

# CAMPUS SUPPLEMENT

2022 - 2023



 **yesprep**

**North Forest Elementary**

# TABLE OF CONTENTS

CAMPUS ACADEMIC SUPPORT ..... 4

    Academic Support ..... 4

    Homework Policy..... 4

CAMPUS CULTURE.....5

    Campus Core Values .....5

    Core Values..... 6

    Student Recognition..... 6

    Positive Incentives and Rewards..... 6

    Requesting a Teacher Conference .....7

    Before and After School Expectations and Procedures .....7

        Building Hours .....7

        Early Drop Off.....7

        Car Rider Drop-off Procedures.....7

        Walking Students to Class.....8

        Release of Students before Regular Dismissal.....8

    After School Expectations and Procedures ..... 9

    After School Programming ..... 9

    Dress Code..... 9

        YES Prep Dress Code Philosophy..... 9

        Campus Dress Code Policy ..... 9

        Monday through Friday Dress Code.....10

    Food and Drink Expectations.....11

        Drinks and Food in the Classroom .....12

        Sharing Food.....12

    Birthday Celebrations .....12

    Gum Expectations.....13

CAMPUS OPERATIONS.....14

    Late to School Policy.....14

    Common Area Expectations.....14

    Lunch Time Expectations .....15

        Lunch Visitors .....15

        Procedures to Drop off Student Lunch.....15

    Traffic Procedures.....16

        Parking Lot.....16

        Flow of Traffic.....16

        Traffic Map.....17

        Early Line Up.....17

Waiting for Secondary.....	17
Bus and Car Tags.....	17
Procedure to update student dismissal.....	18
Dropping off Items for Students .....	18
Front Office Hours of Operation .....	18
Campus Communication to Families .....	18
Non-YES Prep North Forest Elementary Student Visits.....	19
Academic Field Trips.....	19
Expectations.....	19
Chaperone Procedures.....	20
Special Needs.....	20

# CAMPUS ACADEMIC SUPPORT

## Academic Support

YES Prep Elementary Schools strive to ensure that in every classroom, every day, all students engage in rigorous and active learning increasing their college readiness. Our academic program will reflect this vision and execute on this promise. Our elementary academic programming has been thoughtfully designed to ensure students achieve and become passionate learners through high volume reading, solving real world and complex math problems, engaging in scientific inquiry, practicing persistence, building positive relationships, and understanding the world around us in a collaborative community. Each day at YES Prep North Forest Elementary is designed to be filled with joy and opportunities for students to find their own voice to express their ideas, advocate for their needs, and discover new talents to be on track for sixth grade and ultimately college and beyond. We firmly believe that doing is at the core of learning. At YES Prep North Forest Elementary, students will benefit from aligned, knowledge building, and active instruction, facilitated by passionate teachers, leaders, and support staff in the areas of literacy, math, science, and social studies. Additionally, we are committed to the entire child through Art, Health & Wellness, Music, and Library classes along with daily recess, social and emotional support, free breakfast and lunch, and after school opportunities. Our 7:25 a.m. to 3:00 p.m. school day has been designed for active learning. This includes whole group, small group, and independent TEKS-based instruction, guided inquiry, hands-on learning, instructional technology, and relationship and community building to meet the needs of all students.

Students who demonstrate a need for increased support through our Response to Intervention (RTI) process may be assigned a weekly check-in with a staff member and additional supports in order to ensure their success at school. If students qualify for these additional supports, guardians will be notified. In addition, North Forest Elementary will have two interventionists, a Special Education Manager, and several additional Special Education staff members to support our special populations so that ALL students can show academic, social-emotional, and linguistic growth.

## Homework Policy

**Homework** is defined as any task that is assigned by teachers and meant to be completed outside of the school day. The **purpose** of homework is to reinforce concepts and skills taught during the day. Said another way, homework should practice what a student learns during the day.

### **Recommended Time & Daily Reinforcement: Monday- Thursday**

#### **Pre-Kindergarten**

- Read or listen to a book with student for 15 minutes.
- Converse with student about their school day.
- Ask them to retell what they learned in Language Arts or Social Studies.

#### **Kindergarten**

- Use Imagine Learning for 20 minutes each night.
- Read or listen to a book with student for 15 minutes.
- Converse with student about their school day.
- Ask them to retell what they learned in Language Arts or Social Studies.

#### **First Grade**

[Back to Top](#)

- Use Imagine Learning for 20 minutes each night.
- Read or listen to an audio book with students for 15 minutes
- 10 minutes of math homework

### Second Grade

- Use Imagine Learning for 20 minutes each night.
- Read or listen to an audio book with students for 20 minutes
- 10 minutes of math homework

### Third Grade

- Use Imagine Learning (1<sup>st</sup> Semester) and Study Island (2<sup>nd</sup> Semester) for 20 minutes each night.
- Read or listen to an audio book with students for 25 minutes
- 15 minutes of math homework

### Student Commitments:

- Strive to achieve, work hard, show effort, and try - even if it is hard.
- Talk to your teacher if you need help or have a special situation that keeps you from completing your work

### Family Commitments:

- Allow your student to work as independently as possible.
- Create homework routines that support daily homework time.
- Communicate with the teacher if your student needs special considerations regarding homework.

Note: Please understand that teachers cannot accommodate requests for homework in advance. Homework will be communicated upon return from an absence but is not required for the student. For extended absences, families should reach out to campus administration.

## CAMPUS CULTURE

### Campus Core Values

YES Prep believes social and emotional learning (SEL) enhances students' capacity to integrate skills, attitudes, and behaviors to deal effectively and ethically with daily tasks and challenges and ultimately lead joy-filled lives. Behavior management and discipline should be about teaching and guiding, not forcing a child to obey. The goal of all behavior management or discipline strategies at YES Prep Elementary is to contribute to each child's capacity to make positive, healthy, and adaptive behavior choices that keep themselves and others physically, mentally, and emotionally safe.

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



## Core Values



## Student Recognition

YES Prep celebrates high academic achievement as well as student academic progress and social-emotional growth. At YES Prep North Forest Elementary school, students will be recognized on a weekly basis with SPARK Student Award for displaying characteristics of the core value being celebrated during that grading period (nine-week marking period).

At the end of each grading period, each semester, and at the end of the year, students will be recognized with the following awards:

- Perfect Attendance Award: Recognizing all students that achieved perfect attendance.
- SPARKS Core Value Award: Recognizing a student in each classroom who demonstrated the SPARKS core value.

## Positive Incentives and Rewards

YES Prep North Forest 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.

Other positive incentives and rewards our SPARKS will receive are:

- Shout Outs – a public, verbal recognition on morning announcements or in ClassDojo that recognizes students who are living out our core values, excelling academically and showing exceptional growth, usually accompanied with two claps.
- SPARKS Bulletin Board – a public, visual recognition of students who are living out our core values, excelling academically and showing exceptional growth.

In addition, there are awards for whole class recognition that includes but are not limited to:

[Back to Top](#)

- Special Guest Reader
- Dance Party
- Popsicle party
- Lunch outside

## Requesting a Teacher Conference

Strong family engagement is key to student success. YES Prep North Forest Elementary will have several events during the year to build relationships with families and discuss academic and behavioral progress (Commit to YES, family conferences regarding report cards, open house, etc.) We have regular systems of communication regarding classroom and school information (Communication Folder, weekly Family Notes, ClassDojo communication, etc.). In addition to the events and structures mentioned, teachers and staff are available to meet with families. To request a teacher conference, families should do the following:

- Email or call the teacher or staff member directly to request a conference. Contact information can be found on the school's website.
- If a staff member cannot be reached, the family should contact the front office, and a member of the staff will follow up within 48 hours.
- Conferences with teachers will not be scheduled during instructional time. If cancelling a conference appointment, please call at least 24 hours in advance so another guardian conference may be scheduled. If you call during the day, the teacher may not have a break until after school is out. Therefore, teachers make every effort to return phone calls within 24 hours.

## Before and After School Expectations and Procedures

### Building Hours

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

### Early Drop Off

Students are expected to be in their classroom and ready to learn by 7:25 am. The YES Prep North Forest Elementary gate will open to allow guardians to begin morning drop-off at 7:00 am. Once staff members are available at the front entrance post, they will begin to unload students from the guardian's vehicle. For the safety of our students, guardians should place their vehicle in park and remain in their vehicle as the staff member unloads your child. The staff member will walk the student to the entrance, and they must walk to the cafeteria. Student walkers should walk to the front entrance and walk directly to the cafeteria, this is only reserved for families in which there is no possibility of joining the car line.

### Car Rider Drop-off Procedures

The North Forest Elementary staff will work closely with families to ensure all students arrive and dismiss from campus safely. Therefore, families are expected to follow these expectations:

[Back to Top](#)

- Any student who arrives at school prior to 7:00 a.m. will not be admitted into the building and should not be left unattended.
- Students should be ready to exit the car as soon as the guardian comes to a stop (have backpacks on, lunches and projects in hand, etc.).
- Students must NEVER be dropped off in the parking lot area and allowed to walk through the car rider line.
- Guardians should place their car in PARK to let their child out.
- Guardians should not move forward until a staff member directs them to do so.
- Only use the INSIDE LANE when dropping off the student. This is the lane closest to the building. DO NOT let the student out of the car in the other parking areas.
- Students should only exit the vehicle on the side the building is on.
- If the student must get out on the opposite side of the vehicle, please have them walk around IN FRONT of the vehicle so that the guardian can watch the student all the way around the car to the sidewalk.
- Students should NEVER go back to the car for any reason. Often, drivers are unable to see children who run back toward cars.
- BY LAW, the use of cell phones is prohibited inside a school zone and while operating a motor vehicle.
- Do not park in either traffic lane or under our covered drop-off area. If a guardian needs to come into the school building with the student, please park in one of the designated parking spaces.

## Walking Students to Class

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

## Release of Students before Regular Dismissal

At YES Prep North Forest Elementary, children are expected to attend school for the entire day. Our students' learning is a top priority. For this reason, we encourage families to schedule appointments that are not emergency on early release days or school breaks, when possible. If a student needs to leave during the school day for an appointment or due to illness, they must be signed out by their legal guardian. If the student has an unavoidable appointment and needs to be signed out early, you must come into the front office and sign-out. Please be aware that we will not call a child to the front office until the guardian is present at the school. Therefore, there is no need to call ahead.

- The guardian (or designee) must come into the office to sign the child out from school.
- A government issued form of identification is required at time of check out.
- Once the guardian or emergency contact has checked in the front office for early student pick up, the student will be called up for dismissal.
- Only the guardian or persons listed on the emergency contact list will be allowed to pick up a child from school during regular school hours.
- In the case of an extreme emergency, if you need someone else not on the emergency list to pick up your child, notify the office in writing through a note or email.
- No student will be allowed to leave at any time with an adult whose name is not on the emergency contact list or prior written has been submitted.
- When possible, the classroom teacher should receive a note in the morning if the student is to leave before the regular time for a doctor's appointment so the teacher can plan accordingly.



- For the safety of our students, they will not be allowed to leave after the early pick-up cut-off time of 2:15 pm.

If you have a custody agreement, be sure to provide the school with the most recent court order with a judge's signature.

## After School Expectations and Procedures

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

- YES Prep North Forest Elementary begins regular dismissal at 3:00 PM. The once-quarterly early dismissal begins at 12:00 PM.
- Students are not allowed to stay on campus after school unless they have teacher supervision or are staying for our after-school program.
- If a student leaves campus at dismissal, they are not allowed to return to campus. If students are found on campus without supervision after dismissal, a guardian will be notified immediately.
- Guardians are given a 30-minute grace period to pick up their student. If a concern arises with a family continually picking up their child late from school, the leadership team will address this with the family and YES Prep Public Schools may report local authorities and/or Child Protective Services.
- The YES Prep Public Schools Code of Conduct applies to students at any time while on campus, including after school activities and events.

## After School Programming

YES Prep North Forest Elementary will offer an after-school program. ASTA Learning program will have team building, academic enhancement, homework help, cultural activities, gym games and much more. The program begins immediately after school and ends at 5pm. Enrollment is completed online and accepted year-round. Anyone interested in ASTA should contact the front office team for more information and pricing details.

## Dress Code

### YES Prep Dress Code Philosophy

YES Prep Public Schools believes in the power of community and school pride while also deeply valuing a student's right to express their individuality without the fear of unnecessary discipline, body shaming, or the confines of gender norms. Students have the right to be treated equitably and dress code enforcement at YES Prep Public Schools will not create disparities, reinforce, or increase the marginalization of any group, nor will it be unfairly enforced more strictly against a student because of racial identity, ethnicity, gender expression, sexual orientation, cultural or religious identity, household income, body size or type, or body maturity.

### Campus Dress Code Policy

YES Prep Public Schools' dress code policy is centered around values of equity and school pride. The YES Prep dress code allows for individuality building and allows for community building through optional campus-specific shirts and outerwear. The dress code should be met each school day and

[Back to Top](#)

should meet the expectations of district and campus guidelines. Like all YES Prep policies, if a student's dress or accessory choice poses a concern for student physical or emotional safety, a campus administrator has the discretion to disallow the dress item.

A campus-based YES Prep Polo or YES Prep-based Spirit Shirt is sold by YES Prep Public Schools, containing the current school and official YES Prep logo, and is distributed by the student's school or Athletic Department.

YES Prep Public Schools also has sweatshirts and cardigans for sale to provide multiple options for outerwear. While a student can choose to wear their own outerwear, YES Prep or campus outerwear allows for additional school-pride building opportunities. If a student chooses to wear YES Prep outerwear, it may only be provided by YES Prep or the campus Athletics Department.

The following is the dress code expectations throughout the week.

## Monday through Friday Dress Code

Dress Expectations	
All Days	<p>Clothing should meet the following criteria:</p> <ul style="list-style-type: none"> <li>• T-shirts are acceptable; however all clothing and accessories must be school appropriate: YES Prep prohibits pictures, emblems, or writings on T-shirts that are lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance, show gang affiliation, or depict violence in any way.</li> <li>• No tank tops, halter tops, tube tops, net or sheer tops, shirts with spaghetti straps, or strapless tops for any student.</li> <li>• No bare midriffs (half shirts) allowed for any student.</li> <li>• No open-toed shoes.</li> <li>• All pants, shorts, and skirts must meet the criteria established in the "Bottoms" for pants/shorts/skirts.</li> </ul> <p><i>YES Prep spirit shirts will still be available for purchase if a student/family chooses to wear them as one of their daily shirt options. The link to purchase can be found <a href="#">here</a>.</i></p>

Bottoms Expectations	
All Days	<p>Students may wear pants, skirts, or shorts of the following:</p> <ul style="list-style-type: none"> <li>• Khakis (any color)</li> <li>• Jeans (any color)</li> <li>• Joggers (any color, must be jean or khaki material- may not be sweat pant material)</li> </ul> <p>Students <b><u>may not wear</u></b></p> <ul style="list-style-type: none"> <li>• Leggings, jeggings, athletic or mesh shorts, workout bottoms, or pajama pants.</li> <li>• Pants made of sweatpants material.</li> <li>• Pants with holes (no holes are allowed above or below the knee).</li> <li>• Shorts and skirts no shorter than mid-thigh.</li> <li>• Bottoms below the waist.</li> </ul>

Outerwear Expectations	
All Days	<p>Students may wear any outerwear as long as it is appropriate. However, students may also have the option of purchasing the following from YES Prep or Athletic Departments to build school-pride and community: Students may choose from the following:</p> <ul style="list-style-type: none"> <li>• YES Prep sweatshirt (purchased through YES Prep)</li> <li>• YES Prep cardigan (purchased through YES Prep)</li> <li>• Campus-issued grade level or spirit sweatshirts etc. (purchased through campus as applicable)</li> <li>• Any other form of Non-YES jacket, cardigan or vest is appropriate.</li> </ul> <p>*Please ensure to write your student's name on ALL outerwear.  <i>*Note: Students may not wear hoods that cover their heads/faces on campus to meet safety expectations.</i></p>

Shoe Expectations	
All Days	<p>For safety purposes, all shoes must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Closed-toed</li> <li>• Must have backs (i.e., no slides)</li> <li>• Must have hard soles (i.e., no slippers)</li> <li>• If your student does not know how to tie their shoes, we recommend Velcro shoes/ slip-on shoes</li> <li>• Any color shoe is permitted</li> </ul>

Accessory Expectations	
Monday – Friday	<p>Students may:</p> <ul style="list-style-type: none"> <li>• Have a variety hairstyles and colors. Head shaving designs are permitted if images are school-appropriate.</li> <li>• Have visible piercings and tattoos if messaging and images are school-appropriate.</li> <li>• Wear religious head-coverings.</li> <li>• NOT wear accessory items that are spiked (bracelets, belts, collars) due to safety reasons.</li> <li>• NOT wear hats, hoods, and sunglasses for safety purposes.</li> <li>•</li> </ul>

## Food and Drink Expectations

Food and drink are only permitted in the classroom during breakfast or designated snack times. Food is not permitted in other areas (including the hallways) except for students whose medical needs require them to eat at other times during the day.

Water is the only drink permitted outside of the cafeteria. Sugary and /or caffeinated drinks are strongly discouraged during breakfast or lunch.

Any food that students bring must be sized for an individual person – students may not bring “family size” chips as students are not allowed to share food with each other. Students are discouraged to bring candy or other items as their meals. All YES Prep students can eat free breakfast each morning and access to free lunch during the school day.

## Drinks and Food in the Classroom

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. Water should be in a resealable container. 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 breakfast, designated snack times (Pre-K Only), during approved classroom party or when food is given as an incentive. Food must not be given in the classroom while lunch is being served in the cafeteria. Any food given during classroom celebrations must be served after lunch time is over.

Birthday treats must be store bought. Food made at home may NOT be distributed within school. Families are encouraged to bring individual servings of treats such as cupcakes or cookies; whole cakes or cookie cakes are not allowed.

## Sharing Food

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

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

## Birthday Celebrations

YES Prep North Forest 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 Wednesdays.
- Birthday celebrations will start at 2:30 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 of students celebrating birthdays 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 Wednesdays no later than 2:15 PM. The campus Front Office will deliver birthday treats to classrooms by 2:30 PM, which is the time the classroom teacher and classmates will celebrate the child's birthday.

## Gum Expectations

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



## Late to School Policy

Guardians are encouraged to send students to school regularly and on time because learning is a top priority. Students who arrive to school after 7:25 am are considered tardy. Students who arrive after this time will need to be signed in by the guardian at the front office. After 5 tardies within a 9-week grading cycle a parent/guardian must meet with a member of the leadership team to discuss the cause of the tardiness and how to best support the student.

## Common Area Expectations

YES Prep North Forest 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 North Forest Elementary:

### **Arrival and Dismissal Actions**

- Use quiet indoor voices.
- 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**

- Use outside voices.
- Stay in assigned area.
- Use playground equipment appropriately.
- Include your buddy in activities.
- Engage in safe physical play.

### **Hallway Actions**

- 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 low indoor voices.
- 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 low indoor voices.

### 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 privacy of others.
- Use low indoor voices.
- Wash hands with soap and water for 20 seconds.

### Cafeteria Actions

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

## Lunch Time Expectations

Guardians and others are welcome to visit YES Prep North Forest Elementary. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. All visitors to campus must report to the front office to sign in and receive a visitor's pass to wear while on campus.

### Lunch Visitors

For the 2022-2023 school year, we will have special events throughout the year when families will be able to each lunch with children. For the safety and security of your child, YES Prep North Forest Elementary has implemented a visitor tracking procedure. Upon entering the campus, visitors will be asked to present a government issued picture I.D. to move beyond the front desk. Your identification card will be scanned. Once cleared you will be issued a visitor's badge, which must be worn while you are on campus. Upon your departure the visitor's badge must be returned to the front office.

### Procedures to Drop off Student Lunch

If guardians are bringing in lunch for a student, it must be taken to the front office anytime from 8:30 – 10:30 am. The office receptionist will put the child's name 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' backpacks. For the safety of our students, sharing is not allowed (please see section of sharing for more information). YES Prep North Forest Elementary does not allow food delivery services to drop lunches off for students.

## Traffic Procedures

The following procedures have been updated to address the traffic and safety issues. These procedures should be taken seriously, as **your student's safety is our absolute priority**.

Please take the time to read the procedures below and communicate these procedures to ALL family members and childcare providers.

### Parking Lot

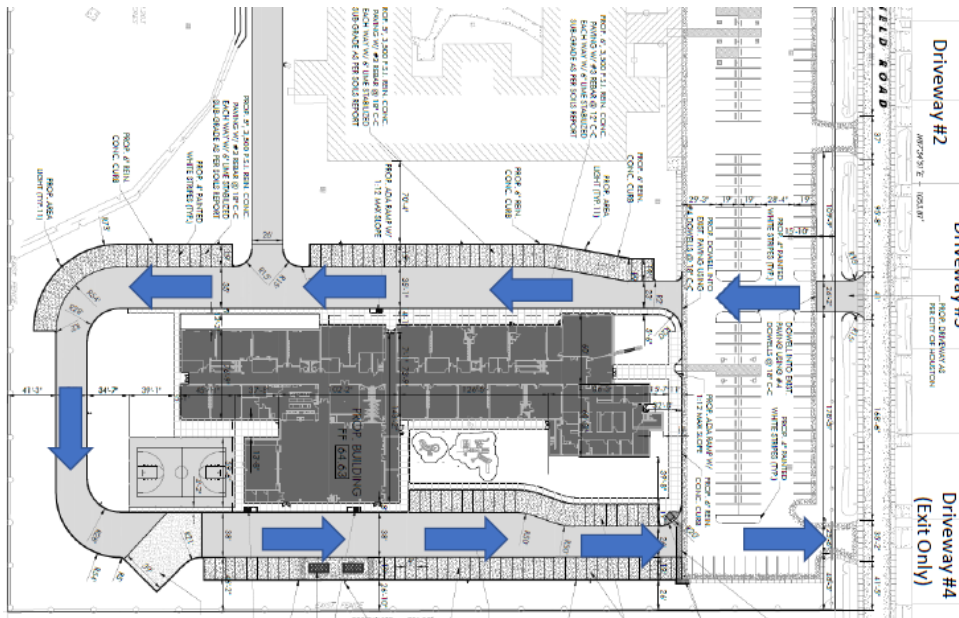
There will be signs around the lot explaining which lanes are for dropping off students, picking up students, parking, and for buses. If you have any questions, please feel free to ask any staff member. At the beginning and end of each normal school day during designated times there will be staff or parking lot attendants outside monitoring activity in the parking lot. Please pay attention to the directions they are giving and ask them questions if you are not sure where to go. It is important for everyone to follow the same guidelines so that each driver and child knows what to expect. Drivers who park and leave their cars unattended in a drive-thru lane pose a safety hazard. If you need to park and leave your car, please park in an appropriate parking spot.

All students will be shown to use crosswalks properly and advised that they need to walk safely. There should not be any running or playing, in the parking lot.

### Flow of Traffic

1. **When:** Drop off is from 7:00 a.m. to 7:25 a.m. School doors close at 7:25 a.m. Students are to be in their classrooms by 7: 25 a.m.
2. **Where** (see map): The drop-off line BEGINS at the Enter Only entrance (Driveway #3) on Winfield Rd. All cars must stay to the Left. **DO NOT PASS CARS ON THE RIGHT.**
3. **Dropping off:** Put your car in park before you let your student out quickly and carefully.
  - a. Students are NOT allowed to exit on the right side of the car.
  - b. Guardians may NOT get out of the car while in drop-off line.
  - c. Do NOT hold up the line to watch your student walk into school.
4. **Leaving:** When leaving the drop-off line, wait and follow the car in front of you. **Do not pass cars that are dropping off children.**
  - a. Do not pull out into the center drop-off lane.
5. **Other Notes:** On campus there is a max speed of 15 MPH and NO cell phone use in school zones.

**Most importantly,** we have around 500 children arriving between 7:00 and 7:30 a.m. every morning. Please be kind and patient with one another. Thank you for helping to make our school campus safe for everyone.



## Early Line Up

Gates will open at 7:00 a.m. We ask that all guardians wait until 7:00 a.m. to arrive on campus. There will be no supervision before 7:00 a.m. Please do not park outside the gate before 7:00 am as this will cause city traffic and may result in a ticket given from the Houston Police Department.

## Waiting for Secondary

Elementary students will not be allowed to walk to the secondary school after dismissal to wait for their sibling. Students must be picked up at the elementary school no later than 3:30 PM or be enrolled in the after-school program.

## Bus and Car Tags

Student safety is YES Prep's highest priority. School-issued bus tags and car rider tags are required for ensuring the safe dismissal of all students. All YES Prep North Forest Elementary students will receive a tag to identify their transportation method. These tags will have a unique family number to identify the child and transportation for the 2022-2023 school year and they will differ from the 2021-2022 school year.

- Adults in the car rider line who do not have the campus-issued car rider tag will be asked to show their ID and sign out their student in the main office.
- Students will only be released to adults at bus stops who have the campus-issued student bus tag. Students who cannot be released will remain on the bus and return to school for pick-up.
- Replacement tags and passes can be requested at the campus front office. Guardian identification will be required upon request of replacement tag. The first replacement tag is free, if there is a need for replacement tags after the first replacement tag parent/guardians can expect to pay a minimal fee.

## Procedure to update student dismissal

- If the child will be going home a different way than they usually do, guardians are to send notice of this change to the child's teacher IN WRITING on the day of the change. The note must include child's first AND last name on the note, the teacher's name, the date, and guardian signature. This will need to be communicated to *all* teachers, substitutes, principal, and operations team. Please note that a phone call to the guardian will be made by a staff member to verify that the request is made from a guardian.
- If the guardian is requesting the change after the student has left for school, an email to [NorthForestElementary@yesprep.org](mailto:NorthForestElementary@yesprep.org) must be sent no later than 2:15 PM. The email must include student name, guardian name, the transportation change, AND a copy of the ID. This information will allow the school to verify that the request is made by a guardian.
- If guardians need to call the school to let us know of a change in a child's dismissal plans for that day, guardian MUST call the school no later than 2:15 PM and email [NorthForestElementary@yesprep.org](mailto:NorthForestElementary@yesprep.org) to let us know of the change.
- Please understand that we dismiss more than 500 students each day and the last hour of the day is the busiest for our school office. We need a reasonable amount of time to receive messages and send notes out to students and their teachers about changes in transportation.

## Dropping off Items for Students

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

## Front Office Hours of Operation

YES Prep North Forest Elementary front office hours of operation are from 7:00 am – 2:30 pm. Phones calls will be answered from 7:00 am – 2:30 pm. If a student is in tutorials with a teacher, please contact the teacher directly. If the student is enrolled in the after-school program, please contact the after-school program directly.

## Campus Communication to Families

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

- **Communication Folder:** The Friday Folder will be sent home to families and will include the main learning objectives for the week, ideas for home to reinforce learning at home, student work that can be left at home, upcoming important dates and events, and a place for family feedback or requests. If there is no school on a Friday, the Friday Folder will be sent home on Thursday.
- **ClassDojo:** ClassDojo will be used for three different purposes:
  - Engaging Families
  - Behavior Management
  - Communication between teachers and families: The ClassDojo Messenger feature is a tool that can be used to write direct, private message to teachers.



- **Email:** As the YES Prep Handbook states, the preferred method of communication to staff is via email. There is a [staff directory](#) on the North Forest 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.
- **Family Notes:** North Forest Elementary will 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. Family Notes will be posted on the campus ClassDojo, the family section of the campus website, Facebook, and Instagram pages.
- **Social Media:** Posts on Facebook and Instagram will highlight academic events, family engagement events and opportunities, upcoming testing dates, and important announcements and reminders.
- **Monthly Calendar:** The monthly calendar will be published on the campus webpage, School Story on ClassDojo, and social media sites on the 15th of every month. It will also be sent home to families in the Friday Folder.
- **All School Family-Teacher Conferences:** There will be a minimum of two family-teacher conferences scheduled throughout the year. The classroom teacher will reach out to families to determine the time of the conference. The conference will be centered on each student's academic and social development. Conferences can also be scheduled per a family's request (see more information in "Requesting a Teacher Conference.")

## Non-YES Prep North Forest Elementary Student Visits

Students who are not enrolled in YES Prep Elementary will only be allowed on campus with prior approval. YES Prep students enrolled in a YES Prep Secondary school will only be allowed admittance under the supervision of an adult employee of YES Prep.

## Academic Field Trips

### Expectations

Field trips are recognized as important moments in learning; a shared social experience that provides the opportunity for students to encounter and explore novel things in an authentic setting. Field trips will be arranged by the teacher as an extension of the school curriculum. All students will be expected to attend field trips as it is a learning activity unless families decide they do not want their child to attend.

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

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

## Chaperone Procedures

Guardians will be allowed to assist as a chaperone on field trips but must follow the process put in place to ensure that our students are safe. If guardians are interested in being a chaperone, they must submit for a background check. Guardians who are serving as chaperones must be cleared at least 48 hours before a field trip. 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. Guardians of students with special needs may receive priority per the student's learning needs.

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 present to serve as chaperones to support the educational extensions of the classroom. To protect all students' safety, guardians are not to take their child or any children away from the group or outside of the teacher supervision. Guardians are not allowed to take their child home after a fieldtrip, students are to complete the full instructional day and be dismissed at 3:15 p.m. The principal reserves the right to limit the number of chaperones or deny certain individuals from acting as chaperones.

## Special Needs

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

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.