



**Young Women's College Preparatory
Academy**

2024-2025

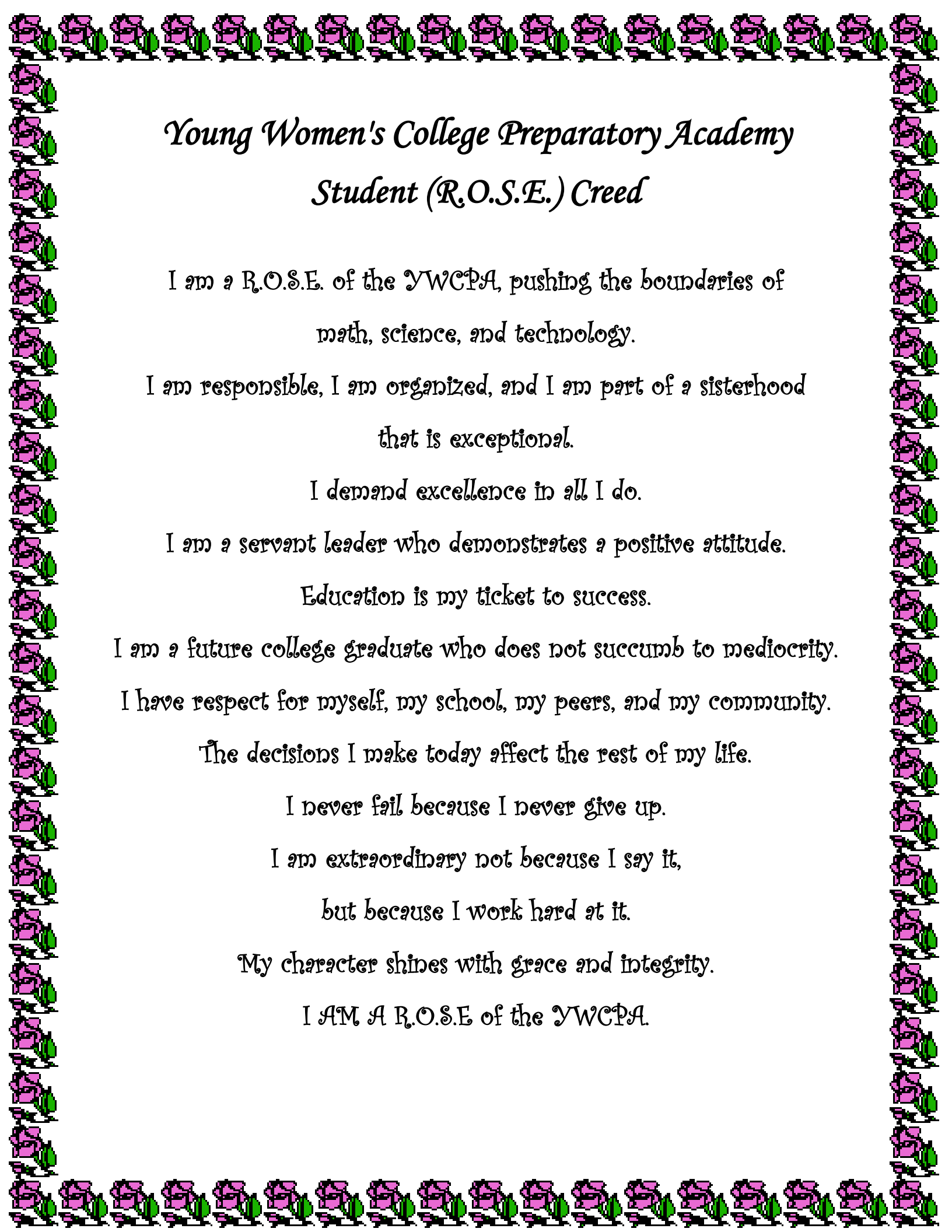
Student Planner/ Handbook

Dr. Tabitha Davis, Principal



School Motto

Young Women Today, Leaders Tomorrow



Young Women's College Preparatory Academy

Student (R.O.S.E.) 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.

Our Vision

YWCPA will produce female scholars who demonstrate academic excellence and college readiness in areas such as Arts & Humanities, STEM and Multidisciplinary studies. The exposure that our girls receive will ensure that they will be resilient, confident, independent thinkers who are able to excel in any environment, setting or situation.

The YWCPA community supports the social and emotional well-being and development of its students and families. YWCPA scholars will be responsible global citizens and influential contributors to their community.

Our Mission

Young Women's College Prep Academy aims to provide a nurturing environment for young women that encourages integrity, social responsibility, and the self-confidence necessary to attend and graduate college and become powerful women leaders in the global community.

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/Pillars

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

Young Women's College Preparatory Network



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 Ysleta
El Paso, TX*

*Young Women's Leadership Academy
Midland, TX*

*Young Women's Leadership Academy at Parker
Aldine, Houston, TX*

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.

YWCPA CONTACT INFORMATION

Main Office	713-942-1441
Fax (Main Office)	713-942-1448
Fax (Registrar's Office)	713-942-1428
YWCPA Website	http://houstonisd.org/YWCPA
Young Women's Preparatory Network	http://www.ywprep.org
Twitter	@YWCPAHISD
Instagram	@YWCPA_HISD



2024-2025 Dates to Remember

Significant Dates

First day of school for students	August 12, 2024
Last day of first semester	December 20, 2024
First day of second semester	January 7, 2025
Last day of school for students	June 4, 2025

Student Holidays

Labor Day	September 2, 2024
Fall Holiday	October 4, 2024
Thanksgiving	November 25-29, 2024
Winter Break	December 23, 2024- January 6, 2025
Martin Luther King, Jr. Day	January 20, 2025
President's Day	February 17, 2025
Spring Break	March 10-14, 2025
Chavez-Huerta Day	March 21, 2025
Spring Holiday	April 28, 2025
Memorial Day	May 26, 2025

Six Weeks Grading Periods

Grading Period	Dates	Report Card Dates
1st Six Weeks	8/12 - 9/20	9/27/24
2nd Six Weeks	9/23 - 11/1	11/11/24
3rd Six Weeks	11/4 - 12/20	1/13/25
4th Six Weeks	1/7 - 2/21	2/28/25
5th Six Weeks	2/24- 4/17	4/25/25
6th Six Weeks	4/21- 6/4	6/04/25 (MS - sent home with students) 6/13/25 (HS - available for pick up at YWCPA)



General Information

Hours of Operation

The school building will open each day at 8:00 a.m. and close at 4:30 p.m. No students are allowed in the building before 8:00 a.m. or after 4:30 p.m. without the direct supervision of a teacher/ adult.

YWCPA 2024-2025 Bell Schedule

YWCPA Academic Bell Schedules 2024-2025

Mondays & Wednesdays		
<i>Class Period</i>	<i>Begins</i>	<i>Ends</i>
1 st Period	8:30 a.m.	10:00 a.m.
3 rd Period	10:05 a.m.	11:35 a.m.
Lunch & Advocacy (Clubs on Wednesdays)		
MS Lunch	11:40 a.m.	12:10 p.m.
Advocacy (45m)	12:15 p.m.	1:00 p.m.
Advocacy (45m)	11:40 a.m.	12:25 p.m.
HS Lunch	12:30 p.m.	1:00 p.m.
5 th Period	1:05 p.m.	2:35 p.m.
7 th Period	2:40 p.m.	4:10 p.m.

Tuesdays & Thursdays		
<i>Class Period</i>	<i>Begins</i>	<i>Ends</i>
2 nd Period	8:30 a.m.	10:00 a.m.
4 th Period	10:05 a.m.	11:35 a.m.
Lunch & Advocacy (Campus meetings & Assemblies)		
MS Lunch	11:40 a.m.	12:10 p.m.
MS Advocacy (45m)	12:15 p.m.	1:00 p.m.
HS Advocacy (45m)	11:40 a.m.	12:25 p.m.
HS Lunch	12:30 p.m.	1:00 p.m.
6 th Period	1:05 p.m.	2:35 p.m.
8 th Period	2:40 p.m.	4:10 p.m.

Friday (Panther Day-ALL CLASSES)		
<i>Class Period</i>	<i>Begins</i>	<i>Ends</i>
1 st Period	8:30 a.m.	9:20 a.m. *
2 nd Period	9:25 a.m.	10:15 a.m. *
3 rd Period	10:20 a.m.	11:05 a.m.
4 th Period	11:10 a.m.	11:55 a.m.
Lunch & 5th Period		
MS Lunch (40m)	12:00 p.m.	12:40 p.m.
5 th Period MS	12:45 p.m.	1:30 p.m.
5 th Period HS	12:00 p.m.	12:45 p.m.
HS Lunch (40m)	12:50 p.m.	1:30 p.m.
6 th Period	1:35 p.m.	2:20 p.m.
7 th Period	2:25 p.m.	3:15 p.m. *
8 th Period	3:20 p.m.	4:10 p.m. *

* (extra 5 minutes for announcements and Assemblies)

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 from an administrator for the period(s) the parent will be observing.

Academics

Advanced Placement Magnet Program

At the YWCPA, all of our core courses are advanced or AP courses. Academic courses that lead to Advanced Placement Courses (AP) are referred to as Advanced 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 Houston Community College and the University of Texas (UT OnRamps) to offer dual credit courses. UT OnRamps courses replace our previous Pre-AP and/or AP offerings for those subjects and are automatically scheduled for students needing those classes. High school students who are interested in taking classes at HCC must request this on their course request form. Once interest has been indicated, students will be provided with the process for HCC admission and course enrollment. Students wishing to take a dual credit course, must meet certain criteria. Reach out to the Dean for more information.

The following UT OnRamps dual credit courses are available as indicated below:

- Arts & Entertainment Technology (Digital Art & Animation elective)
- Physics (11th Grade – Replacement for AP Physics)
- Biology Advanced (11th or 12th Grade – Replacement for AP Bio)
- Statistics (12th Grade – Replacement for AP Statistics)

Endorsements

Students will be able to earn one or more endorsements as part of their graduation requirements. Endorsements provide students with in-depth knowledge of a subject area. Students must select an endorsement in the ninth grade. Students earn an endorsement by completing the curriculum requirements for the endorsement, including 4th credit of math and science and 2 additional elective credits.

Algebra One– Acceleration Program

Algebra I will be available to students beginning in grades 7 and 8. Students who wish to enroll in Algebra I must qualify based on Diagnostic Assessment(s) results (Algebra I Readiness Exams, Parts I and II) and meet the minimum course requirements of Math 7 Pre-AP before they are enrolled in the course. 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. Students who are not passing the first 6-weeks of the Algebra course will be placed in their grade level math course.

AP Capstone (Seminar and Research)

Students will complete two years of coursework in AP Capstone to gain eligibility for the Capstone diploma via the College Board students will be graded according to an AP rubric from the College Board. Students **MAY NOT** withdraw from the AP Capstone course once they are enrolled. Enrolled students are required to take both Seminar and Research to meet course requirements.

Foreign Language

Students must have a minimum of two years of foreign language credit to meet graduation requirements. Upon successful completion of Spanish III Pre-AP, students may elect to enroll in AP Spanish to have the opportunity to take the Advanced Placement Exam and earn college credit. Students may also earn foreign language credit via Computer Programming classes.

Gifted and Talented (G/T) Placement

Students may be nominated for screening by parents, teachers, administrators, 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 gifted and talented coordinator. All 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 zeros (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 at the university level should NOT register for an Apex course.
- For APEX and all online 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

Students shall treat the substitute teacher 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 when a substitute teacher is present will result in disciplinary action by an administrator.

Grading Policy *HS & AP courses Refer to course syllabus*

Subject	Project(s)/Test(s)	Classwork/Quiz	Quiz	Homework/Reflection
English	30%	45%	15%	10%
Science	50%	30%		20%
Social Studies	50%	40%		10%
Math	50%	30%		20%
CTE	50%	30%		20%

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 student and teacher will work together to ensure that within five days of receiving the grade, the re-test is scheduled. It 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.

Excused Absence 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.

Late Work

All students are expected to submit work by the assigned due dates. Teachers may lock out late submissions (for electronically submitted assignments) after this time. Middle school students will have one instructional day to submit an assignment late for the highest possible grade of 85. Any work turned in after this will receive no higher than a 50. High school students cannot submit late work. The only exception to this policy is work that is late due to an excused absence, in which case a student will have the same number of days absent to submit the assignment.

Field Trip Absence

When a student is absent because of a field trip, assignments are not excused. Students are expected to turn in assignments the morning before they leave.



Academic Integrity

Academic Integrity

The material you learn in school builds the foundation that will carry you into your future 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 Bound Advisor will have to report this on college recommendations. **Academic Integrity is taken very seriously!**



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 email by 9:00 a.m. on the day of the absence.
- **When you return to school, you will need to bring a note that is dated and 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 Constable 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 Counselors' 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 or coursework 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, coursework, 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

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 during a 3-week grading period, she will be **assigned detention during lunch**. After the third tardy, additional tardies will result in a discipline referral and the student will be assigned to detention by her grade-level Dean. Excessive tardiness after detention will result in further disciplinary action, including placement in In-School-Suspension (ISS). 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 HISD School Guidelines)

A student must be in attendance at least **35 minutes** during a **45-minute** class period and **60 minutes** in a **90-minute** class period in order to be counted present. A student who arrives to class after the first 1/3 of the instructional period is to be counted absent for that class period. If a student arrives to class late, but within the first 1/3 of the instructional period, she is to be counted tardy. During the significant period (ADA), if a student is not present at the time ADA attendance is taken is to be counted "Absent." ADA time at YWCPA is 10:30 a.m. each day.



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, medical forms and parent permission slips 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 based on inappropriate behavior (conduct) or academic deficiencies (grades). 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.*

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 until required immunizations are obtained. These absences may impact class credits and promotion status. See attendance section.

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.



State Required Screenings

Screening Information

Vision and Hearing Screening

The Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services licensed child-care center and licensed childcare home in Texas, or who meet certain grade criteria (specified below), must be screened or have a professional examination for possible vision and hearing problems. The requirements apply each year for children enrolled in any licensed child-care center and licensed childcare home or school program at the ages or grades listed below:

- Children who turn 4-years-old by September 1, kindergartners or any other first-time entrants (4 years* through 12th grade) - screening must be done within 120 days of admission.
- 1st-, 3rd-, 5th- and 7th graders - screening must be done anytime within the school year (preferably within first semester)

Acanthosis Nigricans Screening

The Texas Risk Assessment for Type 2 Diabetes in Children is a legislatively mandated program developed, coordinated, and administered by The University of Texas Pan-American Border Health Office (BHO). The program assesses children who may be at high risk of developing Type 2 Diabetes in Texas Education Agency Regional Education Service Centers 1, 2, 3, 4, 10, 11, 13, 15, 18, 19, and 20. During vision/hearing and scoliosis screenings of 1st, 3rd, 5th, and 7th graders in public and private schools, certified individuals assess children for the acanthosis nigricans marker, a skin condition that signals high insulin levels. Children who are positively identified with the marker undergo additional assessments of body mass index (BMI), BMI percentile, and blood pressure. Referrals are issued to the parents of these children, alerting each parent of their child's risk factors, and encouraging further evaluation from a health professional.

Becoming aware of and understanding what the risk factors suggest can help stimulate the changes necessary to prevent or delay future health problems for children at risk of developing Type 2 Diabetes and other conditions.

Spinal Screening

In 1985, the Texas Legislature passed House Bill 832 which requires screening for abnormal spinal curves for students in grades 6 and 9 (or 5 and 8) attending public and private schools. The guidelines were updated in the 2018-19 school year based on new recommendations for evidence-based practice. In compliance with the Health and Safety Code, Chapter 37, all children shall undergo screening for abnormal spinal curvature in accordance with the following schedule:

- Girls will be screened two times, once at age 10 (or fall semester of grade 5) and again at age 12 (or fall semester of grade 7).
- Boys will be screened one time at age 13 or 14 (or fall semester of grade 8).

It is incumbent on schools to identify outliers (i.e., children promoted to higher grades or held back) and ensure their screenings align with appropriate ages rather than grades. The school is then required to notify the parents if a child shows any signs of a possible curvature.

If you do not wish the district's health staff to perform the state-required screenings, parents/ guardians must notify the campus nurse at the beginning of the school year and substitute with a professional examination by a healthcare provider of your choice. Contact the nurse for further instructions or to inquire about a religious exemption. If documentation is not provided, students will be screened before the end of the 2024-2025 school year.

Texas Immunization Requirements for Students entering 7th Grade

Texas Administrative Code (TAC) Title 25 Health Services 97.61-97.72 AND the Texas Education Code, Chapter 38, requires that **all students entering 7th grade** receive the following additional immunizations: **Meningococcal (MCV4)**- 1 dose and **Diphtheria/Tetanus/Pertussis (Tdap)**- 1 dose. Please bring an updated shot record that shows the additional vaccinations have been received and your child is compliant for enrollment for their 7th grade school year.

Nurse's Office

If a student feels ill, the teacher will issue a pass to the nurse. If necessary, the nurse will call the emergency contact on file. If it is necessary to leave school, the student must wait in the nurse's office to be picked up. An adult with proper identification must sign the student out in the main office. At no time should a student go to the restroom, hallway, etc. to call a parent if feeling ill. Nurse Paschall should be immediately sought out and a parent will be called from her office.

Parent Engagement

Parent/Guardian Expectations

Home and family support is critical for 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 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/Title I Parent Meetings, parent volunteerism, and conferences 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 the YWCPA campus.

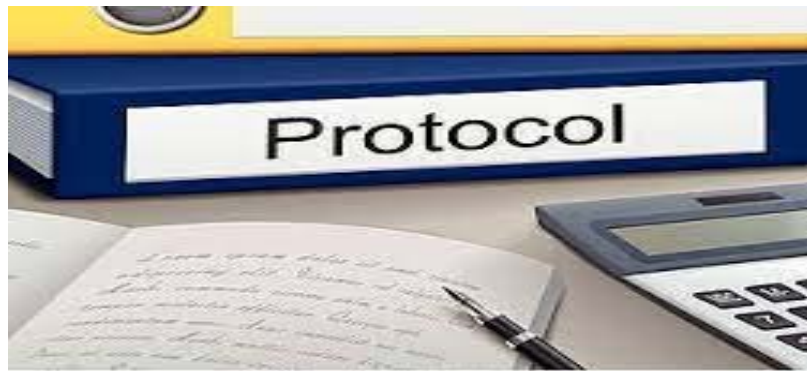
Protocol for Classroom Observations:

- 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 of the instructional period.
- Parents shall not videotape or record the observation without the principal'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 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 and to ensure that all students meet challenging state academic standards. Our Title I Parent meetings are face to face meetings, held every other month, where we provide trainings to parents and collaborate with them about student progress. Parents will also receive ongoing communication regarding Title I Implementation and programs.

Together we will review the School Parent Compact and the Parental and Family Engagement Policy. Teachers will participate in our Title I Parent Meetings to offer valuable feedback regarding programs such as Canvas 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.

Procedures to Know

Beginning the day

1. The school day begins at 8:30 a.m., but students may arrive as early as 8:00 a.m. There is no supervision before 8am.
2. Students arriving by bus should enter campus using the bus ramp. All other students will enter using the front gate located on Cleburne Street and enter through the building front entrance.
3. All students who arrive before 8:30 a.m. are to report directly to their assigned space:
 - HS (9-11 gymnasium, 12 grade in atrium)
 - MS in cafeteria
4. Students are not allowed to report to offices or teacher's classrooms until the bell rings at 8:20 a.m. Students must be in the assigned location for their grade level.
5. Breakfast will be served in the atrium and cafeteria everyday between 8:20 a.m. – 8:50 a.m.
6. Students who arrive after 8:30 a.m. are tardy and should enter through the front doors and report to the main office for a tardy pass.
7. Students may not leave campus to walk to the corner store, coffee shop, nor any other location after arriving to YWCPA in the mornings.

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.
4. There is no cellphone use in the hallways. Phones will be confiscated.

Ending the day

1. Walk directly to your destination.
2. Leave the building using the appropriate doors for bus riders and car riders.
3. Students are not to loiter around the building after dismissal. Students must be with an adult at all times after school.
4. Students are never allowed to leave and return to campus from corner store or surrounding businesses.
5. There will be no outside supervision after 4:30pm. Please arrange for your daughter to be picked up on time, ride the bus, or attend after school program (fee-based or otherwise).

Restroom Use

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. Place feminine products in the trash receptacle, never in the toilet.
4. Follow good hygiene practices and wash your hands.
5. No technology use allowed in restrooms.

Lockers

Students may go to their lockers after the first bell rings (8:20 am). Students may go to their lockers at the following times during the school day:

- 8:20 am – before the first class of the day
- After 3rd/4th period during the passing period to advocacy and/or lunch
- After lunch during the passing period to 5th/6th period
- After dismissal for the day

Students are **not** permitted to visit their lockers before 3rd, 4th, 7th and 8th class periods to avoid further disruption in the hall during instructional time. Students are expected to bring class materials needed for the first (2) class periods of the day and after lunch be prepared for the last (2) class periods of the day. Lockers will be assigned by the advocacy period teacher at the time of locker assignment. **Lockers may not be shared or traded. Students are not permitted to occupy more than one locker.** 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 are allowed to bring backpacks to school. They must be an appropriate size and fit inside of locker. If a student needs additional support during transitions, a small drawstring bag is permissible. No rolling backpacks will be permitted unless approved by the school Nurse.

Only small purses and handbags are allowed. Any backpacks, large purses, and other large handbags or large tote bags out of compliance will be confiscated and taken to an administrator's office. Students will be able to pick up their items after school. Backpacks will not be permitted on the floor in the classrooms or left in the hallways outside of the classroom. Demerits will be issued to students who do not follow the rules.



Pledges/Moment of Silence

At the beginning of each 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. (Sit upright, be attentive to the speaker)
4. Be respectful at all times.
5. Take notes in your agenda.
6. Stand when asking or answering a question.
7. Follow directions for dismissal.

Cafeteria

Food is not to be consumed anywhere on campus except in the cafeteria, courtyard and specified locations. All students are given a 30-minute lunch daily. We expect students to take pride in our cafeteria and campus and treat it accordingly. The Young Women's College Preparatory Academy is a closed campus. ***Students are not allowed to leave campus for lunch or to have food delivered to campus (via delivery service – Favor, Door Dash, or restaurant delivery personnel). Students are welcome to purchase lunch in the cafeteria or bring lunch from home.*** There are no microwaves available for student use.

Note: A parent that joins his or her student for lunch must first sign in at the main office prior to entering the cafeteria. ***Class parties, birthday parties, cakes, cupcakes for distribution, etc. are not allowed on campus.*** 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. Sharing of food is not allowed.***

Lunch Procedures:

1. All students shall:
 - i. Enter cafeteria, pick up and eat lunch.
 - ii. Use inside voice.
 - iii. Be polite and use good manners.
 - iv. Clean your seating area after you finish eating.
 - v. Consume all food and drinks inside the cafeteria and/ or designated areas.
2. If you need a cafeteria lunch, proceed to the cafeteria line. Use your HISD student ID number for charging lunch.
3. In order to enjoy lunch outside, students must present school ID.



Identification (ID) Badges

All HISD secondary students are required to wear ID badges every day. YWCPA staff members will randomly check ID badges. If a student misplaces her badge, she may secure another one for a cost (\$5.00).

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.

Cellular phones and other electronic devices may not be used during fire drills or other emergency preparedness exercises.

Community Service Requirements

Community Service is a leadership skill. It teaches students responsibility, respect, and citizenship. The YWCPA Staff wants every student to understand the importance of being positively engaged in their communities.

Minimum Required Community Service Hours:

6th grade – 6 hours
7th grade – 7 hours
8th grade – 8 hours
9th grade – 9 hours
10th grade – 10 hours
11th grade – 11 hours
12th grade – 12 hours

*Students may be required to have additional hours for certain clubs and organizations.

Selling Items at School

Students are strictly prohibited from selling or exchanging any items at school. This include, but is not limited to, selling or exchanging items for personal profit such as candy, gum, slime, 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 a 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 the loss of personal items, including but not limited to cell phones, expensive jewelry, and other electronics.



Social Responsibility

At YWCPA, we proudly and intentionally promote and nurture a strong sense of sisterhood where our students learn the value of empathy, sense of self, and respect for others. As we work to empower girls and young women, they learn how to overcome and combat bullying, relational aggression, and drama. We ask parents to help support our efforts by being actively involved with their daughter's social media accounts, monitoring their use of technology, and supporting their social emotional needs. Parents are also encouraged to have healthy conversations about friendships and the realities of social media. Working together we can create a strong bond of sisterhood.

**GET
INVOLVED!**

Student Conduct

Standards of Student Conduct

Exercise self-control

- Use courteous language
- Resolve conflict in a mature manner
- Be appropriately dressed and groomed daily

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
- Always 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, etc.

Conduct will also be reflected on student's report card.

Growth Plan

Students will be placed on a growth plan and may be exited from YWCPA if they continue to not meet academic, behavioral, and/or attendance expectations.

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 possibly take longer to produce. Please request these documents up to two weeks prior to your deadline, if possible. Please request via the registrar's office.

Change of Name, Address, Phone Number

Students or parents must report changes in their name (legal documentation), address (current water, gas or electric bill in parent name with service address listed or an updated lease on company's letterhead, including signature page with parent and landlord signature) 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. Please send change of name, address, and phone number to the campus registrar.

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. 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 schedule change request forms (including parent signature) will not be granted any schedule changes. 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 the semester. Students will not be removed from a class because of a failing grade. High School students will not be allowed to drop a course after the 12th day of class.

Technology Policies

Cell Phone Policy

Students are completely responsible for the phone or other electronic device at all times. Administrators will not investigate theft/loss of any cell phones and/or electronic devices. Students should not use their cell phones while travelling through the hallways or staircases as this behavior poses a safety hazard and encourages theft.

After 8:20 am:

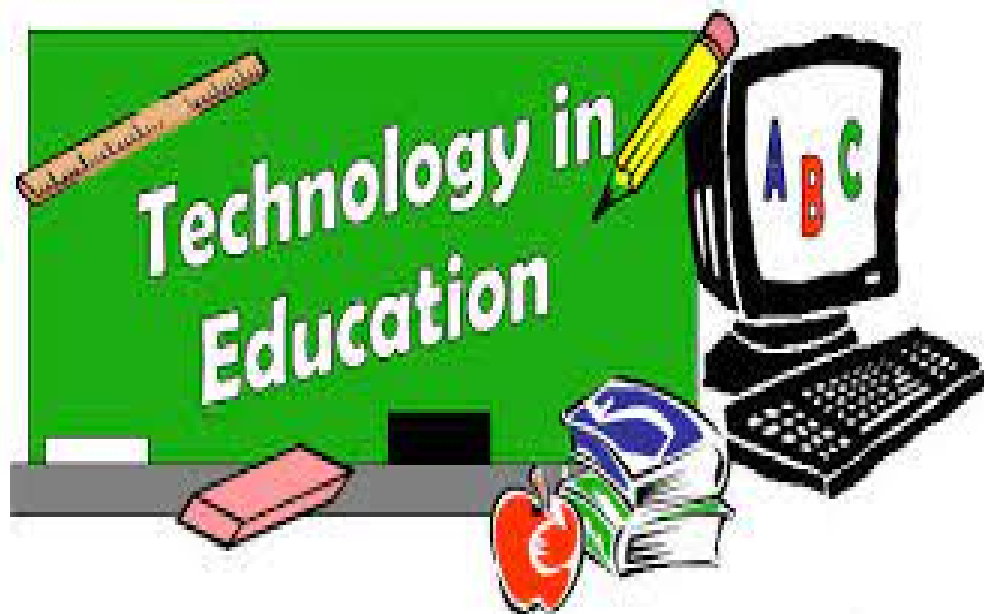
- Phones/devices are to be turned off at all times on campus.
- Phones are to be kept out of sight.
- Devices are not to be used for audio or video recording.
- Devices are not to be used in the restrooms.
- If it is used, displayed or heard without permission during school hours, the device will be confiscated and sent to the office. No exceptions!

- 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 that interfere with the learning environment are not to be brought to school.
- Phone use is prohibited during lunch unless permission is granted by the administrator on duty.
 - We want to bring sisterhood building and personal socialization back! This is our time to grow and socialize together!

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 on the Parent/Student technology contract. Violation of the responsible use policy may result in removal of the student's laptop for a period of 5 days or more. Repeated violations may result in permanent removal of a student's laptop.



Transportation

Bus Riders

Riding the school bus is a privilege. A student being transported in district-owned or contracted 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, bags, lunch kits, 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, vape or use any form of tobacco or drugs.
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 bus schedules will be mailed directly from HISD Transportation. The phone number for the HISD transportation department is 713-613-3040.

Car Riders

Parents/guardians who drop-off or pick-up students should drive cautiously, observing all parking and safety signs. Please be mindful of 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 on Cleburne Street in the circular lot. There is no adult supervision before 8am and after 4:30pm. Please make sure your daughter is dropped off and picked up during school hours.



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 the first-class 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.
- 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 is required every day for the first two weeks of school and every Tuesday & Thursday thereafter. Also, additional full dress uniform days may be announced.

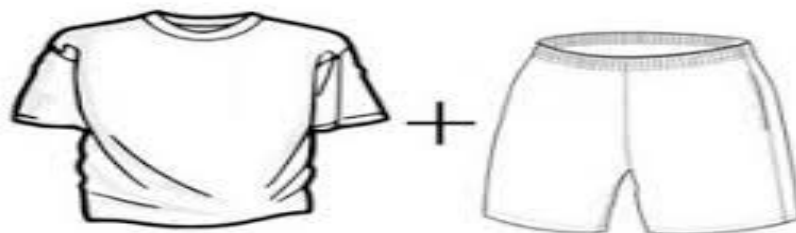
- Blazer
- Plaid skirt
- White button-down shirt
- Plaid tac tie for middle school/plaid necktie for high school
- White knee socks
- All black leather/simulated leather shoes

School Uniform Policy (consequences)

- Initial uniform violation will result in parent contact.
- Second will result in a lunch detention.
- Continuous violations will result in further disciplinary action, including possible ISS.

Physical Education Uniform Policy

Every student is required to purchase a physical education uniform from the school at the cost of \$25.00.



PE Shirt & Shorts Combo

Houston Academic Outfitters

713-660-0206

Specific Uniform Requirements for Monday, Wednesday & Friday

	<i>Middle School (6th – 8th)</i>	<i>High School (9th – 11th)</i>	<i>High School (12th)</i>	<i>Spirit Friday (MS – HS)</i>
Shirts	<ul style="list-style-type: none"> White polo (crest required) 	<ul style="list-style-type: none"> Gray polo (crest required) 	<ul style="list-style-type: none"> Gray polo Pink polo (crest required) 	<ul style="list-style-type: none"> YWCPA T-shirt College T-Shirt
Skirts	Burgundy & gray plaid or khaki	Burgundy & gray plaid or khaki	Burgundy & gray plaid or khaki	Uniform Skirt
Pants	Khaki slacks	Khaki or Black slacks NOT JEANS	Khaki or Black slacks NOT JEANS	Jeans No holes, rips, jeggings, leggings, Sweatpants, or pajama bottoms
Shoes	Any school appropriate, school color (black, white, gray, burgundy) shoe. Must be closed toe, must not reach above ankle. No boots or crocs.	Any school appropriate, school color (black, white, gray, burgundy) shoe. Must be closed toe, must not reach above ankle. No boots or crocs.	Any school appropriate, school color (black, white, gray, burgundy) shoe. Must be closed toe, must not reach above ankle. No boots or crocs.	Any school appropriate, school color (black, white, gray, burgundy) shoe. Must be closed toe, must not reach above ankle. No boots or crocs.
Socks	White, gray, or black	White, gray, or black	Any sock	White, gray, or black
Cardigan	YWCPA burgundy or gray cardigan w/ crest	YWCPA burgundy or gray cardigan w/ crest	YWCPA burgundy or gray cardigan w/ crest	YWCPA burgundy or gray cardigan w/ crest
Other Outwear	Must be YWCPA hoodie, sweatshirt, vest or jacket.	Must be YWCPA hoodie, sweatshirt, vest or jacket.	Must be YWCPA hoodie, sweatshirt, vest or jacket.	Must be YWCPA hoodie, sweatshirt, vest or jacket.
Hair	Must be neatly combed. Must be of natural color. Absolutely NO headscarves or bandanas. Bows, headbands and barrettes must match school uniform colors.	Must be neatly combed. Must be of natural color. Absolutely NO headscarves or bandanas. Bows, headbands and barrettes must match school uniform colors.	Must be neatly combed. Must be of natural color. Absolutely NO headscarves or bandanas. Bows, headbands and barrettes must match school uniform colors.	Must be neatly combed. Must be of natural color. Absolutely NO headscarves or bandanas. Bows, headbands and barrettes must match school uniform colors.

Other Dress Code Requirement

- **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).
- Hair bows and other accessories must be either burgundy, grey, white, black or pink. No bandanas allowed.
- Undergarments should not be seen through uniform clothing.
- 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.

****The administration has the final word regarding the dress code.
If in doubt, do not wear it!****



YWCPA Demerit System

2024-2025

1
DEMERIT

Dress Code Violation
Tardy to class
Backpack not in your locker
Cell phone

Consequences

Number of Demerits Received

- 1 Demerit --- Teacher Warning & Parent Contact
(made by the teacher)
- 2 Demerits --- Administration Warning & Parent Contact
(made by the administrator)
- 3 Demerits --- Lunch Detention
- 4 Demerits --- 2 Day After School Detention
- 5 Demerits --- Saturday detention
- 6 Demerits --- ISS or Other Administrative Action
and/or loss of privileges

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.

Advocacy Teacher: _____

Student's Name (print): _____

Student's Signature: _____

Date: _____

Grade: _____

Parent's Signature: _____



a partner school of
Young Women's Preparatory Network
educating future leaders