



**Student/Parent Handbook
2019-2020**

College Preparation, Leadership, Health and Wellness
Amended 03/26/2019

Young Women’s Leadership Academy: Primary (YWLAP) Administration

Delia Montelongo-McLerran, YWLA Head of Schools
Andréa Pitts, YWLA Primary Principal
Dr. Cassandra Vara, Senior Coordinator of Operations
Victoria Clay, School Counselor

Student Handbook Information

This handbook presents information about the policies, procedures, and daily operations of the Young Women’s Leadership Academy: Primary (YWLAP). Please read it fully and carefully.

Young Women’s Leadership Academy: Primary places great value upon a collective collaboration of stakeholders. Information, rules, and clear expectations are the basis for harmony and productive results. We are all a part of the learning environment and each of us is responsible for our own contribution to the success of the campus. This document is YWLAP’s method of informing students, parents, and staff about its expectations.

This document supplements the San Antonio Independent School District’s Student and Parent Handbook.

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the San Antonio ISD and any student; prospective student; agency of the local, state, or federal government; or any other person or legal entity of any and every nature whatsoever. The SAISD and YWLAP Administration hereby reserve and retain the right to amend, alter, change, delete, or modify any of the provisions of this handbook at any time and from time to time, without notice, in any manner that the Administration or the Board of the Trustees of the District deems to be in the best interest of the campus and/or District. The contents of this handbook apply to all students and programs and do not amend, abridge, or replace Board policies or Administrative Regulations established by the SAISD. As necessary, principals may include supplementary and campus-specific regulations and directives pertinent to the program. The contents of this handbook apply to all students at the Young Women’s Leadership Academy: Primary.

Mission Statement

Our mission is to enable young girls to find their voices and passions and to achieve extraordinary outcomes by providing them with a powerful single-gender experience.

The mission of the Young Women’s Preparatory Network (YWPN) and the Young Women’s Leadership Academy is to support single-sex, college preparatory, public education in Texas that will give young women in urban schools the academic skills to achieve success in college and life by thinking critically, leading purposefully, and living active, healthy and responsible lives.

Our Core Values

In order to achieve our goals and attain our commitments, we expect the following SAISD core values to guide the behavior of all employees: **Student Centered, High Expectations, Commitment, Passion, Integrity, Respect, and Teamwork.**

The core values of the Young Women’s Leadership Academy Network are:

- **College Preparation**
- **Leadership**
- **Health and Wellness**

School Colors: Red, Royal Blue, and White

School Mascot: Blue Jay

School Symbol: “The Fearless Girl”

Blue Jay Daily Pledge

I will always remember
to Dream Big,
To Believe in Myself,
To Enjoy Learning and Laughing,
That I am Beautiful Inside and Out,
And that I am FEARLESS.

Parent and Student Commitment 2019-2020

I understand that my daughter will be successful at YWLAP if:

- She complies with all campus and SAISD policies in general, and with the Student Code of Conduct, in particular, as they currently exist or may be later amended.
- She abides by the state of Texas's compulsory attendance laws requiring regular, punctual attendance, and with the YWLAP 98% personal attendance rate.
- I, the parent/guardian, am an active member of the YWLAP family during this academic school year (e.g. serving as a parent volunteer, chaperoning field trips, attending meetings, participating on PTO, etc.).

I understand and agree to the commitment to success at the Young Women's Leadership Academy: Primary. If I or my daughter have concerns about the academic, behavioral, attendance, and/or parental success as a YWLAP family member, I will share those concerns with YWLAP faculty and/or administration so they may be addressed.

My daughter and I understand that we will need to report to school when called for a school conference and will attend all mandatory parent sessions throughout the year, including two PTO meetings.

I understand the importance of communication and active participation in my daughter's education. To the best of my abilities, I will attend all conferences, performances, and campus/community engagement events, including at least 2 PTO meetings.

I understand the importance of reviewing my daughter's report card and communicating with YWLAP faculty if I have questions about her performance and progress.

I/We agree to these conditions and will actively support our daughter and will encourage and ensure her participation and attendance in school events and activities.

Academic Core Values

An integral part of our core values is to prepare our young women for college, leadership, wellness, and life skills. The Young Women's Leadership Academy: Primary is committed to developing well-rounded, academically competitive students. The teachers and administration of YWLAP reinforce these principles and believe all students can achieve extraordinary outcomes and expect all students to work at their full potential.

Academic Success

Students will be assigned summer homework for all core subject areas to reduce summer regression and keep the brain actively engaged. Summer homework will be included in

students' overall first nine weeks report card. Parents and/or guardians will be contacted via e-mail and/or phone to set up a conference should summer homework not be completed.

The Multi-Tiered Student Support committee will review all student data to determine the best educational plan for each student. Interventions and support for the student will be established to ensure success for students not meeting mastery of state standards. We want to ensure all students are in the most appropriate educational setting to provide her with the utmost success.

After School

Students are released from school at 3:30 PM daily, unless otherwise notified. After school, students may participate:

- in the cafeteria as part of the YMCA/Girls Inc.-Challenge program (if signed up and paid for);
- in tutorials with a specific teacher as approved by parent; or
- in an after-school club should she be selected via the lottery or audition process

Students must be picked up at 3:30 PM or be designated as one of the following:

- Bus rider
- YMCA-Challenge After School Program participant
- Daycare
- Walker

The campus closes at 4:00 PM. All students picked up by parents must be picked up in the designated drop-off/pick-up loop no later than 3:30 PM. Bus riders will load the buses at the bus station beside the cafeteria. If your child is left on campus after 3:40 PM, she will be in the Main Office, unless she is enrolled in the YMCA Challenge Program. If a student is not in tutorials, rehearsals, or campus clubs, and is on campus after 3:40 PM, the student must be enrolled in the YMCA Challenge Program.

Young Women's Leadership Academy: Primary Student Pickup Policy

(YWLAP will follow district administrative procedure (F17) for any student left on campus after 3:40 PM.)

- The first time a student is left after 3:40 PM without notification from the parent/guardian, contact will be made to parent/guardian and notification of school hours and pick up and drop off times will be provided.

- The second time a student is left after 3:40 PM without notification from the parent/guardian, a mandatory conference will be scheduled between the parent/guardian and the principal.
- The third time a student is left after 3:40 PM without notification from the parent/guardian, San Antonio ISD police will be notified and a home visit will take place.
- The fourth time a student is left after 3:40 PM without notification from the parent/guardian, Child Protective Services (CPS) will be contacted to file a report.

Arrival and Departure

The campus opens at 7:15 AM daily. There is NO adult supervision for students prior to 7:15 AM. Students will report to the cafeteria for breakfast and wait with their classmates until their teacher escorts them to class at 7:45 AM. Upon arriving, all students are to go through the breakfast line to receive breakfast. Students arriving on the bus will go straight to the cafeteria to receive breakfast. All students are expected to eat breakfast daily.

The school day begins at 8:00 AM. Students need to be in their classrooms by no later than 8:00 AM or they will be considered tardy.

Young Women’s Leadership Academy: Primary Tardy Policy

- 1-2 tardies = Parent/guardian note
- 3 tardies = Parent/guardian phone call
- 4 tardies = Parent/guardian/principal conference
- 5 tardies = Student/parent instructional recovery
- 6 or more tardies = Intervention review committee meeting with parent/guardian

Attendance

School attendance is one of the most important requirements for student success in school. Students in regular attendance develop good habits for college attendance and employability. Attendance in all classes will provide your daughter the opportunity to master the foundational skills that will help her achieve success in her academic studies. Please make school attendance a priority in your home.

School attendance is a requirement by Texas law. The school attendance records are part of the student's permanent file. All students must attend every assigned class every school day. The student's presence in the school building is not counted as school attendance—the student needs to be in the classroom. The bell rings promptly at 8:00 AM. School ends at 3:30 PM.

YWLA Primary's daily attendance goal is 98%. We can only be successful in meeting our goals as a YWLA Primary family if every family commits to maintaining a 98% personal attendance rate. Student attendance rates will be reviewed daily. Students with an attendance rate below 98% for a three-week period will have their name submitted to the district Family Engagement Coordinators.

If absent, upon her return, the student and parent/guardian are responsible for communicating with the teachers to complete assignment(s) missed during the absence.

- If a student is absent, she will have two school days per absence to make up work.
- A student will need to request work from her teacher upon her return to class. Teachers have found that when a student does not receive necessary instruction from the teacher, the student may struggle with any missed work; thus, it is important for the student to spend time receiving this missed instruction from each teacher by attending tutorials.
- *****NOTE: Projects assigned with a timeline and final due date will not have extensions. This includes science, social studies and other projects assigned more than a week in advance. If a student is absent the day a project is due, the parent/student needs to scan, e-mail, or drop off the project to the teacher or bring it to school on or before the due date.

Absence Procedures

Parents/guardians are encouraged to call the campus at (210) 554-2710 to report a student's absence/tardy the day of the absence or prior AND submit written documentation.

For absences to be coded as excused, documentation must be submitted to your daughter's teacher and the main office within 48 hours of the date of the absence. Notes must include student name and ID number, date(s), and the reason for the absence. The note must be signed by the student's parent or guardian. If a note is not received within two days of a student's return to school, the student's absence will be considered unexcused. Only 8 notes for emergency reasons can be accepted from parents per school year (this does not include medical excuses). Parents are reminded to schedule doctors' appointments after 11:00 a.m. and to obtain appropriate documentation from the doctor's office. Please refer to the SAISD Student Handbook for more ATTENDANCE GUIDELINES. Please note, vacations taken on instructional days are coded as unexcused absences.

Attendance Incentives

We will recognize students' excellent attendance rates through our attendance incentive plan. This plan will be communicated to parents and students in our September Newsletter. Students must be in good standing with academics, attendance, and behavior to participate in Attendance Incentives. Thank you for being part of our Academy in establishing an overall exceptional attendance rating.

Assessments

Students in 3rd-5th grade are required to take the STAAR tests administered by the state of Texas.

STAAR Reading	3rd, 4th, 5th grade <i>*5th grade students must pass to be promoted to middle school</i>
STAAR Math	3rd, 4th, 5th grade <i>*5th grade students must pass to be promoted to middle school</i>
STAAR Writing	4th grade
STAAR Science	5th grade

Students at all grade levels participate in district and campus benchmark assessments over the course of the year, including NWEA MAP and Literably testing.

Behavior Expectations

Staff, students, parents, and partners reflect the YWLA Primary family. YWLA Primary constituents uphold the YWLA Primary standards and expectations everywhere, including, but not limited to:

- bus
- school grounds (before, during, or after school)
- school activities
- school-related functions and field trips

A teacher has the authority and responsibility to maintain discipline in the classroom consistent with school and district policy. When a problem occurs, teachers may conference with a student, parent/guardian, and follow campus disciplinary action. An administrator will address cases or problems that go beyond the classroom. If a student is absent on the day of an assigned disciplinary consequence, the student will complete the consequence in its entirety upon returning to school.

Disciplinary Actions

Campus disciplinary actions may include, but are not limited to, any listed in SAISD handbook.

Building Security

The SAISD Police and the San Antonio Police departments monitor schools with the assistance of security cameras, contracted security guards, and SAISD police.

Students are not to enter and are not permitted on campus except during regular instructional hours or when accompanied by a YWLAP staff member and with administrative permission. Students who are SUSPENDED or enrolled at the DAEP are not allowed on any SAISD facility/campus. Failure to follow this rule may result in an arrest for criminal trespassing on school property.

All parents/guests must report to the front office to sign in and obtain a visitor's badge. Parents may be in classrooms only when a teacher has requested a parent in the classroom for a conference. The principal will approve or deny the parent or teacher's request.

Following school events, students shall depart the campus immediately. Parents need to ensure rides arrive within 10 minutes following each and any school event.

Bullying

Students are strictly prohibited from engaging in written/verbal expression or physical conduct that threatens other students or faculty/staff members. In Section 25.0341 of the Texas Education Code provides the legal definition of bullying as written, verbal, or physical action that physically harms a student or her property or causes a reasonable fear of injury. It further stipulates that if the action is "sufficiently severe, persistent or pervasive enough" to create a seriously hostile education environment for the victim it is bullying. This includes, but is not limited to, teasing or insulting someone based on weight, height, race, sexuality, religion, or ability; gossiping, cyber bullying, excluding someone, shoving, hitting, etc.

Read more: <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#37.0832>
<http://www.capitol.state.tx.us/tlodocs/85R/billtext/pdf/SB00179F.pdf>

All students are expected to treat their peers with respect at all times. If you feel your child is being bullied, please contact the counselor or an administrator immediately. Investigations require dedicated time and resources, so the sooner we know, the sooner we will begin the investigation. We truly appreciate your prompt action on these matters and your support in maintaining a positive learning environment for all our students and employees.

Cafeteria

The District participates in the National School Lunch Program and offers free meals to all SAISD students. Information can be obtained from the cafeteria services manager or the principal's secretary. Breakfast will be served from 7:15 AM to 7:50 AM. All students must receive a breakfast tray daily.

Students are encouraged to eat the lunch that is provided in the cafeteria or bring a lunch daily. The cafeteria will sometimes sell additional items to students during the lunch period. If students bring money, they are responsible for it and the campus or District are not liable for any losses.

Lunch meals must be consumed in the cafeteria. Students are not allowed to take lunch food, drinks or other consumables to other parts of the campus. During lunch periods, students are required to remain in the cafeteria.

Parents are permitted to join their daughters for lunch. Parents must check-in at the front office, sign-in, and receive a visitor's pass; bring their lunch or pay for their meal and sit in the designated area for parents to enjoy their lunch with their daughter. Parents may bring food only for their daughter, not other students during lunch. This will ensure students are not placed at-risk due to allergies.

Family members not listed as an emergency contact or with written parent/guardian permission WILL NOT be permitted to eat lunch with the student.

Food Allergies

If your daughter has a food allergy, please notify the school nurse and cafeteria manager before the first day of school.

Please remember to follow our campus procedures and sign-in and out at the front office to receive your visitor's pass during your visit.

Students are reminded to sit one to one chair; to hold conversations at normal voice levels; to clean up after themselves by throwing all trash in appropriate receptacles, and to not push or "cut" in line for service. Technology, including cell phones, are not allowed during lunch. Devices/phones will be confiscated if used during lunch.

Food is not allowed in the classroom, except during designated school functions and breakfast from the cafeteria.

Cell Phones/Electronic Devices

The use of cell phones is a violation of the Student Code of Conduct. For safety purposes, the district permits students to possess cell phones while on campus; however, all cell phones must remain OFF during the instructional day—8:00 AM to 3:30 PM, including during all testing and during breakfast/lunch. Cell phones must be in the student's backpack (not visible) throughout the instructional day. A school phone is located in the main office for students to use before/after school.

Telecommunications/Electronic Devices Procedures

- 1st Offense. Verbal reminder of policy. Phone confiscated by staff member. Phone returned to student after school.
- 2nd Offense. Parent conference with reminder of policy. Phone confiscated by staff member. Phone returned to parent after conference.
- 3rd Offense. \$15 fee and phone confiscated. Phone returned to parent after fine paid.
- 4th+ Offense. Office referral. Phone confiscated. Loss of phone privileges on campus/school activities for remainder of year. Phone returned at end of the year.

Closed Campus

Like all SAISD campuses, YWLA Primary is a closed campus. Students are not allowed in the school parking lots or other unsupervised areas between 8:00 AM and 3:45 PM unless they are accompanied by a teacher. Failure to adhere to this policy will require a parent conference. Before school and after school, students who are on campus must be in a supervised zone.

Clubs and Organizations

All organizations must be justified on the basis of a worthwhile contribution made to the educational program of the school. There will be no secret societies or organizations that are social or fraternal in nature, and none that use discriminatory practices in membership selections. Each organization must have a minimum of ten members (10), a faculty sponsor approved by the principal, and a written constitution and by-laws on file in the Principal's office.

Qualifications for membership will be available from the sponsors of the various clubs and organizations. Membership may be based upon a lottery system or may require an audition/try-out process. Due to high interest in after-school clubs, students may only be selected for one club. Students are not guaranteed slots in any after-school club.

No club, organization, or group of students shall meet at YWLAP or any school facility without a faculty sponsor present.

Code of Conduct

All information concerning the SAISD student code of conduct and the district discipline management plan is contained in a separate manual entitled San Antonio Independent School District (SAISD) Discipline Management Plan and Student Code of Conduct. www.SAISD.net

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal to ensure that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school while the disease is contagious. Please contact the school nurse for more information on the requirements.

Concerns

A student or parent who has a concern is encouraged to first bring the matter to the appropriate authority, at the appropriate level—teacher, counselor, principal. If all levels of administration have been exhausted, the student or parent may petition to address the concern at a higher level, in accordance with Board Policy FNG Local. A student or parent with a concern regarding possible discrimination needs to contact a campus administrator immediately.

Conferences

All parents are highly encouraged to meet with their child's teacher or administrator upon request, as noted in the Parent and Student Commitment for admission. We will contact you to schedule a time for these conferences that may address academic, social-emotional, and/or attendance. If your child is experiencing academic and/or behavioral challenges, the teacher will send home a progress report and may request a parent conference. Parents are always welcomed to schedule a conference with their child's teacher. Please contact the main office to schedule a time. Teachers must have 24 hours' notice regarding the conference to ensure they are not scheduled for training or other conferences. We ask that you honor instructional time. Conferences, instructional time, etc., will not be interrupted for parent conferences.

Counseling

The counselor is available to assist students with a wide range of personal concerns, including areas such as social, family, emotional, academic or other issues. Students who wish to meet with a counselor will need to make an appointment with the counselor. As necessary, our

counselors may recommend additional services. All SAISD Counselors are required to fulfill the Texas Education Code of Ethics and SAISD Policy regarding student welfare and safety.

Distribution of Material

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the campus organization sponsor and the campus Principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials are not to be sold, circulated, or distributed on any school campus by a student or a non-student without the written approval of the Principal.

All such materials over which the District does not exercise editorial control and that are intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent. Material not approved by the Superintendent within three days is considered disapproved. This disapproval of such material may be appealed to the Board of Trustees at its next regular meeting for the representative to have a reasonable period of time to present her viewpoint. The disapproval of such materials may or may not be heard by the Board of Trustee.

Dress and Grooming

YWLA Primary students are expected to adhere to the following standard in their dress and grooming:

YWLA Primary Daily Uniform Policy & Dress Code Options

MONDAY

Full Dress:

- Red, Plaid Jumper
- White, Button-Down Peter Pan Blouse,
- Red Cardigan Sweater with YWLAP Logo,
- Navy Knee-High Socks,
- All Black, All White, or Saddle Oxford Shoes

TUESDAY

Regular Uniform:

- YWLAP Embroidered Navy Polo
- Navy Uniform Pants (straight-leg; NO skinny pants or leggings), Shorts, or Skorts

Or

- YWLAP Embroidered Play Dress

Or

- Full Dress Uniform

With

- Black, white, or navy socks (knee-high or fold-over; NO no-show socks)
- All Black, All White, or Saddle Oxford Shoes

WEDNESDAY Regular Uniform:

- YWLAP Embroidered Navy Polo
- Navy Uniform Pants (straight-leg; NO skinny pants or leggings), Shorts, or Skorts

Or

- YWLAP Embroidered Play Dress

Or

- Full Dress Uniform

With

- Black, white, or navy socks (knee-high or fold-over; NO no-show socks)
- All Black, All White, or Saddle Oxford Shoes

THURSDAY Regular Uniform:

- YWLAP Embroidered Navy Polo
- Navy Uniform Pants (straight-leg; NO skinny pants or leggings), Shorts, or Skorts

Or

- YWLAP Embroidered Play Dress

Or

- Full Dress Uniform

With

- Black, white, or navy socks (knee-high or fold-over; NO no-show socks)
- All Black, All White, or Saddle Oxford Shoes

FRIDAY Regular Uniform or Spirit Day:

- YWLAP Embroidered Navy Polo
- Navy Uniform Pants (straight-leg; NO skinny pants or leggings), Shorts, or Skorts

Or

- YWLAP-Approved Spirit T-Shirt
- Navy Uniform Pants (straight-leg; NO skinny pants or leggings), Shorts, or Skorts

Or

- YWLAP Embroidered Play Dress

Or

- Full Dress Uniform

With

- Black, white, or navy socks (knee-high or fold-over; NO no-show socks)
- All Black, All White, or Saddle Oxford Shoes

On Mondays (full dress days), students must wear navy-knee high socks. On Tuesdays through Fridays, students may wear navy, black, or white socks and these may be knee-high or fold-over/cuff socks. No-show socks are never allowed. Socks should be plain, with no designs or visible brand logos. Socks must be worn to school every day.

Navy pants are an allowable uniform option on Tuesdays through Fridays. Pants must be straight leg. Skinny jeans, leggings, or jeggings are not dress code-appropriate bottoms. Should students wear skirts, they may wear black, white, or navy biker shorts underneath for modesty or comfort purposes.

Sandals or open-toe shoes are never allowed at YWLA Primary.

Dress and grooming must not disrupt the educational environment. Students may wear the backpack and hair accessories of their choice unless they are disruptive of the learning environment. Student use of make-up products/facial cosmetics is never allowed. Student hair must remain a natural color.

Cold Weather Allowances:

- In the event of cold weather, students are allowed to wear OPAQUE tights (must be worn with their correct uniform and only in the colors of black, white, or navy. Tights must include feet—they cannot be cut-off at the ankle. Transparent tights are not acceptable per the campus dress code.
- Only navy leggings can be worn in cold weather months, and they must be paired with navy, knee-high socks.
- In colder months, students may wear a white, navy, or red long-sleeved shirt underneath their regular dress uniform on Tuesdays-Fridays.
- Jackets other than the red YWLAP cardigan may be worn in colder months and outside only. Jackets with the YWLAP logo may be purchased at one of our district uniform vendors. Inside the building, students must remove jackets and keep them in their backpacks. Please write your child's name or initials on the inside tags of all jackets. Jackets and cardigans that are lost will not be replaced. If chilly inside, students should wear their red YWLAP cardigans. On Tuesdays through Fridays, students may wear their approved YWLAP collegiate sweatshirt.
- Gloves, mittens, scarves, and hats are allowed OUTSIDE. Once inside, students must remove these accessories and keep them inside their backpacks. Please ensure all winter accessories have students' names or initials written on them (such as on the tag).
- In colder months only, students may wear plain black booties on Tuesdays through Fridays with their uniforms. These must be completely black, including the soles, and

may not have additional designs, colors, buckles, visible logos, or glitter. Boots must remain below the knee. Boots or booties are never allowed on Mondays.

The Administration of YWLAP reserves the right to amend this dress code, as necessary, to ensure a safe environment conducive for effective learning.

- Your cooperation with our dress code helps ensure a safe, productive learning environment for all.
- YWLAP does not allow pictures, emblems, or writings that are lewd, offensive, vulgar, obscene, unpatriotic, or culturally biased; tobacco products and/or alcoholic products; drugs and/or other prohibited substances/items are not allowed.

Any families in need of uniform assistance may contact our school Counselor as soon as possible. We are here to help you.

Dress Code Violations

Administration will conduct random dress code checks throughout the year. If any student is out of uniform, her parent/guardian will be called and asked to bring the appropriate dress code attire.

Drills for Safety

Students, teachers, and other district employees shall participate in monthly (minimum of nine) drills of emergency procedures. Among the required drills are fire drills, lock-down drills, and any other drills identified by the SAISD Security Office. When the alarm is sounded, students must follow the direction of teachers or other staff quickly, quietly, and in an orderly manner. The School Emergency Plan is maintained by each teacher and in the administration office. When the fire alarm sounds, teachers shall prepare students to evacuate the building and proceed in an orderly manner. The school intercom system will be used to notify staff and students for all emergencies other than fires. In the event of a lock down, no one will be allowed into or out of the building.

*****Emergency Card and Medical Treatment**

Emergency contact information is provided by the parent/guardian online via SchoolMint. The online system contains a place for parental consent for school officials to obtain medical treatment for the student, as provided by law. Parents shall also be asked to supply other information in case of an emergency.

Parents have the responsibility of updating address and phone changes and must update this emergency card information as often as necessary. Failure to update this information could result in endangering your child, if an emergency arises and we have wrong information on the

EMERGENCY CARD. In the event of a medical emergency, the campus will reach out to emergency contacts if the parent/guardian cannot be reached. Any person attempting to pick up a student MUST present a valid state-issued identification card/driver's license.

Emergency School Closing Information

Notices concerning an emergency school closing shall originate from the Superintendent's office and will be disseminated through the local news media and district messaging system. Please ensure your phone and e-mail information is always accurate.

Fundraising

District and school-approved student clubs, outside organizations, and/or parent groups MUST be approved by campus Principal or principal's designee. An application for permission to have a fundraiser must be made to the Principal or principal's designee at least 30 days before the event. Other types of fundraising, unless approved by the Superintendent, are not permitted on school property. Students/parents cannot sell any items on campus for their own profit. If a parent does not want his/her daughter to participate in fundraising, a written request must be sent to the principal by the Friday after Labor Day. Please be advised that not raising funds for club/program may limit a student's participation in certain events/activities. Fundraising is conducted to off-set expenses to families and to sustain programs at YWLA Primary.

The Gifted and Talented Program

Students may be nominated for screening by parents, teachers, counselors, and other campus staff. Screening takes place over several months and is according to board policy. Per district policy all 1st and 5th grade students will be tested for Gifted and Talented identification. Parents who wish to learn more about the process should contact the school counselor. Students currently enrolled in the Gifted and Talented program will be serviced in the classroom through curriculum and GT strategies.

Hall Passes

Students finding it necessary to leave class or who are acting on behalf of a teacher MUST carry a pass appropriately annotated by the teacher indicating permission to be out of class.

Teachers are not to have more than one student out of the room at a time, except for emergencies. Passes are limited to 5 minutes and include student's name, departure time, destination, and teacher's signature in permanent ink.

Health and Wellness

Physical well-being and overall wellness are integral to the success of our students. We teach our students to make decisions that are based on core values and personal health. Students will participate in Restorative Classroom curriculum and build upon Collaborative for Academic and Social Emotional Learning (CASEL Competencies).

Mondays are campus-wide goal-setting days aligned with campus student data. Fridays are celebration days of meeting campus and student goals. Weekly data, staff input, student input, etc. will determine student awards.

Homework

Homework is an integral part of any effective educational program. Homework will be assigned to students on a regular basis and will be due on the day designated by the teacher. If a student is absent, it is the responsibility of the student/parent to contact teachers and request homework.

iData Portal

SAISD provides parents with online access to your child's grades and attendance. Please contact the Counselor and/or Data Clerk, if you have any questions about access to your child's data. The Parent Liaison is available to assist parents with registering onto iData Portal. Parents may use our campus computers to access the district website to generate an application once the students are activated at our campus.

Internal Charter School

The YWLA Primary is an internal charter school for SAISD that operates with additional autonomy in governance. Our academic focus is College Preparation, Leadership, and Health and Wellness. This is a school of choice that parents and students choose to attend upon being offered admission. The internal charter allows us to offer an application process to students who reside in Bexar County and to have standards and expectations for YWLA Primary students that may differ from SAISD general standards and expectations. If you have any questions about internal charter information, please call our office.

Late Work

Work will be considered late if not submitted on the date communicated by the teacher. Work is not to be left under a teacher's door; or in the teacher's mailbox; or on the teacher's desk.

Students will submit work to the teacher personally. Teachers may establish incentives for students who submit all work on time.

Leadership Curriculum

Responsible leadership is a core value for our school. We instill leadership qualities in all of our young women by encouraging active participation in extra-curricular activities driven by student interests. Students may create their own clubs and service-learning opportunities as long as they have a certified staff sponsor. The goal is to ensure that our programs are led and created by students.

Library Books

Students are able to check out library books from our school library. Lost library books/textbooks and other equipment will need to be paid for prior to checking out additional books. See the campus librarian regarding questions about missing or overdue charges.

Library Card

San Antonio has wonderful public libraries that support the mission and vision of YWLA Primary. Our campus librarian will provide more information about securing a SA Public Library Card.

Lost and Found

When items are lost at school, they will be turned into the front office. At the end of the semester, items will be donated to a charitable organization. Please label backpacks, sweaters, and eyeglass cases so lost items can be returned as quickly as possible. YWLA Primary is not responsible for items that are lost/stolen/misplaced. Students are encouraged to leave any items of value at home and permanently label all personal items brought to school.

Messages

State law prohibits interruption of instructional time; therefore, only EMERGENCY messages will be delivered to students during class periods. Emergency messages are those involving life threatening or other harmful situations that must be immediately resolved. Messages regarding transportation arrangements, keys, and cell phones are not considered emergencies and as such, will not be delivered to students. Please make arrangements with your child PRIOR to her arrival at school to avoid classroom disruptions. Students may not come by the office to pick up messages.

Office Hours for Faculty

All teachers will coordinate conference time with parents to meet with them. Conference hours will not be during the same time as tutorials.

Parent Service Hours and Volunteers

Active parental involvement maximizes the overall success of every child! All parent volunteers must complete a criminal background check at the start of the year. For assistance please contact our front office for assistance. We expect volunteers to wear a badge at all times and to sign-in and sign-out in the front office. Please contact the office if you have questions about volunteering at our campus.

Parking

Parking is very limited and we ask that all parents park in designated areas to ensure student safety. Please do not park in the handicapped parking spaces unless you have a handicapped sticker on your car. Additionally, do not park in the staff parking lot located on Berkshire Ave. We ask that for the safety of your vehicle, parents do not park along the perimeter of the campus. Parking lots for parents are available on the corner of Aberdeen and Berkshire, on Yorkshire, and on Drexel. Parent Volunteers are needed for Parents on Patrol (POP). POPs, as well as security cameras will monitor the parking lot before and after school. Your car is subject to towing and tickets if you park in restricted areas. Students and their parents are expected to enter the pick-up and drop off loop times on Yorkshire Ave. Please obtain a map of traffic flow from our lobby.

Physical Education

Students will participate in physical education weekly. Students will be expected to actively participate and wear rubber sole shoes during P.E.

Placement Procedures

YWLA Primary will adhere to SAISD credit by exam procedures to place students in the appropriate grade level. For more information, please visit with our School Counselor as these procedures have strict timelines that are adhered to by all SAISD campuses.

Release of Students from School

A student shall not be released from school at times other than regular dismissal hours, except with principal's permission and parent signature in the release log located in the front office. Appointments to see professional services such as physicians, orthodontists, and court related

services will be released with a note, but every attempt should be made to schedule appointments outside of school hours, preferably the afternoon hours. A student will only be released to parties listed on the emergency card with proper identification. Parents/guardians are not allowed to interrupt classes for the release of a student. A Permit to Leave must be obtained from the Attendance office. Reminder: The Attendance office closes at 3:15 p.m.; hence permits to leave campus are not distributed after that time.

Report Cards and Progress Reports

SAISD progress reports shall be issued to parents twice during every nine weeks—after the 3rd and 6th week of a nine-week grading period. Report cards will be issued at the end of each 9 weeks and will need to be signed and returned. Parents are strongly encouraged to communicate with teachers to discuss any concerns.

Schedule Changes

Schedule changes will require written parental approval on the Schedule Change form and are subject to approval by the counselor and/or principal. No schedule changes will occur after the first ten instructional days of the course.

Smoking on District/School Property

Texas law prohibits:

1. Smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property; and
2. Students from possessing tobacco products at a school-related or school-sanctioned activity on or off school property.

Special Education

Students who qualify, will receive Special Education services. If you know that your child has special needs or accommodations, please notify your child's teacher or the school counselor. The school has a process that is followed in order to provide the best possible educational setting and services to each child.

Study Trips

Students take study/field trips throughout the year. The trips are designed to supplement the curriculum and enhance student learning. Parents will receive a notice of trips and a permission slip must be turned in for children prior to the trip date. If space permits, parents with cleared background checks may attend field trips, but, they are expected to provide their own transportation and cover their expenses. All trips are related to the academic/leadership/health and/or wellness objectives of the school. Students who are not in good academic, behavioral,

and/or attendance standing may be required to stay on campus in lieu of attending field trips for interventions, such as, but not limited to, completing missed work, work with campus staff on goal setting and action plan development. Students who attend a school field trip, are to leave and return with the group. Parents cannot transport students to or from a trip, including out of town trips. Students, who are not in good academic and behavioral standing by an established date, will be notified that they will remain on campus for interventions.

Student Health

Immunization. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria, tetanus, polio, measles (rubella), mumps, rubella, and haemophilus influenza; the school nurse can provide information on age-appropriate dosages or on acceptable physical validated history of illness required by the Texas

Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Insurance. At the beginning of the school year, the District will make available to the students and parents a low-cost student accident insurance program. For more information, please contact Mrs. Acosta, Secretary. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Medication. A student who must take non-prescription medications during the school day must bring a written note from her parent to the school nurse. The medicine, in its properly labeled container, must be given to the school nurse by the parent. The school nurse will dispense the medication at the proper times according the directions on the labeled container. Students in possession of any medications are subject to disciplinary action.

For prescription medications, the parent must have a Medication Permission form completed by the doctor. The form is located in the nurse's office. This form must be on file before a nurse administers any prescribed medication.

Teachers care about the health of each student in their room. Please send a note about special health problems, extended or severe illnesses, or temporary restrictions as needed. We encourage you to contact our school nurse, if you have questions or health needs that we can assist with for your child.

Medical Screenings. The District routinely screens students, please see the school nurse for more details. Students initially enrolling in the District are screened for vision and hearing problems. Parents shall be informed of any problems detected during the screening process.

A student is exempt from the screening requirements, if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent

or member. The parent shall submit an affidavit stating objections to the screening on or before the date of student admission.

Returning Students, New Students, And Students Transferring from Schools in The United States. Each student should have received one tuberculin test after her third birthday.

Tuberculin test results should be documented in the student's health record.

Students Transferring from Countries Outside the United States. All students entering school or transferring from a country outside the United States should receive a current tuberculin test, including those who have received BCG vaccine. Dependents of U.S. military personnel may be exempted.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the student's parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

Student Valuables

Students are cautioned not to bring large amounts of money or valuables to school. Students are responsible for their personal property. YWLA Primary will not be responsible for any lost items.

Technology

The use of computers by students is encouraged, but that use should always be instructionally based, and be under the DIRECT SUPERVISION of the classroom teacher. Use of the Internet provides great educational benefits to students and staff. Action has been taken to block inappropriate sites; however, no software can be fully effective. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. It is required that students and parent/guardians read, accept, and sign the "Acceptable Use Guidelines for Online Access" form. Some of the guidelines include: 1) network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be

private; 2) some prohibited items include sending or displaying offensive messages or pictures, using obscene language, harassing, insulting, or attacking others, damaging or inflicting viruses into computer systems, violating copyright laws, using another's password or otherwise trespassing in another's files, work, or folders, using the network for commercial purposes, or inappropriately using chat rooms.

The classroom teacher has the right to have higher standards and expectations with the requirements with their students, but NOT less. Students, who need to use a device from a teacher, must have their parents/ guardians check out the device with the teacher BEFORE removing the device from the classroom. If the device is stolen or lost while checked out to the student, the parent/student is responsible for replacing the device and submitting a police report, if item was stolen.

The district blocks most objectionable sites, but some may get through. Teachers must closely monitor their students that are connected to the Internet to ensure that objectionable material is not encountered by students. Teachers must be aware to not allow students to share any personal information via e-mail or forms on web pages with anyone. Students are PROHIBITED from downloading anything from the Internet that has not been approved by their teacher in advance.

Telephone Calls

STUDENTS ARE NOT ALLOWED TO USE PERSONAL PHONES during the instructional day (8:00 a.m. to 3:30 p.m.). Students with valid emergencies may obtain permission from an administrator to use an office phone. Calls are limited to five minutes. Please refer to SAISD Parent/Student Handbook for more details on this policy.

Transportation

Transportation will be provided for SAISD students. The buses will pick up and drop off at a SAISD designated school. Students must follow the rules of the school transportation system at all times. Students who create problems on the bus may be denied bus transportation privileges and be asked to provide their own transportation to school. A bus driver will be contacted for details.

Trespass Warnings

The principal has the responsibility and the authority to maintain the peace and tranquility of the campus, the safety and security of the students and staff, and a positive learning environment without disruption. When a parent or other person threatens the peace and tranquility of the campus or that of any staff member or student, the principal has the authority to: a.) refuse entry onto school grounds, or b.) request any unauthorized person or person

engaging in unacceptable conduct to leave the school grounds. This is in line with Board Policy GKA (Legal); GKA (Local).

Tutoring

If your child is having academic difficulty, they may be required to attend tutoring. It is our goal to ensure that every child receives the necessary interventions that they may need in order to be successful. Students assigned to MANDATORY TUTORIALS will be required to attend tutorials with their teacher. Students are encouraged to attend tutorials for additional instruction to optimize learning. Tutorials are for all students seeking instructional assistance. Parents need to maintain contact with teachers to ensure their daughter's academic success. Parents need to ask teachers if their daughter is attending tutorials and signing in.

Visitors

Parents and other adult visitors are welcome to visit the YWLA Primary campus. All visitors must first report to the front office of the main building; provide an ID; and receive a visitor's badge. All visitors and substitute teachers must visually display a name tag stating their name and destination during each visit on campus. All visitors must check-out at the visitor's desk in the front office of the main building.

Visitors to individual classrooms during instructional time shall be permitted only with the Principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Any adult who engages in verbal abuse, offensive physical contact, or other disrespectful behavior directed towards any District staff or students on a specific campus will be banned from that campus for a specified time period designated by the principal. Any adult banned from a specific District campus cannot go on any other District campus during the specified banned period without permission of that campus principal.

Worthwhile Websites

<http://www.khanacademy.org/> Offers tutorials on a variety of subjects—great examples!

<http://www.campustours.com/> College virtual tour!

<http://studentcenter.ja.org/Pages/default.aspx> Junior Achievement allows students to explore careers and learn how to manage their money through financial literacy.

<http://www.mysapl.org/services.aspx> San Antonio Public Library Services, which include Free Live Homework Help!

<http://lms.saisd.net/web/online/> Britannica Online, World Book Online, Facts on File, Online Resources User Name: SAISDMS or SAISDHS
Password for both: SAISD

<http://mathforum.org/math.topics.html> - Math help by topics for all math levels
<http://www.purplemath.com/lessons.htm> - Listing of more math resources
<http://www.learner.org/interactives/dailymath/> - Real-world application for math

Foundation for the Education of Young Women-Young Women's Preparatory Network

The San Antonio Young Women's Leadership Academy is a collaborative effort between the Young Women's Prep Network and San Antonio Independent School District. The mission of SAISD is to graduate all of our students and prepare them for success in higher education. The alignment of the campus and district mission statements makes this partnership a natural fit and an outstanding opportunity for the young ladies in our community.

The YWPN was the vision of Lee Posey, Chairman Emeritus of Palm Harbor Homes. In early 2001, he read about the success of 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. The Poseys returned to Texas and by 2004, the first all-girls public school opened in Dallas, TX. The San Antonio Young Women's Leadership Academy opened in 2008 – 2009 with 6th and 7th grade students. For the past 10 years, SA YWLA young women have modeled excellence in thoughts, words, and actions.

We are proud to be a part of this innovative and successful Texas network! Due to the hard work of YWLA teachers, students, and parents, the San Antonio YWLA has been ranked the #1 middle school in San Antonio 2013 - 2015; has been ranked #19 nationally by the Washington Post for being a rigorous high school program-2016; a Texas Honor Roll school-2016; and was designated as a 2015 National Blue Ribbon School. The Texas Education Agency asked San Antonio ISD to replicate the YWLA model and extend their successful education model to more families which culminated in YWLA Primary. YWLA Primary is the first elementary school of the national YWLN and state YWPN networks and the first all-girls public elementary school in Bexar County. Thank you for choosing YWLA Primary and supporting your daughters and our incredible YWLA Primary team!

Please cut this half, sign and return to your daughter's Social Studies teacher by Friday, August 30, 2019 I have received, reviewed and understand the YWLA 2019-2020 Student/Parent Handbook. I understand if I have any questions regarding the contents of this handbook that I will present them in writing to the YWLA Primary administration by August 30, 2019 for clarification.

Student Name: _____

Grade: K / 1

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Social Studies Teacher Name: _____

Parent Phone and E-mail: _____