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## *Student / Parent Handbook*

**2015 – 2016**



**School Motto:**

**Young Women Today, Leaders Tomorrow**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade \_\_\_\_\_\_\_\_\_

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**Young Women’s College Preparatory Academy**

**Our Vision**

**In a learner centered environment, Young Women’s College Preparatory Academy strives to produce young women who are leaders in science, technology, engineering and math possessing, confidence and strength gained from rigorous advanced placement curriculum. Young Women’s College Preparatory Academy will change the face of history in the world.**

**Our Mission**

**As we address the needs of all learners, it is our duty to provide a nurturing environment which encourages individual integrity, fosters social responsibility, strengthens the mind, and creates a powerful responsible, organized, sisterhood of excellence that challenges all students to achieve at their highest level and provide them with the necessary knowledge and skills to become leaders in the world.**

**Our Promise**

**The faculty and staff of the YWCPA promise to provide our young women with a safe and orderly environment that engages students in their educational pursuits. We will foster teamwork and promote a healthy self-esteem towards self, others, and the community.**

**Our Core Values**

**The YWCPA values academic excellence, college preparation, responsible leadership, and wellness life-skills.**

In early 2001, Lee Posey, Chairman of Palm Harbor Homes, read about a new single-sex public school in New York City, The Young Women's Leadership School of East Harlem. Founded in 1996 by philanthropists Ann and Andrew Tisch in partnership with the New York City Board of Education, the school had achieved remarkable success, with 100% of its graduating classes accepted to four-year colleges and universities. Lee and Sally Posey contacted Ann Tisch and visited the school. They came back to Dallas inspired by both the school and Ann Tisch, by her vision, and her Young Women's Leadership Foundation.

In early 2002, the Lee and Sally Posey established the Young Women’s Preparatory Network and began the effort to get a similar school established in the Dallas Independent School District, with the intention of founding similar schools in other Texas cities. In May of 2002, they accompanied two senior Dallas administrators to New York to visit the Harlem school, and in November of that year several DISD board members and community leaders visited the school and met with Ms. Tisch and the Foundation. In August 2004, after thoughtful consideration by the District and the Board, the Foundation's first school, the Irma Rangel Young Women's Leadership School, opened its doors with the support of the Foundation for the Education of Young Women. Since then, the Foundation's second school, the Ann Richards School for Young Women Leaders, opened in August 2007 in Austin. In August 2008, the Foundation opened two more schools, the San Antonio Young Women's Leadership Academy in San Antonio and the Margaret Talkington School for Young Women Leaders in Lubbock. In August 2011, Young Women’s College Preparatory Academy was opened in Houston, Texas. The following year, 2012 the Young Women’s Leadership Academy at Bill Arnold opened in Grand Prairie, Texas.

Young Women’s Preparatory Network

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**Sister Schools:**

*Irma Rangel Young Women’s Leadership School*

*Dallas, TX*

*Ann Richards School for Young Women Leaders*

*Austin, TX*

*Young Women’s Leadership Academy*

*San Antonio, TX*

*Margaret Talkington School for Young Women Leaders*

*Lubbock, TX*

*Young Women's Leadership Academy Fort Worth, Tx*

*Young Women’s Leadership Academy*

*At Arnold*

*Grand Prairie, TX*



**Young Women's College Preparatory Academy**

**Student Creed**

**I am a R.O.S.E. of the YWCPA, pushing the boundaries of math**

**science and technology.**

**I am responsible, I am organized and I am part of a sisterhood that is exceptional.**

**I demand excellence in all I do.**

**I am a servant leader who demonstrates a positive attitude.**

**Education is my ticket to success.**

**I am a future college graduate who does not succumb to mediocrity.**

**I have respect for myself, my school, my peers, and**

**my community.**

**The decisions I make today affect the rest of my life.**

**I never fail because I never give up.**

**I am extraordinary not because I say it,**

**but because I work hard at it.**

**My character shines with grace and integrity.**

**I AM A R.O.S.E of the YWCPA.**

**YWCPA TELEPHONE NUMBERS**

|  |  |  |
| --- | --- | --- |
| Main Office | 713-942-1441 | |
| Fax (Main Office) | 713-942-1448 | |
| Fax (SIMS Office) | 713-942-1428 | |
| Principal, Delesa Thomas | 304 | |
| Secretary, Paula Baker-Thomas | 302 | |
| Clerk, Eva Rodriguez | 303 | |
| Dean of Students, Gabriela Pulido | 306 | |
| Dean of Students, Tabitha Davis | 316 | |
| College Bound Advisor, Lee Canales | 318 | |
| Magnet Coordinator, Aisley Adams | 319 | |
| Registrar, Sandra Luckett | 322 | |
| Nurse, | 309 | |
| HISD Police, Rosa Soto | 310 | 713-942-1426 |
| Kitchen | 313 | 713-942-1457 |
| Plant Operator | 314 | |
| HISD TRANSPORTATION | 713-613-3040 | |
| UNIFORM VENDOR (Academic Outfitters) | 713-660-0206 | |
| HISD FOOD SERVICES | 713-491-5700 | |
| HISD LIBRARY SERVICES, PSYCHOLOGICAL SERVICES, STUDENT ENGAGEMENT | 713-695-5652 | |

|  |  |  |
| --- | --- | --- |
| **NAME** | **TITLE** | **EMAIL** |
| Delesa O’Dell Thomas | Principal | [dthomas1@houstonisd.org](mailto:dthomas1@houstonisd.org) |
| Gabriela Pulido | Dean of Students (Middle School) | [gpulido@houstonisd.org](mailto:gpulido@houstonisd.org) |
| Tabitha Davis | Dean of Students (High School) | [tdavis26@houstonisd.org](mailto:tdavis26@houstonisd.org) |
| Sandra Luckett | Registrar | [sluckett@houstonisd.org](mailto:sluckett@houstonisd.org) |
| Lee Canales | College Bound Advisor | [lcanales@houstonisd.org](mailto:lcanales@houstonisd.org) |
| Aisley Adams | Magnet Coordinator | [aadams4@houstonisd.org](mailto:aadams4@houstonisd.org) |
| Paula Baker Thomas | School Secretary | [pbaker@houstonisd.org](mailto:pbaker@houstonisd.org) |
|  | Nurse |  |
| Eva Rodriguez | Clerk | [erodri31@houstonisd.org](mailto:erodri31@houstonisd.org) |
| Sharon Brown | English Language Arts | [sbrown16@houstonisd.org](mailto:sbrown16@houstonisd.org) |
| Deidra Collins (LaFayette) | English Language Arts | [dcollins4@houstonisd.org](mailto:dcollins4@houstonisd.org) |
| Wendy Laughton | English Language Arts | [wlaughto@houstonisd.org](mailto:wlaughto@houstonisd.org) |
| Lauren Nguyen | English Language Arts | [lnguyen@houstonisd.org](mailto:lnguyen@houstonisd.org) |
| Samantha Shields | English Language Arts | [sshields@houstonisd.org](mailto:sshields@houstonisd.org) |
| Sherrell Weathersby | English Language Arts | [Sweathe1@houstonisd.org](mailto:Sweathe1@houstonisd.org) |
| Telitha Carter | Math | [Tcarter5@houstonisd.org](mailto:Tcarter5@houstonisd.org) |
| Vinoy Cyriac | Math | [vcyriac@houstonisd.org](mailto:vcyriac@houstonisd.org) |
| Jasmine Haynes | Math | [Jhaynes3@houstonisd.org](mailto:Jhaynes3@houstonisd.org) |
| Divya Peter | Math | [dpeter@houstonisd.org](mailto:dpeter@houstonisd.org) |
| Liang Shi | Math | [lshi@houstonisd.org](mailto:lshi@houstonisd.org) |
| Mitchell Hatter | Science | [mhatter@houstonisd.org](mailto:mhatter@houstonisd.org) |
| Roderick Jones | Science | [Rjones12@houstonisd.org](mailto:Rjones12@houstonisd.org) |
| Dr. Bina Singh | Science | [bsingh4@houstonisd.org](mailto:bsingh4@houstonisd.org) |
| Philip Caggiano | Science | [Pcaggia1@houstonisd.org](mailto:Pcaggia1@houstonisd.org) |
| Lachardra McBride | Social Studies | [lmcbride@houstonisd.org](mailto:lmcbride@houstonisd.org) |
| Jeremy McGrath | Social Studies | [jmcgrath@houstonisd.org](mailto:jmcgrath@houstonisd.org) |
| George Caldwell | Social Studies | [gcaldwel@houstonisd.org](mailto:gcaldwel@houstonisd.org) |
| Nelva Williamson | Social Studies | [nwillia1@houstonisd.org](mailto:nwillia1@houstonisd.org) |
| Jose Guevara | Spanish | [jguevara@houstonisd.org](mailto:jguevara@houstonisd.org) |
| Errin Hatter | Spanish/ Choir | [ehatter@houstonisd.org](mailto:ehatter@houstonisd.org) |
| Astra Zeno | Computer Science/Engineering | [azeno@houstonisd.org](mailto:azeno@houstonisd.org) |
| Lori Dunklin | Engineering | [ldunklin@houstonisd.org](mailto:ldunklin@houstonisd.org) |
| Phyllicia Moore | Engineering | [Pmoore1@houstonisd.org](mailto:Pmoore1@houstonisd.org) |
| Keisha Robinson | Physical Education | [Krobins8@houstonisd.org](mailto:Krobins8@houstonisd.org) |
| Aaron Horst | Physical Education | [ahorst@houstonisd.org](mailto:ahorst@houstonisd.org) |
| Nina Chantanapumma | Art | [nchantan@houstonisd.org](mailto:nchantan@houstonisd.org) |

Keep up with what is going on in all classes using teacher websites and HUB pages!

**STAFF CONTACT INFORMATION**

<https://www.itslearning.com/>

Young Women’s College Preparatory Academy website: Follow us on Twitter:

<http://schools.houstonisd.org/YWCPA> @YWCPAHISD

Young Women’s Preparatory Network: YWCPA electronic mailbox:

<http://www.feyw.org> [magnetcoordinator@ywcpa.org](mailto:magnetcoordinator@ywcpa.org)

**2015-2016 CALENDAR**

**Significant Dates**

First day of school for students August 24, 2015

Last day of first semester December 18, 2015

First day of second semester January 5, 2016

Last day of school for students May 25, 2016

**Student Holidays**

Labor Day September 7, 2015

Fall Holiday September 23, 2015

Thanksgiving November 25-27, 2015

Winter Break December 21, 2015 – January 1, 2016

Martin Luther King Day January 18, 2016

Spring Break March 14-18, 2016

Spring Holiday March 25, 2016

**Early Dismissal Days** (students are dismissed at 12:45 p.m.)

September 22, 2015 – Parent/Guardian Involvement Day (conference with teachers)

October 8 and 28, 2015

November 18, 2015

January 27, 2016 – Parent/Guardian Involvement Day (conference with teachers)

February 11 and 24, 2016

March 11 and 24, 2016

April 14, 2016

**Six Weeks Grading Periods**

|  |  |  |
| --- | --- | --- |
| **Grading Period** | **Dates** | **Report Card Dates** |
| 1st Six Weeks | 8/24-10/1 | 10/9/15 |
| 2nd Six Weeks | 10/5-11/6 | 11/13/15 |
| 3rd Six Weeks | 11/9-12/18 | 1/8/16 |
| 4th Six Weeks | 1/5-2/12 | 2/19/16 |
| 5th Six Weeks | 2/15-4/1 | 4/8/16 |
| 6th Six Weeks | 4/4-5/25 | 5/25/16 (MS sent home)  6/1/16 (HS mailed out) |

**GENERAL INFORMATION**

**Hours of Operation**

The school building will open each day at 7:30 a.m. and close at 4:30p.m. (when after school programs are implemented). No students are allowed in the building before 7:30 a.m. or after 4:30 p.m. without the direct supervision of a teacher/adult.

**Bell Schedule for 2015 – 2016: Block Schedule**

Every **Monday** and **Wednesday** – **A Day**, Periods 1-4

Every **Tuesday** and **Thursday** – **B Day**, Periods 5-8

**Friday** – All Classes 1-8

|  |  |
| --- | --- |
| **Breakfast** | **7:30 a.m. – 8:00 a.m.** |
| **Ist Period / 5th Period** | **8:00 a.m. – 9:45 a.m. (10 min for announcements)** |
| **2nd Period / 6th Period** | **9:50 a.m. – 11:25 a.m.** |
| **3rd Period / 7th Period** | **11:30 a.m. – 1:35 p.m.** |
| **\*First Lunch** | **11:30 a.m. – 12:00 p.m. Lunch**  12:03 p.m. – 1:35 p.m. Class |
| **\*Second Lunch** | 11:30 a.m. – 12:05 p.m. Class  **12:08 p.m. – 12:38 p.m. Lunch**  12:41 p.m. – 1:35 p.m. Class |
| **\*Third Lunch** | 11:30 a.m. – 1:02 p.m. Class  **1:05 p.m. – 1:35 p.m. Lunch** |
| **4th Period / 8th Period** | **1:40 p.m. – 3:15 p.m.** |

1st Lunch, A Day: Middle School Math, Science, Spanish I, and Study Hall. 2nd Lunch, A Day: All other middle school classes  
1st Lunch B Day: Middle School Math, PE, Exploring Careers, and Spanish 2. 2nd Lunch, B Day: All other middle school classes3rd Lunch, A and B Days: all High School classes

**Friday Bell Schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Breakfast** | **7:30 a.m. – 8:00 a.m.** |  | **\*First Lunch** | **11:15 a.m.–11:45 a.m. Lunch** |
| **Ist Period** | **8:00 a.m. – 8:45 a.m.** |  | **\*Second Lunch** | **11:45 a.m. – 12:15 p.m. Lunch** |
| **2nd  Period** | **8:50 a.m.  – 9:35 a.m.** |  | **\* Third Lunch** | **12:15 p.m.- 12:45 p.m. Lunch** |
| **3rd Period** | **9:40 a.m. – 10:25 a.m.** |  | **6th Period** | **12:50 p.m.- 1:35 p.m.** |
| **4th Period** | **10:30 a.m. – 11:15 a.m.** |  | **7th Period** | **1:40 p.m.- 2:25 p.m.** |
| **5th Period** | **11:20 a.m.- 12:45 p.m.** |  | **8th Period** | **2:30 p.m. – 3:15 p.m.** |

**Front Office**

The front office is the business center for the school. Financial matters, lost and found, and other campus matters are handled in the front office. All student records requests and student data information are handled by administrative personnel.

**Visitors**

Visitors are welcome at our school. To ensure a safe and orderly environment, we must require all visitors to check in at the front entrance counter to receive a visitor’s pass before proceeding to their destination. We encourage parent/guardian visitation, but because instructional time is valued as sacred, we will not allow others to visit during school hours (unless formally arranged in advance). Moreover, our classes are open to parents/guardians with permission from an administrator. If a parent would like to observe his or her student’s class, permission must be obtained for the period(s) the parent will be observing.

**PROCEDURES TO KNOW**

**Beginning the day**

1. The school day begins at 8:00 a.m., but students may arrive as early as 7:30 a.m.
2. Students arriving by bus should enter campus on the Chenevert side. All other students will enter using the front gate located on Cleburne Street and enter through the building entrance nearest the cafeteria.
3. Sixth and seventh grade students who arrive before 8:00 a.m. and any student who needs breakfast should report to the cafeteria.
4. Eighth grade and high school students who arrive before 8:00 a.m. (and do not eat breakfast) shall report directly to the auditorium.
5. Eighth grade and high school students who eat breakfast, shall report directly to the auditorium once they finish breakfast.
6. Students are not allowed to report to teacher’s offices or classrooms until the bell rings at 7:50 a.m. Students must be in the cafeteria or in the auditorium.
7. Students who arrive after 8:00 a.m. are tardy.
8. All cafeteria rules and procedures must be followed at all times.

**Ending the day**

1. Walk directly to your destination.
2. Students must be at their destination by 3:30 p.m. Hallways must be clear at that time.
3. Leave the building using the appropriate doors for bus riders and car riders.

**Hallway Etiquette**

1. Walk quietly using an inside voice.
2. Walk on the right side of hallways, stairwells, and all walkways.
3. Use appropriate entrance and exit doorways.

**Restroom**

1. Use the restroom before school starts and during hall passing time.
2. No student is allowed to leave class to go to the restroom during the first or last ten minutes of class.
3. Students will each receive a six weeks hall pass with twelve passes. Once students use all of their passes, they are no longer permitted to leave the classroom.
4. Place feminine products in the trash receptacle, never in the toilet.
5. Follow good hygiene practices and wash your hands.
6. No technology use allowed in restrooms.

**Lockers**

Students may go to their lockers before school (first period class) and between classes. Students may not go to their lockers before or after lunch to avoid further disruption in the hall during instructional time. Lockers will be assigned by the first period teacher and must have a combination lock. The lock combination must be provided to the first period teacher at the time of locker assignment. **Lockers may not be shared or traded.** Each student is responsible for remembering her combination and maintaining a clean locker. Please do not allow straps to hang outside of lockers; all items should be able to fit inside your locker.

**Backpacks**

Students will not be permitted to bring backpacks into middle school classrooms. All backpacks must fit in lockers. **No rolling backpacks will be permitted during the 2015- 2016 school year.**

**Pledges/Moment of Silence**

At the beginning of the first class on each school day, students shall take part in three activities. These activities are:

1. Recitation of the Pledges of Allegiance to the United States and Texas Flags and YWCPA

Student Creed.

2. A short period of silence, not to exceed one minute.

3. Listen to the daily announcements.

**Special Assemblies**

1. Walk quietly to your assigned area.
2. Take your backpack off before sitting down.
3. Demonstrate appropriate audience behavior.
4. Be respectful at all times.
5. Take notes in your agenda.
6. Stand when asking a question.
7. Follow directions for dismissal.

**Cafeteria**

Food is not to be consumed anywhere on campus except in the cafeteria or the courtyard. All students are given a 30 minute lunch period. We expect students to take pride in our cafeteria and treat it accordingly. The Young Women’s College Preparatory Academy is a closed campus. Students are not allowed to leave campus for lunch. Students are welcome to purchase lunch in the cafeteria or bring lunch from home. Microwaves are available for student use.

A parent that joins his or her student for lunch must first sign in at the main office prior to entering the cafeteria.

Note: Class parties and birthday parties are not allowed in the cafeteria. Do not bring sodas, candy, gum or other non-nutritional items to school for meals. **Sodas cannot be consumed during the instructional day, even if brought from home.**

Lunch Procedures:

* 1. All students shall:
     1. Enter cafeteria and leave all belongings under your table.
     2. Use inside voice.
     3. Be polite and use good manners.
     4. Clean your seating area after you finish eating.
     5. Consume all food and drinks inside the cafeteria.
  2. If you need a cafeteria lunch, proceed to the cafeteria line. Use your 5 digit student ID for charging lunch.

Free/Reduced Lunch Program

Applications for the free/reduced lunch program are available in the main office or on HISD’s website at <https://www.mealapps.houstonisd.org/>.

Paper forms are to be completed and returned to the first period teacher for processing. Online completion is recommended to expedite the process. When filling out the application, please remember the following:

1. Be sure to fill out all necessary information completely. Incomplete forms may be denied

due to a lack of information.

2. List all persons living in the home.

3. Note any AFDC numbers if applicable.

Make payments online

Parents no longer have to remember to send meal money or worry about their child’s account balance. From the convenience of any internet-accessible computer, parents can pay any amount in advance, arrange for automatic payments and see exactly what their children are buying in the school cafeteria. Pay for your student’s lunch on-line at [www.parentonline.net](http://www.parentonline.net)

Please contact the main office with any questions or concerns.

**Identification (ID) Badges**

All HISD secondary students are required to wear ID badges every day. YWCPA staff members will check ID badges at the beginning of each class period. If a student does not wear their badge to school or misplaces the badge, the following consequences will take place:

1. Immediately secure another ID badge cost ($5.00).
2. Students not wearing ID badges will be sent to the office to purchase a temporary badge that is good for only one day (expires at the end of the day it was purchased). Temporary badges cost $1.00.
3. Repeated failure to wear your ID badge will result in a Demerit.

**Emergency Drills**

Students, faculty, staff, and visitors participate in frequent emergency drill procedures. When the alarm is sounded, students must follow the directions of the teacher or staff member quickly, quietly, and in an orderly manner.

**Service Learning Requirements**

Service learning is a leadership skill. It teaches students responsibility, respect, and citizenship. The YWCPA Staff wants the students to understand the importance of being positively engaged in their communities. Service Learning differs from community service, which might be assigned as a disciplinary consequence. This year’s due date for Service Learning Hours is **May 20, 2016.** Service Learning Hours records should be submitted to YWCPA Registrar, Ms.Luckett, on or before May 20th.

**Minimum Required Service Learning Hours:**

6th grade 6 hours

7th grade 8 hours

8th grade 10 hours

9th grade 15 hours

10th grade 20 hours

11th grade 25 hours

12th grade 30 hours

**Study Hall**

Incorporating the academic, social, and emotional development of young women into its mission, YWCPA has incorporated study halls to help 6th and 9th grade students achieve their personal best as they prepare for college. The study hall teacher will work with their students’ core teachers to ensure that missing work is made up and students are actively on task to ensure all work is completed on time. Students will attend their study hall class every other day.

**Selling Items at School**

Students are strictly prohibited from selling or exchanging any item at school. This includes but is not limited to selling or exchanging items for personal profit such as candy, gum, toys, etc., on school grounds. Any attempt to do so will result in items being confiscated and the student will be subject to disciplinary action by the school administrator.

**Student Money**

Students should bring only the amount of money needed for lunch or other school expenses. Students are discouraged from bringing jewelry, purses, expensive or valuable items, electronic devices, etc. **The school cannot accept responsibility for personal items and will not investigate loss of personal items, including but not limited to: cell phones, expensive jewelry, other electronics.** Students are not allowed to wear money pinned on them to indicate it’s their birthday.

**Read While you Wait**

Students should always keep their favorite novel with them at all times. YWCPA students read wherever they wait!

**ACADEMICS**

**Advanced Placement Magnet Program**

At the YWCPA, the majority of our core courses are Pre-AP or AP courses. Academic courses that lead to Advanced Placement Courses (AP) are referred to as Pre-Advanced Placement (Pre-AP) courses. Emphasis will be given to the skills and strategies needed to succeed in Advanced Placement courses. Advanced Placement courses provide a college-level curriculum. The expectation is upon completion of AP courses, all students will take the Advanced Placement Exam. Based on the AP Exam scores and individual university course recognition procedures, students may earn college credit with scores of a 3, 4 or 5.

**Dual Credit**

In addition to Advanced Placement as an opportunity to earn college credit, YWCPA is partnering with the University of Houston-Downtown to offer dual credit courses. Current seniors must request this on their course request form so that student information can be sent to UHD to provide students with a 900-UHD ID number. Students wishing to take a dual credit course, must complete the following:

* Complete the mandatory Pre-Assessment Activity.
* Bring Pre-Assessment Activity Certification Forms on the day of Placement Testing (TSI Assessment) when they schedule testing with Mr. Kuzmick, UHD’s Dual Credit Coordinator, at (713.775.6949). No student will be permitted to take the TSI Assessment until he/she has completed the Pre-Assessment Activity.
* Most university students who take the new TSI Test are averaging 4-5 hours to complete it. Plan to arrive as early as possible otherwise students might not be finished before closing. We need to allow for check-in, individual payment ($29.00) at the cashier’s window, and time to complete the application.
* On the day of testing, students will complete an application for the Office of Admissions while they are on campus. The results of the TSI Assessment will be forwarded once the scores have been interpreted.
* Passing is defined as a score ranging from 351-390 in Reading; a score of 5 on the essay (OR a 4 and a score ranging from 363-390 in Writing); a score ranging from 350-390 in Math**. In order to qualify for Psychology or Sociology, a student would have to attempt all 3 sections and pass both the Reading and Writing portions of the TSI.**
* Tuition for the course is covered in an agreement with UHD and HISD.
* YWCPA will cover the cost of student textbooks.
* Students are responsible for their own transportation to UHD and maintaining satisfactory attendance and progress in the course.
* At the end of the semester, UHD will notify our registrar with the final grades and these will post on students’ high school transcripts.

**Algebra One**

Algebra I will be available to students beginning in the 7th grade. Students who wish to enroll in Algebra I must qualify based on a Diagnostic Assessment (Algebra I Readiness Exam, Parts I and II) and meet the minimum course requirements of Math 7 PreAP before they are enrolled in the course.

Students that wish to take Algebra I in the 7th grade must enroll in the summer enrichment program in order to successfully master the Math 7 PreAP curriculum. Students and parents who agree to take Algebra I in the 7th grade are required to sign a contract/agreement.

Students that wish to take Algebra I in the 8th grade must qualify based on the district matrix found in HISD’s School Guidelines.

**Exploring Careers**

New state policy requires students to select a graduation endorsement by 9th grade. Research suggests that students are not strategically engaged in thoughtful, thorough career exploration prior to high school. It is further suggested that students are not selecting meaningful high school opportunities based on skill, knowledge, and interest. To address these needs, YWCPA will implement the CTE Exploring Careers curriculum in the 7th grade. This includes:

* Application of contextualized math and English content inherent in CTE curriculum.
* Embedded use of TEKS, Naviance, Texas Workforce Commission data, and local industry.
* Providing relevant middle school level field experience to expose students to local market careers.

**Exploring Science**

As a STEM school, YWCPA likes to encourage problem solving through real world opportunities. In our Robotics class, offered in 6th, 7th, and 8th grades, students have the opportunity to learn about VEX Robotics and its real world applications through hands on learning experiences.

**Concepts of Engineering**

As a STEM school, YWCPA selected four STEM endorsements to offer to students beginning in the ninth grade. STEM endorsement 1, Pathway 1A includes the engineering sequence. To graduate with this endorsement, students must successfully complete CTE courses for 4+ credits with at least two courses in the same career cluster. Concepts of Engineering is the foundation of our engineering program. All students at YWCPA must take Concepts of Engineering in order to make an informed decision about wanting to continue with this particular pathway and endorsement. Students will be able to take this course beginning in the 8th grade.

**Texas Performance Standards Projects (TPSP Research Project)**

At exit level, the TPSP supports an extended independent study under the guidance of a mentor who is an expert in the student’s area of study. Students will conduct research, write a paper and present their findings to a panel of judges that will evaluate their final product.

This requirement must be met for current sophomores – seniors in order to graduate under the Distinguished Achievement Plan.

**Foreign Language**

Current Sophomores – Seniors must have three years of the same foreign language in order to graduate under the Distinguished Achievement Plan. Upon successful completion of Spanish III PreAP, students may elect to enroll in AP Spanish to have the opportunity to take the Advanced Placement Exam and earn college credit.

Beginning in the 2014-2015 school year, students no longer need three years of the same foreign language to graduate under the Distinguished Achievement Plan. Students must have two years of the same foreign language to graduate under the Distinguished Achievement Plan. Please note: At least three years of the same foreign language is still highly encouraged. Some Universities still require three years of a foreign language. Please keep this in mind as you plan your courses!

**Gifted and Talented (G/T) Placement**

Students may be nominated for screening by parents, teachers, deans, and other campus staff. Screening takes place over several months and is in accordance with board policy. Parents who wish to learn more about the process should contact the school instructional specialist. All of the YWCPA teachers are G/T trained and all core teachers are AP certified.

**Online Courses**

Students will have the option to take courses online for original credit and/or credit recovery. Students and parents will have to both agree and sign for the following before being placed in an online course:

“I understand that the APEX course being offered through Houston Independent School District is of no cost to me as a student. The Houston ISD Graduation Lab Initiative is an internet based instructional program which offers a district approved digital curriculum on a flexible, self-paced schedule. Enrollment in the program is a privileged opportunity. Violation(s) of the rules will result in removal from the program.”

* Students must complete their own course work without dishonest or unauthorized assistance from other students, adults, the internet or other resources.
* Computers are to be used only for completion of assigned coursework.
* No unauthorized internet usage is allowed.
* Students shall log-in consistently to complete APEX course work.
* Students will receive zero’s (0) for all the work that has not been completed in the APEX course.
* NCAA does not acknowledge Apex courses. Any student interested in playing sports in University should NOT register for an Apex course.
* **For APEX Original Credit courses,** **students should understand that failure to complete the course will result in a failing grade (50) that will be recorded on her transcript and negatively affect her GPA.**

**Textbooks**

Parents and students are responsible for textbooks issued to the students. Textbooks are to be kept clean and handled carefully. Please make sure your name, grade, and teacher’s name are written on the book label. A replacement fee will be charged for lost, stolen, or damaged books.

**Absence of a teacher**

YWCPA students are expected to demonstrate positive leadership when a teacher must be absent and a guest/substitute teacher is in the class. Students shall treat the substitute with the utmost respect and follow all policies and procedures as though the classroom teacher is present. Failure to adhere to classroom rules and routines will result in disciplinary action by an administrator.

**2015 – 2016 Grading Policy**

1. **Project(s)/Test(s): 40%**

Review sheets and/or review activities will be given at least one day in advance.

2. **Class work, including quizzes and labs: 30%**

Any assignment where the majority of the work is done by students in class.

Summer homework will be considered a quiz grade for the first six-week grading cycle.

3. **Homework: 20%**

Any assignment where the majority of the work is done by students at home.

4. **Participation: 10%**

Any assignment where the majority of the work is done as a class or in groups (ex: warm-up, exit slips, class polls, student break-out groups, debate, etc.).

*\*Teachers must have at least two assignments in each category for each grading cycle with a minimum of twelve grades total for each six weeks (recording at least two per week).*

**2015– 2016 Re-Test Policy**

Students will only be allowed one retake for an exam (Ex: chapter tests, unit tests). Students cannot retake quizzes, District-Level Assessments or Snapshots, Semester/Final exams, or Six Weeks Exams. The retake must be requested **by the student** within five days of receiving the grade, and the retest must be completed within three weeks of the original exam. The maximum grade earned on a re-test will be an 80. The exam will be an alternate form of the original; students will not retake the same exam.

**YWCPA make-up work policy**

In the case of excused absences, students will have the number of days equal to that of their absence to turn in make-up work without penalty. After the allotted make-up period has passed, late penalties will be put in place. (ex: student is absent two days, she has two days from the time she receives assignments to submit work without penalty. On the third day, the late work policy is in effect.) If a student missed an exam, she needs to be ready to take the exam upon her return to school if no new material was taught in her absence.

**Missing Work**

If you are absent and do not have your homework or classwork, it is your responsibility to check your teachers’ calendars and ask for your missing work. Know and follow your teachers’ classroom procedures for missing work.

**Late Work**

All students are expected to turn their work in on time and follow all teacher-assigned due dates. Electronic submission time limit for all students is the start of class on the due date. Teachers may lock out late submissions after this time. Students will have **two instructional days** to submit an assignment late for the highest possible grade of a **50**.

**Attendance Policies and Procedures**

Perfect attendance is our goal! Your presence is very important at YWCPA every day, so set your goal for 100% attendance. By state law and district policy, you must be in attendance for 90% of the days the class is offered.

**Texas Education Code 25.085**

A child who is required to attend school under this section shall attend school each day for the entire period the program of instruction is provided. (b) Unless specifically exempted by section 25.086, a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child’s 18th birthday shall attend school. (c) On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

**Texas Education Code 25.092**

A student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered.

**Texas Education Code 25.094**

a) An individual commits an offense if the individual: (1) is required to attend school under Section 25.085; and (2) fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on 3 or more days or parts of days within a four-week period. An offense under this section may be prosecuted.

After three unexcused absences within a four-week period, you will receive the first truancy warning letter. If your child receives another unexcused absence during this four-week period, she will receive a citation for offense under **TEC 25.094.**

Sometimes an absence is unavoidable. In these cases, please follow procedures listed below:

* Have a parent or guardian notify the school by phone at (713) 942-1441 or fax (713) 942-1448 or email by 9:00 a.m. on the day of the absence.
* When you return to school, you will need to bring a note signed by your parent/guardian for any absence. The note should clearly detail the reason for the absence. Serious illness or family emergency are considered excused absences. If the absence was due to a doctor’s visit, a doctor’s note is required. The note must be presented to the attendance clerk. **Students will have 3 calendar days to present a note for excused absences.**
* Any other absence is considered unexcused. On the third unexcused absence within a 4 weeks period, the truancy process will begin with the first warning letter. If unexcused absenteeism continues, officers of the law, such as a Constables or the Sheriff, may visit your home and investigate the reason for the absence. After the tenth (10) unexcused absence, we must file truancy charges with the Harris County Justice of the Peace against both parent and student. The consequences will be time and money.

**Attendance Committee Hearings**

When a student is denied credit for a high school course, she must come with a parent or guardian to speak in front of the attendance committee. The Registrars’ office will contact the parent/guardian to schedule the attendance committee hearing. The committee will discuss the reasons for the excessive unexcused absences and discuss a plan to improve attendance moving forward.

The committee will decide if the student will be able to make up hours. If the committee grants approval, the student must make up all hours by attending tutorials or completing approved community service at the school by the due date. Successful completion of and documentation of these hours in a mandatory documentation log must be provided to the registrar in order to receive your passing grade and credit.

Failure to complete the required tutoring and/or community service hours within the allotted time frame will result in denial of the credit. In this case, the course must be retaken in order to recover the credit.

**Late Arrivals / Tardies**

During the 2015-2016 school year, the passing periods will be five minutes. There is absolutely no excuse for students to be tardy to class. All students are expected to report to their appropriate classes prior to the tardy bell. YWCPA will implement hall sweep stations to ensure all students are in class on time. If a student was detained/delayed by a teacher, she must have a pass from that teacher permitting her to her next class.

Upon receipt of a student’s third tardy, she may receive disciplinary action. Excessive tardiness will result in further disciplinary action, including Saturday Reflection Hall and/or placement in In-School-Suspension. Excessive tardies may also result in placement on a growth plan.

If a student is tardy to her first period class, she must check in at the main office. Students will not be allowed to enter their first period classes tardy without a permit from the main office.

Students that are tardy to later periods will be swept in the sweep station and escorted to class in a timely manner. These tardies will be documented at the sweep station and administrators will become involved when a student receives three or more tardies.

**Attendance Accounting (excerpt from the School Guidelines)**

A student must be in attendance at least 35 minutes during a regular class period or **60 minutes in a 90-minute class period** in order to be counted present.

A student who arrives in class after the first thirty minutes of instruction is to be counted absent for that class period. If a student arrives to class late but within the first thirty minutes of instruction is to be counted tardy.

During the significant period (ADA), a student not present at the time ADA attendance is taken is to be counted “Absent.” ADA time at YWCPA is 9:55 am.

**FIELD LESSONS**

Incorporating field-based exploration into its mission, the YWCPA affords students the opportunity to participate in a number of educational and extra-curricular trips. Because these trips are a privilege, students must meet certain guidelines in order to participate. These guidelines, as well as additional guidelines established by the group sponsor(s), are used in determining whether a student may participate in the activity or trips. Students must submit learning trip materials, such as fees, transportation waivers, medical forms, parent permission slip, etc. on time.

**Grades, Discipline and Participation**

1. For extra-curricular trips, students must meet eligibility requirements set by the sponsoring group.
2. Approval may be denied on the basis of inappropriate behavior or academic deficiencies. If a student is failing one or more classes, she may not be able to participate in the field trip.
3. **For planning purposes, NO PERMISSION SLIPS will be accepted the morning/ day of a field trip. Permission slips must be returned prior to the trip.**
4. **Students must be in good academic standing, passing all classes, and have good behavior at the time that field lesson permission slips are distributed.**

**Trip Expenses**

When a student has paid for a trip but is unable to attend, refunds will not be given. Some trips must be paid for months in advance and it may not be possible to get a refund from the company/vendor involved.

**MEDICAL RECORDS**

**Immunization**

All students must maintain current immunizations in order to attend public school.

A copy of the student’s immunization records that have been verified and signed by a physician are required for continued enrollment. If students do not have the proper immunizations, they will be sent home.

**Medication at School**

The only medication that may be given at school is that which is necessary to enable the student to remain in school. If possible, all medication should be given outside of school hours.

If medication is required during the school day, the following must be in place:

* + Current written order from the student’s physician/licensed prescriber stating the child’s name, name of medication to be given, dosage and time of day the medication is to be given at school (frequency of administration).
  + Written consent of the parents/guardian is also required.
  + Herbal dietary supplements and other nutritional aids not approved as medication by the FDA may not be administered at school. All medication must be in a properly labeled original container whether prescription or over the counter.

**Nurse’s Office**

The nurse’s office is located on the second floor. If you feel ill, have your teacher issue you a pass to the nurse. If necessary, the nurse will call your emergency contact on file. If it is necessary to leave school, you must wait in the nurse’s office to be picked up. An adult with proper identification must sign you out in the office.

**PARENT ENGAGEMENT**

**Parent/Guardian Expectations**

Home and family support is critical for our students’ success.

We expect YWCPA parents to:

* Establish and maintain a positive attitude toward education and school personnel.
* Take an active interest in the overall school program.
* Strive to prepare their child emotionally and socially to be receptive to instruction and discipline.
* Require and lead their child to develop proper study habits at home.
* Assist their child in being properly attired for school according to the standards of the dress code.
* Send their child daily to school as required by law and promptly notify the school to explain absences and tardiness.
* Attend school conferences; respond to the teachers’ initial contact.
* Bring to the attention of school authorities any learning problem or condition that may relate to their child’s education.

**Family & Community Engagement**

At the Young Women’s College Preparatory Academy, we honor the commitment that families have made to enroll their daughters in our program. Our goal is to build skills and relationships that benefit the young women in our classrooms. We strive to make the college transition a seamless one for our students. There are many opportunities for parents to volunteer and provide their support to the campus through PTO/PAC, parent volunteerism, and conferencing with teachers.

**Volunteers**

We strongly encourage our families to volunteer at the campus. All parent volunteers must complete a criminal background check at the beginning of the year. We expect volunteers to wear a badge at all times and follow sign-in and sign-out procedures. Please contact the main office if you have questions about volunteering at our campus.

**Protocol for Classroom Observations:**

* Parent/Guardian shall request permission from teacher and administration at least 24 hours in advance and may only observe a teacher of record.
* Parent/Guardian should get the class location information from their daughter before the class visit (room number, location, etc.)
* Parents must check in at the main office upon their arrival to campus.
* Parents shall not disrupt the learning environment at any time.
* Parents shall not talk to their child, teacher or other students at any point during the observation.
* Parents shall not videotape or record the observation without the teacher’s prior consent.

**Protocol for Concerns:**

* Parent/Guardian should first discuss their concerns with the teacher. Teachers may be contacted via email or you may leave a message at (713) 942-1441.
* If a parent brings a concern to an administrator before consulting with the teacher, the administrator will ask the parent to first confer with the teacher.
* If the teacher and the parent/ guardian are unable to resolve the concern, then contact the assigned grade level Dean.
* If the matter is not resolved after discussing the concern with the above mentioned, then contact the Principal.
* If the concern is not resolved with the Principal, then contact HISD Parent Community Liaison at (713) 556-7121.

**Title I Parent Involvement: Parent Advisory Council (PAC) Meetings**

As a Title I campus, we want to ensure that our parents feel welcome at our school and are involved in the decision-making that governs policies on our campus. The whole emphasis of Title I is for parents and the school to work together to increase student academic achievement. We will hold our PAC (Title I) parent meetings as part of our PTO meetings. Parents will also receive ongoing communication regarding Title I implementation and programs.

Together we will review the school compact and the Parent Involvement Policy. Teachers will serve on the PAC committee to offer valuable feedback regarding programs such as the HUB and digital resources that you can use to help your children be more successful with homework.

**All parents are encouraged to attend these meetings. Dates and times will be announced.**

**STUDENT CONDUCT**

**Standards of Student Conduct**

Exercise self-control

• Use courteous language

• Resolve conflict in a mature manner

• Be appropriately dressed and groomed

Demonstrate a positive attitude

• Take a leadership role

• Be polite

• Be cooperative

Respect the rights and feelings of others

• Behave in a manner that does not disrupt others

• Treat others with courtesy and respect

* Follow the Golden Rule: Treat others as you want to be treated!

Take responsibility for school property

• Respect the building, grounds, and property

• Keep the campus free from trash and graffiti

Support the learning process

• Attend all classes daily and on time

• Be prepared for class

• Listen carefully to instructions

• Participate in class activities

Progressive Steps of Discipline

• Verbal warning and/or positive interventions

• Student – Teacher Conference

• Parent Notification

• Parent - Teacher Conference

• Principal Referral

Depending on the infraction, one or more of the following may apply:

**Referrals** will be used for violations in the student code of conduct at level II or above: cheating, misuse of technology, bullying, inappropriate language, disruption of learning, truancy, excessive tardiness (+4), repeated disobedience, fighting.

**Demerits** will be used for violations in the student code of conduct at level I: tardiness, food, candy, gum, dress code violations, cell phone violations, minor offenses of rudeness, not in compliance.

**Growth Plan**

Students will be placed on a growth plan and may be exited from the YWCPA if they fail to meet academic, behavioral, and/or attendance expectations.

**YWCPA Demerit System**

YWCPA students are held to a high standard of academics, ethics, and discipline; however, there are consequences when poor choices are made. Because demerits are earned and not given, students are expected to complete demerit forms. The student, in the presence of a teacher or administrator, will call the parent about the demerit.

**Demerit System**

Each demerit earned by a student requires parental contact and a student signature.

3 Demerits: Lunch Detention

6 Demerits: Saturday Reflection Hall or In-School-Suspension depending on what is being offered at that time

9 Demerits: Out of School Suspension, 1 Day

11 Demerits: Out of School Suspension, 2 Days

12+ Demerits: Out of School Suspension, 3 Days, and referral to DAEP (Alternative Education Placement)

**Saturday Reflection Hall (SRH)**

**We believe that students who think about behavior can better improve behavior. SRH is a time for students to:**

1. Reflect on the behavior choices they are making.
2. Consider the impact their behavior has on them, classmates, teachers and their parents.
3. Think of positive behavior choices for the future.

**If a student must attend Saturday Reflection Hall, she will:**

1. Call her parent in the presence of an administrator and/or a clerk.
2. Make transportation arrangements.
3. Arrive on time to the designated location. If a student is late, an additional SRH will be assigned.
4. Follow the SRH procedures in the presence of a teacher until released.
5. Wear school uniform as required.

**ACADEMIC INTEGRITY**

**Academic Integrity**

The material you learn in school builds the foundation that will carry you into your future academic endeavors. Therefore, it is of the utmost importance that students do their own work, give credit to those whose work they have used in a paper or project, and study for tests and quizzes so that they are prepared. Students who are dishonest can expect a consequence.

**Plagiarism**

Taking credit for another person’s work or ideas and passing them off as your own is considered plagiarism. A common infraction is cutting and pasting text from a website into a document without giving credit to the author. Plagiarizing copyrighted material is illegal and dishonest.

How to avoid plagiarism? Use Citations!

Whenever you refer to or use another’s work in a paper or project, you must cite the source in a specific citation format. Citation formats have very specific rules about how a citation is to be written, and you, as a college-bound student, must get used to this NOW. To make citing your sources easier on you, please use this free online resource: http://www.noodletools.com/login.php

NoodleTools.com allows you to enter the required information about a source, and then it formats it for you in either: MLA, APA, or Chicago format.

**Cheating/Copying**

Getting answers from another student or giving answers to another student on homework, tests, quizzes, or any other assignments is unethical and is considered cheating. A common infraction is borrowing or lending homework assignments for one to copy answers. Both students are considered cheating in this situation. Another example is using any type of electronic device to get answers (including websites or text messages).

**Consequences**

Students found plagiarizing and/or cheating, will receive a zero for the assignment. There will be no opportunity to make up or redo the assignment. If this occurs on a test, the re-test policy does not apply and the zero will stand.

If a teacher documents the cheating incident on a referral, this will be logged into the discipline system as a level II offense and students will not be allowed entrance into the National Junior Honor Society if she is a middle school student or the National Honor Society if she is a high school student. In addition, our College Access Coordinator will have to report this on college recommendations. **This is taken very seriously!**

**STUDENT RECORDS**

A student’s records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters HISD until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent. A parent/guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

**Parents or guardians requesting student records must complete the “Records Request Form.” Please expect a 72-hour turnaround for all records requests. Official Transcripts and Letters of Recommendation will take a longer time. Please request these documents up to two weeks prior to your deadline, if possible.**

**Change of Name, Address, Phone Number**

Students must report changes in their name, address and/or telephone number(s) as soon as possible so that school records can be kept up-to-date. This updated information is especially valuable in the case of an emergency.

**Emergency/Enrollment Cards**

Emergency telephone numbers are vitally important. An emergency card must be completed for all students. Current cell, work and home phone numbers for parents, guardians or other adults who are authorized to pick up your student, must be listed. Changes in cell, work or home phone numbers are to be sent immediately to the school so that contact information is always current.

**Progress Reports**

Progress Reports are given out to each student after the third week of each six weeks grading period. All students must sign upon receipt of the progress report to document that they did indeed receive it. Contact the individual teacher if questions arise.

**Report Cards**

Report cards are distributed to students at the end of each six weeks grading period except when there is Parent Involvement Day after Early Dismissal. In such case, report cards will be issued to parents during Parent Involvement Day. All students must sign upon receipt of the report card to document that they did indeed receive it. Contact the individual teacher if questions arise.

**Schedule Changes**

Students without signed course selection request forms (including parent signature) will not be granted any schedule changes. For students new to YWCPA in August, the schedule change form may be completed and submitted to the counselor. Due to staffing restrictions, it may not be possible to honor all schedule change requests. **No schedule changes will be allowed beyond the 3rd week of school.**

**TECHNOLOGY POLICIES**

**Cell Phone Policy**

It is against YWCPA policy for any student to use a cell phone or other electronic device on school grounds from the time they arrive until the 3:15 p.m. bell. Once students are inside our gates, phones and other electronic devices must be off and out of sight!!!

**Students are completely responsible for the phone or device at all times. We will not investigate lost or stolen cell phones.**

* Phones/devices are to be turned off at all times on campus.
* Phones are to be kept out of sight, **not in pockets or on students**.
* Devices are not to be used for audio or video recording.
* Devices are not to be used in the restrooms.
* If it is used, displayed or heard without permission during school hours, the device will be confiscated and sent to the office. No exceptions!
* **A student will receive one demerit for each cell phone violation.**
* To retrieve a confiscated device, a parent/guardian must come to school, provide proof of ownership, a photo ID, and complete a request form. This must be done during posted school hours on regular school days.
* **Parents/guardians must also pay a $15.00 fee in cash or money order. (No checks will be accepted.)**
* **Repeat offenders will be subject to additional disciplinary measures. After the third violation, parents will not be able to pick up the phone until the end of the school year.**
* For non-repeaters, cell phones not claimed after 30 days will be forwarded to HISD.

**Other Electronics**

MP3s, IPODs, cameras, electronic games, other electronics or toys that interfere with the learning environment are not to be brought to school. **Administrators will not investigate theft/loss of any electronic devices.**

**Computers Responsible Use Policy**

Access to the District’s electronic communications system(s) is a privilege, not a guaranteed right. All users shall be required to acknowledge receipt and understanding of all policy and administrative regulations governing use of the system(s) and shall agree in writing to comply with such policies and administrative regulations. Non-compliance will result in disciplinary action consistent with District policies and regulations.

Students are expected to follow the computer usage guidelines specified at the Parent/Student distribution meeting. Violation of the responsible use policy will result in a demerit and removal of the student’s laptop for a period of 5 days. Repeated violations may result in permanent removal of a student’s laptop.

**WE ARE NOT JOKING ABOUT THIS!**

**TRANSPORTATION**

**Bus Riders**

Riding the school bus is a privilege. A student being transported in school-owned vehicles is required to comply with the HISD Student Code of Conduct. If a student fails to comply with established rules on school transportation, the student may be denied transportation services and may be subject to other disciplinary action.

The following rules apply to student conduct on school transportation:

1. Passengers will follow the driver’s directions at all times.
2. Passengers shall sit in their assigned seat at all times.
3. Passengers shall board and leave the bus in an orderly manner at the designated bus stop.
4. Passengers shall not stand up on the bus while in motion.
5. Passengers shall keep books, musical instrument cases, feet and other objects out of the aisle of the bus.
6. Passengers shall not deface the bus and/or its equipment.
7. Passengers shall not extend any part of the body or any other object out of the window or throw objects within or out of the bus.
8. Passengers shall not smoke or use any form of tobacco.
9. Usual classroom conduct shall be observed.
10. Bus referrals will result in disciplinary action, including loss of bus privileges.
11. Passengers are not allowed to take up more than one seat by placing belongings on the seat next to them.

**Violation of bus procedures may result in suspension of transportation services for the remainder of the school year.**

**Bus Schedules**

A copy of the 2014-2015 bus schedules will be issued to all students in August. The phone number for the HISD transportation department is **713-613-3040.** All bus riders will be dropped off and picked up on Chenevert Street.

C**ar Riders**

Parents/guardians who drop-off or pick-up students should drive cautiously, observing all parking and safety signs. Please be mindful of thru traffic when approaching the campus. Administrators, teachers, and staff will help facilitate in making this process safe and secure. All car riders will be dropped off and picked up at Cleburne Street.

**UNIFORM POLICY**

YWCPA students will wear a uniform every school day. The uniform requirement is to:

* present a positive image and promote school unity
* support safety by allowing outsiders to be easily identified
* reduce distraction related to clothing choices

**YWCPA Uniform Dress Policy**

**There is a formal uniform check each day during first period.**

* Students shall wear the prescribed uniform, as designated by the school. Students are not allowed to change clothes prior to school dismissal or on the school bus.
* Backpacks may be to the student’s liking, but yet appropriate for school as deemed by an administrator.
* Only white under-shirts are allowed to be worn under uniform blouses.
* Uniforms must be neat and clean each day. Buttons should be appropriately sewn on.

**Full Dress Uniform required for the first week of school and every Tuesday thereafter (including during the winter months when khaki pants are allowed). In addition, additional full dress uniform days may be announced.**

* Blazer
* Plaid skirt
* White button down shirt
* Plaid tac tie for middle school/plaid neck tie for high school
* White knee socks
* All black leather/simulated leather shoes

**School Uniform Policy during Winter Months**

* Students will only be allowed to wear khaki pants purchased from Academic Outfitters on Monday, Wednesday, Thursday and Friday from **November 23 – March 11**
  + **Tuesdays are still required Full Dress Uniform days during winter months unless communicated via Principal Thomas for extremely cold weather**
* Administration may approve other days as necessary (this will be communicated via call out)

**School Uniform Policy (consequences)**

* Each uniform violation will result in a demerit.
* Third demerit will result in a lunch detention.
* Sixth demerit will result in further disciplinary action.

**Physical Education Uniform Policy**

* Grey t-shirt/Burgundy shorts or burgundy sweat pants/Tennis shoes
* Every student is required to purchase a physical education uniform from the school at the cost of $20.00

All school uniform items may be purchased at Academic Outfitters, 5475 West Loop South – Suite 150, Houston, Texas 77081

713.660.0206

www.AcademicOutfitters.com

**MIDDLE SCHOOL UNIFORM**

|  |  |
| --- | --- |
| **Items** | **Expectations** |
| Burgundy & gray plaid skirt | No shorter than top of the patella |
| Khaki pants | Must be purchased from Academic Outfitters; no skinny khakis allowed |
| YWCPA white polo shirts with crest | No other polo allowed; must have school crest |
| White button down blouse ¾ length sleeves | Should be worn on dress up days w/ blazer and tac tie |
| Burgundy & gray tac tie | Should be worn on dress up days w/ white button down & blazer |
| YWCPA Burgundy cardigan w/ crest | Only outer garment that may be worn every day; all others must be kept in locker |
| YWCPA burgundy hoodie/ sweatshirt | Burgundy for middle school; all other jackets/ sweatshirts must remain in locker during the instructional day |
| Black solid colored leather or simulated leather flat shoes with closed toes and flat heels. | No canvas, or canvas like tennis shoes; shoes must be plain black solid color; no boots, no Toms/Bobs unless entire shoe is plain black including strings, soles, etc. |
| Burgundy, gray, pink, white or black hair bows/ hair accessories | No bandanas, no hats, no caps, no scarves |
| Solid white knee socks | No sheer knee highs; no footie/ sport socks |

**HIGH SCHOOL UNIFORM**

|  |  |
| --- | --- |
| **Items** | **Expectations** |
| Burgundy & gray plaid skirt | No shorter than top of the patella |
| Khaki skirt | Must be purchased from Academic Outfitters; no shorter than top of the patella |
| Khaki pants | Must be purchased from Academic Outfitters; no skinny khakis allowed; May only be worn from Dec 2 – Feb 28 |
| YWCPA gray polo shirts with crest | No other polo allowed; must have school crest |
| White button down blouse ¾ length sleeves | May be worn with vest or on dress days |
| YWCPA burgundy vest with crest | May be worn with gray polo or white button down, daily |
| Burgundy & gray plaid bow tie | Must be worn on dress up days with white button down and blazer |
| YWCPA Burgundy cardigan w/ crest | Only outer garment that may be worn every day; all others must be kept in locker |
| YWCPA gray sweatshirt/hoodie | Gray for high school; all other jackets/ sweatshirts must remain in locker during the instructional day |
| Solid white knee socks or white cuffed/ankle socks | No sheer knee highs; no footie/ sport socks; socks must cover the ankles |
| Black solid colored leather or simulated leather shoes with closed toes and flat heels/Tan Sperrys | No canvas, or canvas like tennis shoes; shoes must be plain black; solid; no boots, no Toms/Bobs unless entire shoe is plain black including strings, soles, etc. |
| Burgundy, gray, pink, white or black hair/ hair accessories | No bandanas, no hats, no caps, no scarves |

**OTHER DRESS CODE REQUIREMENTS**

* **Jewelry**: Necklaces must be worn inside shirt/blouse. Small earrings no larger than a quarter, one bracelet and one ring, both small and simple. Simplicity is the expectation.
* **Hair**: Must be neatly combed at all times. Hair must be of natural color as determined by administration (no bright red, orange, pink, green, purple, or any other hair colors deemed unnatural).
* Tattoos, facial jewelry, piercings (other than ears), drawings/writing on self are not allowed.
* Students may not have graffiti on backpacks, shoes, or other items on student’s personage.

**Panther Day**

On the **first Friday of each month**, students are allowed to wear YWCPA spirit attire with the following guidelines:

* Nice jeans (no holes, tears) that are long in length or school-appropriate skirt worn with a YWCPA spirit shirt/sweatshirt with sleeves
  + no low-cut shirts or short skirts
  + midriff must never be revealed
* Shoes must be closed in with heels straps.
* If students cannot adhere to Panther Day expectations, privileges may be revoked.

**\*The administration has the final word regarding the dress code.**

**If in doubt, do not wear it!**

**Handbook Acknowledgement**

My signature below indicates that I have received and read the Student Handbook in its entirety. I understand that I will be held accountable for following the rules and procedures in this handbook and in accordance with the HISD student code of conduct.

First Period Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE RETURN THIS SIGNED PAGE TO YOUR FIRST PERIOD TEACHER.