



Student/Parent Handbook
2024 - 2025

National Blue Ribbon School 2015
National Blue Ribbon School 2021

*College Preparatory, Leadership Skills,
Wellness Life Skills*

Amended 08/04/2024

**Young Women’s Leadership Academy
(YWLA)
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Student Handbook Information

This handbook contains information that will provide a better understanding of the policies, procedures, and daily operations of YWLA. Please read it carefully as it will answer many of the questions you may have.

Our society places great value upon the rights and responsibilities of each individual. Information, rules, and clear expectations are the basis for harmony and productive results. We are all a part of our learning community and we are each responsible for our own behavior and will be held accountable accordingly. This document is YWLA’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 YWLA 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 stricter regulations and directives pertinent to their individual campuses. The contents of this handbook apply to all students at the SA Young Women’s Leadership Academy.***

Vision Statement

Our vision is to graduate all of our young women and prepare them for personal, academic, and social-emotional success in higher education and life as they pursue their passions and happiness.

Mission Statement

The mission of the Young Women's Prep 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 are:

- College Preparation
- Responsible Leadership
- Wellness Life Skills

School Colors: Red, Navy Blue, and White

School Mascot: Cardinal

Cardinal Daily Pledge

"I challenge you to

Watch your thoughts, they become your words;

Watch your words, they become your actions;

Watch your actions, they become your habits;

Watch your habits, they become your character;

Watch your character, it becomes your destiny."

Parent and Student Commitment 2024 - 2025

"I understand that my daughter must be in good standing at and will be allowed to remain at the YWLA if:

- ★ She passes each course with at least a 75 course grade every 9 weeks.
- ★ She maintains Academic Integrity in all her work.
- ★ She maintains Personal Integrity in all her actions.
- ★ She complies with all campus and SAISD policies in general, with the Student Code of Conduct; in particular, as they currently exist or may be later amended. Any chronic behavior issues resulting in a student being sent to DAEP alternative placement will be removed.
- ★ She abides by the state of Texas' compulsory attendance laws requiring regular, punctual attendance; and with the YWLA 98% personal attendance rate.

I understand that as a parent/guardian, I agree to partner with YWLA administration and faculty to ensure my daughter experiences success. In support of the YWLA expectations and to ensure my daughter's educational and personal growth while at the YWLA. To remain at YWLA,

- ★ She and I (parent/guardian) will not commit any act considered by the principal or Head of Schools to be prejudicial to the best interests of the YWLA.
- ★ The/I, the parent/guardian, will complete 10 hours of service for YWLA during this academic school year by the communicated set deadlines.
- ★ My daughter and I understand and agree to the conditions of this acceptance into the Young Women's Leadership. If I, the parent/guardian, or my daughter fail to meet the academic, behavioral, and/or attendance or parental expectations of YWLA as set forth above, my daughter and I understand that she may be removed from the YWLA –at which time my daughter will need to be enrolled at her home school campus.
- ★ My daughter and I, the parent/guardian, understand that I/my daughter will need to report to school when called for a school conference and will **attend all mandatory parent sessions** throughout the year, including 1 PTSA meeting and required grade level meetings.
- ★ My daughter and I, the parent/guardian, understand that my daughter will need to meet the **grade level promotion requirements** for this academic year to secure continued enrollment at YWLA.
- ★ I, the parent/guardian/We, parent and daughter, agree to these conditions and will actively support our daughter to ensure her participation and attendance in school instructional days, required tutoring, class events and activities, testing, including Mock SAT testing."

Table of Contents

Academic Integrity	Page 6
Academic Growth Plan/Monitoring	Page 7
Advanced Placement (AP) Assessments	Page 7
Advisory Class	Page 8
After School Student Responsibility	Page 9
Arrival to School and Departure from school	Page 10
Athletic Participation	Page 10
Attendance/Absence Excuses/Incentives	Page 12
Assessments/STAAR/SAT/ACT/PSAT/AP	Page 14
Behavior Expectations/Demerit System/Consequences	Page 15
Building Security	Page 17
Bullying Prevention Policy	Page 18
Cafeteria Expectations/Food Allergies	Page 18
Cell phone/electronic devices	Page 19
Closed Campus	Page 20
Clubs and Organization	Page 21
Code of Conduct/SAISD	Page 22
College Readiness	Page 22
Competitions	Page 22
Concerns	Page 22
Conferences	Page 23
Counseling (Academic/Personal)	Page 23
Disruptions	Page 23
Distribution of Material	Page 23
Dress and Grooming/Violations	Page 24
Emergency School Closings	Page 25
Emergency Student Information	Page 25
Extra Credit	Page 26
Fees	Page 26
Frontline	Page 26
Fundraising	Page 27
Gifted and Talented	Page 27
Hall Passes	Page 27
Health and Wellness	Page 27
Homework Policy	Page 28
Internal Charter School	Page 28
Late work policy	Page 28
Leadership Expectations	Page 29
Lesson Plans	Page 30
Lining Up Before Class	Page 30
Lockers	Page 31
Lost and Found	Page 31
Messages	Page 31
Office Hours for Faculty	Page 31
Parent Service Hours	Page 32
Parking	Page 32
Physical Education	Page 33

Placement Procedures	Page 33
Release of Students from School	Page 33
Report Cards and Progress Reports	Page 33
Re-testing	Page 33
Safety Drills	Page 34
Schedule Changes	Page 34
Semester Exams	Page 34
School Dances	Page 35
Senior Items	Page 35
Smoking Prohibited Policy	Page 36
Special Education/504	Page 36
Student Drivers	Page 36
Student Government and Elections	Page 36
Student Health and Wellness/Communicable Diseases	Page 36
Student Service Hours	Page 38
Student Valuables	Page 39
Study Trips	Page 40
Summer Camp Academies	Page 40
Summer Homework	Page 40
Summer PREProgram	Page 41
Tardy Policy	Page 41
Teachers' Lounge	Page 41
Technology	Page 42
Textbooks/Library Books	Page 42
Transportation	Page 43
Trespass Warnings	Page 43
Tutoring	Page 43
Visitors	Page 43
Young Women's Prep Network	Page 44
YWLA Contact List	Page 45
YWLA Signature Receipt	Page 47

Academic Integrity—Put First Things First,
Be Proactive, Begin with the End In Mind Seek First to Understand, Then to be Understood

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 is committed to upholding a climate of honesty and academic integrity. The teachers and administration of YWLA reinforce these principles and hold students accountable for the work they submit to ensure it is indeed their own work.

Academic integrity is an essential part of student learning as it supports intellectual growth and optimizes the value of learning. We expect all students and teachers to maintain a high degree of integrity in all they do. All YWLA students are to adhere to a code of honor. This code calls for students to accept credit only for work they have generated originally. Students have a responsibility as leaders to report academic dishonesty immediately to an administrator/teacher.

Academic dishonesty includes cheating, lying, stealing, plagiarizing, or receiving unauthorized help on academic assignments.

Any work generated by another and used in a student's work, **must** comply with appropriate works cited formats, as specified by the teacher. Plagiarism is a serious offense that may result in the permanent revocation of enrollment of a student from the YWLA. Plagiarism is the use of another person's original ideas or writing as one's own without giving proper credit to the true author. Plagiarism will be considered cheating and the student will be subject to disciplinary action that may include loss of credit for the work in question among other consequences. Student's work that has been deemed as plagiarized will appear before the Academic Review Council (ARC) composed of teachers, counselors, and administrators to determine consequences. Based on the severity of the plagiarized content, a student may be removed from YWLA, receive a District Discipline Referral, placed on academic probation, and/or lose full credit for the assignment. The decision of the Academic Review Council (**ARC**) will be final. SAISD considers plagiarizing, cheating, and copying as serious offenses.

As a learning community, students will receive significant instruction on academic ethics, effective research strategies and how to maintain academic integrity. Furthermore, teachers are responsible for informal assessments to determine if students need further instruction. Students, who feel they cannot complete an assignment on their own, are encouraged to dialogue with their teacher for additional guidance. In accordance with the YWLA Academic Integrity Commitment Agreement, students are expected to uphold the YWLA Academic Integrity Policy and report any findings that breach this policy Administration and/or Teachers.

Violations of the Academic Integrity Policy

Include but are not limited to:

- ★ Cheating:
- ★ Copying work that is not your own
- ★ Giving someone your own work for an assignment to be copied
- ★ Communicating in any way using unauthorized materials such as textbooks, notes, calculators, cell phones, or any other device during an exam or project.
- ★ Sharing answers or discussing questions during a quiz or test with other classmates without the teacher's knowledge.
- ★ Using resources not approved by the teacher

- ★ Changing a graded assignment without authorization in any way with the intent of changing the grade.
- ★ Being dishonest about submitting an assignment or working on your assignment when it is in your knowledge that you have not done so.
- ★ Missing class intentionally when a major assignment is due or a test is given.
- ★ Not doing your part on a group project yet allowing the group to submit the assignment with your name on it.
- ★ Forging a signature
- ★ Plagiarism:
 - ★ Receiving unauthorized assistance on an assignment meant to be individual work
 - ★ Failing to cite sources properly; such as acknowledging sources when paraphrasing or not using quotation marks when needed. This includes copying and pasting text from a website.
 - ★ Failing to cite and document sources used to complete an assignment along with the absence of a bibliography. Photos, drawings, graphs, charts, etc. not created by the student must be cited.

Consequences: will be assessed by Administration or Academic Review Council (ARC) according to gravity of the offenses and the student's record.

Academic Growth Plan—*Be Proactive, Begin with the End in Mind*

At YWLA, we want to ensure that the student is in the most appropriate educational setting that will benefit her and provide her with the utmost success. The expectation is that every student maintains at least a 75 or above in each course. If a student falls below 75 in one or more courses for the 9- weeks on her report card, she will be placed on an academic growth plan with a monitoring status. Administrators will monitor student growth as set in the growth plan. In addition, students who are placed on an academic growth plan, but do not have an Academic Mentoring course on their schedule will have their schedule changed by their assigned counselor to be placed into an Academic Mentoring course, regardless of the nine weeks in which the growth plan is put into place. Students may also be placed on monitoring status with a growth plan for not being in attendance for the PSAT, missing summer camp, and/or not completing summer homework. Students enrolled in Advanced Placement courses will have to maintain a 70 in each AP course to avoid academic monitoring status. Parents and /or Guardians will be notified via mail and/or phone to set up a conference with the principal or assistant principal to discuss monitoring status. Interventions and support for the student will be established in order to ensure that she is successful for the next grading period.

If the student is placed on a growth plan (any combination of Academic, Attendance, and/or Behavior) for any 3 grading periods, within 4 consecutive nine-week cycles, her enrollment status will be reviewed by the Academic Review Committee (ARC). The ARC is composed of teachers, counselors, and administrators. The 4 consecutive nine-week cycles begin with the nine weeks of the first growth plan/monitoring status (Academic, Attendance, and/or Behavior.)

The ARC will review grades, test data, behavior, tutorial and school attendance and other factors to determine the student's enrollment status. If the student's enrollment is revoked, the decision is final and there is no appeal process.

Advanced Placement (AP) Assessments—*Be Proactive, Put First Things First*

Students enrolled in Advanced Placement courses will take the AP exams in May. In order to prepare our students for a qualifying score, teachers will schedule Saturday School sessions (8am-4pm) and Night School sessions (may begin around 5pm and not to exceed 8pm) throughout the year. Additionally,

parents are strongly encouraged to purchase study guides for each AP course their daughter is enrolled in to prepare for the exams. Please place the AP exam dates on your calendar to avoid scheduling conflicts.

If a student misses an AP exam, she will lose the privilege to participate in extracurricular activities after the missed AP exam and seniors will not be eligible for exemption from final exams. Additionally, students who do not take the test will have a fee charged to them for the expense of ordering the test(s). The fees vary per College Board.

College Board recognizes students for their AP achievements as follows:

- AP Scholar: granted to student who receive scores of 3 or higher on 3 or more AP exams
- AP Scholar with Honor: granted to students who receive an average score of at least 3.25 on all AP exams taken, AND scores of 3 or higher on 4 or more of these exams.
- AP Scholar with Distinction: granted to students who receive an average score of at least 3.5 on all AP exams taken, AND scores of 3 on 5 or more of these exams.

Advisory Class—*Begin with the End in Mind, Be Proactive, Put First Things First*

The Young Women’s Leadership Academy has a rigorous academic and instructional program focused on college preparation, student wellness, and responsible leadership. Students participate in advanced academic coursework in reading, social studies, math, and science, with an emphasis on collaboration and real-world connections and experiences. Math, science, engineering, and technology are primary concentrations in order to better prepare young women for success in their future career choices. Additionally, we commit to educating the whole child by nurturing an appreciation for the arts and to developing young women of integrity through character development. STEAM integration occurs in all courses.

During the 3rd period, all students will have an Advisory teacher assigned to them. This advisory period will serve several purposes: to provide a cohesive setting for students to discuss issues important to them; to provide a setting for our speaker series to occur; to serve as a homeroom for important documents to be distributed and returned with signatures. A SIGNATURE RECEIPT will be sent home with these important documents. Each parent signature results in an Advisory class grade.

- Middle School students need a “Homework/Signature Folder” that parent/guardian will review daily. This will develop organizational skills aligned to AVID. This will be maintained in 3rd period class. If forms requiring signature are not returned, the student will receive a zero for that assignment in their 3rd period.

The Advancement Via Individual Determination (AVID) program is implemented at YWLA. Students begin to prepare for college and learn the necessary strategies and skills for success in college. Your daughter will learn organizational strategies (binder), time management (planner), and Cornell note-taking skills. Parents/Guardians are to work collaboratively with teachers and students to establish goals and set high expectations for academic achievement. As a 2022 AVID National Demonstration School, YWLA proudly provides these college readiness strategies to all its students. We need your help to review your daughter’s **planner, grades, and attendance daily.**

During the first week of school, Advisory teachers will have our young women write their names on

personal items—including uniform skirts, pants, shorts, shirts, sweaters, jackets, backpacks; student supplies that are not left with the teacher.

Advisory lessons will include the following topics: Character Development, Communication; Cornell Note Taking; Writing; Inquiry; Collaboration; Organization; Reading; College Readiness; Costa’s questioning; Covey’s 7 Habits of Highly Effective Teens; and Grow Your Brain, Social-Emotional Learning and more. Each grade level will communicate their advisory focus schedule **by Labor Day**.

<u>Example of Advisory Schedule</u>				
Mon - AVID	Tue - Covey’s Habits/Career Exploration	Wed - Grow Your Brain/Guidance	Thur - Study Hall/Progress Check/Binder Checks	Fri - Team Building

6th Advisory	7th Advisory	8th Advisory	9th Advisory	10th Advisory	11th/12th Advisory
Aleman Contreras Stevens Tuxhorn	Delgado-Villegas Garza Nunez Volpert	Guerra Harris Murrell Vogel	Abele (AVID) Quinones (AVID) Vasquez (AVID) Wiersberg (AVID)	Swonke Torres-AVID Vega	Balderas Chavez K. Martinez Perez, Lu. Winters

After School Student Responsibility—Put First Things First

Students are released daily from school at 3:45 p.m., unless otherwise notified. **While on campus, students are to remain in dress code for safety and security purposes.** We can easily identify YWLA students and need all students to remain in school uniform. There is no changing of out of school uniform while on campus.

After school, students may be with a teacher in: tutorials with a specific teacher; the auditorium for studying with a monitor; the fine arts building for choir/dance rehearsal; the gym for athletic practice; the cafeteria as part of the YMCA program. Students who have permission to **walk home** must have an **Exit Card** completed by her parent/guardian in the front office (<https://forms.gle/4iieVyX4jw8eenrq7>). All students are to stay on campus in a designated area after school.

ALL students must sign-in in the area they are reporting to when they are staying after school. If they leave the area, they must sign in again in the area they report to until picked up by a parent. Parents must pick up students by 4:30 p.m. or enroll in the after-school-care program. Students may wait in the auditorium until 4:30 pm. High School students’ pick up is on Huisache Ave. Middle School students’ pick up is on Mulberry Ave. Parents/Guardians need to follow up with teachers to ensure your daughter reported to the areas she communicated to you.

For the safety of our students, unsupervised areas, like the courtyard, behind the cafeteria, and any other unmonitored areas are off limits to students without supervision. Students in the courtyard will be subject to demerits after school. Students who are found to be on campus in an unsupervised area will be required to enroll in the after school YMCA program **after 3 violations**. If a student is not in tutorials, rehearsals, or athletics, and is on campus after 4:30 p.m., the student must be enrolled in the after school YMCA program. Fees are determined on a sliding scale based on family income. YMCA

contact information: 210-924-2277; www.ymcasatx.org

The campus closes at 5:30 p.m. The late bus departs at 5:30 p.m. and students must be on the bus by 5:25 p.m. If your child is left on campus after 5:30 p.m. She is left unsupervised, unless she is enrolled in the YMCA Program. *You are placing your daughter at risk by not picking her up by 5:30 p.m.* Students in the YMCA program will need to be picked up by 6pm. If a student is left unattended 3 or more times, the SAISD Police, Child Protective Services (CPS) will be contacted for assistance with the specific student/family.

Arrival to school and Departure from school—Put First Things First

The campus opens at 7:30 a.m. daily with adult supervision starting at this time, not before 7:30 a.m. The first bell rings at 8:25 am—please be on time. Students are to report to their designated zones. Students need to be in the school building when the first bell rings. **YWLA is a closed campus.** Once a student arrives on campus, she is not allowed to leave campus without a permit from the office. Parents are to sign out students in the front office.

- High School students are dropped off in the front of the school (Huisache Ave.) and report to their designated zone, the Cafeteria. **Siblings are dropped off in the front on Huisache Ave.**
- Middle School students are dropped off in the back of the building (Mulberry Ave.) and report to their designated zone, the Auditorium.

Upon arriving, all students may receive a free daily breakfast tray from the breakfast line. Students arriving on the school bus will go straight to the cafeteria to receive breakfast. A student who does not wish to eat breakfast may place items on the Sharing Table for other students to partake of these items (pending district clearance). These items support our Food Pantry. Students must collect their breakfast before reporting to their classroom. A student will not be released from class to go back to the cafeteria to collect breakfast items.

Extracurricular Activities and Athletic team participation—Be Proactive, Think Win-Win

YWLA abides by the Young Women’s Leadership Academic Athletic Standards & Expectations, Rules, and Procedures, as well as the University Interscholastic League (UIL) and SAISD Athletic Rules and Regulations. Coaches and Sponsors are familiar with the rules governing each activity. A student shall be permitted to participate in extracurricular activities, subject to the following restrictions:

Athlete and Extracurricular activity Academic Eligibility—YWLA Policy and Guidelines:

1. High and Middle School student-athletes’ eligibility will be checked every 9 weeks. During the 1st 9 weeks, students can lose eligibility during the 6 weeks progress report. Students can lose eligibility also for not meeting community service requirements and failure to complete summer homework, as specified on page 38.
2. A MS student-athlete must be passing all her courses BEFORE **trying out** for a team or extracurricular activity. Middle school students must pass the 4th 9 weeks courses in order to try out for sports that begin their season in August/September.
3. Additionally, in order to **try out** for a team or participate in an extracurricular activity, during the **initial three-week period** of the school year, a MS and/or HS student must have been promoted into the next grade level or must have accumulated the required number of units toward graduation (promoted from 8th to 9th grade; have 5 credits in into 2nd year of high school; have 10 credits into 3rd year of high school; have 15 credits into 4th year of high school), A MS and/or

HS student removed from class and placed in a disciplinary consequence that includes ISS, OSS, DAEP is prohibited from attending or participating in any school sponsored or school related activities—including, but not limited to, athletic activities: dances, UIL activities, field trips, etc., unless waived by the principal. If they fail courses during the 4th 9 weeks of school the previous semester, they cannot try out.

4. A high school/middle school student academically eligible at the end of the previous academic year will remain academically eligible for the **initial six-week period** of the next academic year (1st 9 wks grading period). Same is true for students who were academically ineligible at the end of the previous year; they will remain academically ineligible for the **initial six-week period** of the new consecutive academic year per YWLA Guidelines. During the 2nd, 3rd, and 4th 9 weeks grading periods, regaining eligibility may occur at the 3 week progress report checkpoint and the 6 weeks progress report checkpoint. No waivers.
5. Any grade below 75 in a non-AP course, will result in a student being **ineligible** for athletics and/or extracurricular activities until the next grade check by the end of the school day at 3:45 p.m. Students who earn a grade **below 70 in an AP, DC, and/or DE course** will be ineligible for athletics and extracurricular activities until the next grade check by the end of the school day at 3:45 p.m. (in three weeks).
6. No student may miss any class to attend any sport game and/or extracurricular activity if she has a failing grade (below 75 for non-AP class, below 70 for an AP/DC/DE class) in any class or has been restricted by an administrator. Any absence resulting from a student's participation in an organization not on the approved list of clubs/organizations, shall be considered **unexcused**, unless waived by the principal with prior notification.
7. If a middle school student-athlete fails 1+ course(s) on the report card while on a sports team, she is off the team for the remainder of the season.

Ineligible Athletes:

1. If a high school scholar-athlete **fails 1 – 2 courses** during any grade check(progress reports and/or report card checks) with a grade in the range of 74-70, she will be placed on team probation by her coach; and, she will have one opportunity (within 3 weeks) to improve both grades in an effort to return back to the team by attending tutorials. If the high school student-athlete is failing a course with a grade below 70, she will be placed on **team probation** until the next grade check (in the next three-week rotation -progress report or report card). A scholar athlete can be placed on team probation **only once**, before being removed from the team per sport. The student will attend practice and tutoring, but no games, unless removed from the team .
2. If a high school scholar-athlete **fails 3 courses** during any grade check, she is off the team for the remainder of the season.
 - a. If a middle school student-athlete fails a course during the UIL Eligibility dates (grade check), she may not gain eligibility. MS student-athletes must remain passing throughout their entire season to remain on the team. Academics are the priority over athletics.
3. If a high school student-athlete is placed on probation, the student-athlete will report to tutorials; the student-athlete will be eligible to rejoin the team after the 3-week period and will regain eligibility if passing all courses.
4. Any student who is absent 1+ class period(s) the day of a game/extracurricular event, may not participate or attend. Exception: doctor's appointments with notes provided—**but students need to have attended part of the day to participate in athletic/extracurricular activity.**

Student Athlete or Extracurricular Participant Infractions:

1. A student removed from class and placed in ISS/OSS or DAEP, will be prohibited from attending or participating (for the duration of the serving consequence) in any school sponsored or school-related activities—including athletic activities/events; dances, etc., unless waived by the principal who assigned the consequence.
2. If a student is failing any class or has been restricted from extracurricular activities by an administrator, the student must attend all classes. Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused, unless waived by the principal. Administrator must email the Attendance clerk with this information.
3. Student behavior causing a disruption or distraction on or off campus **will require a parent, player, participant, coach/sponsor, and/or administrator conference** to address the issue and decide on an appropriate disciplinary consequence.
4. Every sport/extra-curricular activity, including fine arts courses, will adhere to these expectations. Any concerns regarding eligibility and infractions for athletes are to be addressed to the **Athletic Coordinator** for sports and the appropriate fine arts teacher or sponsor for other extra-curricular programs. Administrators will address any concerns brought to their attention.

Athletes transported on a school bus and wishing to leave a game at another school site, must complete the appropriate dismissal form 24 hours prior to the departure time at the game. Students may obtain the dismissal form from their respective coach. Parents are to attend the Meet the Coaches meeting to receive an athlete parent handbook.

Fine Arts additional information:

Students in theater arts, visual arts, theater, dance, and orchestra will have their grades checked every 3 weeks. They must be passing 3 weeks prior to a performance event in order to participate. This will allow teachers to amend a program with enough time to make movement/alignment/musical changes to preserve the integrity of the program for other participating students. Fine arts programs have parent/student handbooks that pertain to their respective programs. Please adhere to these programs' policies and procedures.

Attendance-*Begin With the End In Mind*

School attendance is one of the most important requirements for student success in school. They also develop good habits for college attendance and employability. Regular attendance in all classes helps your daughter achieve success in her academic studies. Please make school attendance a priority in your home. **A student who is tardy to class for more than 15 minutes will be counted absent for the class period.** Students who miss 15+ minutes of class will be coded as absent. Please plan doctors appointments during mid-day (3rd period and lunch time.)

College visits for Senior and Juniors only/Scholarship interviews for Seniors

Seniors (and juniors) wishing to visit a college must have the trip approved PRIOR to leaving on the trip. The College Counselor will consult with the Head of Schools and the Attendance Office for approval of the absence.

Students attending college visits must submit required paperwork to have absences cleared according to the set deadline. If a college trip is approved prior to leaving on the trip, it will be excused as a school related absence, and will not count against the student's attendance. Only the day(s) spent touring a college is/are eligible to be counted as a school-related absence. Students must contact the College Counselor via email to request approval and obtain a verification form that must be signed by the college. The request is then sent to the Head of Schools for final approval and documented with the Attendance Office, if approved. Any student who fails to follow the approval process **prior to** the college visit will not be eligible for the school-related absence code and will need to submit a parent note to have the absence considered as a regular excused absence. This will count against the student's attendance as an absence.

This same process applies to seniors who receive requests to interview for scholarships or college admission processes.

Legal requirements:

School attendance is a requirement by Texas law. The school attendance records are part of the student's permanent file. Attendance is taken for each period, including electives. *The student's presence in the*

school building is not counted as “present”—the student needs to be in the classroom. The FIRST BELL rings promptly at 8:25 a.m. School ends at 3:45 p.m., except for some extra-curricular activities and tutorial sessions. See Tardy Policy Section for details for absences due to tardiness (p. 38).

Attendance Monitoring

At YWLA, the expectation is that every student will maintain a 98% personal attendance rate per semester in each enrolled class. Students who do not maintain a 98% attendance rate per semester in each enrolled class will jeopardize continued enrollment at YWLA and may be placed on an **attendance monitoring growth plan**. Students who do not meet this expectation will be reviewed by the Academic Review Council (ARC) and may have an action plan to redirect the student.

High absenteeism may lead to a student losing credit for coursework and/or placed on attendance monitoring for any period. A student on a growth plan will be monitored by the grade level administrator. Students will be required to complete credit and/or seat recovery hours with teachers of classes with high absences. Athletes will adhere to UIL Athletic expectations regarding attendance, academic eligibility, and try-outs.

Missed Work due to absences

- When a student is absent, she is responsible for requesting and obtaining her assignment(s) from her individual teacher(s) on the day she returns to school. Example: if she was absent on an “A day”, she returns on a “B day”, she then needs to approach her A day teachers for missed assignments on that B day of her return.
- She will have **one school day per absence** to complete work. 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** that are assigned with a timeline and final due date **will not** have extensions. This includes science, history fair projects 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, email, or drop off the project to the teacher or bring it to school on or before the due date to avoid being late.
- The student must submit any assignment to the teacher on the day she returns, even if she does not have that class on the day she returns. A student may approach an administrator for help with submitting assignments or help with collecting assignments due to absences.

Absence Notes:

Absence notes are to be submitted to the attendance office daily between 8:00 a.m. and 8:25 a.m. or during lunch. A parent/guardian must call Mrs. Gloria Rodriguez at 210-438-6525 x 72305 to report a student’s absence/tardy the day of the absence/tardy **AND submit a written note** to our attendance clerk. The written note may be scanned to glara1@saisd.net Absence notes cannot be dropped off after school, as the attendance office closes at 3:00 p.m. daily.

- To determine if an absence is excused, a note is needed that includes: student’s name, date(s), and reason for the absence.
- The note must be signed by the student’s parent or guardian within two days of their return

to school, the student’s absence will be considered unexcused. **Notes will not be accepted after this timeline.**

- Only 8 notes for emergency reasons can be accepted from parents per school year (this does not include medical excuses from a health professional). 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.
- Additionally, *vacations taken on instructional days are coded as unexcused absences.*

Chronic Absenteeism Consequences

A student with excessive absences (i.e., failing to meet the 98% attendance requirement) at any point during the school year may be restricted from being involved in extracurricular activities such as sports, clubs/organizations, field trips-including overnight trips, school events, etc.

The school will notify a student’s parent/guardian, in writing, if the student has been absent from any period without an excuse **three times** for any part of the day. Parents must also check students’ daily attendance through the Frontline platform. A parent commits an offense of “Parent Contributing to Nonattendance” attendance under Sec. 25.093:

“if the student has been absent from school, without excuse under [Section 25.087](#), on three days or parts of days within a four-week period;”

If a student fails to attend school without excuse on 10 or more days or parts of days within a six-month period in the same school year, a school district shall within 10 school days of the student’s 10th absence refer the student to a truancy court for truant conduct under [Section 65.003\(a\) 51.03\(b\)\(2\), Family Code](#)

An offense under this section is a **Class C misdemeanor** punishable by a fine not to exceed \$500— Education Code 25.093/Family Code 51.03(b) (2)/Penal Code 12.23. The fact that a parent did not receive a notice does not create a defense to prosecution.

*******Seat Recovery:** If a student is absent more than 10% of the days the course is offered, the student must make up that time with **seat recovery** hours in order to receive course credit. Hours owed for **seat recovery** for the 1st semester, must be completed by Friday, January 10, 2025. Hours owed for **seat recovery** for the 2nd semester, must be completed by Friday, May 16, 2025. If the hours are not made up by the student at the end of each semester, the student will be denied course credit for that course for the semester in which hours are still owed. This will be reflected on the student’s transcript and report card.

Attendance Incentives:

We will recognize students’ excellent attendance rating 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. Attendance incentives are provided through fundraisers that our students participate in throughout the year. THANK YOU for helping our Academy have an overall exceptional attendance rating!

Assessments—state mandated/SAT/AP required—Begin With The End In Mind

Students in 6th - 11th grade are required to take the STAAR/EOC tests administered by the state of Texas.

Assessment/Grade	6th	7th	8th	9th	10th	11th	12th

STAAR/EOC	ELA Math	ELA Math	SCI 8 SS 8 Math 8* EOC Alg. 1* EOC Eng. 1*	EOC Alg. 1* EOC Eng. 1* EOC Eng. 2* Biology	EOC Eng. 2*	US History*	
PSAT	PSAT 8/9	PSAT 8/9	PSAT 8/9	PSAT 8/9	PSAT NMSQT	PSAT NMSQT	
SAT/ACT						SAT/ACT	SAT/ACT
MAP 3X (BOY, MOY, EOY),	RDG MATH	RDG MATH	RDG MATH	RDG MATH (Alg 1*)	RDG (ENG. 2*)		
TSI--^	Students will take TSI ELAR and TSI Math starting in 9th grade until the student meets college readiness level. All high school students must meet the college readiness level in TSI Math and TSI ELAR. Students will participate in remediation course work until the standard is met. ^ Once a student meets the college-readiness standard on the TSI exam, they stop taking that assessment.						
AP Exams* AP Art 2D/3D, AP Bio, AP Calc AB, AP Calc BC; AP Pre-Calculus; AP Compu. Sci.; AP Env. Sci; AP Euro; AP Gov; AP HUM GEO; AP ENG LANG; AP ENG LIT; AP Hum Geo; AP Psych; AP Macro Econ.; AP RES; AP Seminar; AP Research, AP Span LANG; AP Span LIT; AP Stats; AP US Hist; AP US GOV; AP WH. *Only for those students enrolled in these courses.							

Students also participate in benchmark/APA/interim/simulation assessments. ******The PSAT 8/9 exam will be held on campus. If your daughter fails to participate in this exam, she will be placed on an academic monitoring growth plan. Date will be announced to students to place in their planner.** If you have any questions about the assessments your child will participate in this school year, please contact our Assistant Principal or our Testing Coordinator.

Behavior Expectations—Think Win-Win

The YWLA leaders will model exemplary behavior at all times. All rules apply to all students whenever they are on or off campus while they are on the bus, or the school grounds (before, during or after school), at school activities, and at school related functions. A teacher has the authority and responsibility to maintain discipline in the classroom, consistent with school and district policy. When a student’s behavior does not meet expectations, teachers may conference with a student, conference with a parent, or refer to administration. An administrator will address each case on an individual basis. A student may be placed on a behavioral growth monitoring plan for not adhering to the YWLA and the SAISD student code of conduct. Students who do not adhere to the **YWLA and SAISD student code of conduct** will be at risk of having their enrollment at YWLA revoked.

****Any student behavior in person/on social media that places YWLA in a negative light and that is deemed as unacceptable by the principal or Head of Schools is cause for automatic parent conference to discuss expectations and continued enrollment. ****

Merit System:

Students demonstrating examples of positive behavior, as observed by teachers and staff members, may receive merits.

Demerit System:

Students will receive demerits to redirect behavior for not meeting campus expectations. Demerits will

result in consequences based on the number of demerits received by the student. Demerits can be accrued by the student for tardies, use of cell phones during instructional day, loitering, violation of the dress code, displays of inappropriate public affection, not fulfilling consequences from the previous demerits, students who use profanity, classroom/bus disruption, showing disrespect to YWLA staff and guests, among other behaviors. Behavior also includes, but is not limited to, cheating/dishonesty, bringing a prohibited item to school, bullying/fighting and other violations that may be determined by teachers or administrators. Students with demerits may be restricted from school activities. *Demerits are accrued and cumulative throughout each semester. Each semester the tally total begins anew.*

Consequences will be determined by teachers and/or administrators. The consequences include, but are not limited to the following:

Behavior Growth Plan	Detention w/administrator (AM/PM/Lunch)	Student/Parent Conference
Denied privileges: bus, field trips, assemblies, celebrations, extracurricular participation, etc. (on and off campus)	Group Sessions with counselor	In School Suspension/Out of School Suspension
Community Service	Review of continued enrollment	Other Student Code of Conduct Consequences

Depending on the severity of an offense, a student may be issued a demerit **and** an office referral. Demerits are not attached to a student’s permanent record, but disciplinary referrals may, depending on the severity of the offense. All student discipline will be addressed according to the SAISD and YWLA student code of conduct.

YWLA norms call for mutual respect by all who step foot on our campus or who come into contact with our faculty, students, and/or any representative of YWLA. All students and adults will show respect for self and others at all times; will adhere to behavior expectations; will assume responsibility for making our campus a safe, secure, and drug free environment. This applies to conduct in the classroom, hallways, cafeteria, gym, on the school grounds and behavior at all school-sponsored events—during, before, and after school. Students who persist in violating school/district rules will be placed on disciplinary probation. 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. An absence does not clear a disciplinary consequence. *Adults who do not adhere to behavioral expectations may receive a trespass warning/notice, depending on the severity of the inappropriate behavior.*

A student who violates the SAISD and/or YWLA Student Code of Conduct shall be subject to disciplinary action that includes using one or more discipline management strategies such as in school suspension, out of school suspension, removal to an alternative education program, revocation of enrollment in YWLA and/or expulsion, among other strategies. Disciplinary consequences depend on the nature and severity of the offense. In addition, when a student commits a drug and/or alcohol-related offense or any other criminal act, she may also be referred to legal authorities for criminal prosecution depending on the degree of the offense.

Students are expected to cooperate with administrative staff in the investigation of disciplinary cases and to volunteer information within the students’ knowledge relating to violations of the Code of Conduct. Administrators, teachers, and other professional personnel have the right to question students regarding their conduct of the conduct of others. Students may be requested to submit a written statement

describing their knowledge of an accident. Administrators are not required to notify parents prior to or when questioning a student, especially when the student is the one alleged to have committed the offense.

An administrator may, when extenuating circumstances exist, alter the campus discipline management plan to ensure appropriate consequences fit the disciplinary situation; however, this will be at the administrator's discretion.

Consequences: may include, but are not limited to any listed in SAISD handbook and YWLA restrictions and demerits (see SAISD Parent-Student Handbook):

- 1. District Alternative Educational Placement (DAEP)** is the SAISD's alternative education program, established to assist students who have violated school board and/or campus policies. Students recommended to attend DAEP may, if circumstances require, be assigned to ISS pending an DAEP hearing conducted by SAISD officials. Any student removed to SAISD's DAEP, will have her enrollment at YWLA permanently revoked. 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.**
- 2. Offenses warranting police citations** e.g. fighting, assaulting, profanity, offensive to teachers/administration, etc. will be issued by the SAISD police officers or City of San Antonio police officers, as necessary. Receipt of any police citations will result in the permanent revocation of enrollment at YWLA for the student receiving the citation.

Level I – IV Offenses: Please refer to the [SAISD Student Code of Conduct](#) for the different levels of offenses.

Emergency Expulsion: A Principal may order the immediate expulsion of a student if the principal believes that action is necessary to protect persons or property from imminent harm. The student must be given **oral notice** of the reason for the action and the student should be accorded appropriate due process as required within a reasonable time frame. The student shall remain expelled until due process is complete and the Superintendent has arrived at his/her decision. Any student expelled, will have her enrollment at YWLA permanently revoked. Expulsion is different from dismissal of YWLA, in that a dismissed student may enroll in another public school. Expelled students will adhere to SAISD Code of Conduct consequences, accordingly.

Building Security-Think Win-Win

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

Currently, YWLA is a construction site, as our Bond 2020 new school wing and renovations begin. Safety and security processes and procedures will be amended throughout the construction phases. We will communicate car traffic flow patterns, foot traffic flow patterns, and all other changes to our safety and security plans. *We ask for and appreciate your understanding and patience as we build our new school. Our faculty and students deserve a new facility and we will experience these growing pains together gracefully.*

All parents/guests need to report to the front office to sign in and obtain a **VISITOR's badge**. Parents must wait in the front lobby to be escorted to their location. Parents/guardians are not allowed in classrooms or any area (besides lobby) before, during, or after school, unless administration has approved and/or 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 school event. ➤ After school, students must be picked up by 4:30 pm. Students who are on campus after 4:30 pm will require parents signing up for the YMCA after school care for their student(s). ➤ Students are only allowed on campus during regular instructional hours or when accompanied by a YWLA teacher **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.

Bullying Prevention—Think Win-Win;
Seek First to Understand, then to be Understood

All students will treat their peers with respect at all times. If you suspect your child is being bullied, **please contact the counselor or an administrator immediately**. We encourage you to bring these matters and anything that may offend your daughter to our attention promptly to ensure we can investigate and address any report of bullying in a swift and timely manner. Investigations require dedicated time and resources—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.

Students are strictly prohibited from engaging in written/verbal/electronic expression or physical conduct that threatens other students or faculty/staff members. 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>

Under **David’s Law**, Texas public schools will have the authority to address cyberbullying that occurs off-campus. For more information on David’s Law, please access: <http://www.davidslegacy.org>

Cafeteria—Be Proactive

The District participates in the National School Lunch Program and offers free meals to all students. Information can be obtained from the cafeteria services manager or the principal’s secretary.

Breakfast will be served from 7:30 a.m. to 8:20 a.m. Students who arrive on the bus after 8:20 am, may take their breakfast with them into their first class.

Students are encouraged to eat lunch that is provided in the cafeteria or bring lunch daily. Microwaves are available in the cafeteria for students to use, but we ask students to wait in line patiently. The cafeteria will sometimes sell additional items to students during the lunch period. If students bring money, they are responsible for it.

Lunch meals must be consumed in the cafeteria or a designated and monitored area assigned by a staff

member. On days when the temperature is not within a heat or cold index warning, during HS lunch, 10th - 12th grade students may eat in the courtyard and during MS lunch, 8th grade students may eat in the courtyard. When lunch is amended and combined, only HS students will be permitted in the courtyard. Food will not be served during the last 10 minutes of a lunch period, unless administrative approval is given. All students are to report to the cafeteria tray line upon arriving into the cafeteria to avoid students being late to their next class.

During construction space limitations, students will not be allowed guests for lunch, except on designated days that will be communicated to families. Students may bring their lunch and sit in the designated area to enjoy their lunch. Please remind your child that some students have food allergies and **sharing food is not permitted** to ensure everyone's health and well being.

Food Allergies:

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

Or visit: <https://www.saisd.net/page/nutrition-specialdiets>

Students are expected to practice good manners at all times and to reflect their CARDINAL PRIDE in all they do. Students are reminded to sit one student per chair; to hold conversations at normal level 1 volume; to keep backpacks and other types of storage items outside the food serving area and out from behind the cash registers; 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, is not allowed during lunch, except at the designated "Technology" table. Devices/phones will be confiscated if viewed out during lunch.** Students are not allowed to use technology to order food during the instructional day or pick up any delivered food during class. Food app deliveries are not allowed for students.

It is the student's responsibility to get lunch from the cafeteria at least 10 minutes before the end of the lunch period. Parents may drop off food for their child(ren) in the front office. Please make arrangements with your daughter if you are delivering food to the front office. The front office is not responsible for delivering or monitoring these items. Staff will not call students down to inform them of lunch that has been delivered. Students will not leave the school building or campus to retrieve food at any time. **Food is not allowed in classrooms**, except during approved designated school functions and breakfast from the cafeteria.

Cell phone/earbuds/electronic devices—Be Proactive

The use of cell phones/ear buds/electronic devices 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 or SILENT **during the instructional day—8:25 a.m. to 3:45 p.m.**, including during all testing. Cell phones are to be in the student's backpack/locker (not visible) throughout the instructional day. **YWLA is not responsible for any lost cell phones, earbuds, or electronic devices.**

Middle school students are not allowed to have cell phones out at any time upon arriving on campus and until they leave. Please remind your daughter not to text you during the day—this is against YWLA's expectations. A school phone located in the front office is available for all students to use before/after school, during passing periods, or for emergencies during the school day.

Students with valid emergencies will obtain permission from a(n) administrator/teacher to use an office phone. Calls are limited to five minutes. Please refer to SAISD Parent/Student Handbook for more details on this policy. Any violations will be addressed in accordance with the ***Student Code of Conduct*** and will be subject to the consequences on all school campuses, including fines and confiscation of the device.

A student found with a **cell phone/smart watch/earbuds/electronic device** in her possession **during testing**, will be placed on behavior growth plan monitoring as well as receive a discipline referral—this is a **serious offense**. In this scenario, the cell phone/electronic device will be confiscated and returned to the parent during a **mandatory** administrator/parent conference to discuss behavior growth plan monitoring and disciplinary consequences.

Cell phone/Earbuds/Electronic Devices Consequences*	
1 st offense, 1 demerit point	Demerit slip issued. Verbal warning; reminder of policy. Phone/earbuds/device confiscated by administration returned <u>to the student</u> after school.
2 nd offense, 2 demerit points	Demerit slip issued. Parent conference; reminder of policy. Phone/earbuds/device confiscated by administration. Phone/earbuds/device returned <u>to the parent</u> after school, after conference. Copy of YWLA policy with parent signature of receipt phone/device/earbuds required.
3 rd offense, 3 demerit points	Demerit slip issued. \$15 fee. Phone confiscated. Loss of phone privileges for a <u>week of school</u> . Phone/earbuds/device returned <u>to the parent</u> after school, after fine is paid.
4 th + offense(s), 3 demerit points Office referral on record	Demerit slip issued. Office referral. \$10 fee. Phone/earbuds/device confiscated and returned once fine is collected by administration. Loss of Phone/earbuds/device privileges on campus/school activities/ <u>for the remainder of the school year</u> . Phone/earbuds/device will be returned at the end of the day to the parent after school, after fine is paid and the parent and student signature on the loss of privilege form.
*	Demerit slip issued. Office referral entered into student file. Device confiscated and \$15 fine assessed for return of the item. Testing violations, involving electronic devices, will result in mandatory parent/administrator conference, behavior growth plan, disciplinary referral and disciplinary consequence. Parents/legal guardians may pick up the device at the end of the day after the fine has been collected by administration.

At YWLA, high school teachers only may use their “Technology In Use” sign to indicate when students need to use their device for instructional purposes. Middle school students will not use their cell phones for school purposes, but will use school issued devices. With teacher permission, for the rare occurrence if a QRCode is used that cannot be read by device, students may use personal cell phones to read QRCode.

Closed campus—Put First Things First

Like all SAISD campuses, the YWLA campus is a **closed campus**. Once students arrive on campus they are **not** allowed to leave without a **Permit to Leave form from the front office**. Students who leave without the Permit to Leave form will face administrative consequences for truancy. Permits are not issued after 3:15 pm. **Students who walk home must have written parent/guardian permission on file**. Please complete the Exit Card form <https://bit.ly/ywla-prtprmcad> , if your daughter will walk home at any given day. All other students will **remain on campus** until the parent/guardian picks them up.

Students are not allowed in the school parking lots or other unsupervised areas between 8:25 A.M. and 3:45 P.M. unless they are accompanied by a teacher. Failure to adhere to this policy will require a parent conference and may result in loss of driving privileges. Before school and after school, students who are on campus must be in a supervised zone. The central waiting area will be the auditorium and must be picked up by 4:30 pm .

Clubs and Organizations—*Begin with the End in Mind*
Put First Things First

All organizations presently in existence or new ones must be justified on the basis of a worthwhile contribution made to the educational program of the school. In alignment with YWLA's community service requirement, clubs/organizations are to participate/organize two service learning experiences (one/semester) to support our SA community. We are supported by many private organizations and we want our students to model civic engagement

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. The sponsors and student officers are **required** to maintain a current copy of the organization's constitution, by-laws, special rules, and financial report with the principals' secretary by the first Friday of October.

Student clubs and performing groups such as choir, dance, and athletic teams' sponsors/coaches may establish rules of conduct and consequences for behavior--that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply *in addition to* any consequences specified by the organization/team. No club, organization, or group of students shall meet at YWLA, any school facility, or virtually without a faculty sponsor present, prior parental permission, and administratively pre-approved.

Club sponsors will post sign-up sheets during our annual Club Fair held each September for young women to enroll in clubs. Students (7th – 12th) will be required to participate in two clubs/sports/dance/orchestra/theater each year. Sixth grade students need to join one club (or be in orchestra or theater arts.) Students inducted into honor societies may participate in additional clubs. Grade level teachers may restrict students from clubs based on academic performance grades. Students whose grades are 75+ will participate fully in their clubs without restrictions; 10th-12th graders must have their grade level service hour requirements completed in order to participate in clubs (see service hour section for additional details). Students who are in honor societies and receive consequences from administration for demerits/referrals, may receive additional consequences from honor societies as stated in their respective constitution. Consequences may include loss of graduation honor cords, dismissal from honor society, among other consequences.

For graduation, only administrative-approved honor cords/stoles/medals earned from a school administration approved club/organization/honor society will be allowed during graduation. Students must adhere to the criteria for earning cords for each organization in order to receive

cards. Membership does not guarantee the receipt of honor cards. Club sponsors will maintain evidence of criteria monitoring for honor card designation.

Code of Conduct-Be Proactive

Think Win-Win

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

College Readiness—Be Proactive, Begin with the End in Mind

Sharpen the Saw

High school students and families are required to utilize School Links Online Programming for College Preparation/Exploration. A login and password will be assigned for individual use. Usage includes but is not limited to: college searches, college test prep, college applications, career interest inventories.

Competitions - Sharpen the Saw

Students in the 6th and 7th grade are required to participate in both History and Science Fair. Students in the 8th grade are required to participate in History and/or Science Fair. High School students must select and compete in at least 1 competition from the **approved competition declaration** list each year. High School students will make their official competition (from the official list provided by school administrators) declaration by the end of each school year. for the upcoming school year. Students that advance to regional, state, or international competitions will be guided through each level by a teacher or competition sponsor. All students, 6th-12th grade, may participate in more than one competition in addition to the ones described above. All students must be academically eligible to participate in competitions in accordance with YWLA and UIL requirements. Students may be restricted from athletic/extracurricular activities for not completing their selected competition as declared by student, as scheduled (this includes milestone tasks for UIL events.)

Concerns—Put First Things First

Seek First to Understand, then to be Understood

A student or parent who has a concern is encouraged to first bring the matter to the appropriate person, at the appropriate level—teacher, assistant principal, principal, head of schools. 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—Be Proactive, Begin with the End in Mind

Communication between home and school is extremely important, and we are always available to assist you. All parents are required to meet with their child's teacher or administrator upon request, as noted in the Parent and Student Commitment for admission and located in this handbook. We will contact you to schedule these conferences that may address academic, disciplinary, attendance, and/or concerns. If your child is experiencing academic and/or behavioral challenges, the teacher will send home a progress report (digitally or hard copy) and a teacher may request a parent conference to discuss academic/behavior/attendance concerns.

Parents are always welcome to schedule a conference with their child's teacher and are asked to proactively communicate classroom concerns with the teacher before reaching out to administration. Please contact the teacher(s) to schedule a date/time. Teachers must have a minimum 24 hours' notice regarding the conference to ensure they are not scheduled for training or other conferences. We ask that you honor instructional time and schedule a conference before or after school or during the teacher's conference period. Please refer to the resource section at the end of this handbook for emails to contact teachers.

Counseling—Be Proactive, Sharpen the Saw

Academic Counseling: All students and parents are encouraged to meet with our school counselors, teachers, and administrators in order to learn about course offerings, and graduation requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students to prepare them for college. Students will work closely with our counselor for proper course selection on the Personal Graduation Plan required for each student. Students in 6 – 8 will work closely with our middle school counselor to ensure a Pre-Advanced Placement and high school level course selections.

Personal 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.

Disruptions—Think Win-Win

Disruption of classes or any school-related/school-sponsored activities on campus or on public property within 500 feet of school property by students or others is prohibited and is subject to disciplinary action and/or referral for criminal prosecution as a Class C Misdemeanor. The district may pursue a criminal charge, Class B Misdemeanor, against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc., especially if it disrupts the normal operations of our school day.

Distribution of Material—Be Proactive

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the campus yearbook/newspaper sponsor and the Network Head of Schools. 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 YWLA Principal or Network Head of Schools.

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 when the student shall 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 — Be Proactive, Put First Things First

Students will comply with the campus dress code at all times. Refer to the Dress Code copies in the front lobby. Parents are responsible for adjusting students’ clothing for size, as needed. Students enrolled in **YWLA** shall adhere to the following standard in their dress and grooming. Absence from class due to an inappropriate dress and grooming violation will be counted as an unexcused absence. Dress code rules apply to **all classroom and school related activities**.

During school-related activities and field trips, sponsors/coaches must obtain permission from the **Principal** to modify the dress code for specific events. **Most field trips will call for YWLA students to wear the camp/spirit t-shirt and school uniform pants/skirt.**

Dress and grooming that, in the administrator’s judgment, disrupts or distracts from the educational process is not allowed during summer camps and/or during the academic school year, including school related activities. The Administration of YWLA 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.
- YWLA does not allow pictures, emblems, or writings that are lewd, offensive, vulgar, obscene, unpatriotic, culturally biased, tobacco products and/or alcoholic products; drugs and/or other prohibited substances/items are not allowed.

➤ **GENERAL RULE: IF IT’S NOT ON THE APPROVED COLUMN, IT’S NOT APPROVED—DON’T WEAR IT.** Please refer to the [YWLA Dress Code Policy](#) for this school year that you received on the first day of school.

<https://docs.google.com/document/d/1N6Z7hHKivq5FagD6Y5o0aMPsS9xTguZTrGPsWdU4ckY/edit?usp=sharing>

Day/Attire	Monday-Full Dress Attire ONLY	Tuesday any combination	Wednesday any combination	Thursday any combination	Friday any combination
Uniform Tops → permitted on each day	<ul style="list-style-type: none"> ★ Cardigan (Navy-MS; Red-HS) ★ White Shirt w/pocket (all) ★ Tie (Red-MS; Navy-HS or plaid all grades) 	_Full Dress attire or _YWLA Sweatshirt _Polo Shirt HS -White/Red MS-Red	_Full Dress attire or _YWLA Sweatshirt _Polo Shirt HS -White/Red MS-Red	_Full Dress attire or _YWLA Sweatshirt _Polo Shirt HS -White/Red MS-Red	_Full Dress attire or _YWLA Sweatshirt _Polo Shirt HS -White/Red MS-Red _Approved YWLA School Spirit Shirt _Approved college t-shirt all students _Approved college t-shirt with sleeves _Approved college sweatshirt -Srs. Only
Uniform Bottoms →	<ul style="list-style-type: none"> ★ Plaid Skirt/Plaid or Plaid Shorts 	_Full Dress attire or _Navy pants with pockets	_Full Dress attire or _Navy pants with pockets	_Full Dress attire or _Navy pants with pockets	_Full Dress attire or _Navy pants with pockets
Uniform socks/shoes →	<ul style="list-style-type: none"> ★ Knee high socks ★ HS-Navy/white ★ MS-White ★ Solid black 	_Full Dress Attire or _Ankle socks-white _Solid black shoes-closed toe;	_Full Dress Attire or _Ankle socks-white _Solid black shoes-closed toe; no	_Full Dress Attire or _Ankle socks-white _Solid black shoes-closed toe; no	_Full Dress Attire or _Ankle socks-white _Solid black shoes-closed toe; no

	shoes-closed toe; <u>no laces, no boots.</u>	<u>no laces, no boots.</u>	<u>laces, no boots.</u>	<u>laces, no boots.</u>	<u>laces, no boots.</u>
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During classes, on Tues. – Fri. only the campus cardigan, or quarter zip tops or the YWLA sweatshirt, will be permitted in the classroom. All other winter wear must remain in the student’s backpack. Girls are expected to use campus approved backpacks that may have a college logo and college colors. If in doubt, email dmclerran1@saisd.net . **All students are to wear their plaid skirts/plaid shorts and white blouses (Full Dress Uniform), and cardigan every Monday.** (When Monday is a designated holiday, students may, but wear full dress on the following Tuesday, but not required). Students will be notified in advance of other full dress days. Full Dress is required at the End of the Year Honors and Awards Assemblies and on picture days. All P.E./Athletic uniforms (shirts, sweatshirt, sweatpants, shorts) may **only** be worn during the P.E./Athletic period unless otherwise permitted by administration.

Any parent who needs uniform assistance may contact an administrator as soon as possible. We are here to help you.

Dress Code Violations—Be Proactive

Administration will conduct dress code checks. Students will go to the front office and call parents/guardians to bring them appropriate dress code attire. In the event that the bus is late, teachers will send any student out of dress code to the front office. Teachers/administrators will issue demerits to students who do not meet dress code expectations. Parents will be contacted and repeated violations will result in disciplinary action. A student may be placed on a disciplinary growth plan for repeated dress code violations and subject to ARC review.

Campus administration will make final determinations on all dress code issues deemed disruptive to instruction. Please refer to the campus dress code for more details. Students who violate the dress code will:

1. Call parent/guardian to bring appropriate dress code attire to school. If a parent cannot provide change of clothes, detention will be assigned and consequences will increase for repeat offenses. Demerits will be issued.
2. If clothing is not available, the student will receive 30 minutes lunch detention. Demerits will be issued.
3. Repeat dress code offenders will be placed on a **behavior growth plan** as determined by the administrator. Demerits will be issued.
4. Due to limited space, dress items will be considerably fewer. Students may check out dress items from the school. The student is responsible for returning these items clean and within 48 hours of check out. A student will be placed on the NOT CLEAR list if items are not returned and office referral/demerit will be issued. Please refer to the FEES section in this handbook.

Emergency School Closing Information—Be Proactive

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 email information is always accurate. ***Please note: If you opt out of receiving SAISD texts/phone calls, you will not receive emergency notifications from SAISD.

Emergency Information and Medical Treatment—Think Win-Win

Parents shall complete the emergency section during registration **each year** for each child. The emergency information contains a place for parental/guardian 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 information as often as necessary in Frontline. Updating information is not the responsibility of school officials. Failure to update this information could result in endangering your child, if an emergency arises and we have wrong information on the EMERGENCY CARD. Anyone who comes in to pick up students needs to bring a valid state-issued identification card/driver's license. The school's PENS System sends out district emails/texts to the person(s)/numbers/emails that you have selected.

To update emergency information (people to contact, phone numbers, emails, etc.):

★ Send an email to glara@saisd.net and cc: palfaro2@saisd.net

If you need to update your information, please meet with Mrs. Gloria Rodriguez, Operations Flex Clerk, in the front office or email changes to her at glara@saisd.net

Extra Credit—Put First Things First

Extra credit will be offered at each teacher's discretion—it is not required that teachers offer extra credit. If extra credit is offered, it will be offered to all students and related to TEKS and/or AP curriculum. Extra credit will not be related to behavioral assignments, such as filing for teacher, student perfect attendance, etc.

Fees—Be Proactive

A student is expected to provide her own supplies such as pencils, paper, erasers, notebooks, and technology supplies, and may be required to pay certain other fees or deposits, including, but not limited to:

1. Fees for lost textbooks
2. Fees for damaged and late library books and school-owned equipment/calculators
3. Lost student identification cards
4. Club dues
5. Damaged locker fees
6. Missed AP test fees
7. Consumable materials
8. Lost physical education and athletic equipment and apparel checked out to a student
9. Student accident insurance and insurance on school-owned instruments
10. Instrument rental and uniform maintenance
11. Parking Permits
12. Missing Summer Camp fees

**Any fees owed by a student to YWLA for lost TEXTBOOKS, LIBRARY books or other equipment must be paid IMMEDIATELY. If a student's name is on the "NOT CLEAR LIST" at any point during the school year, she will be restricted from attending and participating in extracurricular activities that include dances, field trips, shows, assemblies, etc. A restriction will be placed on the student's record until fees are paid. She will remain on the Not Clear List.

Frontline—Be Proactive

SAISD provides parents with online access to your child's grades and attendance. Please contact the Operations Flex Clerk, Mrs. Gloria Rodriguez, glara@saisd.net , if you have any questions about

how to access your child's attendance data. The Operations Flex Clerk is available to assist parents with registering onto Frontline. Frontline classes for parents/guardians will be offered once each semester. If you need to set up a Frontline account, please contact glara@saisd.net.

Fundraising—Think Win-Win

District and school-approved student clubs, outside organizations, and/or parent groups are occasionally permitted to conduct fundraising drives, provided a sufficient profit margin is realized by the sale. An application for permission to have a school fundraiser must be made to the Principal or principal's designee by the first Monday of Summer Camps (July 29, 2024.) Other types of fundraising, unless approved by our Superintendent, are not permitted on school property. Booster clubs will conduct fundraisers and provide information to parents and students directly. 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 (September 6, 2024.) Please be advised that not raising funds for a 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.

Gifted and Talented—Begin with the End in Mind

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. Parents who wish to learn more about the process should contact the school counselor. Students who are currently enrolled in the Gifted and Talented program will be serviced in the classroom through Honors/AP curriculum and GT strategies. Parents/Guardians of students who were **identified GT in a previous district**, must provide this information to the school counselor to start the SAISD GT process for these new to SAISD students.

Hall Passes—Be Proactive

Students finding it necessary to leave class or who are acting on behalf of a teacher must sign in and out in the **classroom entry/exit log** when exiting and re-entering class. Passes are NOT allowed during the first ten or last 10 minutes of class. This system is part of the campus safety and security plans. In the event that a student needs to visit the Nurse's Clinic, the teacher will complete a pass to the nurse's clinic. Due to construction work and everyone's safety and security, this is a must for teachers and students to adhere to at all times.

Students will sign out in each teacher's log as they exit and return to class. Teachers are not to have more than one student out of the room at a time, except for emergencies. **Paper passes are limited to 5 minutes** and include the student's name, departure time, and destination. Students who take longer than 5 minutes or report to the unapproved location, may receive detention from the teacher or lose hall pass privileges for a set time (not to exceed 9 weeks).

****Students are not allowed to have lunch in any alternate area without a teacher's handwritten pass.** The student will give this pass to the lunch monitor during lunch for the date on the pass.

Health and Wellness—Be Proactive, Sharpen the Saw

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 receive coursework in health, physical fitness, and emotional strength. Healthy nutrition and a strong collaboration with food services are additional components of our overall wellness program.

Our faculty and staff are committed to modeling healthy and fit living for our students. After 4:30 p.m., you may see teachers in work-out/athletic clothing and footwear. We encourage you and your family to “walk the walk” with us as we model healthy choices for our young women!

Homework—Be Proactive, Begin with the End in Mind

Homework is an integral part of any effective educational program that supports reinforcement of concepts learned and that provides students with additional practice. Homework will be assigned to students on a regular basis and will be due on the day and period designated by the teacher. Please read each teacher’s syllabus for more information on classroom expectations and the YWLA policy for late work. **If a student is absent, it is the responsibility of the student/parent to contact teachers and request homework.**

Internal Charter School—Begin with the End in Mind

The YWLA is an internal charter school for SAISD that operates with additional autonomy in governance. Our academic focus is College Prep, Leadership, and Health and Wellness. This is a school of choice that parents and students **choose to attend** upon being offered admission. As mentioned during the parent information sessions, we appreciate your confidence in YWLA, as we know that all students need to find the best fit for their educational paths. We commit to supporting your daughters through their journey and we need your support from start to finish. The internal charter allows YWLA to offer an application process to students who reside throughout Bexar County. As an internal charter, YWLA is allowed to have different and higher standards and expectations for YWLA students. These expectations may differ from SAISD general standards and expectations. If you have any questions about an internal charter, please call 210-438-6525 and ask for Ms. Delia Montelongo, YWLA Network Head of Schools.

Late Work—Be Proactive, Synergize

Work will be considered late if not submitted upon entering the classroom on the day it is due. 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. Student’s homework responsibilities will progressively increase from 6th grade to senior year. **Please note projects assigned by teachers are due on the date due.** Parents will need to bring project to school or they are not accepted.

Please review the expectations for different grade levels as stated on each syllabus at the beginning of the school year.

6th grade	If a student does not have their assignment when it is due, they will receive a ZAP (zeros aren’t permitted) form for parent signature. They then have <u>until 8:20 am</u> on the last school day of the week to turn in the work for a max grade of 70. If the student does not turn in the work by this time, they will be assigned to ZAP time after school <u>from 3:45 until 4:45</u> . ZAP is scheduled on the last day of the school week unless otherwise notified. The work a student completes during ZAP time will be graded with a max grade of 70. Any work that is incomplete by the end of ZAP will earn the grade of a 0.
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7th & 8th grades	<p>Work is due in class the day it is due, or on Canvas by the posted time due date. If the work is not turned in at this time the late homework policy will take effect. If the work is turned in the next school day, it will be penalized 15 points. If the work is turned in two days after the original due date, there will be an additional 15 points deducted. If the student does not submit their coursework two days after the original due date, they will automatically be assigned to Friday Study-Hall to complete their coursework where the highest grade possible is a 50%</p> <p><u>Absent Student</u></p> <ul style="list-style-type: none"> • If a student is absent the day an assignment is due (no matter the format) the student should submit the assignment digitally and turn in the physical copy (if applicable) upon returning to school. All missing work is due the day the student returns to campus (whether or not you have that class that day,) afterwards, the late work policy will take effect. • When the student is absent, it is the student's responsibility to email their teachers and check Canvas for any assignments and due dates.
High School	<p>Assignments will be submitted through Canvas unless otherwise specified by the teacher. Ten points will be deducted per calendar day, whether school or weekend day, for each day the assignment is turned in late, for a maximum of 3 calendar days.</p> <p>Assignments turned in after 3 days will result in a zero in the gradebook.</p> <p>Example: If work is due Monday, the student has until Tuesday by 8:30 a.m. for a 10-point penalty; Wednesday by 8:30 a.m. for a 20-point penalty; and Thursday by 8:30 a.m. for a 30-point penalty. After the third day at 8:30 a.m. Whether on a school or weekend day, the work will become an '0.' If the late work is written, as opposed to digital, it must be clearly <i>scanned</i> and emailed to the teacher or submitted through Canvas.</p>

Students who receive a zero will have mandatory tutoring to complete the work to ensure mastery of concept and skill. Assignments must be completed for teachers to assess students' progress toward mastery of concepts and skills. If teachers do not have student work, they cannot assess their progress toward mastery.

If a student is **submitting any work electronically to a teacher**, the student:

- needs to capture the submission with a screenshot **and**
- send a copy to herself when sending it to the teacher.

If the teacher is unavailable to receive late work in person by the student, it is the responsibility of the student to:

- have another YWLA staff member sign, date, and include the time when the student attempted to submit the assignment. The staff member will submit the signed late work to the teacher of record on the next day before school.
- The student will document the name of who received the late work and the date. Repeated late work will result in a parent/teacher/administrator conference to assess the root cause of the behavior. **Students are NOT to give their assignment to another student, but only to an adult.**
- By no means should a student turn in an assignment via another student. This poses many questions about the integrity of the work and the student.

Leadership Expectations—Synergize, Put First Things First, Think Win-Win

Responsible leadership is a core value for our school and we instill leadership qualities in all of our young women by encouraging active participation in extracurricular activities, like our clubs

below, and service learning opportunities.

Cardinal Senate	Student Council	Robotics	National Art Honor Society	National Honor Society
National Spanish Honor Society	Athletics	National Junior Honor Society Science	Girl Up Club	UIL Academics (spring semester)
Summer Enrichment programs	Young Poets Society	Mu Alpha Theta Honor Society	Spanish Club	Gamma Sigma
Creative Writing Club	Newspaper	Transportation You Club	Girls on the Run	Theater Arts Club
Science Honor Society	Yearbook	The Cardinal Quill (English Honor Society)	Girls' Giving Group	Gardening Club

Students (7th – 12th grade) are required to participate in either **two** clubs/two sports/or one of each. Students may create their own clubs and service learning opportunities. 6th grade students need to participate in **one** club/organization. The goal is to ensure that our programs are led and created by students. Leadership is integrated in the Advisory class and developed through summer enrichment programs.

Our quest speaker series is also designed to inspire our students to create their own leadership legacy as they get to know prominent women in the community. If you have a speaker who is interested in speaking to our students, please have them contact the principal or assistant principal for scheduling. Most guest speakers will visit during Advisory class on First Fridays.

Lesson Plans—*Begin with the End in Mind*

Every teacher will prepare a syllabus per course taught that delineates what will be taught per 9 weeks. These syllabi will be sent home to all parents/guardians for signature during the first week of school. Lesson plans will reflect an interdisciplinary approach with STEAM and writing integrations. Lesson plans need to reflect that all young women are required to participate competitively in History Fair and Science Fair in middle school. In middle school, all students will complete history fair and science fair. ***In high school, all students must select one of the following administrative pre-approved competitions, such as: History Fair and/or Science Fair and/or Academic Decathlon and/or Academic UIL on the High School Declaration Form by August 16, 2024.*** Once selected, the student cannot change selection.

Lining Up Outside of Classrooms—*Think Win-Win, Be Proactive*

All teachers will have students line up outside their classroom before each period. All students will have the following items out before entering the classroom: Composition Book; homework, if due; writing instrument. All teachers will conduct a dress code check of all students prior to entering the classroom.

Lockers—*Be Proactive, Think Win-Win*

Lockers are issued to 12th - 9th grade students, as numbers allow. Construction is removing a large

number of lockers and the availability and use of lockers may change throughout the year. Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable suspicion to do so whether or not a student is present. **A student has full responsibility for the security of the assigned locker** and is responsible for making certain it is locked and that the combination is not available to others. **A student is to use only the locker assigned to her. Students will provide their own lock. Locks must be combination locks, not locks with keys.** If a student is in PE/Athletics, she will need another lock for that locker (wait for coaches' direction on locks.) If a student does not place a lock on her locker and items are missing, the student is responsible for those items. Please note that the need for sharing lockers may exist due to the high number of athletes. Your daughter will and her locker-mate will need to share combinations in this scenario only.

Lost and Found—Seek First to Understand, then to be Understood,
Think Win-Win

When items are lost at school, they will be turned in to the front office. At the end of the semester, items will be donated to a charitable organization. Please **label all items such as backpacks, sweaters/uniform, and eyeglass cases** so that items can be returned as quickly as possible. YWLA 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.

If a student loses a backpack due to a car or home being burglarized, the school must receive a police report within one week of the incident in order to have the student's textbooks accounted for and to allow time for journals to be re-copied, etc.

Messages—Be Proactive, Think Win-Win

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 as students may not come by the office to pick up their messages. Please do not text your child during the instructional day. If an emergency arises, please contact administration to help deliver such information to students in a private and supportive setting.

Office Hours for Faculty—Think Win-Win,
Seek First to Understand, then to be Understood

All teachers will coordinate conference time with parents to meet with them. Conference hours will not be during the same time as tutorials. This information will be shared on the course syllabus.

Parent Service Hours and Volunteers—Begin with the End in Mind,
Synergize, Be Proactive

Each YWLA family is required to complete 10 service hours per academic year. Each household will receive a 'Parent Passport' that will be used to account for each service hour as part of the YWLA enrollment commitment and the Title I Parent Compact. We need your volunteer help with many

events throughout the year. For families that have more than one daughter at YWLA, the commitment is 10 hours per family. We prefer to have you join us in person for us to continue building our community. However, we understand that some families have extremely busy schedules and that they prefer to pay \$10/hour. This an option to pay \$10/hour for any hour they cannot serve with their time. All funds will go to the student incentive fund. The parent will receive a receipt and will have the donation accounted for in the Parent Passport. Parent Volunteers are needed for Parents on Patrol (POP).

Parent Passports may be submitted to the Front Office upon completion of hours. When the Parent Passport is submitted in the front office, a student will be cleared for their parent(s)' hours. If a student does not have a completed Parent Passport with the 1st 5 hours by **December 6, 2024 for 1st semester hours and the last 5 hours by May 1, 2025 for 2nd semester hours**. If parents do not complete parent volunteer hours, your daughter will be restricted from extracurricular activities. You will receive 2 passports; one for FALL semester and another passport for SPRING semester. YWLA will not be responsible for lost Parent Passports. Please be sure to keep track in your calendar what parent events you attend and sign in at those events. Teachers and sponsors may sign passports on the day of parent events for pre-approved parent service hours, but will not sign passports the day they are due. This pulls teachers from their teaching duties. Parents, if you have any questions/hardships with volunteering on campus, please contact the YWLA Network Head of Schools at dmclerran1@saisd.net

All parent volunteers must complete a criminal background check at the start of the year. Forms are available in the front lobby form center. We expect volunteers to wear a badge at all times and to sign-in and sign-out in the front office. Please contact the main office and complete our [YWLA GOOGLE VOLUNTEER FORM](https://www.saisd.net/page/face-volunteer-community) (<https://www.saisd.net/page/face-volunteer-community>). If you have questions about volunteering opportunities, please call the main office and read the Principal's monthly parent newsletter.

Parking—Be Proactive

Our parking lot is designated as a one-way drive only. **The back parking lot is entered through Mulberry, please do not enter the parking lot along Lake Blvd.** Both Huisache Ave. and Mulberry are one way streets during drop off and pick up school hours. Please obtain a map of traffic flow from our lobby.

Parking is very limited due to construction 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 valid handicapped permit on your car. 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. Middle school students and their parents are expected to enter the back parking lot via Mulberry St. during pick up and drop off times; and, high school students are to enter the front entry on Huisache Ave.

There is currently no available student parking within the school parking lot. YWLA is not responsible for any student parking along the streets adjacent to the school. Students are to never park where there are "No Parking" signs or when blocking entries/drive-ways. During this school year, construction will change the parking situation on campus. Your patience and understanding are appreciated as we begin our bond project renovations. Your kind acts toward one another will keep our students safe. If you need to report a vehicle that demonstrates unsafe driving, please report to dmclerran1@saisd.net. Please capture the license plate and car make and model.

Physical Education—Put First Things First

Students will participate in physical education according to their schedule. Our girls will be expected to dress out in their YWLA PE uniform (and tennis shoes.) Students will need a lock for their gym locker.

Placement Procedures—*Be Proactive, Begin with the End in Mind*

YWLA will adhere to SAISD and YWLA credit by exam procedures to place students in appropriate placement courses. 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—*Be Proactive, Think Win-Win*

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 record 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 3:00 p.m.; hence permits to leave campus are not distributed after that time unless authorized by an Administrator. You are reminded that students who miss 15+ minutes from their scheduled class will be counted as absent.**

Report Cards and Progress Reports—*Begin with the End in Mind*

SAISD progress reports shall be issued electronically through Frontline to parents twice during every nine weeks—after the 3rd and 6th week of a nine-week grading period. Report cards will be issued electronically at the end of each 9 weeks and will be issued both electronically and physically through U.S. postal mail at the end of the school year. Parents may view students' grades at any time through the Frontline portal. When a hard copy of a progress report or report card is issued, the report needs to be signed and returned to the Advisory Teacher. Parents are strongly encouraged to communicate with teachers to discuss any concerns.

Re-Testing—*Put First Things First, Be Proactive*

Middle school grading guidelines will reflect that students will have **at minimum, one retest** opportunity per assessment/test, if they fail an exam with a grade below a 70; however, the student must attend tutorials for a re-teaching session and complete test corrections PRIOR to retest. At the teacher's discretion, the student may have additional opportunities to retest and exam. **Quizzes** may be retaken if a student attends a tutorial session with the teacher prior to re-taking the quiz. A student will have a minimum of one retake per quiz. At teacher's discretion, a student may have more than one opportunity to retest a quiz. It is the student's responsibility to arrange the re-teaching and re-test and/or quiz time with the teacher. The highest grade on a re-test and/or quiz will be a 70.

High school grading guidelines will reflect *that there will be no retest opportunities for high school students on major tests/assessments*. This will apply to high school courses taken by middle school students. Quizzes (non-major assessments) may be retaken if a student attends a tutorial session with the teacher prior to re-taking the quiz. A student will have a minimum of 1 opportunity to retake a quiz. At the teacher's discretion, a student may retake a quiz more than once. It is the student's

responsibility to arrange the re-teaching and re-do time with the teacher. The highest grade on a retake of a quiz will be 70. High school course students will be allowed to re-write essay assignments until the paper meets the criteria of a 4 essay, as revising and editing supports the writing process. Projects are considered as major assessment grades and are due on the date indicated by the teacher whether or not the student is absent. Be sure to make arrangements with your teacher to submit work electronically on or before the due date, if absent.

Safety Drills—Be Proactive, Put First Things First

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 drill 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. If you are in the building, you will participate.*

Anyone on campus during an alarm or alert will participate in the drill. YWLA will participate in monthly drills to prepare and practice the skills needed in emergencies. We are committed to practicing these skills, not just for the school setting but for situations in the real world. Among the SAISD required drills are fire/evacuation, lockdown, lockout, and shelter-in-place: weather and hazardous materials. Students and guests should follow the directives of those in charge and emergency maps throughout the school during a drill. The YWLA Emergency Operations Plan is maintained by every teacher/classroom and in the administration office. The fire alarm system will evacuate the building in most cases. We will use the school intercom for other emergencies. In extreme cases, we will use other verbal/electronic communication forms to signify a drill. In the event of a lockdown or lockout, NO ONE will be allowed in or out of the building for any reason.

Schedule Changes—Be Proactive

Schedule changes will require 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.

Semester Exams—Begin with the End in Mind, Be Proactive

Semester exams will be administered in all core and elective subjects, grade levels, and advanced placement courses twice per year, Fall and Spring semesters. YWLA will develop semester exams for all other subjects and grade levels and administer these exams during the same testing windows. **Semester Exam grades will comprise 15% of the student's OVERALL semester grade average.** Please ensure that your daughter understands the importance of studying for semester exams. We ask your support in scheduling student appointments outside of testing dates. Teachers will provide study guides for our students to prepare for their semester exams.

School Dances—Think Win-Win, Sharpen the Saw

The rules of good conduct and grooming shall be observed for school social events. Guests of enrolled YWLA students must have written permission granted by the principal and such guests will be required to show their current school/college identification card prior to entering. If the student is

homeschooled, it is the responsibility of the home-schooled student and the home-schooled student's parent to provide documentation for YWLA Administration's review in support of this case. Guests cannot be 21 years of age or older on the date of the dance/social. A valid state issued identification/driver's license must be presented to enter. A current year university and/or high school ID Card is acceptable. Guests must be approved no later than **two days** before the dance—no exceptions. This allows enough time for administration to verify guest's enrollment. Guests will be expected to observe the same rules as students attending the event. A student attending a social event may not leave the event any earlier than 15 minutes prior to the announced end of the event. In the event the student needs to leave early, parent/guardian contact will be made. If the parent/guardian approves of the departure, the student may be allowed to leave early. Anyone leaving with permission before the official end of the event must immediately depart the event site and will not be readmitted. Students not dressed appropriately will be turned away at the door. All students must be picked up from school dances no later than 15 minutes after the end of the dance. Students who are not picked up within this time frame will be restricted from future school dances. For the safety of all, students' and guests' belongings will be searched by an administrator prior to entering the event.

Senior Items—Begin with the End in Mind, Be Proactive

- All Seniors are required to complete the AP Seminar course, as per graduation requirements for YWLA.
- Seniors (and juniors) wishing to visit a college must have the trip approved PRIOR to leaving on the trip. The College Counselor will consult with the Head of Schools and the Attendance Office for approval from the Head of Schools. Students attending **college visits** must submit required paperwork to have absences cleared according to the set deadline. If a college trip is approved prior to leaving on the trip, it will be excused as a school related absence, and will not count against the student's attendance. Only the day(s) spent touring a college is/are eligible to be counted as a school-related absence. Students must contact the College Counselor via email to request approval and obtain a verification form that must be signed by the college. The request is then sent to the Head of Schools for final approval and documented with the Attendance Office, if approved. Any student who fails to follow the approval process prior to the college visit will not be eligible for the school-related absence code and will need to submit a parent note to have the absence considered as a regular excused absence. This will count against the student's attendance as an absence (same is true for senior graduation walks at elementary schools.)
- Seniors must submit and have verified all 100 student community service hours, as per graduation requirements for YWLA, and according to the YWLA Student Service Hours Guideline outlined in the student handbook p.38.
- Seniors who owe textbooks, fees, fines, service hours or classwork will not be permitted to participate in senior school events, such as, but not limited to: senior luncheon, prom, ring ceremony, field trips (including overnight trips), shows, speakers, etc.
- Seniors attending the school approved Senior Trip must leave and return with the Senior group and faculty sponsor. Parents cannot transport to or from a senior trip. Only one trip will be approved as the 'Senior Trip' by the principal. All other trips for seniors are not approved as a 'senior trip'. The dates of the administratively approved senior trip will be counted as legally present for those seniors in attendance.
- Seniors must be in attendance for all senior events such as Candlelight ceremony, awards, graduation, etc.

□ Seniors attending their elementary “Senior Walk” must submit the invitation with the elementary school principal's email address. The senior must have a permission slip completed and provided by the school registrar with parent signature and principal signature. This will be submitted to the Attendance Clerk to ensure this is coded as an approved field trip. This needs to be completed and submitted two weeks before the event..

Smoking Prevention on district/school property

Begin with the End in Mind, Be Proactive

Texas law prohibits:

1. Smoking/vaping or using tobacco products at a school-related or school-sanctioned activity on or off school property; and
2. Students from possessing tobacco products (including vaping items) at a school-related or school-sanctioned activity on or off school property.

Special Education—Be Proactive, Think Win-Win

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. For questions regarding special education services, please email, Principal Alfaro, palfaro2@saisd.net

Students Driving to School—Be Proactive

There is currently no available student parking within the school parking lot. YWLA is not responsible for any student that parks along the streets adjacent to the school. Students that park along the streets do so on their own accord and should never park where there are no parking signs or when blocking entries/drive-ways.

Student Government and Elections—Think Win-Win

The development and operation of student government organizations are encouraged in the school system. The primary purpose of these groups shall be to provide student experiences in participating in the democratic process and developing leadership skills. Various clubs and organizations hold elections for the purposes of establishing club officers. All such elections shall be conducted on a democratic basis and governed by the guidelines of the organization. For information concerning student offices and elections contact the sponsor of the club/organization or the principal.

Student Health and Wellness—Be Proactive

We care about the health of each student in our school. Please send a note about special health problems, extended or severe illnesses, or temporary restrictions as needed for your child. We encourage you to contact our school nurse or an administrator, if you have questions or health needs for your child.

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 communicable diseases are not allowed to come to school while the disease is contagious. YWLA will continue to adhere to all COVID-19 protocols and**

procedures approved by TEA and SAISD. Please contact the school nurse for more information on the requirements.

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. De Hoyos. **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 parents 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 to 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.

Medical Screenings:

The District routinely screens students in grade 9 for spinal curvature problems. 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 Service Hours-Sharpen the Saw

All YWLA students will be required to complete at least 100 hours of community service as part of their graduation requirements. Students may begin accumulating their hours during their middle school years, but must have the requirement completed by the first Friday of January of their senior year. Students who complete their 100 hours may continue to earn hours and log these hours in MobileServe.

Only 50%, or 50 out of 100 hours, can be earned through school-sponsored activities (beautification projects, tutoring, teacher/classroom support, etc.). For a list of school and community activities that may be counted as service hours, students should reference the **Approved Service Activities** page in the **YWLA Service Hours Guide** linked below. All hours must be officially submitted through MobileServe. *We will not maintain a hard copy* of service hour documentation forms on campus for students, though we recommend that students maintain a hard copy of the documentation of their service hours at home in their own personal files. Students are responsible for documenting their hours and entering them into MobileServe for verification and approval. Service hours will not be accepted by any other means. Sixth and seventh grade students do not have access to MobileServe and should keep their service hour forms until they can be entered into MobileServe beginning in 8th grade. For assistance with Mobile Serve, students/parents may reach out to their assigned counselor or the College Counselor. The YWLA Service Hour Documentation Form is provided to assist students in obtaining the information they will need for Mobile Serve service hour submissions and maintaining their own individual records at home. YWLA staff will approve hours through Mobile Serve, and service supervisors will receive an email to verify service hours. Additional information about submitting service hours can be found in the YWLA Service Hours Guide – <https://tinyurl.com/YWLAServiceHoursGuide>

Grade Level Recommendations

The following grade level service hour recommendations are provided for students to steadily earn hours throughout their time at YWLA:

Hours Recommended for each grade			
6th - 5 hours	7th - 10 hours Working Total of 15 hrs	8th - 15 hours Working Total of 30 hrs	9th - 25 hours Working Total of 55 hrs
***10th-12th Grade Students have	10th - 20 hours	11th - 20 hours	12th - 5 hours

service hour requirements that must be met. See details below.	Working Total of 75 hrs	Working Total of 95 hrs	Total of 100 hrs
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Students may earn more service hours than what is presented above, but students should not earn less per grade. Please note that along with serving our community, students have the opportunity to explore different career fields through service hours. The senior with the highest number of community service hours entered and verified in MobileServe, will be recognized with the Annual Service Award. Last year’s service award recipient earned 600+ service hours in our community!

Service Hour Requirements for 10th-12th Grade

For 10th, 11th, and 12th grade students, failure to meet specific service hour requirements in MobileServe by September 1st each year will result in the **student being ineligible to participate** in athletics, club and extracurricular activities. In addition, students without the required hours are *unable to run for or hold a leadership or elected position in their clubs or extracurricular activities*. A list of ineligible students will be sent weekly to all coaches, club sponsors, etc. after **September 1, 2024**.

10th graders need to have a minimum of 30 hours verified and approved in MobileServe, **while 11th graders need to have a minimum of 60 hours verified** and approved in MobileServe. Students can have more than the amounts listed, but cannot have less than the required number of hours by September 1st or they will be ineligible for the aforementioned campus programs and activities.

Before September 1st of their Senior year, students must have 85 service hours entered, verified, and approved in Mobile Serve. Failure to have the 85 hours entered and verified in Mobile Serve will result in restrictions from the previously outlined activities and possible senior events. Seniors are to have all 100 hours entered and verified by the first Friday in January of their senior year - for Class of 2024, that would be **January 3, 2025**. <https://tinyurl.com/YWLAHandbookServiceForms>

Helpful links:

- YWLA Service Hours Guide – <https://tinyurl.com/YWLAServiceHoursGuide>
- YWLA Service Hour Documentation Form: <https://tinyurl.com/ywlaserviceform>
- YWLA Approved Service Activities: <https://tinyurl.com/4p4a4k9a>
- Mobile Serve - <https://mobileserve.com/>
- How to Enter Hours in MobileServe Video - <https://tinyurl.com/msloghoursvid>
- United Way of San Antonio Volunteer Center - <https://www.volunteersanantonio.org/>

Student Valuables—Be Proactive

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

Study Trips—Sharpen the Saw, Begin with the End in Mind

Students take study/field trips throughout the year. The trips are designed to supplement the curriculum and enhance student learning. In addition, we will take college trips to expose our students to the numerous colleges and universities that are available to them. Parents will receive a notice of trips and a permission slip must be turned in for students 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. The cost and expense of trips may be charged to parents if students miss required trips without authorization. All trips are related to the

academic/leadership/health and/or wellness objectives of the school. Study/field trips will not occur on testing days.

Students who are not in good academic, behavioral, and/or attendance standing may be denied the privilege of attending field trips. For students who attend a school field trip, they 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 not be allowed to go on overnight field trips. Demerits will be considered when reviewing student participation on these trips.

Summer Camp Academies—*Begin with the End in Mind, Put First Things First*

All students are expected to attend required summer camp academies for their grade level. Students will participate in a variety of activities. Summer academies typically cost about \$150-300 dollars per student. Camps are provided to students free of charge; however, non-attendance will result in a need for the parent to repay the registration fee of \$50 per missed week.

If there is some reason that a student will be unable to participate in the summer camp academies, the parents are required to notify the school in writing by **May 1, 2025**. If YWLA is not notified in writing, the parent will be responsible for the \$50 fee. Consequences for not attending the required grade level camps will automatically result in the student being placed on an academic growth plan. Students who do not complete their summer homework for summer camps, will be placed on a growth plan. Student homework is to be completed completely by each student and not other students. Do not use artificial intelligence programs for your summer homework.

YWLA honor societies will not consider students who do not complete their summer homework and who do not attend summer camps, as scheduled. All students are required to attend their grade level camps as scheduled. For the summer of 2025, **all students will attend** Academic Camps on **July 28 - August 1, 2025**. Sixth grade students will attend July 28 - August 1, 2025 **and** August 4-8, 2025.

All YWLA students (6th – 12th grade students) are required to attend one or more weeks of summer camp beginning week of **July 25 through August 9, 2025** (*MAY BE SUBJECT TO CHANGE* - typically 2-3 weeks prior to the beginning of the school year – dates to be confirmed once SAISD calendar has been approved). These are Cohort Camp; AP Camp; Academic Camp; Leadership Camp; Orchestra Camp; Dance Camp; Athletic Conditioning Camps.

Please do not plan vacations during these three weeks as students will be penalized for not attending summer camp academies.

Summer Homework —*Be Proactive*

Summer homework may be due any day during summer camps. Students will adhere to teachers' timelines and expectations for summer homework. Students must complete all homework as directed. Please contact teachers with any questions regarding summer homework. Failure to complete summer homework as assigned will result in consequences such as being placed on a student academic growth plan monitoring and an assessment grade of a 0. Students who attend Voelcker Biomedical Programs must meet with counselors to discuss summer homework

responsibilities.

Summer PREProgram—Put First Things First, Begin with the End in Mind

Students, who choose to participate in the UTSA Summer PREProgram, may choose to have the PREP grades released to the school district. In order to do this, the student has to request the transcript from the university to obtain high school credit and sign a release form. Students who attend Summer PREProgram will need to submit a certificate of completion on or before the 1st day of school to be excused from certain summer homework requirements. There is a fee to attend this program and scholarships are available for those who qualify according to each university's criteria. For questions regarding Summer PREProgram grades and their impact on GPAs, please visit with our counselor.

Tardy Policy—Be Proactive, Put First Things First

A student is tardy when she is not inside the appropriate classroom when the teacher begins instruction. The District and its teachers expect all students to arrive to class on time. During passing periods, students are to move quickly on the right-side of the hall to their next class, curtailing activities such as visiting with friends, which might make them tardy to class. Each campus has guidelines in place to address excessive tardies. The YWLA tardy policy also calls for students to walk with purpose to their next class to be present when instruction starts. Chronic tardiness will lead to disciplinary action. **A student who is tardy to class for more than 15 minutes will be counted absent for the class period.**

- **TARDIES:** A YWLA student is counted tardy when she is not inside the appropriate classroom when the teacher begins instruction. (Exception: tardiness due to late bus arrivals; an announcement will be made to inform teachers).
- **A student who is tardy to class for more than 15 minutes will be counted ABSENT for that class period.** If a student is tardy, the student will be assigned a consequence to be served as assigned.
- If assigned lunch detention, this detention will be **served the day it is assigned.** Detention will start at 30 minutes during lunch and then assigned detention time/days may increase for each tardy after the first tardy and may include detention before or after school. Failure to show to an assigned consequence will result in additional detention/consequences.
 - Parents are asked to check your student's attendance/tardy record through the Frontline Portal at least every 3 weeks.

Teachers' Lounge-Seek First to Understand, Then to be Understood

The teachers' lounge provides a space for teachers and staff to prepare for their lessons, meet with colleagues, and eat their meals without interruptions. Only teachers are allowed in this space. Copying, vending, and ice machines are for faculty members to use. Parent volunteers and office aides may assist teachers in this space after they have completed training. Please respect this space for teachers and staff. With construction, space will be at a premium and we want to ensure all, especially our teachers, have the space they need to prepare for lessons and at times use this space to deliver lessons.

Technology—Sharpen the Saw

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 parents/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 be stricter with the requirements with their students, but NOT less. Students, who need to use a laptop from a teacher, must 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 the 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.

Textbooks/Library Books—Put First Things First

State-approved textbooks are provided free of charge for each subject or class; a student is required to use these books carefully. Each student will have a textbook issued to her by the textbook clerk. Upon receiving the textbook, each student must write her name (first and last name) in the book with ink. The student is responsible for the book/calculator issued to her by the textbook clerk and/or teacher.

A student shall be given textbooks for use at school during the school day. A student issued a damaged book will report it to the teacher. Each student is responsible for writing her name in each issued textbook given to her and keeping this book in her possession. Any student failing to return her issued textbook when asked or any other issued materials shall lose the right to additional textbooks and issued materials until it is paid by the parent or guardian. Records will be held until all fees are cleared. Students requiring textbooks for study at home should check out the book from the respective teacher. Reminder: if a student is on the NOT CLEAR list for textbooks or library books, she will be restricted from extracurricular activities.

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. If you would like to know which Advanced Placement books are on our reading list, please visit with the campus librarian. The SAISD supports all students having a SA Public Library Card. Please visit your local library and obtain your library card by the first Friday of October.

Transportation—Put First Things First

Transportation will be provided for SAISD students. The buses will pick up and drop off at a neighborhood school. Buses will start during the weeks of summer camp. 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. In the event of a problem while on a school bus, the bus driver will inform administration for it to be addressed. A bus driver will be contacted for details. Parents are asked to submit their transportation preferences to the school on how you give permission for your student to travel to and from school each day to include: bus, walking, bicycle, student driver, carpool. Any student being retrieved by an adult other than the adults listed on the emergency contact list have to be submitted to the front office in writing 24 hours prior. Adults must have a valid and current ID/Driver's License to be verified in the front office.

Trespass Warnings—Seek First to Understand, then to be Understood

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—Put First Things First, Begin with the End in Mind

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—Be Proactive

Parents and other adult visitors are welcome to visit the YWLA 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.

Young Women's Prep Network

The San Antonio Young Women's Leadership Academy is a collaborative effort between the Young Women's Prep Network, the San Antonio Independent School District, and the SA YWLA Advisory Board. The Advisory Board is under the leadership of Mrs. Suzanne Wade. The SA YWLA Foundation is under the direction of Ms. Cathy Obriotti Green. These advisory boards support the mission of San Antonio's YWLA. The mission of the Foundation for the Education of Young Women 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 in life by thinking critically, leading purposefully, and living active, healthy and responsible lives. The mission of SAISD is to graduate all of our students and prepare them for success in higher education. The alignment of these two mission statements makes this partnership a natural fit and an outstanding opportunity for the young ladies in our community.

The Foundation for the Education of Young Women 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. We are proud to be a part of this innovative and successful Texas network! Due to the hard work of our teachers, staff, students, and parents, the San Antonio YWLA has consistently been ranked the #1 middle school in San Antonio and #1 high school in San Antonio by U.S. News & World Report; has been ranked nationally by the Washington Post as one of America's Most Challenging Schools; a Texas Honor Roll school-2016; was designated as a 2015 National Blue Ribbon School and a 2021 National Blue Ribbon School; was recognized as a 2022 National AVID Demonstration School. In 2024, YWLA was recognized by College Board as a Platinum School based on the high performance of our students on Advanced Placement (AP) exams. Thank you for choosing YWLA and supporting our incredible YWLA team!

YWLA CONTACT LIST 2024-2025

	Administration	E-Mail Address	Title	Rm
1	Delia Montelongo	dmclerran1@saisd.net	YWLA Network Head of Schools	114B
2	Priscilla Alfaro	palfaro2@saisd.net	Principal	110A
3	Colin Orand	corand1@saisd.net	Assistant Principal	114A
4	Ashley Cash	acash1@saisd.net	College Counselor	113B
5	Wendye Watson	wwatson2@saisd.net	HS counselor	124C
7	Ashlee Guerra-Garza	aguerra6@saisd.net	Admissions & Enrichment Coordinator	108
8	Andrea Garcia	agarcia18@saisd.net	Librarian, Acad. Deca/Comm App/DC Eng. V	201/203
9	Victoria Luna	vluna1@saisd.net	Testing Coordinator	117
	Teachers	E-Mail Address	Assignment	Rm
1	Madison Abele	mabele1@saisd.net	AP Human Geography/ AP Psychology	216
2	Sara Aleman	saleman1@saisd.net	6th Grade Social Studies/AVID 6 th	P-104B
3	Analisa Arguello	aarguello2@saisd.net	Athletic Trainer	GYM
4	Nadia Balderas	nbalderas1@saisd.net	Econ/ AP Govt. /AP U.S. History/AVID IV	205
5	Omar Chavez	ochavez1@saisd.net	Pre-Cal/AP Calc/College Alg	206
6	Hannah Contreras	hcontreras1@saisd.net	6 th Language Arts/AVID 6 th	P-103B
	Begoña De Ubieta	bdeubieta1@saisd.net	Art 6th & 7th, Art II Photo.,	135 Cafe
	Abby Garza	agarza30@saisd.net	7 th Grade Social Studies Honors	P-106B
	Sienna Guerra	sguerra8@saisd.net	8th Grade Math/Robotics/STATS DCDE/AVID	P-102A
	Karen Harris	kharris2@saisd.net	8 th Science Honors/STEAM 6 th	226
	Arcelia Jaramillo	ajaramillo2@saisd.net	MS & HS Dance	Dance
	Ignacia Kilgore	ikilgore1@saisd.net	Prin. of Engineering/ Engineering 2/ AVID 3 & 4/AP-DE Computer Science	P-105A
	Kristyna Martinez	kmartinez18@saisd.net	AP ENG Lang./AP ENG Lit	202
	Larry Martinez	lmartinez36@saisd.net	Theatre I, II, III, IV,	121
	Sharriah Martinez	smartinez33@saisd.net	Art 8th /HS Art Sculpture, Drawing,Painting, AP Art 2D, AP Art 3D	120
	Eboni Murrell	emurrell1@saisd.net	HS English I, ELAR 8, Creative Writing	210
	Enrique Nunez	enunez1@saisd.net	7 th Grade Math Honors/Math 7	P-107B
	Laurentina Perez	lperez13@saisd.net	Spanish I & II	218
	Luz Perez	lperez4@saisd.net	Span.. III /Honors/ AP SPAN. Lang & AP SPAN Lit	220
	Marcia Plested	mplested1@saisd.net	MS & HS Orchestra/AVID 7	P-109 A/B
	Alexander Quinones	aquinones1@saisd.net	Geometry Honors/ AVID 1/ Algebra I/DC course facilitator/	214
	Lina Serna	lserna2@saisd.net	7 th & 8 th & HS Athletics/ MS PE 6th	Choir
	Sara Meghan Stevens	ssteven1@saisd.net	6 th .Grade Math Honors/ AVID 6th	P-104A
	Roslyn Swonke	rswonke1@saisd.net	Chemistry Honors/Anat. & Phys.	209
	Cheryl Thienpont	cthienpont@saisd.net	7 th , 8 th & HS Ath/6th PE & HS PE	
	Jessica Torres	jgonzales21@saisd.net	Algebra I 8th Honors & Algebra II Honors	208
	Joy Tuxhorn	jtuxhorn@saisd.net	6 th Grade Science Honors/STEAM 6 th	P-103A
	Vanessa Vasquez	vvasquez6@saisd.net	Biology Honors/ AP Biology	217
	Manuel Vega	mvega8@saisd.net	AP WHist; AP Seminar	P-101A
	Alejandra Delgado-Villegas	avillegas4@saisd.net	7th Grade Language Arts H/AVID 6 th	P-107A
	Samantha Vogel	svogel1@saisd.net	8 th Grade Social Studies Honors	P-102B
	Rosanne Volpert	rvolpert1@saisd.net	7 th Grade Science Honors/ STEAM 6 th	P-106A
	Hannah Wiersberg	hwiersberg1@saisd.net	AP SEM/AP Research/ English II H/ AVID I	204
	Steven Winters	swinters1@saisd.net	Physics/AP ES/ Forensic Science	211

YWLA CONTACT LIST 2024 - 2025

Professional Staff	E-Mail Address	Title	Rm
Claudia Pilar	cpilar1@saisd.net	School Nurse	106
Rosario Martinez	rmartinez37@saisd.net	Nurse Assistant	106
Vanessa Aquino	vaquino@cissa.org	Communities in Schools	

Auxiliary Staff	E-Mail Address	Title	Rm
Roselva De Hoyos	rdehoyos@saisd.net	School Secretary	114
Gloria Rodriguez	glara@saisd.net	Textbook Clerk	108
Riley Lamb	rlamb1@saisd.net	Counselor Clerk	124
	cfraga2@saisd.net	Instructional Assistant, PE	Choir

Custodial Staff	E-Mail Address	Title	Rm #
Ramiro Lopez	Rlopez17@saisd.net	Head Custodian	222
Edwin Barrios	Ebarrios1@saisd.net	Custodian	222
Eloisa Favela	efavela1@saisd.net	Porter	222
Norma Honesto	nhonesto1@saisd.net	Porter	222
Crystal Williams	cwilliams12@saisd.net	Custodian	222

Cafeteria Staff	E-Mail Address	Title	Rm #
Angelick Guerra	Aguerra7@saisd.net	Cafeteria Manager	Cafeteria
Delma Soto	dsoto3@saisd.net	Cafeteria Staff	Cafeteria
Sylvia Guzman	sguzman3@saisd.net	Cafeteria Staff	Cafeteria
Annie Marie Cortez Martinez	amartinez28@saisd.net	Cafeteria Staff	Cafeteria

[Parent Volunteer Application](https://www.saisd.net/page/face-volunteer-community) <https://www.saisd.net/page/face-volunteer-community>

[Transportation Preferences Form](#)

https://docs.google.com/forms/d/e/1FAIpQLSev6OW_5h4pMjc7Sd9aapwmttz-u63Lu3ENdtD1rYJHANzqBA/viewform

Please cut, sign, and return to your daughter's 3rd period Advisory teacher for a grade by **Friday, August 30, 2024.**

----- CUT HERE AND RETURN TO 3rd Period Teacher -----

I have received, reviewed and understand the YWLA 2023-2024 Student/Parent Handbook. I understand if I have any questions regarding the contents of this handbook that I will present them in writing via email to the YWLA administration (razzamendi1@saisd.net or dmclerran1@saisd.net) by Monday, **August 25, 2023** for clarification.

Student Last, First Name:	Grade: 6 7 8 9 10 11 12
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Student Signature:	3rd Period Tchr Name:
Parent/Guardian Last, First Name:	Today's Date:
Parent/Guardian Signature:	Parent Email: