

A graphic consisting of several colorful, rounded rectangular bars radiating from a central point, with a small white star above them. The colors include orange, green, red, purple, and blue.

sparks



Southwest Oaks
Elementary

INDIVIDUAL CAMPUS SUPPLEMENT

2024-2025

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Dear Southwest Oaks Elementary Sparks and Families,



Welcome to our founding year of YES Prep Southwest Oaks Elementary as we” Spark Strong Roots.” As we open our doors, we are committed to cultivating a joyful learning community where EVERY SPARK recognizes their potential and feels empowered to write their own narrative. We are dedicated to nurturing the foundational skills and values that will support our students throughout their educational journey. Just as a mighty oak tree grows from a small acorn, we believe that every student at Southwest Oaks has the potential to achieve greatness. Together, we will foster an environment where our Sparks can grow and thrive.

Sparks – In this first year, you are like seeds, full of potential and ready to grow. At Southwest Oaks Elementary, we are committed to creating a learning environment that will water you, providing you with the support, encouragement, and resources you need to flourish.

Parents – We understand that you have a choice regarding where your child attends school, and we are honored that you have chosen Southwest Oaks. We are excited to partner with you on this journey. Your involvement and support are essential in helping us create a school community as strong as the mighty oak. By working together, we can ensure our Sparks have the best possible foundation for success.

As we begin this exciting new chapter, we want to ensure that you are familiar with our campus procedures, designed to create a safe and nurturing environment for all. We look forward to getting to know you throughout this year.

Together, let’s “Spark Strong Roots” for generations to come!

Rooted in Education,

Ibria Faucher, Principal

CAMPUS ACADEMIC SUPPORT

Academic Support

YES Prep Southwest Oaks Elementary is dedicated to ensuring that every classroom, every day, fosters rigorous and active learning to enhance college readiness for all students. Our academic program embodies this vision and commitment. Our scientifically proven elementary curriculum aims to cultivate passionate learners through extensive reading of diverse texts, solving complex real-world math problems, engaging in scientific inquiry, practicing persistence, building positive relationships, and understanding the world around us within a collaborative community.

Each day at YES Prep Southwest Oaks Elementary is filled with joy and opportunities for students to express their ideas, advocate for their needs, and discover new talents, setting them on a path toward success in sixth grade and beyond. We firmly believe that active engagement is at the core of learning. Students will benefit from aligned, knowledge-building, and active instruction, facilitated by dedicated teachers, leaders, and support staff in literacy, math, science, and social studies. Additionally, we are committed to the holistic development of our students 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 entire school day, from 7:25 a.m. to 3:00 p.m., is structured for active learning, incorporating whole group, small group, and independent TEKS-based instruction, guided inquiry, hands-on learning, instructional technology, and community building to meet the needs of all students.

Students who demonstrate a need for increased academic or behavioral support through our Response to Intervention (RTI) process may be assigned additional support to ensure their success. If students qualify for these additional supports, guardians will be informed. We believe that aligning support services with classroom instruction is vital to student success, and we will hold meetings with stakeholders to coordinate best practices and support, ensuring that ALL students achieve academic, social-emotional, and linguistic growth.

Homework Policy

Homework is any task assigned by teachers and meant to be completed outside of the school day. At Southwest Oaks Elementary, we believe that homework is an essential part of the learning process. It reinforces skills taught in the classroom, fosters independence, and encourages partnership between school and home. Our homework policy is designed to ensure that assignments are meaningful, manageable, and supportive of our students' individual educational journey. The purpose of homework is to reinforce concepts and skills taught during the day. Said another way, homework should practice what a student learns during the day. We ask that families allow their students to do their homework independently. If a student is struggling with his/her homework, please notify your child's teacher.

Homework will be given daily or weekly as additional practice and will not be graded. **Please Note:** Our teachers cannot accommodate requests for homework in advance. If a student is absent, homework will be communicated upon their return but is not required. For extended absences, families should reach out to campus administration.

Grade Level	Homework Requirements as Assigned by the Teacher
Pre-K	<ul style="list-style-type: none"> • Read or listen to a book with your student for 15 minutes. • Complete a ReadyRosie activity assigned by your teacher. • Ask them to retell what they learned in Language Arts or Math.
Kindergarten	<ul style="list-style-type: none"> • Read or listen to a book with your student for 15 minutes. • Teacher assigned homework pages from Eureka Math, Arriba, or Foundations. • Ask them to retell what they learned in Language Arts or Math.
First Grade	<ul style="list-style-type: none"> • Read or listen to a book with your student for 15 minutes. • Teacher assigned homework pages from Eureka Math, Arriba, or Foundations. • Ask them to retell what they learned in Language Arts or Math.
Second Grade	<ul style="list-style-type: none"> • Read or listen to a book with your student for 15 minutes. • Teacher assigned homework pages from Eureka Math, Arriba, or Foundations. • Ask them to retell what they learned in Language Arts or Math.
GLOW & SHINE	<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 Math

**Students are required to complete 60 minutes (passing 3 lessons or more) on Imagine Learning per week. Teachers may ask students to supplement this time as homework.*

Student Homework Commitments:

- Complete and submit homework on time.
- Strive to achieve, work hard, put forth your best effort, even if it is challenging.
- Talk to your teacher if you need help or have a special situation that does not allow you to complete your homework.

Family Homework Commitments:

- Allow your student to work as independently as possible. Encourage and support your child, but do not complete the homework for them.
- Create homework routines that support daily homework time.
- Communicate with the teacher if your student needs special considerations or is struggling with homework.

Late or Incomplete Homework:

- Students are expected to complete and submit homework on time. If a student consistently fails to complete homework, the teacher will communicate with the family to discuss possible solutions.

Tutorial Requirements

At YES Prep Southwest Oaks 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 East End Elementary School, as well as other Elementary schools within YES Prep, provide a range of services deemed appropriate by the ARD committee for each student from small group pull-outs to in-class support in the general education classroom. Our Special Education teams also offer support for socio-emotional and behavioral needs.

If there is a concern within a child's academic or behavioral needs, our 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.

CAMPUS CULTURE

Student Recognition

At YES Prep Southwest Oaks Elementary, we believe that recognizing and celebrating student achievements is essential to fostering a positive and motivating learning environment. Our student recognition policy is designed to honor students for their academic accomplishments, social-emotional growth, and contributions to our school community. At YES Prep Southwest Oaks Elementary school, students will be recognized during weekly grade level huddles and bi-weekly family gatherings where we will celebrate students displaying characteristics of the focus core values.

School Gatherings

At YES Prep Southwest Oaks Elementary, we believe in fostering a strong sense of community and connection among our students, staff, and families. Our SPARKS gatherings and family gatherings are integral to building this community, celebrating achievements, and reinforcing our values. These gatherings also play a vital role in cultivating a college-ready culture. practicing a college ready culture.

Weekly SPARKS Grade Level Gathering:

- Every Friday during recess time, each grade level will come together as one grade level team to create community, celebrate each other and recognize students who exemplified the identified SPARKS core value of the month and has the highest lessons passed on Imagine Learning for the week. One student per class will be recognized for each award.
- Each quarter, and at the end of the year, students will be recognized during their weekly SPARKS gathering with the awards below.

Monthly Family Gathering:

Once per month, we will come together as an entire school to learn about the core value of the month and celebrate core value achievements school wide.

Awards

Quarter Awards

At the end of each grading period students will be recognized with the following awards at their SPARKS grade level gathering:

- **Attendance Award:** This award recognizes all students that achieved outstanding attendance throughout the quarter.
- **Achiever Award:** This award recognizes one student per class who demonstrated a commitment to academic excellence by consistently going above and beyond.
- **Relentless Award:** This award recognizes one student per class who demonstrated a commitment to their own growth.
- **Kind:** This award recognizes one student per class who works together to create a joyful environment with their SWOE community.
- **Passionate:** This award recognizes one student per class who engaged the most in Imagine Learning usage and has the most lessons passed for the quarter.
- **SPARKS Award:** This award recognizes 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:** This award recognizes all students who achieved outstanding attendance for the entire year.
- **Core Value Awards:** This award recognizes two students per class 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.
- **MAP Achievement Award:** This award recognizes one student per class and one student per grade level with the highest MAP RIT score.
- **MAP Growth Award:** This award recognizes one student per class and one student per grade level with the most MAP growth from Fall to Spring.
- **Circle Growth Award:** This award recognizes one student per class and one student per grade level with the most Circle growth from Fall to Spring.
- **Core Enrichment Awards:** This award recognizes 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 Southwest Oaks Elementary will recognize all students for completing the school year.

Please Note: All families can attend the End of Year Ceremony; however, for safety and logistical considerations, there may be a limit to how many individuals can attend each award ceremony.

Positive Incentives and Rewards

YES Prep Southwest Oaks 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 Community Spirit Wall – A public, visual recognition of students who are living out our core values, excelling academically, and exceptionally showing growth.
- SPARKS Experiences — Students can exchange their ClassDojo points for SPARKS bucks to buy things from the SPARKS store or experiences determined by their class/grade level (dance party, sidewalk chalk party, glow party, special guest reader, popsicle party, etc.).

Academic Field Trips

Field trips are recognized as important moments in learning; a shared social experience that provides the opportunity for students to encounter and explore novel things in an authentic setting. Field trips will be arranged by the teacher as an extension of the school curriculum. All students will be expected to attend field trips as it is a learning activity unless families decide they do not want their child to attend. In cases where a student's attendance is below 90%, we reserve the right to not invite a student on a field trip. We value the experiences children can get through field trip experiences and want to highlight that academic readiness is our priority, especially for our students with excessive absences.

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

There will be at least 2 adults per classroom, not including the classroom teacher. Assisting teachers with field trips is an integral part of our volunteer program for guardians (see chaperones section below). A guardian may be requested to accompany their child on the field trip if the teacher has concerns regarding the student's ability to stay with the group or follow directions.

Chaperone Procedures

Guardians will be allowed to assist as a chaperone on field trips but must follow the process put in place to ensure that our students are safe. If guardians are interested in being a chaperone, they must submit a form to complete a background check. Our front office and administration will share a web link through which guardians can complete the form. It is the same form used for any volunteering guardians do on campus. Guardians who are serving as chaperones must be cleared at least 72 hours before a field trip. It can take up to two weeks for a background check to be processed and cleared, so we recommend an interested guardian to complete it ASAP. The day of the field trip, chaperones must report to the front office for a visitor's tag.

If the campus gets more volunteers than the destination requires, names will be drawn to designate who will be the official chaperones. We will prioritize guardians not selected in a previous school year at YES to chaperone.

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

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Students identified with special needs will have equal access to the school program, including field trips. All students with special needs are encouraged to participate in field trips unless the ARD committee has decided otherwise and is clearly stated in the student's annual ARD. Students with special needs will most likely join the field trip for the grade level they are in.

To ensure that students with disabilities have equal access to the school program, any student with a disability that requires an accommodation or related aids and services to participate in the field 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

At YES Prep Southwest Oaks Elementary, effective communication between the school and families is essential to fostering a strong partnership in supporting our students' education and well-being. To have meaningful connections and relationships with families, we 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 both English and Spanish:

- **Thursday Folder:** Each student will take home a Thursday folder weekly to families. The Thursday folder will include the main learning objectives for the week, ideas for home to reinforce learning at home, student work that can be left at home, upcoming important dates and events, and a place for family feedback or requests. If there is no school on a Thursday, the Thursday Folder will be sent home on the following school day.
- **Daily Take-Home Folder for 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 Thursday, 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:** Families will receive school updates, pictures and videos of things happening in the classroom and around the school.
 - **Behavior Management:** Students will have the opportunity to earn points and be rewarded for demonstrating positive skills.
 - **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 Southwest Oaks Elementary homepage where families can access staff email addresses. If families cannot contact staff via email, each staff member's professional phone number is also listed in the staff directory.
- **SPARKS Family News:** Southwest Oaks 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. The SPARKS Family Newsletter link will be posted on the campus ClassDojo and 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.

**Please allow at least 24 hours for a response to any communication sent to the school.*

Requesting a Teacher Conference

Strong family engagement is key to student success. YES Prep Southwest Oaks Elementary will have several events during the year to build relationships with families and discuss academic and behavioral progress (BOY Family Conferences, Open House, etc.) There are two required family-teacher conference times on October 11, 2024, and March 24, 2025. Teachers will notify families in advance to sign up for these conferences.

Parents can request additional family-teacher conferences throughout the year as needed.

1. Email, call or send a ClassDojo Message to the teacher or staff member directly to request a conference. Please allow 24 hours for a response.
2. If a staff member cannot be reached, the family should contact the front office, or email the school at southwestoakselementary@yesprep.org and a member of the staff will follow up within 24 hours.
3. Conferences with teachers will not be scheduled during instructional time. Conference times will be held during the teacher's conference times. If cancelling a conference appointment, please call at least 24 hours in advance so we may utilize that time slot for another family. 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 Southwest Oaks Elementary will be open to students and families Monday through Friday 7:00 a.m. - 3:45 p.m., unless otherwise specified or outlined in the district's academic calendar.

Please note: Front Office Hours are different than building hours and are outlined in the [Campus Operations Front Office Hours section](#).

Early Drop Off

Students may be dropped off as early as 7:00 a.m. following the normal arrival procedures. Families must wait with students in their vehicles until the doors open at 7:00 am on campus. If students are dropped off early, families will be contacted and asked to come back and wait with their student.

Walking Students to Class

For safety and logistical concerns, parents may not walk their students to class.

GLOW & SHINE Families Only - On the first day of school only, GLOW and SHINE families can walk their student to class 7:00 a.m. - 7:25 a.m. After the first day of school, families must meet their child's GLOW or SHINE teacher at the front of the school 7:00 a.m. - 7:25 a.m. After 7:25 a.m., families will be expected to follow the procedure for late arrivals.

After School Expectations and Procedures

At YES Prep Southwest Oaks elementary, one of our priorities is safety. To ensure the safety of our students, the following expectations and procedures detailed below must be strictly followed:

- YES Prep Southwest Oaks 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 staying for our after-school program.

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- If a student leaves campus at dismissal, they are not allowed to return to campus. If students are found on campus without supervision after dismissal, a guardian will be notified immediately.
- Guardians are given a 30-minute grace period to pick up their student. If a concern arises with a family continually picking up their child late from school, the leadership team will address this with the family and YES Prep Public Schools may report to local authorities and/or Child Protective Services. *Please see the [Late Pickup Policy](#) section below for more information.*
- 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

This year we will offer the ASPIRE program after school to our families. The program will be offered from 3:00PM – 5:00PM and offer daily afterschool care to families who need it the most. Specific programming and expectations will be rolled out by the Student Enrichment Coordinator prior to the first day of school and admittance to the after-school program will be done on a lottery basis.

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, or during approved classroom parties. Food 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

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

Students may only touch their own food. Safety is our top priority, and we 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. If a child is chewing gum, an adult will ask them to spit it out. If there is a continued concern, a staff member will contact the family.

Birthday Celebrations

YES Prep elementary staff members look forward to celebrating each child's special day with them and their classmates. To minimize disruption to instruction, families must follow the birthday guidelines below:

- Birthday celebrations in the classroom will ONLY take place on Fridays. If Friday is a holiday, birthday celebrations will take place on Thursday.
- Birthday celebrations will start at 2:40 PM and should end by 3:00 PM to ensure safe dismissal procedures.
- Birthday treats must be store bought. Food made at home may NOT be distributed within school.
- Families are encouraged to bring individual servings such as cupcakes or cookies; whole cakes or cookie cakes are not allowed.
- Guardians are welcome to attend the classroom celebration and should arrive by 2:30 PM.
- YES Prep understands not all guardians will be able to attend classroom celebrations. In these cases, birthday treats must be dropped off at the front office on Friday no later than 1:30 PM. The campus Front Office will deliver birthday treats to classrooms by the time the classroom teacher and classmates will celebrate the child's birthday.

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. As a reminder, a student's most outer visible layer of top must be YES Prep branded.

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>
YES Prep Outerwear	<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"> • YES Prep sweatshirt (purchased through YES Prep) • Campus athletics department outerwear (purchased through campus Athletics Department) • Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)
Bottoms	<p>Students may choose between pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> • Monday - Thursday <ul style="list-style-type: none"> ○ PK4 – 1st Grades: Navy Blue ○ 2nd Grade: Khaki • Friday: <ul style="list-style-type: none"> ○ All Grade Levels: Jeans <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>

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 messaging and images 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>
Free Dress Tops	<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.

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	<p>Approved Top:</p> <ul style="list-style-type: none"> • YES Prep Polo <p>Approved Bottoms:</p> <ul style="list-style-type: none"> • PK4 – 1st Grades: Navy Blue • 2nd Grade: Khakis
Tuesday	<p>Approved Top:</p> <ul style="list-style-type: none"> • YES Prep Polo or Campus Spirit Shirt <p>Approved Bottoms:</p> <ul style="list-style-type: none"> • PK4 – 1st Grades: Navy Blue • 2nd Grade: Khakis

<p>Wednesday</p>	<p>Approved Top:</p> <ul style="list-style-type: none"> • YES Prep Polo or Campus Spirit Shirt <p>Approved Bottoms:</p> <ul style="list-style-type: none"> • PK4 – 1st Grades: Navy Blue • 2nd Grade: Khakis
<p>Thursday</p>	<p>Approved Top:</p> <ul style="list-style-type: none"> • YES Prep Polo or Campus Spirit Shirt <p>Approved Bottoms:</p> <ul style="list-style-type: none"> • PK4 – 1st Grades: Navy Blue • 2nd Grade: Khakis
<p>Friday</p>	<p>Approved Top:</p> <ul style="list-style-type: none"> • Campus Spirit Shirt <p>Approved Bottoms:</p> <ul style="list-style-type: none"> • Jeans

CAMPUS OPERATIONS

Front Office Hours

Our Front Office is available for phone calls Monday – Friday 7:00 a.m. - 3:00 p.m. Our Front Office is open to visitors Monday – Friday 7:00 a.m. - 2:30 p.m. and 3:30 p.m. - 3:45 p.m. Our Front Office will be closed Monday – Friday 2:30 p.m. - 3:30 p.m. to allow for a safe dismissal. On early dismissal days, the front office will be closed 11:30 a.m. - 12:30 p.m.

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 to pick up the student.

Students Arriving Late to School

At YES Prep Southwest Oaks Elementary, we recognize the importance of timely arrival to ensure that all students can start their day promptly and benefit fully from their educational experience. Classes begin promptly at 7:25 a.m. Any student arriving after 7:25 a.m. is considered tardy. Families arriving late must come to the Front Office, walk their students inside of the building and stop at the reception to sign in their student after 7:25. Students will walk directly to the classrooms after 7:25 am.

- After 3 unexcused tardies, families will receive a letter home.
- After 6 unexcused tardies, a parent/guardian must meet with a member of the leadership team to discuss the cause of the tardiness so we can assist with finding resources to best support the student.
- After 9 unexcused tardies, a parent/guardian must meet with the principal for further intervention to ensure the student is best supported.

Please note: Breakfast is served 7:00 a.m. - 7:25 a.m. Please ensure students have already had breakfast if they arrive after 7:25 a.m.

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 Southwest Oaks 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 Southwest Oaks Elementary:

Arrival and Dismissal Actions

- Use voice level 0.
- 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.
- 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.

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- 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 own 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 space constraints on campus, there are some limitations to how many visitors we can have at one time. To accommodate all families who would like to come to campus to eat with their child before the end of the year, the following must be adhered to for lunch visitors:

- Families can sign up for 2 opportunities to eat lunch with their child every nine weeks.
- Parents/Guardians (listed as Family 1, Family 2) are the only people who can sign up someone to have lunch with their student. They can sign up for themselves, a sibling, a stepparent or a grandparent.
- When signing up, parents/guardians must use their email that is listed in Skyward.
- There will be a limited number of slots per homeroom teacher.
- Families must walk with their ID to be checked in at the Front Office.

Families will also be invited to eat with their child at school during special occasions. Additional information regarding the days, times, and signing up will be sent home once the lunch visitor period has opened.

Traffic Procedures

Ensuring the safety and efficiency of traffic flow during drop-off and pick-up times is crucial. Please take the time to read these procedures, communicate them to all family members and childcare providers who will be dropping off and picking up your student, and adhere to the guidelines to ensure for a safe and efficient arrival and dismissal:

- The max speed on campus is 10 MPH.
- Cell phone use is strictly prohibited in the arrival and dismissal car rider lines.
- Do not pass cars that are loading or unloading children.
- Do not park outside on the street, block the gate, or block our neighbors' driveways. This will cause city traffic and may result in a ticket from the Police Department.
- Do not park in a fire lane. This is a safety hazard in case of an emergency and may result in a ticket.
- Please adhere to all signs and instructions from staff members.
- Students will not be allowed to enter and exit on the left side of the car facing moving traffic.
- Please note that we have almost 500 students arriving between 7:00 a.m. - 7:25 p.m. and dismissing between 3:00 p.m. - 3:30 p.m. Please be patient and kind to one another.

Dismissal Procedures

Walkers

- Walker students will wait in the hallway in front of the library entrance.
 - Walkers will be released at 3:00 p.m. to parents/guardians with their walker 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 beginning at 3:30 p.m.

Car Riders

- Car dismissal for students will start at 3:00 p.m. via the exterior cafeteria doors.
 - For safety reasons, parents must always remain in their vehicle while in the car rider line.
 - Parents must display their car rider dismissal tag to have a student released to them.

**Please see the [Flow of Traffic](#) section for the dismissal flow and map.*

Parking Lot

Please follow all signs 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.

The parking lot in front of the school will not be accessible to cars during arrival and dismissal. This area will be reserved for GLOW and SHINE drop off and pick up only and will be marked off with cones. Please do not remove cones for safety reasons.

Flow of Traffic

Our goal is to get our families on and off campus safely, quickly, and smoothly.

Arrival

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- One-way traffic will be implemented.
- Campus entrance and exit is left turn only.
- SWOE families must make a left turn to enter through the Anderson Entrance gate.
- SWOE families must make a left turn to exit through the Anderson exit gate.
- For morning drop-off, the gate opens at 7:00 AM. Please do not enter the gate before 7:00 AM.
- Families should follow the one-way traffic around the building and drop off students by the cafeteria at the colored cones.
- Parents arriving after 7:30 AM must park at the front of the building and go to the main office to check-in their students as late.

**GLOW and SHINE parents make a right into the parking lot after entering the gate and walk up to the front office door to drop off their student.*

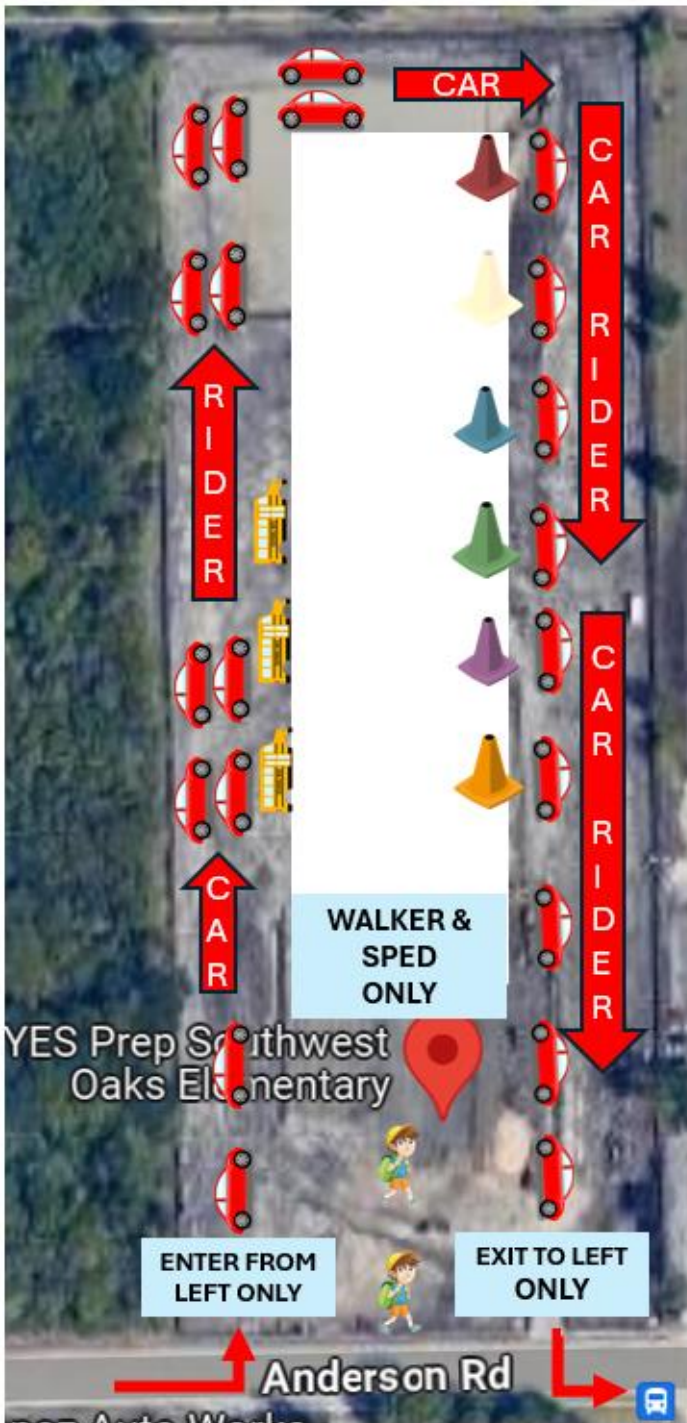
Dismissal

- One-way traffic will be implemented.
- Campus entrance and exit is left turn only.
- SWOE families must make a left turn to enter through the Anderson Entrance gate.
- SWOE families must make a left turn to exit through the Anderson exit gate.
- For afternoon pick-up, the gate opens at 2:45PM for dismissal. Please do not enter the gate before 2:45 PM.
- Families should follow the one-way traffic around the building and pick up students by the cafeteria at the colored cones.
- Parents arriving after 3:30 PM must park and go to the main office to sign their student out.

**GLOW and SHINE parents make a right into the parking lot after entering the gate and walk up to the front office door with their dismissal tag.*

Please note: All daycare vans will need to pick students up through the car rider dismissal line.

Traffic Flow Map



Early Line Up

For arrival, cars will be permitted to line up at 6:55 a.m. For dismissal cars will be permitted to line up at 2:45 p.m. Cars must remain behind the designated cones until a staff member allows them to pull through and pull up to the pickup line.

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**Please note: Lining up before this time could delay our arrival and dismissal due to staff needing to arrive/leave before these times.*

Late Pick Up

Students must be picked up no later than 3:30 p.m. Parents arriving after 3:30 p.m. are considered late and will need to pick students up from the front office, park, and sign the student out.

- After 3 unexcused late pickups, families will receive a letter home.
- After 6 unexcused late pickups, a parent/guardian must meet with a member of the leadership team to discuss the cause of the tardiness so we can assist with finding resources to best support the student.
- After 9 unexcused late pickups, a parent/guardian must meet with the principal for further intervention to ensure the student is best supported.
- After 12 unexcused late pickups, a report may be made to the local authorities or Child Protective Services.

Dropping off Items for Students

At YES Prep Southwest Oaks Elementary, we prioritize minimizing disruptions to the school day and ensuring the safety and security of all students. For non-urgent items, such as forgotten homework or lunchboxes, drop off should take place as early as possible. Please see the [Procedures to Drop off Student Lunch](#). If an item is needed urgently (medication, emergency supplies, etc.), parents should notify the Front Office staff so the drop off can be prioritized.

Procedures to Drop off Student Lunch

Families may drop off lunch for a student no later than 9:30a.m. to ensure the student's lunch gets delivered to his/her class prior to the start of his/her lunch time.

If guardians are bringing in lunch for a student, it must be taken to the front office anytime from 7:00 – 9:45 am. Please ensure your child's first name, last name, homeroom teacher, and grade level is on the lunch. The meal will be delivered to the child's classroom. We do not want to interrupt classroom instruction; therefore, we do not notify students that their lunch is in the office and guardians cannot take lunches to students' classrooms. Families are encouraged to pack their student healthy lunch options. Sugary and /or caffeinated drinks are strongly discouraged during lunch. All food delivery services (i.e. Door Dash, Uber Eat, etc.) are strictly prohibited. For the safety of our students, sharing is not allowed. *Please see the [Sharing Food section](#) for more information.*

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

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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"> • Email campus staff, teachers • Call campus directly 			
Curriculum & Academic Assessments	YES Prep Curriculum - Academics			
School-Parent Compact	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 summary of the meeting through Family Notes • Communicate with families, regularly 	<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 graduate from college 	<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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