

A graphic consisting of several colorful, rounded rectangular bars radiating upwards from the top of the letter 'k' in the word 'sparks'. The bars are colored orange, green, red, purple, and blue. A small white star is positioned above the red bar.

sparks



Southeast
Elementary

INDIVIDUAL CAMPUS SUPPLEMENT

2024-2025

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OPENING LETTER FROM PRINCIPAL

Dear Southeast Elementary SPARKS and Families,



First, I would like to say thank you for choosing Southeast Elementary. Our goal is to serve every student that walks through the door, and having you be a part of our community is truly a privilege. It is my honor to be entering my fourth school year serving the Southeast Community, first as a Resident Principal and now Principal, and I am truly grateful to be a part of the story of this incredible school.

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

This document is to serve as a guide for you and your family for our campus and how we will address specific scenarios, routines, celebrations, and expectations. Please know that many hours and lots of thought went into creating this document and our decisions are always made with your student at the center.

Below you will find a message from the named principal of Southeast Elementary, Mr. Rodriguez. Mr. Rodriguez will work alongside me to get to know our campus and prepare to lead Southeast Elementary on his own as I transition to found another YES Prep elementary school. Please know we are here to support you and your family fully and will be working as a unit to ensure a smooth transition throughout the year. Thank you again for welcoming me to the Southeast Community, it has been one of the greatest privileges of my life.

Loyally,

A handwritten signature in black ink that reads "Matt McMahan". The signature is written in a cursive, flowing style.

Matt McMahan |Principal|

Families, students, and community members of Southeast Elementary,



My name is Jorge Rodriguez and as Mr. McMahan mentioned before this summer, I had the great honor to be named principal of Southeast Elementary. 21 years ago, the community of Pasadena and southeast Houston opened their doors to me as I emigrated to this city from Mexico. Now, I have the amazing honor to serve you as Principal of Southeast Elementary and pay back a thousandfold what this community has given to me.

As Mr. McMahan mentioned before, at Southeast Elementary we take the responsibility to educate our students to heart, but we know this is a job we cannot do in isolation. My goal during this transition is to make sure our students continue receiving the highest quality level of instruction while experiencing joy and success at school. I will leverage my 20 years of experience as an educator to increase the opportunities for you to support our efforts and be part of your child's school life.

I am looking forward to the different opportunities I will have to meet each and every one of you. Most importantly, I am looking forward to welcoming our students back to Southeast Elementary so they can continue a successful and joyful academic journey with us.

Thank you,



Jorge Rodriguez |Principal|

CAMPUS ACADEMIC SUPPORT

Academic Support

YES Prep Southeast Elementary strives to ensure that in every classroom, every day, all students engage in rigorous and active learning increasing their college readiness. Our academic program will reflect this vision and execute on this promise. Our elementary academic programming has been thoughtfully designed to ensure students achieve and become passionate learners through high-volume reading of quality text, solving real-world and complex math problems, engaging in scientific inquiry, practicing persistence, building positive relationships, and understanding the world around us in a collaborative community. Each day at YES Prep Southeast Elementary is designed to be filled with joy and opportunities for students to find their own ideas, advocate for their needs, and discover new talents to be on track for sixth grade and ultimately college and beyond. We firmly believe that **doing** is at the core of **learning**. At YES Prep Southeast Elementary, students will benefit from aligned, knowledge building, and active instruction, facilitated by passionate teachers, leaders, and support staff in the areas of literacy, math, science, and social studies. Additionally, we are committed to the entire child through fine arts, physical education, STEAM, music, 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 Response to Intervention (RTI) 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.

Homework Policy

Grade Level	Homework Requirements
Pre-K	<ul style="list-style-type: none">• Read or listen to a book with your student for 15 minutes• Converse with student about their school day• Ask them to retell what they learned in Language Arts or Social Studies
Kindergarten	<ul style="list-style-type: none">• Read or listen to a book with your student for 15 minutes• Converse with student about their school day• Ask them to retell what they learned in Language Arts or Social Studies
First Grade	<ul style="list-style-type: none">• Read or listen to an audio book with students for 15 minutes• 10 minutes of math homework
Second Grade	<ul style="list-style-type: none">• Read or listen to an audio book with students for 20 minutes• 10 minutes of math homework
Third Grade	<ul style="list-style-type: none">• Read or listen to an audio book with students for 20 minutes or Imagine Learning, Typing Club or Study Island (Second semester only)• 10 minutes of reading homework• 10 minutes of math homework
Fourth Grade	<ul style="list-style-type: none">• Read or listen to an audio book independently or complete Imagine Learning, Typing Club or Study Island (second semester only) for 25 minutes• 15 minutes of reading homework• 15 minutes of math homework
Fifth Grade	<ul style="list-style-type: none">• Read or listen to an audio book independently or complete Imagine Learning, Typing Club or Study Island (second semester only) for 25 minutes• 15 minutes of reading homework• 15 minutes of math homework
SHINE Classes	<ul style="list-style-type: none">• Read or listen to a book for 15 minutes• Review student daily schedule and teacher feedback with student• Practice individual skill sent home by teacher

Tutorial Requirements

Third through fifth grade students may be invited to tutorials throughout the year based on academic need and readiness. Families will be notified if their student has been invited to tutorials at varying points throughout the year and we will communicate the time period and the content in which your student will be receiving support. Unified Tutorials will be offered Science – Monday, Reading – Tuesday, Math – Wednesday. Tutorials will begin at 3 pm and pick up will begin at 4:15. Attendance at tutorials is expected for all invited students and an excuse note or conversation will be requested from families for a student that misses tutorials.

CAMPUS CULTURE

Student Recognition

YES Prep Southeast Elementary celebrates high academic achievement as well as student academic progress and social-emotional growth. At YES Prep Southeast Elementary school, students will be recognized during weekly grade level huddles and assemblies where we will celebrate students for displaying characteristics of the focus core values for the quarter.

Weekly Recognitions and Assemblies

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

Quarter 1: Safe

Quarter 2: Kind and Passionate

Quarter 3: Achiever and Relentless

Quarter 4: Self-Aware

Quarter Awards

At the end of each grading period students will be recognized with the following awards at a grade level assembly:

- **Attendance Award:** Recognizing all students that achieved outstanding attendance (up to 3 excused absences and zero unexcused absences) throughout the quarter.
- **Achiever Award:** Recognizing one student per class who demonstrated a commitment to academic excellence by consistently going beyond expectation.
- **Relentless Award:** Recognizing one student per class who demonstrated a commitment to their own growth.
- **Kind:** Recognizing one student per class who works together to create joyful environment with their SEE community.
- **Passionate:** Recognizing one student per class who engaged the most in Imagine Learning Usage.
- **SPARKS Award:** Recognizing two students per class who demonstrated the quarter's outstanding core value(s)

End of Year Award Ceremony

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

- **Outstanding Attendance Award:** Recognizing all students who achieved outstanding attendance (up to 3 excused absences and zero unexcused) for the entire year
- **Core Value Awards:** Recognizing two students per classroom for demonstrating each of the SPARKS core values throughout the year.
- **President's Award for Educational Excellence:** This award recognizes academic success in the classroom.
- **President's Award for Educational Achievement:** This award recognizes students that show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects.
- **Core Enrichment Awards:** Will recognize students that exhibit Energizer=PE, Creator=Art, Innovator =STEAM, Avid Reader=library, Composer=music.

- **Completion Awards:** Promotion awards will not be given at the end of the year, but Southeast Elementary will recognize all students for completing the school year.

All families will be able to attend the End of Year Ceremony, however there may be a limit to how many individuals can attend each award ceremony.

Positive Incentives and Rewards

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

Other positive incentives and rewards our SPARKS will receive are:

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

Academic Field Trips

Expectations

Field trips are recognized as important moments in learning; a shared social experience that a guardian attends a field trip with a student to ensure the safety of students and staff.

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

Chaperone Procedures

Guardians may 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 notify the students homeroom teacher within the timeframe designated to be considered as a part of a volunteer lottery. For the lottery, names will be randomly drawn and communicated with at least one week prior to the field trip. All selected volunteers must be able to produce a valid form of identification (driver license, I.D., passport) to the front office for a routine background check at least two business days in advance of the field trip. If a volunteer cannot participate due to an unforeseen circumstance, another volunteer may be selected from the lottery.

Adults must ride school buses with the class they are chaperoning. Appropriate attire must be worn that is conducive to a school setting. Guardians may not bring siblings or other family members or friends on field trips. Guardians on field trips are there as chaperones to support the educational extensions of the classroom. To protect all students’ safety, guardians are not to take their child or any children away from the group or outside of the teacher supervision. Guardians may be able to sign out their student early if the field trip arrival to campus does not disrupt a safe campus dismissal. The principal reserves the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

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

Special Needs

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

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

Campus Communication to Families

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

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

- **Monthly Calendar:** The monthly calendar will be published on the campus webpage, School Story on ClassDojo, and social media sites on the last Friday of every month. It will also be sent home to families in the Friday Folder. There will also be paper copies available for pick-up at the front office.

Requesting a Teacher Conference

Strong family engagement is key to student success. There will be at least two **required** family-teacher conference times on Friday, October 11th and Monday, March 24th. Teachers will also let families know in advance when to sign up for these conferences. YES Prep Southeast Elementary will have several events during the year to build relationships with families and discuss academic and behavioral progress (Back to School, Family Engagement Night, etc.) We have regular systems of communication regarding classroom and school information (weekly Friday Folder, weekly Family Sparks News, ClassDojo communication, phone calls etc.). In addition to the events and structures mentioned, teachers and staff are available to meet with families. To request a teacher conference, families should do the following:

1. Email, call or Class DOJO Message the teacher or staff member directly to request a conference. Families can expect communication within 24 business hours of receipt. 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 24 business 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 business hours.

Before School Expectations and Procedures

Building Hours

YES Prep Southeast Elementary will be open to students and guardians from 7:00 am to 3:30 pm from Monday through Friday unless otherwise outlined in the district's academic calendar.

Early Drop Off

Families and guardians must wait with students in their vehicles until the doors open at 7:00 am on campus. Students may not wait by the front office doors without parent supervision. Students must also be accompanied by an adult when exiting vehicles in the parking lot and walking to the front door. Parents/Guardians will be contacted if a student is left unsupervised or is walking alone at drop off.

Pre-K, SHINE:

On **August 15th and August 16th only**, Pre-K & SHINE Families can walk their student to the classroom from 7:00 AM to 7:25 AM. After 7:25, parents/guardians will not be allowed to walk students to the classroom. At this time, a staff member will walk the student to the class.

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

After School Expectations and Procedures

Late Pick Up

After 3:30 P.M., we will honor a 10-minute grace period for parents to pick up students. Once the 10 minutes have passed, parents will receive a warning letter. Once the 3rd warning letter has been given, parents will have to come in and have a meeting with an administrator.

After School Programming

This year we will offer after-school care, clubs and intramural sports. All offerings outlined in the Individual Campus Supplement are subject to change.

After School care will be offered to a limited number of students and families will have to enter and be selected on a lottery basis. After school care will run daily from 3:30 – 5:15. Specific expectations and programming for the after-school program will be shared at Back-to-School night in the Fall.

Clubs will be offered this year based on student interest and availability. We will offer three set clubs this year with the opportunity to add more if there is interest and capacity. We will offer Student Council, STEAM and Robotics, and Cheer. These clubs and the expectations will be shared with families by the sponsors through Class Dojo.

Intramural Sports will be offered to fourth and fifth grade students this year. The focus of intramural sports is to increase skill, develop competitive sportsmanship and to cultivate genuine interest. We will have three seasons of sports including soccer, volleyball and basketball. Specific dates for the sports and selection will be shared by the sponsor as seasons are decided.

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	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. All YES Prep students should own at least 1 campus spirit shirt.

Free Dress Tops	<p>Free dress will be offered as a reward for students, detailed information regarding the designated days will be communicated in advance.</p> <p>Clothing should meet the following criteria:</p> <ul style="list-style-type: none"> • T-shirts are acceptable; however, all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way. • No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student. • No bare midriffs (half shirts) allowed for any student. • No open-toed shoes.
Bottoms	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> • Khakis (any color) • Navy • Jeans (any color) • Athletic bottoms (any color) <p>Students should wear bottoms that allow them to comfortably participate in recess and PE. Students may not wear pajama pants or bottoms with holes.</p> <p><i>Shorts and skirts should be no shorter than mid-thigh.</i></p> <p>Bottoms may not have holes/tears below the knee/with leggings underneath.</p> <p>Students are not required to wear belts.</p>
Shoes	<p>Tennis shoes are recommended so students can safely participate in activities at recess and in PE.</p> <p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> • Closed-toed • Must have backs (i.e. no slides) • Must have hard soles (i.e. no slippers) • Any color is permitted • No shoes with heels over .5 inches • Crocs are not allowed
Accessories/ Styling	<p>Students may have visible piercings if they are school appropriate.</p> <p>Accessory items that are spiked (bracelets, belts, collars) are not permitted due to 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>
Outerwear	<p>Students may wear any outerwear as long as it is appropriate. However, students may also have the option of purchasing the following from YES Prep or Athletic Departments to build school-pride and community: Students may choose from the following:</p> <ul style="list-style-type: none"> • YES Prep sweatshirt (purchased through YES Prep Webstore)

- YES Prep hoodie (purchased through YES Prep Webstore)
- Any sweatshirt, hoodie or sweater that is blue or yellow

Students may wear hoodies but may not wear hoods that cover their heads/faces on campus.

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. If students do not follow dress code expectations, parents will be contacted by the front office and if available, a uniform shirt will be lent to the student for the day. If no clothing is available, parent/guardian will be responsible for bringing dress code/uniform appropriate clothes. If a student does not follow uniform/dress code expectations a second time, a meeting with an administrator may be requested.

Day of the Week	Dress Code Expectations
Monday	YES Prep polo
Tuesday	YES Prep polo or spirit shirt
Wednesday	YES Prep polo or spirit shirt
Thursday	YES Prep polo or spirit shirt
Friday	YES Prep Polo, spirit shirt or College or University Shirt

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. Bottles must be clear, with a no-spill lid. No steel/aluminum bottles will be allowed.

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.

Sharing Food

When food is shared between students there is a risk of food allergies as well as an increased risk for transmitting germs. Families should feel confident that they know everything their students are eating at school. Students are not permitted to share food with other students, and guardians are not permitted to give food to other students than their own children. Students who are observed sharing food will be reminded of the expectation, if students do not stop sharing food, they will be asked to put the food away.

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

Gum Expectations

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

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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's or the last day of the week.
- Birthday celebrations will start at 2:00 PM and should end by 2:30 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.
- Only 1 guardian and a child under the age of 2 years old are welcome to attend the classroom celebration and should arrive by 1:50 PM. Late arrivals past 2 PM may not be permitted entry to classrooms due to time constraints and to ensure safe dismissal.
- 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 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

Front Office Hours

Yes Prep Southeast Elementary Front Office is open to families from 7am to 3:30 PM and our phone lines are open from 7am to 3 PM for regular business needs. For late pick-up or transportation needs, please call or text the Director of Campus Operations at 713-530-3137.

Late Bus Expectations (if applicable)

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

Students Arriving Late to School

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

Common Area Expectations



Safe Hands and Body

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



Listening and Following Directions

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



Kind Words and Actions

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

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

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

Arrival and Dismissal Actions

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

Playground Actions

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

Hallway Actions

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

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

Stairway Actions

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

Restroom Action

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

Cafeteria Actions

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

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 guardians are bringing in lunch for a student, it must be taken to the front office anytime from 8:00 – 10:15 am. The lunch must be labeled with student name and grade level/homeroom teacher. Meals cannot be dropped off via UberEats, Doordash or other couriers. The meal will be delivered to the cafeteria and held in a designated spot for distribution. We do not want to interrupt classroom instruction; therefore, we do not notify students that their lunch is in the office and guardians cannot take lunches to students' classrooms. Sugary and /or caffeinated drinks are strongly discouraged during lunch. For the safety of our students, sharing is not allowed (please see section of sharing for more information).

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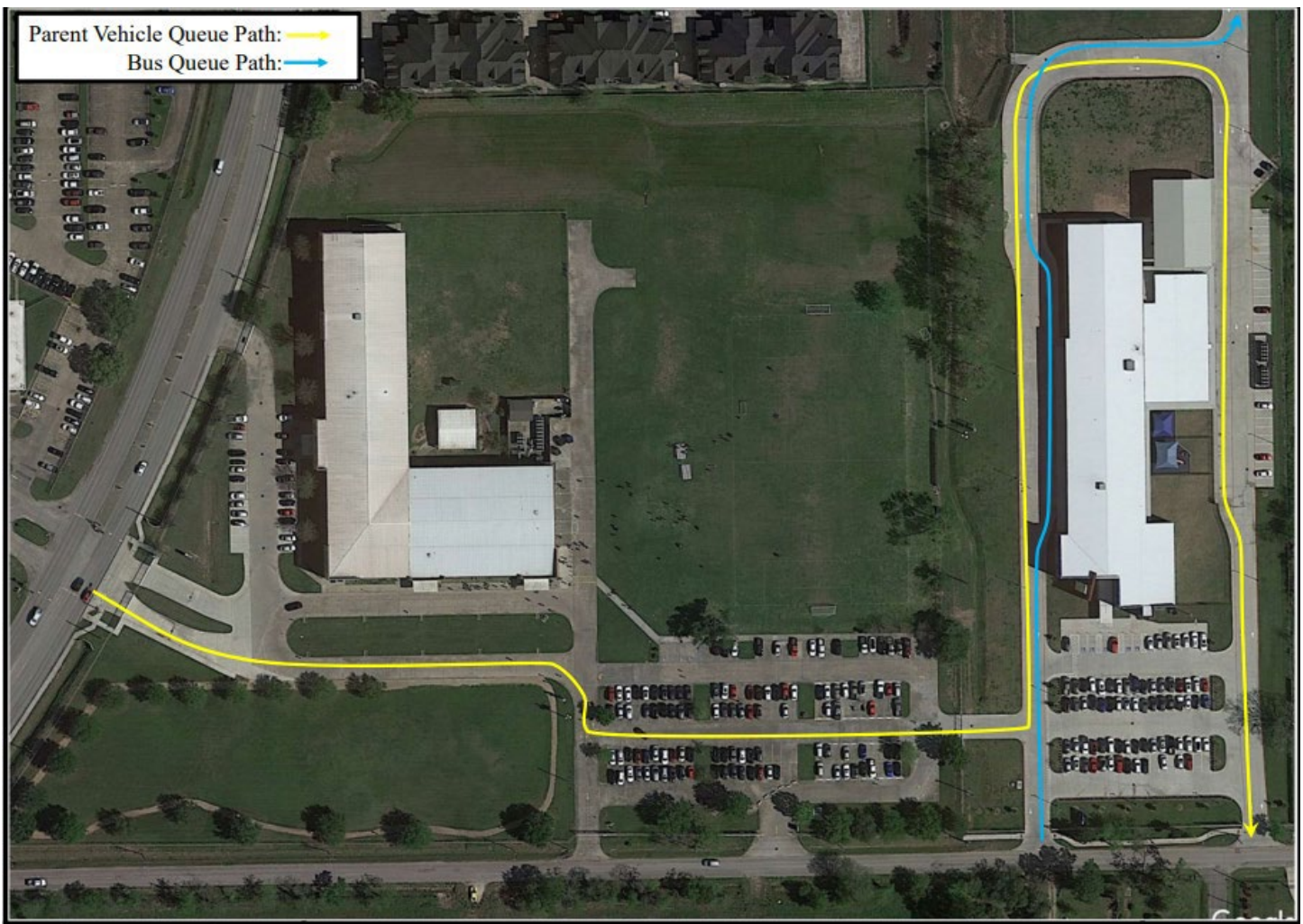
Traffic Procedures

This year there will not be any changes to our traffic pattern for all regular arrival and dismissal procedures. Our traffic pattern includes our Southeast Secondary neighbors and the use of their parking lot and stoplight. Please demonstrate our SPARKS values of Safety and Kindness when engaging with any staff member, family member or student during our arrival and dismissal procedures.

Parking Lot

Our parking lot will be accessible during arrival through the Shaver entrance and through the secondary parking lot. Our Crenshaw entrance will open after 7:30AM for all late arrivals and will remain open until 2 PM when we will close it to begin our dismissal procedures. Visitors may use any space in our parking lot that is open, including the designated visitor parking. Please refrain from parking in handicap spots as violators may be ticketed at the owners expense. All traffic will exit our parking lot using the eastern most exit.

Flow of Traffic



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

Bus and Car Tags

All vehicles will be given a bright blue colored dismissal tag that must be visible through the front glass of the car. We will no longer be accepting any tag from a previous school year (green or pink). Staff directing traffic will use these visual tags to direct you accurately, failure to have a visible tag could result in traffic delays and unnecessary stopping. Please keep in mind, since we are sharing the Southeast Secondary's parking lot, our dismissal process will end close to when theirs begins so staff will be able to quickly resolve traffic issues if they know what vehicles are designated for Southeast Elementary.

Early Line Up

Our black building gates will remain closed until 2:20 PM to ensure campus safety. Car rider line up may begin once the black gates are open at 2:20 PM. Parents/Families may not engage with students in the fields or pavilion as this disrupts the academic minutes of the day and causes a safety concern for students.

Former Student Visits

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

YES Prep students admitted to partner campuses will only be allowed admittance under the supervision of an adult employee of YES Prep.

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.

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	<table border="1"> <tr> <td>Meetings</td> <td colspan="3">Dates & Notes</td> </tr> <tr> <td>Title I Meeting</td> <td colspan="3">Fall Semester</td> </tr> <tr> <td>Open house / Meet the Teacher</td> <td colspan="3">Fall Semester – August/September</td> </tr> <tr> <td>Parent Teacher Conferences</td> <td colspan="3">Elementary- Fall and Spring All other campuses- scheduled as needed and/or upon Family request</td> </tr> <tr> <td>Family Association Meetings</td> <td colspan="3">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</td> </tr> <tr> <td>Coffee with the Principal</td> <td colspan="3">Dates shared on social media, Family Notes, and YES Prep website</td> </tr> </table>				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		
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Ways to request regular or one on one meetings:	<ul style="list-style-type: none"> Email campus staff, teachers Call campus directly 																											
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School- Parent Compact	<table border="1"> <thead> <tr> <th>Schools Responsibilities</th> <th>Guadian/Caregiver's Responsibility</th> <th>Student's Responsibility</th> <th>On-going Communication</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Provide academic support to students who need it Host Title I Meetings and Workshops Communicate with families about student performance through the Family Portal and School Messenger Participate in Parent-Teacher Conferences Build relationships with students and families through home visits and Open Houses Provide volunteer opportunities for families Welcome families to observe their child in class Host Family Association Meetings on a monthly basis and provide a </td> <td> <ul style="list-style-type: none"> Be your child's best advocate. Make sure your child attends school regularly and on time Provide transportation for your child to and from school Encourage, empower, and motivate your child to succeed academically and prepare for college Create a home environment that supports learning Make reading a priority at home Communicate regularly with the school Attend school events and conferences Follow the school rules and provide feedback to the staff Promote your child's health and wellness </td> <td> <ul style="list-style-type: none"> Attend school regularly and be on time Complete your homework and do your best Get good grades and strive to maintain a 3.0 GPA Ask for help when you need it and never give up Be respectful and take pride in yourself, your community, and your school Follow the Code of Conduct and protect myself and the safety of others Practice healthy behaviors Do whatever it takes to be accepted to and </td> <td> <ul style="list-style-type: none"> Campus Communication Platform Family Notes Social Media – Instagram and Facebook STAAR Family Portal LINK Family Association Communication </td> </tr> </tbody> </table>	Schools Responsibilities	Guadian/Caregiver's Responsibility	Student's Responsibility	On-going Communication	<ul style="list-style-type: none"> Provide academic support to students who need it Host Title I Meetings and Workshops Communicate with families about student performance through the Family Portal and School Messenger Participate in Parent-Teacher Conferences Build relationships with students and families through home visits and Open Houses Provide volunteer opportunities for families Welcome families to observe their child in class Host Family Association Meetings on a monthly basis and provide a 	<ul style="list-style-type: none"> Be your child's best advocate. Make sure your child attends school regularly and on time Provide transportation for your child to and from school Encourage, empower, and motivate your child to succeed academically and prepare for college Create a home environment that supports learning Make reading a priority at home Communicate regularly with the school Attend school events and conferences Follow the school rules and provide feedback to the staff Promote your child's health and wellness 	<ul style="list-style-type: none"> Attend school regularly and be on time Complete your homework and do your best Get good grades and strive to maintain a 3.0 GPA Ask for help when you need it and never give up Be respectful and take pride in yourself, your community, and your school Follow the Code of Conduct and protect myself and the safety of others Practice healthy behaviors Do whatever it takes to be accepted to and 	<ul style="list-style-type: none"> Campus Communication Platform Family Notes Social Media – Instagram and Facebook STAAR Family Portal LINK Family Association Communication 																			
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