support the educational extensions of the classroom. Volunteer chaperones are not to take their child or any children away from the group or outside of the teacher supervision. Volunteer chaperones are not allowed to take their child home after a fieldtrip, 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. The principal reserves the right to prioritize chaperones of students who receive Special Education services.

Here is the information to apply:

- Please read the following documents to see if becoming a YES Prep Volunteer is right for you: [Guidelines - YES Prep Public Schools](#)
- Part of the volunteer process is a criminal Background Check. If you agree to a background check, please continue to the application step
- Apply here: [ENGLISH APPLICATION](#) / [SPANISH APPLICATION](#)

## 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 to school and field trip opportunities.

## Campus Communication to Families

Strong family engagement is key to students' academic success. 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

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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 be returned the following day. The folder will include valuable 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 valuable 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 with staff is via email. There is a staff directory on the North Rankin 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:** North Rankin 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

Family-teacher conferences should be an opportunity for families to have a positive interaction with the teacher and understand their child's academic and social development. There will be Beginning of Year (BOY) Family-Teacher conferences from August 8-31, 2024. Sign-ups will be available via ClassDojo and the school website. During the school year, two family-teacher conferences scheduled during Quarter 2 (October 11<sup>th</sup>) and Quarter 3 (March 24<sup>th</sup>). Dates will be announced at least three weeks before the conference, to allow families to sign-up with the classroom teacher.

Parents can request extra family teacher conferences throughout the year, if necessary. 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. Send an email to [NorthRankinElementary@yesprep.org](mailto:NorthRankinElementary@yesprep.org).
4. 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 North Rankin Elementary will be open to students and guardians from 7:00 a.m. to 3:00 p.m. on Monday - Friday. North Rankin Elementary front office will answer phones from 7:00 a.m. - 3:00 p.m. When dismissal starts at 3:00 p.m., the front office will be closed to visitors.

### **Morning Drop Off**

Morning Drop off is from 7:00 - 7:25 a.m. Students are expected to be in the school ready to learn by 7:25 a.m. *Prior to 7:00 am, North Rankin Elementary is not responsible for student safety as it is outside of our operating hours. If students are dropped off early, families will be contacted and asked to come back and wait with their student.*

**Car Riders:** The YES Prep North Rankin Elementary gate will open to allow guardians to begin morning drop-off at 7:00 a.m., through cafeteria doors. Staff members will begin unloading students from the guardian's vehicle. For the safety of our students, guardians should place their vehicles in park and remain in their vehicles as the staff member unloads your child. The staff member will guide students to the side entrance of the cafeteria, and the students will walk into the cafeteria for arrival.

**Walkers:** Walkers should walk to the front gate entrance, where they will be met by a staff member. Students will walk directly up the sidewalk to the front doors of the school. Parents are encouraged to walk their students to the front door, but they will not be able to go inside the building. This arrival 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 the car line.

**Late Arrival (7:25 a.m.+):** Any student that comes after 7:25 a.m. is a late arrival. Parents will park in our front parking lot and check their students in at the front office. Students should be checked in by an adult as a signature is required.

### **Walking Students to Class**

YES Prep North Rankin Elementary allows guardians to walk their students 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.

## 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 North Rankin Elementary begins regular dismissal at 3:00 PM.
- Students are not allowed to stay on campus after school unless they have teacher supervision or are enrolled in 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.
- **Any student not picked up by 3:40 p.m. is considered a late pick-up.** 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 to 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 North Rankin Elementary will offer after-school programming. The After School ASPIRE Program will provide a safe and engaging program for students to focus on skill building, academic enhancement, relationship building and athletics. The program begins immediately after school and ends at 5:00 pm. Enrollment is completed online and accepted year-round. Anyone interested in programming should complete the student registration form that will be distributed on August 5th. For more information contact the school at 713-842-5511.

Times	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-3:15 p.m.	Arrival and Snack	Arrival and Snack	Arrival and Snack	Arrival and Snack	Arrival and Snack
3:15-4:00 p.m.	Homework Support	Homework Support	Homework Support	Homework Support	Homework Support
4:00-4:50	Clubs/Daily Care	Clubs/Daily Care	Clubs/Daily Care	Clubs/Daily Care	Clubs/Daily Care
4:50-5:00 p.m.	Snacks & Dismissal	Snacks & Dismissal	Snacks & Dismissal	Snacks & Dismissal	Snacks & Dismissal

## 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 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.

- Food must be dropped off and labeled at the front office prior to the beginning of lunch.
- Food must be nut free.
- Food may only be delivered by an approved guardian.
- Energy drinks, coffee and soda are prohibited.

Any food that students bring must be sized for an individual person – students may not bring “family size” chips as students are not allowed to share food with each other. Students are discouraged from bringing candy or other items as their meals. Students are not allowed to chew gum on campus since it can become a distraction to student learning. All YES Prep students can eat free breakfast each morning and access free lunch during the school day.

## **Birthday Celebrations**

YES Prep North Rankin 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 plans must be communicated at least 48 hours in advance and approved by teacher.
- Birthday celebrations cannot take place during testing.
- 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.
- 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 at least 30 minutes prior to the celebration. The campus Front Office will deliver birthday treats to classrooms by the time the classroom teacher and classmates will celebrate the child’s birthday.

## **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.

Dress Item	Expectation
YES Prep Shirts	<p>Students are required to wear a YES Prep Polo or YES Prep Spirit Shirt 5 days of the week to strengthen school pride, unify the community, and to promote a college-going culture.</p> <p>All YES Prep students should own at least 1 campus polo.</p> <p><i>Students are not required to tuck in shirts.</i></p>

<p><b>YES Prep Outerwear</b></p>	<p>Students are required to wear YES Prep-branded outerwear to continue to strengthen school pride, unify the community, and promote a college-going culture.</p> <p>Outerwear must be purchased from YES Prep or the campus Athletic Department.</p> <p>Students may choose from the following:</p> <ul style="list-style-type: none"> <li>• YES Prep sweatshirt (purchased through YES Prep)</li> <li>• Campus athletics department outerwear (purchased through campus Athletics Department)</li> <li>• Campus-issued grade level or spirit sweatshirts, etc. (purchased through campus as applicable)</li> </ul>
<p><b>Bottoms</b></p>	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> <li>• Khakis</li> <li>• Navy</li> <li>• Blue Jeans</li> </ul> <p>Students should wear bottoms that allow them to comfortably participate in 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 below the knee/with leggings underneath.</p> <p>Students are not required to wear belts.</p>
<p><b>Shoes</b></p>	<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"> <li>• Closed-toed</li> <li>• Must have backs (i.e. no slides)</li> <li>• Must have hard soles (i.e. no slippers)</li> <li>• Any color is permitted</li> <li>• No shoes with heels over .5 inches</li> <li>• Crocs are allowed in sport mode only (straps behind the ankle)</li> </ul>
<p><b>Accessories/ Styling</b></p>	<p>Students may have visible piercings and tattoos if messaging and images are school-appropriate.</p> <p>Spiked accessory items (bracelets, belts, collars) are not allowed for safety reasons.</p> <p>Students may wear a variety of 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>

Free Tops	Dress	<p>Clothing should meet the following criteria:</p> <ul style="list-style-type: none"> <li>• T-shirts are acceptable; however, all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way.</li> <li>• No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student.</li> <li>• No bare midriffs (half shirts) allowed for any student.</li> <li>• No open-toed shoes.</li> </ul>
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## Uniform Daily Expectations

Students must follow the specific daily expectations for uniforms at their campus as outlined below. Please note that there may be some exceptions to these dress code expectations to accommodate cultural celebrations and traditions. Exceptions to uniform expectations will be communicated to students and families in advance.

Day of the Week	Dress Code Expectations
Monday	<ul style="list-style-type: none"> <li>• <b>Top:</b> North Rankin Elementary Polo</li> <li>• <b>Bottom:</b> Khaki/Blue/Blue Jean Bottoms (Pants, Shorts, Skorts, Skirts)</li> </ul>
Tuesday	<ul style="list-style-type: none"> <li>• <b>Top:</b> North Rankin Elementary Polo <u>or</u> T-Shirt</li> <li>• <b>Bottom:</b> Khaki/Blue/Blue Jean Bottoms (Pants, Shorts, Skorts, Skirts)</li> </ul>
Wednesday	<ul style="list-style-type: none"> <li>• <b>Top:</b> North Rankin Elementary Polo <u>or</u> T-Shirt</li> <li>• <b>Bottom:</b> Khaki/Blue/Blue Jean Bottoms (Pants, Shorts, Skorts, Skirts)</li> </ul>
Thursday	<ul style="list-style-type: none"> <li>• <b>Top:</b> North Rankin Elementary Polo <u>or</u> T-Shirt</li> <li>• <b>Bottom:</b> Khaki/Blue/Blue Jean Bottoms (Pants, Shorts, Skorts, Skirts)</li> </ul>
Friday	<ul style="list-style-type: none"> <li>• <b>Top:</b> North Rankin Elementary Polo <u>or</u> T-Shirt</li> <li>• <b>Bottom:</b> Khaki/Blue/Blue Jean Bottoms (Pants, Shorts, Skorts, Skirts)</li> </ul>



# CAMPUS OPERATIONS

## Front Office Hours

YES Prep North Rankin Elementary hours of operation are from 7:00 a.m. – 3:30 p.m. Phone calls will be answered from 7:15 am – 3:00 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.

## Students Arriving Late to School

Any student that comes after 7:25 is a late arrival. Families must park at the front parking lot, exit their cars and walk their students inside the building, and come through the Front Office and sign in their student with the receptionist. Students will walk to the classrooms with a pass notifying the teacher of the reason for being tardy. 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 North Rankin Elementary students will be taught and held to these expectations to ensure the campus remains a safe place where students can focus on learning and are all treated with

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kindness and respect. Please see below to read what Sparks PRIDE looks like in each area. Continue to scroll down for the Elementary School matrix.

## Arrival and Dismissal Actions

- Use voice level 0-1.
- Sit in assigned line.
- Keep food keep stored in student's backpack, out of sight.
- Listen to student's number to be called.
- Stay on student's assigned post.

## Playground

- Use voice level 2-3.
- Stay in assigned area.
- Use playground equipment appropriately.
- Students should include their buddy in activities.
- Engage in safe physical play.

## Hallway Actions

- Walk on the right side in a straight line.
- Students should stay with their class and walk directly to the destination.
- Students must keep their hands and feet away from the walls. Students must place their hands to the side of their body or in their 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.

## Restroom Action

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

## Cafeteria Actions

- Students must only touch and eat their food.
- Use voice level 1-2.
- Use walking feet.
- Students should wait their turn in line.
- Student will need to sit with their feet facing forward and under the table.
- Remained seated until dismissed.
- Students should pick up trash around them (even if it is not theirs).
- Students should raise their hand for help

## Lunch Time Expectations

### Lunch Visitors

Due to limited space, families will be invited to eat with their child at school during special occasions. Notes will be sent home notifying guardians of the dates and times.

### Procedures to Drop off Student Lunch

If a parent/guardian wants to drop off lunch for their student, they can drop it at the front office. Lunch must be clearly labeled with student's name and grade level. Lunch must be in a closed bag (paper, plastic, or lunch box). Lunch will be delivered to the classroom by front office staff. Parents/Guardians will not be able to take lunch to the classroom.

## Traffic Procedures

The following procedures have been updated to address the traffic and safety issues. These procedures should be taken seriously, students' 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

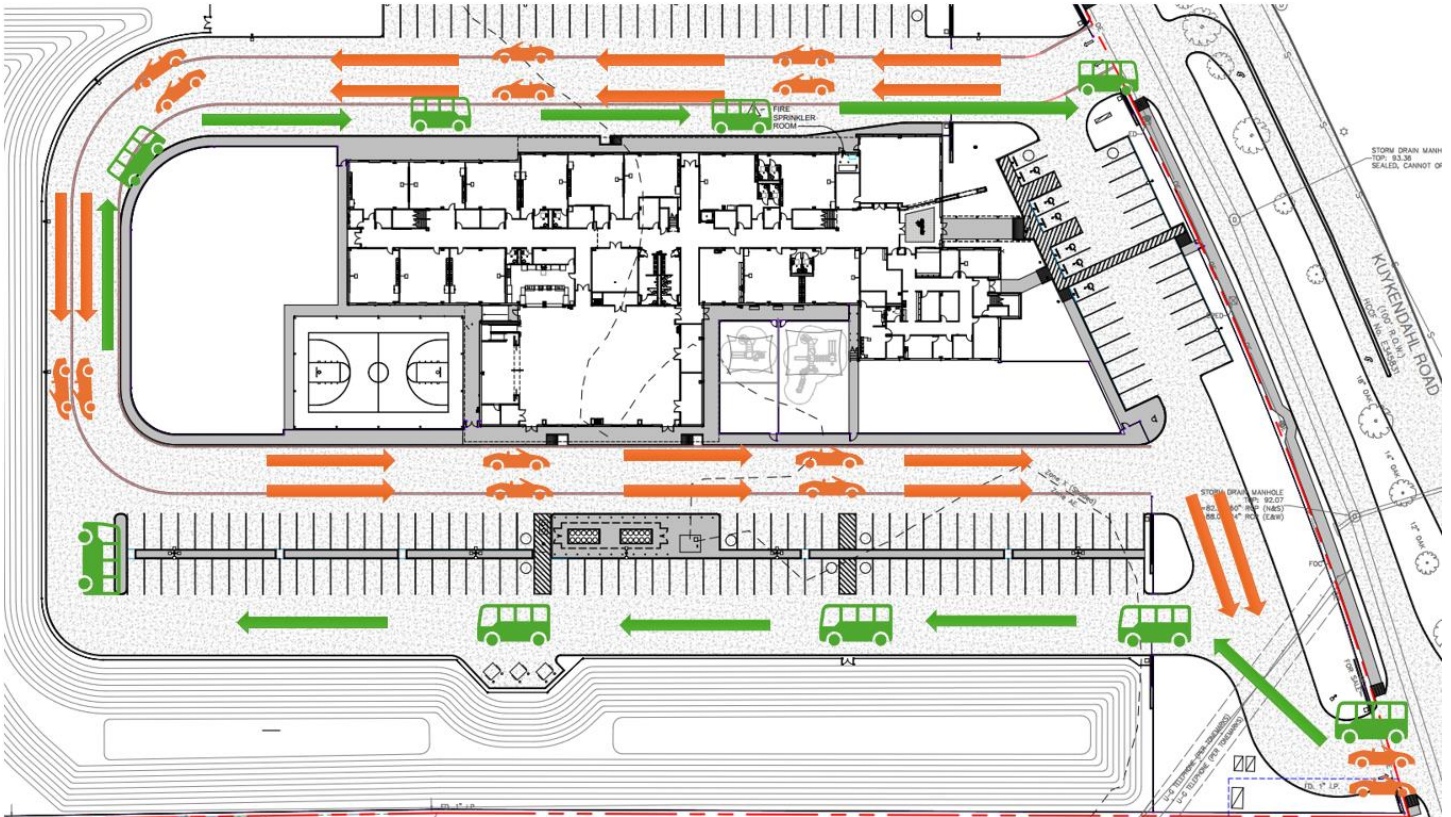
There will be signs around the lot explaining which lanes are for dropping off students, picking up students, parking, and for buses. If a guardian has any questions, please feel free to ask any staff member. At the beginning and end of each normal school day during designated times there will be staff 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 the guardian is not sure of 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 the guardian needs to park and leave their car, please park in an appropriate parking spot.

### Flow of Traffic

1. **When:** Drop off is from 7:00 a.m. to 7:25 a.m. Car Drop off door ends at 7:25.
2. **Where** (see map): The drop-off line begins inside YP North Rankin Elementary (see map below), entering in from the north side of Kuykendahl Road. All cars must stay in the right lane to enter Campus, through the Main Gate. Parents would not be able to enter the Campus through any other gate other than the Main Entrance for Car Drop off and pick up.
3. **Dropping off:** Put the car in park before the guardian lets their student out quickly and carefully.
  - a. Students are NOT allowed to exit on the right 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 the student walk into school.
4. **Leaving:** When leaving the drop offline, wait and follow the car in front of them. Do not pass cars, even if you have already dropped off your student.
  - a. Do not pull out into the center drop-off lane.

5. **Other Notes:** On campus there is a max speed of 10 MPH and NO cell phone use in school zones, including no texting.

Most importantly, we have nearly 400 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. Gates will close by 7:30 a.m. They will remain closed until 2:15 p.m. After 2:15 p.m., families may start lining up for dismissal.

### Late Drop Off

Any student that comes after 7:25 a.m. is a late arrival. Families must come through the Front Office and drop off their student at the Front Office and fill out the late tardy form. Students will walk to the classrooms with a pass notifying the teacher of the reason for being tardy.

## Bus and Car Tags

Student safety is YES Prep's highest priority. Campus-issued bus tags and car rider tags are required for ensuring the safe dismissal of all students. All YES Prep North Rankin 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 2024-2025 school year.

- Adults in the car rider line who do not have the campus-issued car rider tag will have to drive to the front of the school and provide proof of identity in the main office. It must align with the Emergency Contact information in our system.
- 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 or via e-mail [NorthRankinElementary@yesprep.org](mailto:NorthRankinElementary@yesprep.org). Guardian identification will be required upon request of replacement tag.

## Dismissal Procedures

- **When:** Dismissal starts at 3:00 pm. The gate will close at 3:30. Students after 3:30 will be escorted to the Front Office where guardians must present an ID to pick up their student.
- **Where** (see map): The Pick-up line begins inside YP North Rankin Elementary (see map below). All cars must stay in the right lane to enter Campus, through the Main Gate. Parents would not be able to enter the Campus Through any other gate other than the Main Entrance for Car Drop off and pick up.
- **Picking Up:** Guardians must put the car in park while their student gets inside the vehicle.
- Students are NOT allowed to exit on the right side of the car.
- Guardians may NOT get out of the car while in Student Pick up.
- Do NOT hold the line.
- **Leaving:** When leaving the student pick up line, guardians will wait and follow the car in front of them. Do not pass cars, even if you have picked up your student.
- **Other Notes:** On campus there is a max speed of 10 MPH and NO cell phone use in school zones. Most importantly, we have nearly 400 children dismissing every afternoon. Please be kind and patient with one another.

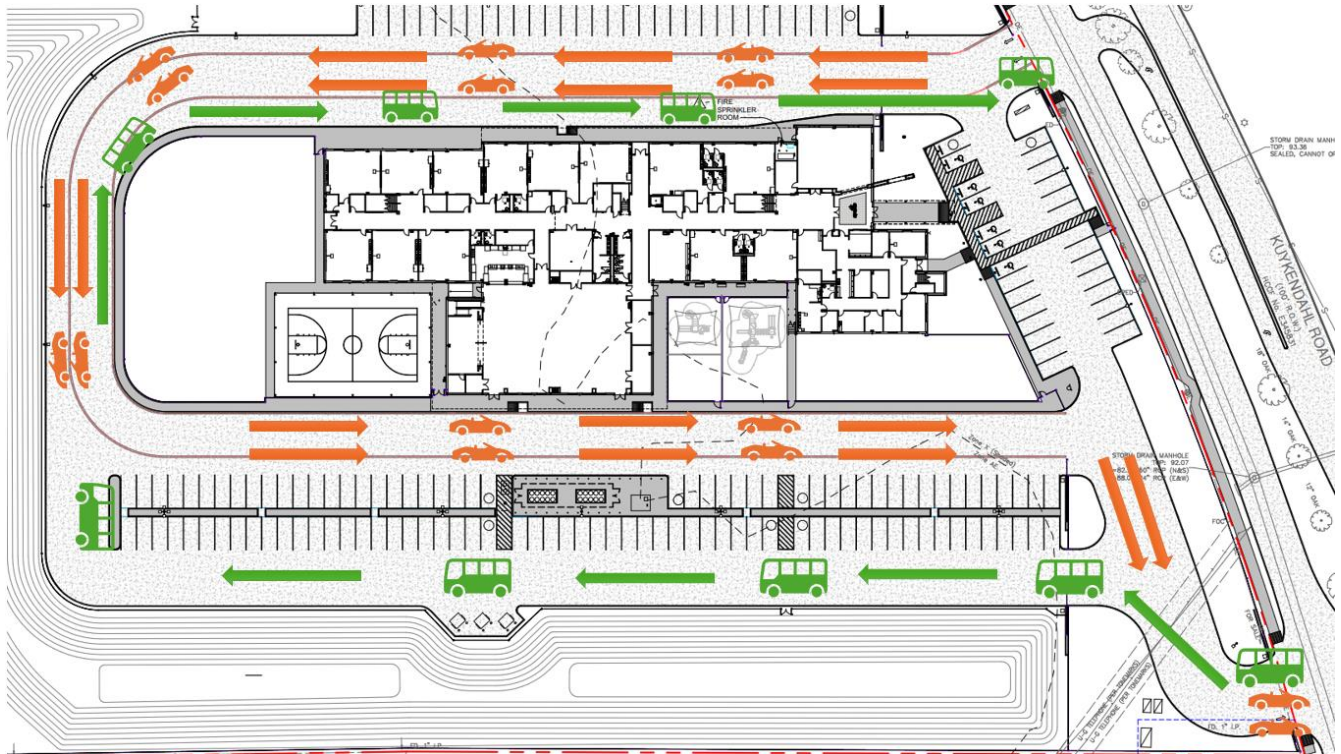
## Walkers

- 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.
  - Parents may not park their car and pick up their student from the Walker section. Any parent who parks their car in the front and attempts to pick up their student in the Walker section, will be asked to join the car rider line.

## Car Riders

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- Car dismissal for students will start at 3:00 pm
  - Parents must display their student number in order to have a student released to them.
  - Parents will enter through the north gate on Kuykendahl Road.
  - Families will follow the orange arrows to drive around the building and stop at the side of the cafeteria at designated cones. Students will exit out the side of the cafeteria to their designated cone & vehicle.
  - Parents will exit through the south gate on Kuykendahl Road.
  - 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.



## Late Bus Expectations

Buses are released from campus at 3:10 p.m. 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.

## 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.

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## Releasing Students Before Dismissal

Parents can come to Campus before 2:00 pm to check out their student(s). **Checking out students after 2:00 p.m. is not allowed** due to instructional time and traffic for dismissal, unless it is an emergency.

# FAMILY COMPACT

## Statement of Purpose

YES Prep Public Schools is committed to working in collaboration with students, families, and other community stakeholders to achieve ambitious student learning outcomes. We recognize that parents and families play an important role as their child’s first teacher and are valued partners in the educational process. As a result, parents and families will be included in appropriate decision-making opportunities to support student achievement. A **school compact** is an agreement between the school, parents, and students to help the student succeed. We will work together to create a strong support network for your child.

ESSA 1116 (d) states, “As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part shall jointly develop with parents... a school-parent compact...”

## 2024-2025 Parent & Family Engagement (PFE) Program

What is it?	YES Prep Public Schools strives to provide high-quality education individualized for each student by developing and maintaining relationships with families and the community. One way we continue to do this is by participating in the Title I, Part A State Program. This program provides funding for low socioeconomic schools. In return, we promise to meet the expectations laid out for us by the Texas Education Agency and the United States Department of Education	
Funding	Title I funds will be allocated for the parent and family engagement program. Parents and family members of children receiving Title I, Part A services shall be involved in the decisions regarding use of funds for parental involvement activities.	
Review	YES Prep Public Schools will involve parents in an active and engaging manner to plan, review and improve Title I Part A programs. The LEA’s and campus’s Title I, Part A programs are subject to audit by the Texas Education Agency to ensure that Title I, Part A program requirements are being met.	
Family Meetings	Parent Meetings will be scheduled at your school to plan and communicate relevant information.	
	Meetings will always take place in the cafeteria.	
	Meetings	Dates & Notes
	Title I Meeting	Fall Semester

	Open house / Meet the Teacher	Fall Semester - August/September		
	Parent Teacher Conferences	Elementary- Fall and Spring All other campuses- scheduled as needed and/or upon Family request		
	Family Association Meetings	Dates shared on social media, Family Notes, and YES Prep website By Parent and Family Engagement Policy, hosted once a month on all YES Prep Campuses		
	Coffee with the Principal	Dates shared on social media, Family Notes, and YES Prep website		
Ways to request regular or one on one meetings:	<ul style="list-style-type: none"> <li>Email campus staff, teachers</li> <li>Call campus directly</li> </ul>			
Curriculum & Academic Assessments	<a href="#">YES Prep Curriculum - Academics</a>			
School-Parent Compact	<b>Schools Responsibilities</b> <ul style="list-style-type: none"> <li>Provide academic support to students who need it</li> <li>Host Title I Meetings and Workshops</li> <li>Communicate with families about student performance through the Family Portal and School Messenger</li> <li>Participate in Parent-Teacher Conferences</li> <li>Build relationships with students and families through home visits and Open Houses</li> <li>Provide volunteer opportunities for families</li> <li>Welcome families to observe their child in class</li> </ul>	<b>Guadian/Caregiver's Responsibility</b> <ul style="list-style-type: none"> <li>Be your child's best advocate.</li> <li>Make sure your child attends school regularly and on time</li> <li>Provide transportation for your child to and from school</li> <li>Encourage, empower, and motivate your child to succeed academically and prepare for college</li> <li>Create a home environment that supports learning</li> <li>Make reading a priority at home</li> <li>Communicate regularly with the school</li> <li>Attend school events and conferences</li> <li>Follow the school rules and provide</li> </ul>	<b>Student's Responsibility</b> <ul style="list-style-type: none"> <li>Attend school regularly and be on time</li> <li>Complete your homework and do your best</li> <li>Get good grades and strive to maintain a 3.0 GPA</li> <li>Ask for help when you need it and never give up</li> <li>Be respectful and take pride in yourself, your community, and your school</li> <li>Follow the Code of Conduct and protect myself and the safety of others</li> </ul>	<b>On-going Communication</b> <ul style="list-style-type: none"> <li>Campus Communication Platform</li> <li>Family Notes</li> <li>Social Media - Instagram and Facebook</li> <li>STAAR Family Portal <a href="#">LINK</a></li> <li>Family Association Communication</li> </ul>



	<ul style="list-style-type: none"> <li>• Host Family Association Meetings on a monthly basis and provide a summary of the meeting through Family Notes</li> <li>• Communicate with families, regularly</li> </ul>	<p>feedback to the staff</p> <ul style="list-style-type: none"> <li>• Promote your child's health and wellness</li> </ul>	<ul style="list-style-type: none"> <li>• Practice healthy behaviors</li> <li>• Do whatever it takes to be accepted to and graduate from college</li> </ul>	
	<ul style="list-style-type: none"> <li>• <i>(Campus partner inserts 1-3 additional requests)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>(Campus partner inserts 1-3 additional requests)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>(Campus partner inserts 1-3 additional requests)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>(Campus partner inserts 1-3 additional requests)</i></li> </ul>