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yes prep PUBLIC SCHOOLS

Southwest Oaks Elementary

INDIVIDUAL CAMPUS SUPPLEMENT

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OPENING LETTER FROM PRINCIPAL



Dear YES Prep Southwest Oaks Elementary families,

Welcome to the 2026-2027 school year! We are so excited to have you join us as we continue growing our school together!

We are ecstatic about welcoming 4th grade to the building and looking forward to seeing how they show up as leaders this year.

This year we are focused on sustaining strong campus systems, increasing academic growth, and developing positive character skills in our SPARKS so that they are ready for their secondary education.

Thank you for trusting us with the education of your students. Their safety, learning, and well-being are our top priorities. We would not be able to do this work without your partnership.

Please ensure that you review the policies and procedures below that help us reach those goals.

Let's make it a fantastic year, SPARKS!

With gratitude,



Sean Little, Principal

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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 Multi-Tiered System of Supports (MTSS) 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.

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 Southwest Oaks 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, Stephanie Acker, at sa03@yesprep.org. To refer a student for special education testing, please complete this form: https://bit.ly/44CADvQ or scan the QR code.

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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. During school holidays and breaks, homework will be assigned with balance and purpose in mind. Students may receive meaningful review activities, reading assignments, or optional enrichment tasks designed to reinforce previously taught skills and encourage independent learning without overwhelming families during their time together.

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
Pre-K	• 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	• Read or listen to a book with your student for 15 minutes. • Teacher assigned homework pages from Bluebonnet, Wit and Wisdom, Arriba la Lectura, or Fundations. • Ask them to retell what they learned in Language Arts or Math.
First Grade	• Read or listen to a book with your student for 15 minutes. • Teacher assigned homework pages from Bluebonnet, Wit and Wisdom, Arriba la Lectura, or Fundations. • Ask them to retell what they learned in Language Arts or Math.
Second Grade	• Read or listen to a book with your student for 20 minutes. • Teacher assigned homework pages from Bluebonnet, Wit and Wisdom, Arriba la Lectura, or Fundations. • Ask them to retell what they learned in Language Arts or Math.
Third Grade	• Read or listen to a book with your student for 20 minutes. • Teacher assigned homework pages from Bluebonnet, Wit and Wisdom, Arriba la Lectura, or Fundations. • Ask them to retell what they learned in Language Arts or Math.
Fourth Grade	• Read or listen to a book with your student for 20 minutes. • Converse with student about their school day using visuals or prompts. • Teacher assigned homework pages from Bluebonnet, Wit and Wisdom, or Arriba la Lectura. • Ask them to retell what they learned in Language Arts or Math.
SHINE I & II	• Read or listen to a book with your student for 10 minutes. • Converse with student about their school day using visuals or prompts.
SOAR	• Read or listen to a book with your student for 20 minutes.

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	• Teacher assigned homework pages from Bluebonnet, Wit and Wisdom, Arriba la Lectura, or Fundations. • 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 i-Ready per week. If students have a device at home, they may supplement this time at home.*

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 students 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 ensuring every student has the support they need to succeed academically. Our tutorial program provides additional instruction and guidance in key subject areas for students who may benefit from extra help beyond regular classroom hours.

Based on various assessments and individual academic needs, students may be invited to attend tutorials throughout the school year. Tutorials may be offered before school, after school, or on select Saturdays, depending on student needs and campus scheduling.

Attendance at tutorials is expected for all invited students, as consistent participation is critical to strengthening skills, closing gaps, and supporting overall academic success. If a student is unable to attend, an excuse note will be required from the family. Students with repeated absences from tutorials may lose their tutorial spot to allow participation opportunities for students with consistent attendance.

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.

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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 monthly family gatherings where we will celebrate students displaying characteristics of the SPARKS 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 have the highest lessons passed on i-Ready for the week. One student per class will be recognized for each award. If Friday is a holiday, the Grade Level Gathering will take place on Thursday.
- 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

Semester Awards

At the end of each semester 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 demonstrates a commitment to academic excellence by consistently going above and beyond.

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- Relentless Award: This award recognizes one student per class who demonstrates 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 I-Ready 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
- 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:

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- 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 instances in which a student's behavior patterns pose a safety risk, they may be prohibited from field trips or condition their attendance on a parent or guardian acting as a chaperone.

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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. Teachers will communicate with parents via Parent Square when chaperone opportunities are available. 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. On 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.

Students with disabilities are included in Academic Field Trips and provided accommodations necessary to meaningfully participate.

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All approved chaperones must adhere to the following:

- Ride the school bus with the group they are chaperoning
- Wear appropriate attire that is conducive to a school setting.
- Refrain from bringing siblings or other family members or friends on field trip
- 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 on field trips are there as chaperones to support the educational extensions of the classroom.

Please note: The principal reserves the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

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 will be beginning of the Year Family Conferences for all new families from August 12 – September 25. There are also **two additional** family-teacher conference days on November 6, 2026, and February 25, 2027. Teachers will notify families in advance via Parent Square to sign up for these conferences.

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

1. Email, call or send a message on Parent Square to the teacher or staff member directly to request a conference. Contact information can be found on our campus' website. Please allow 24 school 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 time which will be shared during Meet the Teacher. If cancelling a conference appointment, please call at least 24 hours in advance so we can 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 school hours.

Before School Expectations and Procedures

At YES Prep Southwest Oaks Elementary, all staff prioritize the safety and well-being of our students. Therefore, the following expectations and procedures apply before and after school:

- Students should never be unsupervised on school grounds.
- Students will not be admitted into the building before 7:00 a.m.
- School staff will provide student supervision beginning at 7:00 a.m.
- To support campus arrival operations, campus gates will open one (1) hour prior to student arrival, beginning at 6:00 a.m.; however, student supervision will not begin until 7:00 a.m. Parents and guardians are responsible for ensuring students are not left unattended before supervision begins.

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Building Hours

YES Prep Southwest Oaks Elementary will be open to students and families Monday through Friday from 7:00 a.m. to 3:30 p.m., unless otherwise specified or outlined in the district academic calendar.

For the safety and efficiency of dismissal operations, early student pick-up will conclude at 2:15 p.m.

Please note that Front Office hours differ from building hours. The front office lobby will close to visitors and early pick-up requests at 2:15 p.m. In addition, the Front Office will be closed to in-person visitors from 2:30 p.m. to 3:30 p.m. to support dismissal operations. During this time, phone calls will continue to be answered, but in-person assistance will resume after dismissal concludes.

Early Drop Off

Students are expected to be in their classroom and ready to learn by 7:30 a.m. The YES Prep Southwest Oaks Elementary gate will open to allow guardians to begin morning drop-off at 7:00a.m. Staff members will begin to unload students from guardian's vehicle. For the safety of our students, guardians should place their vehicles in park and remain in their vehicle as the staff member unloads your child.

Walking Students to Class

For safety and logistical concerns, parents may not walk their students to class. Parents of approved walkers and parents arriving after 7:30 a.m. must walk their students to the front office and follow the late arrival procedures.

PK & Kinder Camp Sparks Day – On the Camp Sparks Day (the first day of school for PK & Kinder students), families may walk their students into the building 7:00 a.m. - 8:30 a.m. [Detail Information will be provided on Meet the Teacher Night]

SHINE Families Only - On the first day of school only SHINE families can walk their student to class 7:00 a.m. - 8:30 a.m. After the first day of school, families must meet their child's SHINE teacher assistant at the front of the school between 7:00 a.m. - 7:30 a.m.

Please note: Any student arriving after 7:30 a.m., is considered **tardy**. Families will be expected to follow the procedure for late arrivals outlined in the *Campus Operations Front Office Hours section*.

Food and Drink Expectations

Students may bring food and drinks as part of a lunch kit. Students may also bring a water bottle filled with water to drink throughout the day. To ensure personal belongings are returned promptly, YES Prep Southwest Oaks Elementary highly encourages families to clearly label all lunch kits and water bottles with the student's first and last name. Students may not share food or drinks with other students due to allergies, medical needs, or dietary concerns.

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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. To minimize disruption to instruction, families must follow the birthday guidelines below:

- Birthday celebrations in the classroom will ONLY take place on Friday.
- Birthday celebrations will start at 2:30 PM and should end by 2:50 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.
- If families would like to celebrate their child's birthday at school on Friday, the teacher must be notified of the celebration and whether **guardians will be attending or not by Wednesday of that week.**
- **Two** guardians are welcome to attend the classroom celebration and should arrive by **2:10PM** to check in at the front office with a state-issued ID.
- Siblings will not be allowed to join each other for classroom birthday celebrations, even if they attend or do not attend Southwest Oaks, are checked out by the guardian, or do not attend school that day.
- YES Prep understands that not all parents, guardians, or family members will be able to attend classroom celebrations. In these instances, birthday treats may be dropped off at the Front Office on Fridays only, no later than 12:30 p.m. The Front Office team will deliver the treats to the classroom at the designated celebration time identified by the classroom teacher. To ensure timely delivery, all birthday treats must be clearly labeled with the student's first and last name, the teacher's name, and the student's homeroom or grade level, if applicable. In consideration of student health and safety, birthday treats must be nut-free and may not include sodas or other carbonated beverages. Families are encouraged to communicate with the classroom teacher in advance regarding any additional classroom-specific guidelines or dietary considerations.

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	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 polo. *Students are not required to tuck in shirts.*

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YES Prep Outerwear	Students are required to wear YES Prep-branded outerwear to continue to strengthen school pride, unify the community, and promote a college-going culture. Outerwear must be purchased from YES Prep or the campus Athletic Department. Students may choose from the following: • 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	Students may choose between pants, skirts, or shorts of the following: • Khakis (any color) • Navy • Jeans (any color) • Athletic bottoms (any color) Students should wear bottoms that allow them to comfortably participate in PE. Students may not wear pajama pants or bottoms with holes. *Shorts and skirts should be no shorter than mid-thigh.* Bottoms may not have holes/tears below the knee/with leggings underneath. Students are not required to wear belts.
Shoes	Tennis shoes are recommended so students can safely participate in activities at recess and in PE. For safety purposes, all shoes must meet the following criteria: • 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 allowed in sport mode only (straps behind the ankle)
Accessories & Styling	Students may have visible piercings and tattoos if messaging and images are school-appropriate. Accessory items that are spiked (bracelets, belts, collars) are not permitted due to safety reasons. Students may wear a variety of hairstyles and colors. Head shaving designs are permitted as long as images are school-appropriate. Hats and sunglasses are not permitted for safety purposes. Religious head coverings are permitted.

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Free Dress Tops	Clothing should meet the following criteria: • 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) are 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	Approved Top: • YES Prep Polo Approved Bottoms: • Khaki or Navy-Blue Pants, Skirt, or Shorts
Tuesday	Approved Top: • YES Prep Polo or Campus Spirit Shirt Approved Bottoms: • Khaki or Navy-Blue Pants, Skirt, or Shorts
Wednesday	Approved Top: • YES Prep Polo or Campus Spirit Shirt Approved Bottoms: • Khaki or Navy-Blue Pants, Skirt, or Shorts
Thursday	Approved Top: • YES Prep Polo or Campus Spirit Shirt Approved Bottoms: • Khaki or Navy-Blue Pants, Skirt, or Shorts
Friday	Approved Top: • YES Prep Polo, Campus Spirit Shirt, or College/University Shirt Approved Bottoms: • Jeans, Khaki or Navy-Blue Pants, Skirt, or Shorts

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Purchasing School Uniforms

All uniform purchases must be completed through RevTrak prior to scheduling a uniform pick-up appointment

Step	Process
1	Visit our YES Prep RevTrak website and create a new account or login to existing account: https://yesprep.revtrak.net/
2	Select **Elementary Schools** and choose **Southwest Oaks Elementary**.
3	Select the appropriate grade level and uniform item(s).
4	Enter the student's full name and grade level
5	Add items to the cart and proceed to checkout.
6	Enter billing and payment information and submit the order through RevTrak.
7	Once the order is complete, families must schedule a uniform pick-up appointment 26-27 Uniform Appointment - YES Prep Southwest Oaks Elementary

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CAMPUS OPERATIONS

Front Office Hours

Our Front Office is open Monday – Friday 7:00 a.m. - 2:30 p.m. Early student pick up ends at 2:15 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. - 12:15 p.m.

Cell Phone Policy

To help create a focused learning environment, YES Prep will follow a new state law starting in the 2025–2026 school year that bans usage of personal communication devices during the school day. This includes:

- Cell phones, smartphones, flip phones
- Smartwatches, fitness trackers
- Tablets, personal laptops, gaming devices
- Pagers, two-way radios, earbuds/headphones

What is HB1481?

Texas House Bill 1481, signed into law on June 20, 2025, requires all public and charter schools in Texas to ban students from using personal devices during the school day.

Elementary Disciplinary Actions	
Offense	Action
1st Offense	Student is given a verbal warning to store the device in the student's backpack or designated location assigned by YES Prep staff member.
2nd Offense	The student's device is confiscated and will be turned into the front office and stored in a locked and secure location with a campus leader. A school leader will notify the parents or guardian, who can come to the school to pick it up. If the parent can't come, they can send someone they trust to pick up the device.

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3rd Offense	A behavior incident report will be filled out and the student will be assigned lunch detention by a campus leader. A parent/guardian conference will be required. The student may also lose the privilege to bring the device to school.
Continued Repeated Offenses	Further disciplinary action aligned with the Student Code of Conduct will be taken including in-school and up to out-of-school-suspension.

Elementary Confiscation Practices

In the Classroom or Common Areas:

1. Staff Sees Device
   A teacher or staff member sees a student using, showing, or making noise with a personal device.
2. First Time
   The student is calmly asked to turn the device off (or on airplane mode) and put it away in their backpack.
3. Second Time
   The student is asked to hand over the device to the teacher or administrator. It is taken to the front office and safely stored in a locked and secure location by a campus leader.
4. If Student Refuses
   Staff will not argue or escalate. A campus leader is called to support the situation.
5. Parent Notification
   If the device is confiscated, the parent/guardian will be contacted with instructions on how to pick it up from the front office.
6. Documentation
   The campus will log all device pickups by parents/guardians or approved adults.

Students Arriving Late to School

At YES Prep Southwest Oaks Elementary, we recognize the importance of timely arrival to ensure that all students can begin their day promptly and fully benefit from their educational experience. Classes begin promptly at 7:25 a.m. Students arriving after 7:25 will be considered tardy.

Families arriving after 7:30 a.m. must park and accompany their student into the building through the Front Office entrance. For the safety and security of all students, all families are required to sign for their student at the Front Office reception desk. Students may not be dropped off at the front

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of the building to walk inside independently. If a family enters the building without signing in their student, they will be kindly redirected to complete the sign-in process before the student proceeds to class. Once signed in, students will walk directly to their classrooms.

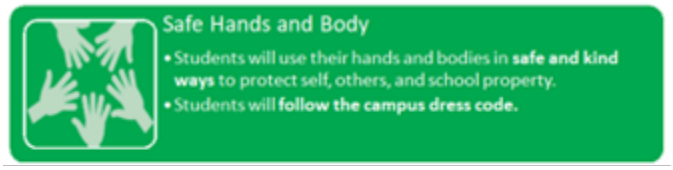
To support safe and efficient late arrival procedures, the parking lot designated for late arrivals will open at 7:30 a.m. Families should utilize marked parking spaces only. Parking in designated fire lanes, leaving vehicles unattended in the middle of the parking lot, or parking in handicap-accessible spaces without a valid handicap permit or license plate is strictly prohibited. These procedures help ensure the safety of all students, families, and staff members during arrival.

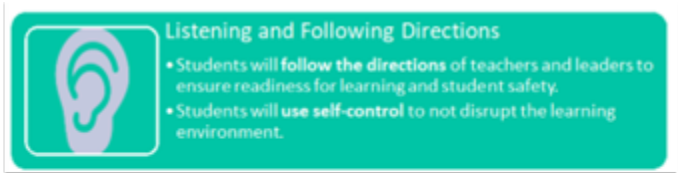
- After 3 unexcused tardies, families will receive a letter home.
- After 6 unexcused tardies, a parent/guardian must meet with a member of the leadership team to discuss the cause of the tardiness so we can assist with finding resources to best support the student.
- After 9 unexcused tardies, a parent/guardian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

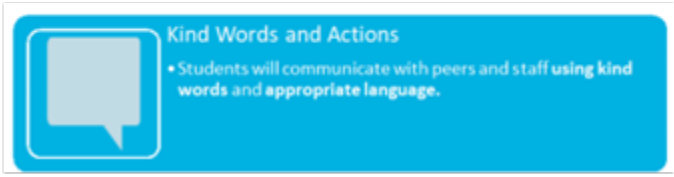
Please note: Breakfast is served daily from **7:00 a.m. to 8:00 a.m.** We encourage all students to participate in the breakfast program and ask families to arrive on time to ensure students have adequate time to eat and prepare for a successful start to the school day.

Common Area Expectations

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 the 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

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

Hallway Actions

- Use voice level 0-1.
- 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.
- 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 voice level 0-1.
- 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.

Restroom Actions

- Use voice 0-1.
- 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.
- Wash hands with soap and water for 20 seconds.

Cafeteria Actions

- Use voice level 1-2.
- Only touch and eat your own food.
- 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.

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Lunch Time Expectations

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 semester.
- Parents/Guardians (listed as Family 1, Family 2) are the only people who can sign up for someone to have lunch with their student. They can sign up for themself, 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 state-issued 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.

Procedures to Drop off Student Lunch

Families may drop off lunch for a student no later than 9:45 a.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 clearly labeled 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 students with healthy lunch options. Sugary and/or caffeinated drinks are strongly discouraged during lunch. For the safety of our students, sharing is not allowed. All food delivery services (i.e. Door Dash, Uber Eat, etc.) are strictly prohibited. These *type of lunches will not be delivered to the student, and the parent will be contacted.*

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 Parent Square 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.

Lost and Found

To help lost items make their way back home, please clearly label all your child's belongings, including, but not limited to, lunch boxes, water bottles, jackets, hats, scarves, with their first and last name. Our Lost and Found is located at the front of the school. Families are welcome to come

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check it weekly on Fridays between 12 p.m. – 2 p.m. or during family engagement events. At the end of each quarter, any unclaimed items will be donated to charity.

Please note:

- The school is not responsible for lost or missing items.
- Staff will not search for lost items on behalf of students.
- We regularly remind students throughout the day to check that they have all their belongings, especially during transitions such as lunch, recess, and dismissal. We ask that families help children learn to keep track of their things and take responsibility for their belongings.

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 5 MPH.
- Cell phone use is **strictly prohibited** in the arrival and dismissal of 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.
- Please adhere to all signs and instructions from staff members.
- Please note that we have almost 800 students arriving between 7:00 a.m. - 7:30 a.m. and dismissing between 3:00 p.m. - 3:30 p.m. Please be patient and kind to one another.
- Students may only enter and exit vehicles from the side closest to the sidewalk or designated unloading area. Students will not be permitted to enter or exit from the side of the vehicle facing moving traffic. If necessary, staff members will ask drivers to pull forward to a safer location to ensure students can load and unload safely.

Flow of Traffic

To ensure the safety and efficiency of arrival and dismissal, families are expected to follow all campus traffic procedures. Arrival and Dismissal Line Procedures. For morning arrival, vehicles may begin lining up at 6:00 a.m. For afternoon dismissal, vehicles may begin lining up at 2:00 p.m. Vehicles must remain behind the designated cones until directed by a staff member to pull forward into the arrival or dismissal line.

Students should be prepared to enter and exit vehicles quickly and safely to help keep traffic moving efficiently.

Traffic Flow and Parking Expectations

- No cars should stop, park, or wait on the street surrounding the campus.
- **Car tags should be visible on windshield, if you don't have a car tag you will need to go to the front office and wait until 3:30.**
- The campus entrance is **RIGHT TURN ONLY**. Vehicles attempting to make a left turn into the campus will be asked to continue around the block. Only authorized staff members and approved daycare, transportation vehicles, buses may turn left onto campus.

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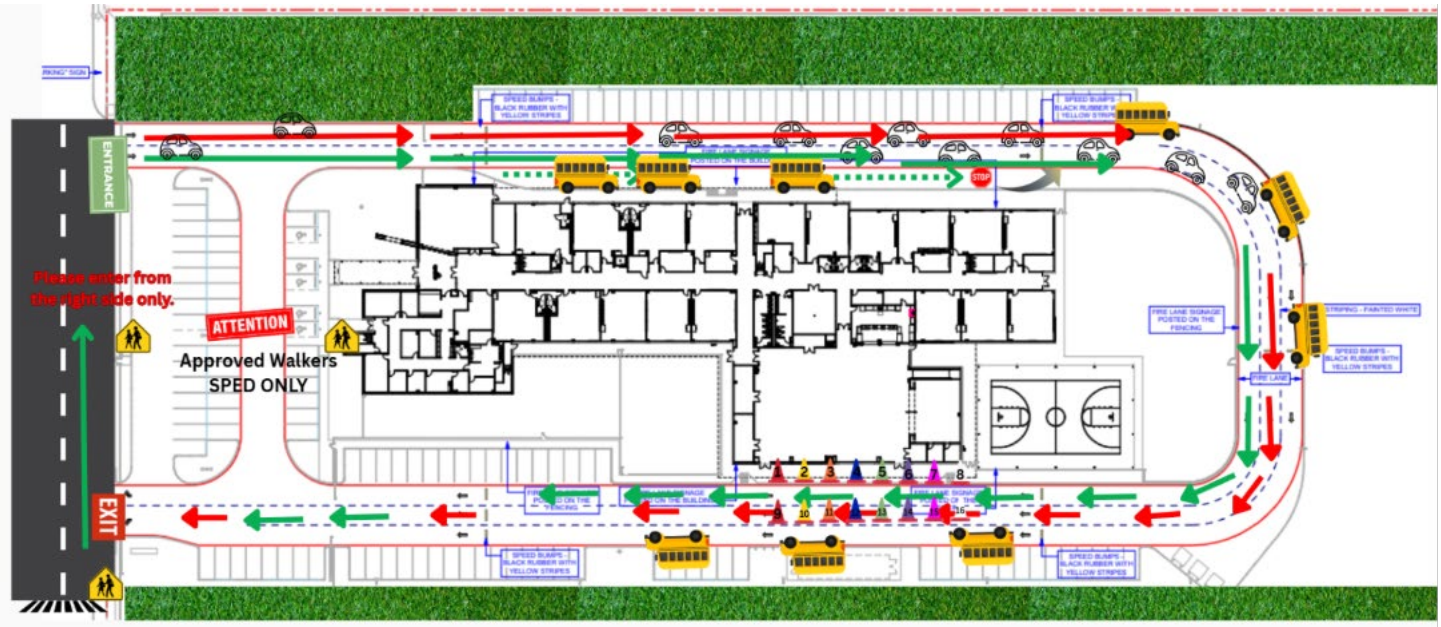
- Families should choose their lane early and remain in that lane. Cutting into the line, switching lanes, or bypassing other vehicles is not permitted.
- Vehicles should never block driveways, fire lanes, crosswalks, or intersections while waiting in line.

Cell Phone Use and Speed Limit

- No texting or cellphone use is permitted while driving in the school zone or school parking lot. Safety is our top priority, and drivers must maintain their full attention on the road at all times.
- The campus speed limit is 5 miles per hour (MPH). Please drive cautiously to ensure the safety of all walkers, bus riders, car riders, private transportation providers, families, and staff members.

Additional Safety Procedures

- Please be courteous and patient with other families during arrival and dismissal. Cutting the line or attempting to bypass other vehicles creates unsafe conditions and delays the process for everyone.
- During afternoon dismissal, families should be aware that private transportation vehicles may also be entering campus and can be identified by the transportation signs displayed on their windshields.
- At times, staff may ask drivers to adjust their lane assignment or position in line to accommodate bus arrivals and ensure that all students can be dismissed safely and efficiently.
- Most importantly, Southwest Oaks Elementary serves hundreds of students each day. Your partnership, patience, and adherence to these procedures help us maintain a safe environment for all members of our school community. Thank you for doing your part to keep our students, families, and staff safe.



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Early Line Up

For arrival, cars will be permitted to line up at 6:00 a.m. For dismissal, cars will be permitted to line up at 2:00 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.

*_**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 or guardians arriving after 3:30 p.m. will be considered late and must pick up their student through the Front Office. Families will be required to park, enter the building, and sign their student out.

The Front Office lobby will reopen at 3:30 p.m. to accommodate late pick-ups. Families will be asked to line up and provide a valid photo identification or present their assigned car tag for verification purposes. A Late Pick-Up Form (on the provided electronic device) must be completed before the student is released. Once the sign-out process has been completed and student identification has been verified, staff will dismiss the student.

Please note that if your family's car tag has been lost, misplaced, or damaged, a replacement request must be submitted by emailing SouthwestOaksElementary@yesprep.org. Replacement car tags will be issued within 48 hours of the request. For the safety and security of all students, families should always have their assigned car tag readily available during dismissal.

- 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.

Dismissal Procedures

Early Student Pickup Policy

- To support a safe and efficient dismissal process, early student pick-up will conclude daily at 2:15 p.m. After this time, families will need to wait until regular dismissal to pick up their student.
- We highly encourage families to schedule appointments outside of the instructional day whenever possible, as every instructional minute matters. Early pick-ups should be limited to essential appointments or unforeseen circumstances. On state testing days and early dismissal days, no early pick up will be allowed at any time during the school day.

Walkers

- Approved walker students will wait in the designated dismissal area located in the hallway outside of the library entrance until dismissal begins.

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- Walker students will be released beginning at 3:05 p.m. only to parents, guardians, or authorized adults who present the student's assigned walker dismissal tag. Walker families will receive a special walker identification tag that must be presented daily during dismissal.
- For the safety and security of all students, photographs of dismissal tags will not be accepted. Families must present the original walker's dismissal tag for a student to be released. Families will be asked to wait in the designated walker line until their student's number is called and the student is escorted to the dismissal area.
- Parents or guardians without a walker dismissal tag will be required to wait until 3:30 p.m. and complete the verification process through the Front Office by presenting a valid state- or government-issued photo identification before the student can be released.
- Walker families must enter and exit campus only through the designated walker gate. Families will need to walk to and from school and may not access the campus through the parking lot during dismissal.
  Upon arrival, families should proceed to the designated walker pickup area located at the front of the school and form a line. Students will be released to approved adults from this location only.
  To ensure the safety of all students and families, the campus parking lot will remain reserved for staff members, special education transportation needs, and other approved campus operations during dismissal.
-

In order to be approved as a walker, families must:

- Reside within 2 miles of the school;
- Submit a Transportation Change Form requesting walker status; and
- Receive approval from the campus prior to utilizing walker dismissal procedures.
- Students may not participate in walker dismissal until approval has been approved, and the family has received the appropriate walker dismissal tag.

Car Riders

- Car dismissal for students will start at 3:00 p.m. via the exterior cafeteria doors.
  - Students will be dismissed in the order of arrival on the campus grounds.
  - There will be 2 lanes of traffic where we will dismiss from. Please pay attention to posted signs and staff member instructions as we aim to keep everyone safe.
  - For safety reasons, parents must always remain in their vehicle while in the car rider line.
  - Hazard Lights (Blinkers): Please turn your hazard lights on when entering the dismissal line and while your student is not yet inside the vehicle. Once your student has safely entered the vehicle and is ready to depart, please turn your hazard lights off before leaving campus.
  - Car Rider Dismissal Tags: Parents, guardians, or authorized adults must display their student's assigned 2026–2027 car rider dismissal tag in order for a student to be released during dismissal. For the safety and security of all students, photographs, photocopies, screenshots, or altered dismissal tags will not be accepted. Families should ensure that the correct 2026–2027 car rider dismissal tag is clearly visible to campus staff and the dismissal texter to support a safe and efficient dismissal process.
  -

**Please see the Flow of Traffic section for the dismissal flow and map*

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Parking Lot

To keep our campus safe, we ask all families to always follow the guidelines below:

- Please **follow all posted** signs and directions from staff when dropping off or picking up students or parking.
- If you're unsure where to go, feel free to ask a staff member. During arrival and dismissal, we will have staff and parking lot attendants on duty to help direct traffic.
- Do not park and leave your car unattended in any drive-through lane. This creates safety risks and disrupts traffic flow.
- The front parking lot will be closed to cars during arrival and dismissal. This space is reserved for SHINE to drop off and pick up only and will be blocked with cones. Please do not move cones for any reason.
- Parking in the fire lanes or handicap spaces without proper tags is strictly prohibited at all times. Vehicles parked in these areas may be ticketed or towed, If a vehicle is left unattended in a fire lane, staff will request that it be moved immediately to a designated parking space. These rules always apply, including morning arrival, late arrivals, afternoon dismissal, and visits throughout the day.

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

Arrival

- One-way traffic will be implemented.
- Campus entrance is right turn only and exit is left/right turn only based on your entry lane.
- All SWOE families must make a right turn to enter through the Anderson Entrance gate.
- SWOE families must exit based on your entry lane left turn/right turn through the Anderson exit gate.
- For morning drop-off, the gate opens at 6:00 a.m. Please do not enter the gate before 6:00 a.m.
- 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 a.m. must park at the front of the building and go to the main office to check-in their students as late.
- All approved walkers are students who meet the qualifications and are approved by the school. These students should not be dropped off by vehicles at the front of the school or in nearby business parking lots.
- **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 students. SHINE parents must have their special permit visible in the rear-view mirror to be allowed to enter the front office parking lot.*

Dismissal

- One-way traffic will be implemented.
- Campus entrance and exit is left turn only.
- Campus entrance is right turn only and exit is left/right turn only based on the entrance lane.
- SWOE families must make a right turn to enter through the Anderson Entrance gate.
- For afternoon pick-up, the gate opens at 2:30PM for dismissal. Please do not enter the gate before 2:30 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 students out.

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**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. SHINE parents must have their special permit visible on the rear view mirror to be allowed to enter the front office parking lot.*

Please note:

- Families are responsible for communicating all transportation policies to daycare and family members responsible for picking up students. Including early dismissal, holidays.
- All daycare vans will need to pick students up through the car rider dismissal line. Please ensure the daycare has the student's YES Prep issued dismissal tag for pick up.

Transportation Changes

For your child's safety and to support consistency, we ask that all students have a primary way of getting home that remains the same for most of the school year. We understand that changes sometimes happen, but we ask families to be mindful of how often transportation changes are made. Frequent changes can cause confusion and increase risk of miscommunication during dismissal.

Transportation changes must be requested no later than 12:00PM on the date of the change request. We are unable to process same day transportation change requests after 12:00PM. Requests may be submitted up to 3 days in advance via transportation change form.

It is the parent's responsibility to notify the daycare of any transportation changes. The school is NOT responsible for daycare pick up.

Please note: SWOE Transportation change form is the **only** method of communicating transportation changes with our school.

Please do not call and leave a message with anyone or contact the teacher regarding transportation changes. If transportation changes become excessive, the principal may limit future changes to ensure a smooth and safe dismissal for all students.

Dropping off Items for Students

Parents may drop off forgotten items for students at the front office. Please leave the student's name and teacher with the receptionist. The receptionist will have the item delivered to the student or call the student down to retrieve the item. Parents may not visit their child's classroom to drop off the item.

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.

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EXTERNAL AFFAIRS
Family Engagement

YES Prep Public Schools Parent and Family Engagement School Policy School Compact

School Year: 2026-2027
YES Prep Public Schools

YES Prep Southwest Oaks Elementary Parent and Family Engagement School Policy

YES Prep Core Values:

- Pursue Excellence for All
- Grow Authentic Leadership
- Achieve Jaw-Dropping Results
- Build Transformative Relationships
- Create Pathways to Opportunity

Section 1: Policy Statement

YES Prep Southwest Oaks Elementary is committed to fostering meaningful partnerships with parents and families to support student achievement and school success. Title I funds will be allocated for the implementation of the parent and family engagement program. Such programs, activities, and procedures will be planned and implemented with meaningful consultation with parents of participating children.

This Parent and Family Engagement (PFE) Policy is developed specifically for **YES Prep Southwest Oaks Elementary** in accordance with Every Student Succeeds Act (ESSA) Section 1116 and Title I, Part A requirements. It establishes expectations and objectives for meaningful parent and family engagement and describes how the school will implement activities to support family involvement. This policy is an integral part of the school's Campus Improvement Plan (CIP), ensuring alignment with campus-specific goals and district-wide expectations, as outlined in YES Prep's Commitment to Excellence framework.

All use of funding and activities can be reviewed by the **Texas Education Agency (TEA)** upon request to ensure they meet the needs of the PFE Program and comply with applicable federal and state regulations.

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Section 2: Building Capacity for Parent and Family Engagement

YES Prep Elementary Campuses will implement the following strategies to build parents' and educators' capacity for meaningful parent and family engagement:

1. Assistance to Parents in Understanding Academic Achievement
    a. Provide parents with guidance on state academic standards, STAAR and TELPAS assessments, and student progress monitoring.
    b. Offer training sessions to help families understand how to support their child's learning at home and navigate the school system.
2. Training and Materials for Parents
    a. Provide parents with literacy training, numeracy workshops, and technology support to improve their children's academic performance.
    b. Offer take-home materials and digital resources to reinforce classroom learning at home.
3. Collaboration with Community
    a. Establish partnerships with local libraries, workforce programs, and community organizations to offer collaboration on literacy initiatives, STEM activities, and career exploration.
    b. Work with local organizations, libraries, and social service agencies to provide wraparound support for families.
4. Professional Development for Educators on Parent Engagement

    Campuses will determine the most relevant training components based on their specific needs. Professional development will focus on equipping teachers, advisors, and administrators with the skills necessary to effectively engage families and support student success. Parent engagement topics/resources will be included in quarterly development sessions throughout the year.

    a. Train teachers, principals, and staff on best practices for parent communication and engagement.
    a. Provide ongoing professional development on the value of parent contributions and how to build positive, collaborative relationships with families.
5. Coordination with Federal, State, and Local Programs
    a. Partner with early childhood programs, public preschool programs, and community resource centers to enhance parent and family engagement.
    b. Establish relationships with local organizations, public libraries, and social service agencies to provide additional resources for families.
6. Ensuring Language Accessibility
    a. Offer translation services, multilingual materials, and interpreters at meetings to accommodate families who require them.
    b. Provide parent workshops and school communications in multiple languages, as needed by the community.
7. Providing Additional Support Upon Request (Optional)
    a. Accommodate reasonable parental requests for additional training, resources, or engagement opportunities.
    b. Offer flexible scheduling and virtual options for parent workshops, meetings, and volunteer opportunities.

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Section 3: Elementary Curriculum

- English Language Arts (ELA):

  Fundations (Foundational Skills)

  Designed to teach fundamental reading and writing skills to students in kindergarten through third grade.

  Wit & Wisdom (Core Knowledge Language Arts)
  Focuses on using exceptional texts, a framework of strategic questions, and diverse perspectives to help students become confident, joyful readers, writers, and communicators.

- Spanish Language Arts: SLA Arriba La Lectura Program

  Develops strong foundational literacy skills through a structured approach that integrates phonemic awareness, reading comprehension, and writing. The program supports students in becoming confident, independent readers, and critical thinkers.

- Mathematics: Bluebonnet Math Learning
  Builds deep conceptual understanding of mathematical concepts by emphasizing problem-solving, number sense, and real-world applications. Students engage in hands-on learning and multiple representations to master mathematical thinking.
- Science: STEM scopes and Science Penguin
  Encourages inquiry-based learning where students actively investigate real-world scientific phenomena. Students engage in hands-on experiments and critical reasoning to deepen their understanding of life, earth, and physical sciences.
- Social Studies: Studies Weekly
  Provides students with a strong foundation in history, geography, and civics, fostering an understanding of their communities and the world. Lessons emphasize collaboration, problem-solving, and critical thinking about societal structures and historical events.
- Social-Emotional Learning (SEL): Wayfinder
  Supports student growth and teaches skills for navigating the future with confidence and purpose. Wayfinder offers an interactive SEL curriculum with evidence-based practices to support student emotional regulation, positive behavior, and whole-child development. The curriculum focuses on six core skills: Self-Awareness, Adaptability, Empathy, Collaboration, Agency, and Purpose.
- SHINE Alternate Curriculum: TeachTown
  TeachTown is a research and evidence-based academic and life skills curriculum with a focus on serving the needs of students with disabilities, including: Students diagnosed with autism spectrum disorder, students with intellectual disabilities or developmental delays, and students with emotional and behavior disorders.

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Section 4: Parent and Family Engagement Opportunities & Ways to Request Regular Meetings

Offer parent workshops and training on literacy development, numeracy strategies, behavioral support, and social-emotional learning, consistent with YES Prep's academic priorities. Provide volunteer opportunities and ways to engage in campus events, including:

- Family Association Meetings- monthly
- Coffee with the Principal- quarterly
- Meet the Teacher- August
- *Donuts with Grownups- May*
- *Family Engagement Evenings- Monthly*
- *Student Celebrations-Seasonal*

- Use various communication methods (newsletters, emails, school apps, social media) to keep families informed.
- Schedule meeting times to accommodate family participation.
- Parents and guardians can request meetings with teachers, academic interventionists, administrators, and school leadership to discuss student progress and concerns. Meetings can be scheduled through:
  - Direct email or phone call to teachers or school staff
  - Attending parent engagement sessions

Section 5: Annual Title I Meeting

- Hold at least one annual Title I meeting to inform parents about Title I, Part A programs and their rights.
- Schedule meetings in various formats (in-person, virtual, multiple times) and at different times to provide options for family participation.
- Provide translation services to support effective communication with families.
- Meetings and training sessions will be held during the Fall

- **Title 1 information will be incorporated into quarterly Family Engagement sessions throughout the year.**

Section 6: Availability

- Ensure a variety of engagement opportunities are available to all parents.
- Provide translated materials and interpretation services when needed.
- Use multiple communication channels to reach families across different preferences.
- Collaborate with local organizations to offer additional support services.

Section 7: *School-Parent Compact*

- **YES Prep's Commitment to Families**
  - Provide high-quality instruction to students.
  - Maintain a school culture with family involvement.
  - Offer volunteer and engagement opportunities for families.
- **Family Commitment to Student Success**
  - Reinforce learning at home by encouraging strong academic habits.

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    - Engage in school activities through meetings, events, and volunteering.
    - Stay informed by reading updates and communicating with teachers.
- Student Commitment to Growth
    - Ask for help when needed and stay engaged.
    - Respect the learning environment and contribute to a positive school culture.
    - Strive for growth with strong work ethics and teamwork.
- Ongoing Communication & Partnership
    - Parent-Teacher Conferences and monthly family engagement opportunities.
    - Progress reports every three weeks to track student performance.
    - Positive calls to celebrate student achievements.
    - Multiple communication channels, including Parent Square, email, and Skyward

Section 8: Evaluation and Policy Review

- Conduct an annual review of the policy with parent input through advisory groups (School Support Team) and school-based councils.
- Recognize and resolve challenges that might affect family participation in school activities, such as logistical or language-related issues.
- Use data sources (surveys, participation rates, event feedback) to assess policy effectiveness and enhance parent-school partnerships.
- Share evaluation results through meetings, newsletters, and school websites to maintain transparency and accountability.

The PFE policy will be distributed through the school website, parent newsletters, advisory meetings, and hard front office copies and made available in multiple languages.

Sean Little
YES Prep Southwest Oaks Elementary
Phone:713-924-0483
Email:Sean.Little@yesprep.org
Approved by:
Date:

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