School Motto:
Young Women Today, Leaders Tomorrow

Student’s Name: ___________________________ Grade ________
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YWCPA Student Handbook
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 Foundation for the Education of Young Women 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.

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 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.
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<thead>
<tr>
<th>Position</th>
<th>Extension</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>303</td>
<td>713-942-1441</td>
</tr>
<tr>
<td>Fax (Main Office)</td>
<td>301</td>
<td>713-942-1448</td>
</tr>
<tr>
<td>Fax (SIMS Office)</td>
<td>302</td>
<td>713-942-1428</td>
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<tr>
<td>Receptionist</td>
<td>301</td>
<td></td>
</tr>
<tr>
<td>Secretary, Paula Baker-Thomas</td>
<td>302</td>
<td></td>
</tr>
<tr>
<td>Main Office</td>
<td>303</td>
<td></td>
</tr>
<tr>
<td>Dean of Instruction, Tina McCorkle</td>
<td>316</td>
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</tr>
<tr>
<td>Instructional Specialist, Rolando Gonzalez</td>
<td>307</td>
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<tr>
<td>College Bound Advisor, Sukhdeep Kaur</td>
<td>317</td>
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<td>Clerk, Elizabeth Romero</td>
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<tr>
<td>Counselor, Monica Bowes</td>
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<tr>
<td>Nurse, Carla Hainsworth</td>
<td>309</td>
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<tr>
<td>HISD Police, Rosa Soto</td>
<td>310</td>
<td>713-942-1426</td>
</tr>
<tr>
<td>Kitchen</td>
<td>313</td>
<td>713-942-1457</td>
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<tr>
<td>Plant Operator</td>
<td>314</td>
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<td>HISD TRANSPORTATION</td>
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<td>713-613-3040</td>
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<tr>
<td>UNIFORM VENDOR (Academic Outfitters)</td>
<td></td>
<td>713-660-0206</td>
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<tr>
<td>HISD FOOD SERVICES</td>
<td></td>
<td>713-491-5700</td>
</tr>
<tr>
<td>HISD LIBRARY SERVICES, PSYCHOLOGICAL SERVICES, STUDENT ENGAGEMENT</td>
<td></td>
<td>713-695-5652</td>
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### STAFF CONTACT INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
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</thead>
<tbody>
<tr>
<td>Delesa O’Dell Thomas</td>
<td>Principal</td>
<td><a href="mailto:dthomas1@houstonisd.org">dthomas1@houstonisd.org</a></td>
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<tr>
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<td>Monica Bowes</td>
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<td></td>
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<td>Carla Hainsworth</td>
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<td></td>
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</tr>
<tr>
<td>Tyesha Boudreaux</td>
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<td>Sharon Brown</td>
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<td></td>
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<td>Math</td>
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<td>Science</td>
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<td></td>
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<tr>
<td>Christy Jones</td>
<td>Social Studies</td>
<td></td>
</tr>
<tr>
<td>Mariela Niland</td>
<td>Social Studies</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Media Specialist</td>
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</tbody>
</table>

Keep up with what is going on in all classes using teacher websites and Edmodo pages!  
[https://www.edmodo.com/](https://www.edmodo.com/)

Young Women’s College Preparatory Academy website:  
[http://schools.houstonisd.org/YWCPA](http://schools.houstonisd.org/YWCPA)

Follow us on Twitter:  
[@YWCPAHISD](https://twitter.com/YWCPAHISD)

Foundation for the Education of Young Women website:  
[http://www.feyw.org](http://www.feyw.org)

YWCPA electronic mailbox:  
[genderschools@houstonisd.org](mailto:genderschools@houstonisd.org)
Key Dates

First day of school for students: August 26, 2013
Last day of first semester: December 20, 2013
First day of second semester: January 7, 2014
Last day of school for students: May 29, 2014

Student Holidays

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<th>Holiday</th>
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<td>Labor Day</td>
<td>September 2, 2013</td>
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<tr>
<td>Fall Holiday</td>
<td>September 13, 2013</td>
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<tr>
<td>Thanksgiving</td>
<td>November 27-29, 2013</td>
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<tr>
<td>Martin Luther King Day</td>
<td>January 20, 2014</td>
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<tr>
<td>Spring Break</td>
<td>March 17-21, 2014</td>
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<tr>
<td>Spring Holiday</td>
<td>April 18, 2014</td>
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<tr>
<td>Memorial Day</td>
<td>May 26, 2014</td>
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</table>

Early Dismissal Days (students dismiss at 2 ½ hours early)

September 25, 2013 – Parent/Guardian Involvement Day
October 30, 2013
November 20, 2013
January 29, 2014 – Parent/Guardian Involvement Day
February 19, 2014

Six Weeks Grading Periods

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Dates</th>
<th>Report Card Dates</th>
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<tr>
<td>1st Six Weeks</td>
<td>8/26-10/4</td>
<td>10/11/13</td>
</tr>
<tr>
<td>2nd Six Weeks</td>
<td>10/7-11/8</td>
<td>11/15/13</td>
</tr>
<tr>
<td>3rd Six Weeks</td>
<td>11/11-12/20</td>
<td>1/10/14</td>
</tr>
<tr>
<td>4th Six Weeks</td>
<td>1/7-2/14</td>
<td>2/21/14</td>
</tr>
<tr>
<td>5th Six Weeks</td>
<td>2/17-4/4</td>
<td>4/11/14</td>
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</table>
Hours of Operation

The school building will open each day at 7:45 a.m. and close at 5:30 p.m. (when after school programs are implemented). No students are allowed in the building before 7:45 a.m. or after 5:30 p.m. without the direct supervision of a teacher/adult.

Bell Schedule for 2013 – 2014

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:45 a.m. – 8:20 a.m.</td>
</tr>
<tr>
<td>1st Period</td>
<td>8:30 a.m. – 9:30 a.m. (10 min for laptop distribution)</td>
</tr>
<tr>
<td>2nd Period</td>
<td>9:34 a.m. - 10:24 a.m.</td>
</tr>
<tr>
<td>3rd Period</td>
<td>10:28 a.m. – 11:18 a.m.</td>
</tr>
<tr>
<td>4th Period</td>
<td>11:22 a.m. – 12:56 p.m.</td>
</tr>
<tr>
<td>Lunch A (middle school math and science)</td>
<td>11:22 a.m. – 11:52 a.m. Lunch</td>
</tr>
<tr>
<td></td>
<td>11:56 a.m. – 12:56 p.m. Class</td>
</tr>
<tr>
<td>Lunch B (all other middle school classes)</td>
<td>11:22 a.m. – 11:52 a.m. Class</td>
</tr>
<tr>
<td></td>
<td>11:52 a.m. – 12:22 p.m. Lunch</td>
</tr>
<tr>
<td></td>
<td>12:26 p.m. – 12:56 p.m. Class</td>
</tr>
<tr>
<td>Lunch C (all high school classes)</td>
<td>11:22 a.m. – 12:22 p.m. Class</td>
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<tr>
<td></td>
<td>12:26 p.m. – 12:56 p.m. Lunch</td>
</tr>
<tr>
<td>5th Period</td>
<td>1:00 p.m. – 1:50 p.m.</td>
</tr>
<tr>
<td>6th Period</td>
<td>1:54 p.m. – 2:44 p.m.</td>
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<tr>
<td>7th Period</td>
<td>2:48 p.m. – 3:38 p.m.</td>
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<tr>
<td>Advocacy</td>
<td>3:42 p.m. – 4:00 p.m.</td>
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</table>

Front Office

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

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.
Beginning the day

1. The school day begins at 8:30 a.m., but students may arrive as early as 7:45 a.m.
2. Middle school students who arrive before 8:30 a.m. should report to the cafeteria. High school students who arrive before 8:30 a.m. and choose to eat breakfast, should report to the cafeteria for breakfast and then go directly to the auditorium until the first bell sounds. High school students, who do not eat breakfast, should report directly to the auditorium.
3. Students who arrive after 8:30 a.m. are tardy.
4. Students arriving by bus should enter campus on the Chenevert side. All other students will enter using the front gate located on Cleburne Street.
5. All cafeteria rules and procedures must be followed at all times.

Ending the day

1. Walk directly to your destination (tutoring, after-school club, sports, or your bus/carpool pick-up).
2. Follow hallway procedures.
3. Students must be at their destination by 4:15 p.m. Hallways must be clear at that time.
4. 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. In an emergency, obtain permission and the appropriate pass from the classroom teacher or staff member.
3. Use quiet voices and respect others’ right to privacy.
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

The YWCPA student lockers are located on all three floors. Students may go to their lockers before school (first period class), before and after lunch, and at the end of the day. A locker will be assigned to each student and all lockers must have a combination lock. **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.
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. 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.

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:
   i. Enter cafeteria and leave all belongings under your table.
   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.
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. Forms are to be completed and returned to the Advocacy teacher for processing. To expedite the process, 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 Janis Habbitt ([JHabbitt@houstonisd.org](mailto:JHabbitt@houstonisd.org)) 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 23, 2014.
Minimum Required Service Learning Hours:

<table>
<thead>
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<th>Hours</th>
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<td>11th</td>
<td>25</td>
</tr>
</tbody>
</table>

Failure to meet minimum requirements will place you on probationary status.

Advocacy Period

Incorporating the academic, social, and emotional development of young women into its mission, YWCPA has developed an Advocacy Program to help students achieve their personal best as they prepare for college. The Advocacy teacher is the primary contact for parents whose support is critical for student’s success. Students will attend their Advisory class every day. The Advocacy Period is designated for the implementation of the Leadership Seminar curriculum. This curriculum weaves personal, academic and social strands together to provide leadership opportunities and nurture leadership traits.

Selling Items at School

Students are strictly prohibited from selling any item 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!
Advanced Placement Magnet Program

At the YWCPA, all 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.

Dual Credit

In addition to Advanced Placement as an opportunity to earn college credit, several of our teachers may also offer dual credit courses during students’ senior year.

Algebra One

Algebra I will be available to students beginning in the 7th grade. Students that wish to enroll in Algebra I must qualify based on a Diagnostic Assessment and meet the minimum requirement 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.

Integrated Physics and Chemistry (IPC)

IPC may be available to students beginning in the 8th grade. Students that wish to enroll in IPC must qualify based on a Diagnostic Assessment and meet the minimum requirement before they are enrolled in the course. Students and parents who agree to take IPC in the 8th grade are required to sign a contract/agreement.

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 students to graduate under the Distinguished Achievement Plan.
**Gifted and Talented (G/T) Placement**

Students may be nominated for screening by parents, teachers, counselors, 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 counselor or 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. 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 my APEX course work.
- Students will receive zero’s (0) for all the work that has not been completed in the 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.
Perfect attendance is our goal! You are 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. If you miss more days than allowed by HISD policy, you may not earn credit for that class (unless a campus attendance committee reviews your case and finds that the absences are the result of a serious illness or family emergency and, therefore, excusable). However, sometimes an absence is unavoidable. In these cases, please follow procedures listed below:

- **Call by 9:45 a.m. if you are going to be absent**
  If you are not in school and have not notified the school, we will be concerned. Have a parent or guardian **notify the school by phone** at (713) 942-1441 or fax (713) 942-1448 by 9:45 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 appropriate. The note must be presented to Janis Habbitt. **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 6 weeks period, the central office is notified and a letter is sent home to your parent/guardian. 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.

**YWCPA make-up work policy**

In 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 she will begin accruing late penalties.) 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, it is your responsibility to check your teachers’ homework calendars. 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 due dates. Late work policies are addressed in teacher syllabi and late work penalties will be assessed until the assignment can no longer be submitted. Please see grading policies and procedures for more information.

Late Arrivals / Tardies

All students are expected to report to their appropriate classes prior to the tardy bell. **Upon receipt of their third tardy, students may receive disciplinary action and demerits.** Excessive tardiness may result in students being brought before the Academic Review Committee and possibly being placed on a growth plan.

You are expected to be on time for school and your classes, however, sometimes things happen that interfere with punctuality. In such cases, follow the procedures listed below:

- **Tardy to school:** If you arrive at school after the 8:30 a.m. bell, you are responsible for presenting a note to your teacher signed by a parent or guardian stating the date, time of arrival, and reason for the tardy. Teachers will forward also notes to Ms. Habbitt.

- **Tardy to class:** You are tardy if you are not in the proper room when the bell rings. The consequence for being tardy is one demerit. However, the student who is persistently tardy will be referred for administrative consequences.
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, 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 as soon as possible.**

**Trip Expenses**

When a student has paid for a trip but is unable to attend, full or partial refunds may be possible. Some trips must be paid for months in advance and it may not be possible to get a refund from the company involved. The group sponsor will determine if a refund is possible and the exact amount of the refund. Parents will be informed of the refund policy for each trip.
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 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:
  o 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).
  o Written consent of the parents/guardian is also required.
  o 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/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 learning 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 also want to make the process of sending their daughters to college one that is painless by the time they reach graduation. There are many opportunities for parents to volunteer and provide their support to the campus through PTO, parent volunteerism, and conferencing with teachers.

Volunteers

We strongly encourage our families to volunteer their time 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 or 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 Counselor, Instructional Specialist or the Dean of Instruction.
- If 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.
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

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 regularly and on time
• Be prepared for class
• Listen carefully to instructions
• Participate in class activities

Progressive Steps of Discipline
• Verbal warning
• Student – Teacher Conference
• Parent Notification
• Parent - Teacher Conference
• Principal Referral

Depending on the infraction, one or more of the following may apply:
• Student Referral
• Parent Conference with Principal
• Lunch Detention
• Others as governed by the HISD Student Code of Conduct
Exiting Students
Students may be exited from the YWCPA if they fail to meet academic, behavioral, and/or attendance expectations.

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.

Demerits are earned for:
- Tardies
- Disruptions
- Inappropriate Language
- Insubordination
- Not in assigned area
- Food, candy, gum, etc.
- Uniform violation
- Locker violation
- Misuse of technology
- Not in compliance
- Failure to attend Saturday Reflection Hall (SRH) as assigned
- Failure to comply with school/district policy

For Middle School
3 Demerits= Saturday Reflection Hall (SRH)
6 Demerits= SRH and Parent Conference
9 Demerits = SRH, Administrative Conference & Probationary Contract
12 Demerits= SRH, Administrative Conference & Suspension
13 Demerits =SRH, Administrative Conference, Parent Conference, Return to home school.

For High School
3 Demerits= Saturday Reflection Hall (SRH)
5 Demerits=SRH and Parent Conference
6 Demerits =SRH, Administrative Conference, & Probationary Contract
9 Demerits = SRH, Administrative Conference & Suspension
11/12 Demerits=SRH, Administrative Conference, Parent Conference, Return to home school
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.
2. Make transportation arrangements if needed or ride the late bus.
3. Arrive by 8:30 a.m. at the classroom where SRH is being held. If a student is late, an additional SRH will be assigned for the following Saturday.
4. Follow the SRH procedures in the presence of a teacher until released.
5. Must wear school uniform.
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).
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 for tax purposes. 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.

**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. These changes should be submitted to Ms. Habbitt.

**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 the six weeks grading period. Contact the individual teacher if questions arise.

**Report Cards**

Report cards will be distributed at the end of each six weeks grading period to the address provided at the time of registration.

**Schedule Changes**

Request for a course selection change should be made through a form with the Advocacy teacher. Due to staffing restrictions, it may not be possible to honor all schedule change requests. **No schedule changes will be allowed beyond the 2nd week of school.**
Cell Phone Policy

It is against policy for any student to use a cell phone or pager on school grounds from the time they arrive until the 4:00 p.m. bell.

Students are completely responsible for the phone device at all times.

- Phones/pagers are to be in off positions 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.
- **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 their phone until the end of the school year.**
- For nonreapers, cell phones not claimed after 30 days will be forwarded to HISD.

Other Electronics

MP3’S, IPODS, cameras, electronic games (Nintendo DS), other electronics or toys that interfere with the learning environment are not to be brought to school. Administrators will not investigate theft/loss of cell phones or other 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.

**WE ARE NOT JOKING ABOUT THIS!**
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 board and leave the bus in an orderly manner at the designated bus stop.
3. Passengers shall not stand up on the bus while in motion.
4. Passengers shall keep books, musical instrument cases, feet and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. 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.
7. Passengers shall not smoke or use any form of tobacco.
8. Usual classroom conduct shall be observed.
9. Bus referrals will result in disciplinary action, including loss of bus privileges.
10. 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 2013-2014 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.

Car 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.
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.**

- 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.

**Dress Uniform required for the first week of school and every Tuesday thereafter. In addition, additional dress uniform days may be announced.**

- Blazer
- Plaid skirt
- White button down shirt
- Plaid 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
- Students will be allowed to wear these khaki pants from December 2 – February 28
- Administration may approve other days as necessary

**School Uniform Policy (consequences)**

- 1st uniform violation - student will receive a verbal warning
- 2nd uniform violation - student will call parent / guardian
- 3rd uniform violation - parents will be notified by telephone and the student will be given a demerit

**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

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**UNIFORMS**

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
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<tr>
<th>Items</th>
<th>Expectations</th>
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<tbody>
<tr>
<td>Burgundy &amp; gray plaid skirt</td>
<td>No shorter than top of the patella</td>
</tr>
<tr>
<td>Khaki pants</td>
<td>Must be purchased from Academic Outfitters; no skinny khakis allowed</td>
</tr>
<tr>
<td>YWCPA white polo shirts with crest</td>
<td>No other polo allowed; must have school crest</td>
</tr>
<tr>
<td>White button down blouse ¾ length sleeves</td>
<td>Should be worn on dress up days w/ blazer and tac tie</td>
</tr>
<tr>
<td>Burgundy &amp; gray tac tie</td>
<td>Should be worn on dress up days w/ white button down &amp; blazer</td>
</tr>
<tr>
<td>YWCPA Burgundy cardigan w/ crest</td>
<td>Only outer garment that may be worn every day; all others must be kept in locker</td>
</tr>
<tr>
<td>YWCPA burgundy hoodie/ sweatshirt</td>
<td>Burgundy for middle school; all other jackets/ sweatshirts must remain in locker during the instructional day</td>
</tr>
<tr>
<td>Black solid colored leather or simulated leather flat shoes with closed toes and flat heels.</td>
<td>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.</td>
</tr>
<tr>
<td>Burgundy, gray, pink, white or black hair bows/ hair accessories</td>
<td>No bandanas, no hats, no caps, no scarves</td>
</tr>
<tr>
<td>Solid white knee socks</td>
<td>No sheer knee highs; no footie/ sport socks</td>
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## HIGH SCHOOL UNIFORM

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</tr>
<tr>
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<td>No other polo allowed; must have school crest</td>
</tr>
<tr>
<td>White button down blouse ¾ length sleeves</td>
<td>May be worn with vest or on dress days</td>
</tr>
<tr>
<td>YWCPA burgundy vest with crest</td>
<td>May be worn with gray polo or white button down, daily</td>
</tr>
<tr>
<td>Burgundy &amp; gray plaid bow tie</td>
<td>Must be worn on dress up days with white button down and blazer</td>
</tr>
<tr>
<td>YWCPA Burgundy cardigan w/ crest</td>
<td>Only outer garment that may be worn every day; all others must be kept in locker</td>
</tr>
<tr>
<td>YWCPA gray sweatshirt/hoodie</td>
<td>Gray for high school; all other jackets/ sweatshirts must remain in locker during the instructional day</td>
</tr>
<tr>
<td>Solid white knee socks or white cuffed/ankle socks</td>
<td>No sheer knee highs; no footie/ sport socks; socks must cover the ankles</td>
</tr>
<tr>
<td>Black solid colored leather or simulated leather shoes with closed toes and flat heels.</td>
<td>No canvas, or canvas like tennis shoes; shoes <strong>must</strong> be plain black; solid; no boots, no Toms/Bobs unless entire shoe is plain black including strings, soles, etc.</td>
</tr>
<tr>
<td>Burgundy, gray, pink, white or black hair/ hair accessories</td>
<td>No bandanas, no hats, no caps, no scarves</td>
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</table>
**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 neat 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 grafitti on backpacks, shoes, or other items on student’s personage.

**Panther Day**

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

- Nice jeans *(no holes, tears)* that are long in length and a YWCPA spirit shirt/sweatshirt
- Or a school appropriate t-shirt/skirt with sleeves
  - no low cut or short skirts
  - no midriff must ever 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:

Advocacy Teacher:________________________________________________________

Student’s Name (print):____________________________________________________

Student’s Signature:________________________________________________________

Date:____________________________________________________________________

Grade:___________________________________________________________________

Parent’s Signature:________________________________________________________

________________________________________________________________________

PLEASE RETURN THIS SIGNED PAGE TO YOUR ADVISORY PERIOD TEACHER.