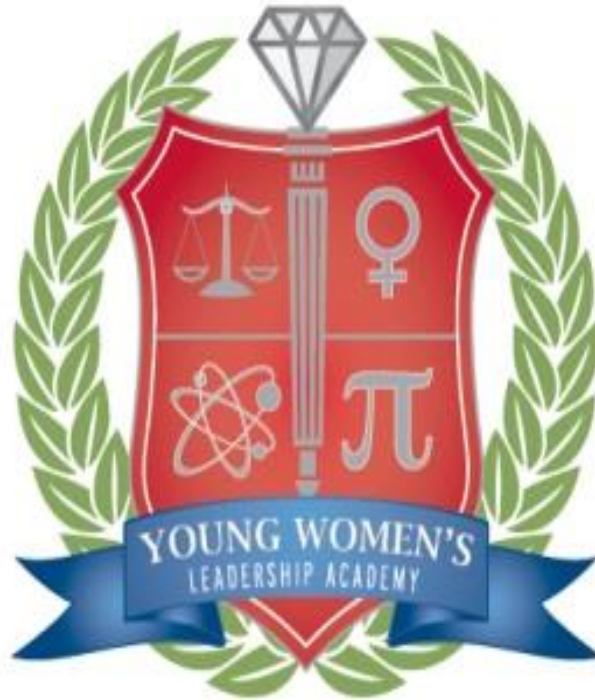


YOUNG WOMEN'S LEADERSHIP ACADEMY
STUDENT HANDBOOK
2018- 2019



Young Women's Preparatory Network
educating future leaders

A Note from Our Principal...

Dear Parents/Guardians and Students,

Greetings and salutations. I am so excited that you will be joining the YWLA family for another spectacular year. To ensure you have a successful year at YWLA, we have supplied you with a student handbook. This handbook will serve as a guide to expectations, policies, and procedures of YWLA and Fort Worth ISD. Please make sure you read it carefully. If you have any questions, please do not hesitate to contact administrators for assistance.

This is slated to be another great year. Remember, Gems shine in all that they do!



Tamara Albury
Principal

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Visitors Welcome!

Parents and guardians are always welcome to visit the Young Women's Leadership Academy.

Procedures for visitors:

Complete the FWISD background check and Parent Visitation Form .

1. Sign-in at the front desk and present a photo ID.
2. Wear the visitor badge prominently.
3. Sign-out in the office before you leave

Groups and organizations may request a scheduled tour of our school by contacting

Kendra Strange at
Kendra Strange@FWISD.org

Our Mission

To develop the full potential of every girl by fostering an educational environment that encourages critical thinking, inspires student confidence, and nurtures both the intellectual and social development necessary to graduate college and become successful leaders in the global community.

Our Core Values

The YWLA values academic excellence, college preparedness, responsible leadership, and wellness life-skills.

YWLA Student GEMS

YWLA students are referred to as Gems. Students enrolled in middle school are affectionately referred to as “*pearls*.” In high school, freshman students are referred to as “*sapphires*”, sophomores as “*emeralds*,” juniors as “*rubies*,” and seniors as “*diamonds*.”

YWLA Creed

I am a GEM of the YWLA
Pushing the boundaries of math, science, and technology.
I will be a servant leader who demonstrates a positive
attitude.
Education is my ticket to success.
I am a future college graduate
who will not succumb to mediocrity.
I will rise to exceptionality with my sisters.
We will have respect for ourselves,
school, peers, and community.
The decisions we make today will affect the rest of our lives.
We never fail because we never give up.
We are extraordinary not because we say it,
but because we work hard at it.
Our character will shine with unity and integrity.
We are the GEMS of the YWLA!



Young Women's Preparatory Network
educating future leaders



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

In early 2002, Lee and Sally Posey established the Foundation for the Education of Young Women and began the effort to get a similar school established in the Dallas Independent School District, with the intention of founding similar schools in other Texas cities. In May of 2002, they accompanied two senior Dallas administrators to New York to visit the Harlem school, and in November of that year several DISD board members and community leaders visited the school and met with Ms. Tisch and the Foundation. In August 2004, after thoughtful consideration by the District and the Board, the Foundation's first school, the Irma Rangel Young Women's Leadership School, opened its doors with the support of the Foundation for the Education of Young Women. Since then, the Foundation's second school, the Ann Richards School for Young Women Leaders, opened in August 2007 in Austin. In August 2008, the Foundation opened two more schools, the San Antonio Young Women's Leadership Academy in San Antonio and the Margaret Talkington School for Young Women Leaders in Lubbock. The Young Women's Leadership Academy of Fort Worth was established in 2010 followed by the Young Women's Leadership Academy at Bill Arnold in Grand Prairie in 2012 and the Young Women's Leadership Academy in Ysleta in 2016.



Sister Schools:

Irma Rangel Young
Women's Leadership
School
Dallas, TX

Ann Richards School for
Young Women Leaders
Austin, TX

Young Women's
Leadership Academy
San Antonio, TX

Margaret Talkington
School for Young
Women Leaders
Lubbock, TX

Young Women's College
Preparatory Academy
Houston, TX

Young Women's
Leadership Academy
at Bill Arnold
Grand Prairie, TX

Young Women's
Leadership Academy
Ysleta, TX

Fort Worth Independent School District

<https://www.fwisd.org/>

Young Women's Leadership Academy

<https://www.fwisd.org/YWLA>

Young Women's Preparatory Network

<http://youngwomensprep.org>

**Foundation for the Young Women's
Leadership Academy of Fort Worth**

<http://ywlafortworth.foundation>

YWLA TELEPHONE NUMBERS

Main Phone **817-815-2400**
Main Fax **817-815-2450**

FWISD Transportation 817-815-7900
FWISD Nutrition Services 817-814-3500

FACULTY and STAFF CONTACTS

Tamara Albury	Principal	Tamara.Albury@fwisd.org
Laura Bennett	Assistant Principal	Laura.Bennett@fwisd.org
Alexandra Channell	Assistant Principal	Alexandra.Channell@fwisd.org
Kendra Strange	College Bound Advisor	Kendra.Strange@fwisd.org
Erika Sevall	Counselor	Erika.Sevall@fwisd.org
Christine Jackson	Counselor	Christine.Jackson@fwisd.org
Stephanie Monday	POC Coordinator	Stephanie.Monday@fwisd.org
Amber Scott	Intervention Specialist	Amber.Scott@fwisd.org
Arielle Oliver	Secretary	Arielle.Oliver@fwisd.org
Ana Varela	Data Clerk/Attendance Clerk/Registrar	Ana.Varela @fwisd.org
Tangie Washington	Girls Inc. of Tarrant County	Twashington@fwisd.org
Freda Calabrese	Parent Liaison	Freda.Calabrese@fwisd.org
Cassandra Miles	Nurse	Cassandra.Miles@fwisd.org
Victor Chapa	Library Media Specialist	Victor.Chapa@fwisd.org
Leonor Martinez	Cafeteria Manager	Leonor.Martinez@fwisd.org
Pam Jackson	Head Custodian	Pamela.Jackson@fwisd.org

2018-2019 KEY DATES

First Day of School	Monday, August 20, 2018
Last Day of School	Friday, May 1, 2019

Holidays

Labor Day Holiday	Monday, September 3, 2018
Thanksgiving Holiday	Monday, November 19 - Friday, November 23, 2018
Winter Break	Monday, December 24, 2018 - Friday, January 4, 2019
Martin Luther King Holiday	Monday, January 21, 2019
Spring Break	Monday, March 11 - Friday, March 15, 2019
Good Friday	Friday, April 19, 2019
Memorial Day Holiday	Monday, May 27, 2019
Snow Days	Tuesday, June 4 & Wednesday, June 5, 2018 (if needed)
Independence Day Holiday	Thursday, July 4, 2018

No School/Staff Development Waiver Days/Teacher Prep Days

Monday, August 13 - Friday, August 17, 2018	Friday, February 1, 2019
Monday, October 8, 2018	Monday, March 25, 2019
Monday, January 7, 2019	Monday, June 3, 2019
Tuesday, January 8, 2019	

Six Weeks Grading Periods

Fall Semester (83 days)

1st Six Weeks	August 21 — September 28, 2018
2nd Six Weeks	October 1 — November 2, 2018
3rd Six Weeks	November 5 — December 21, 2018

Spring Semester (94 days)

4th Six Weeks	January 9 — February 22, 2019
5th Six Weeks	February 25 — April 12, 2019
6th Six Weeks	April 15 — May 31, 2019

GENERAL INFORMATION

Hours of Operation

The school building will open each day at 7:40 a.m. and close at 4:30 p.m. GEMS are not permitted in the building before 7:40 a.m. or after 4:30 p.m. without the direct supervision of a teacher or an administrator.



Monday-Thursday Bell Schedule 2018-2019

Time	Grade 6	Grade 7	8,10	9,11,12
8:05	First Bell	First Bell	First Bell	First Bell
8:10 – 9:40	Period 1/5	Period 1/5	Period 1/5	Period 1/5
9:45 – 11:15	Period 2/6	Period 2/6	Period 2/6	Period 2/6
	Period 3/7 11:20 – 12:50	Period 3/7 11:20 – 12:50	LUNCH 11:15-11:45	ADVISORY 11:18-11:45
			ADVISORY 11:48-12:17	LUNCH 11:45-12:17
	LUNCH 12:50-1:20	ADVISORY 12:53-1:20	Period 3/7 12:20 – 1:50	Period 3/7 12:20 – 1:50
	ADVISORY 1:23-1:50	Lunch 1:20-1:50		
1:55 – 3:25	Period 4/8	Period 4/8	Period 4/8	Period 4/8

Friday Bell Schedule 2018-2019

Time	Amistad Isibindi	Altruismo Nukumori	Lao Tong Reveur
8:05	First Bell	First Bell	First Bell
8:10 – 9:40	Period 1	Period 1	Period 1
9:45 – 11:00	Period 2	Period 2	Period 2
	LUNCH 1 11:00 – 11:30	HOUSE MEETING 11:05 -11:30	HOUSE MEETING 11:00 – 12:00
	HOUSE MEETING 11:30 – 12:30	LUNCH 2 11:30-12:00	
		HOUSE MEETING CONT. 12:00-12:30	LUNCH 3 12:00 – 12:30
12:35 – 1:50	Period 3	Period 3	Period 3
1:55 – 3:25	Period 4	Period 4	Period 4

Front Office

The front office is the business center for the school. All visitors are required to sign in and sign out in the front office. All student record requests and student data information is handled by the Data Clerk who is housed in the front office. (Please see the Student Records information on pg. 25 for further information.) **OFFICE TELEPHONES ARE NOT FOR STUDENT USE** unless approved by an administrator.

Visitors

Visitors are welcome to our school. To ensure a safe and orderly environment, we must require all visitors to check in at the main office in order to receive a Visitor's Pass. We encourage parent/guardian visitation, but will not allow others to visit during school hours, unless formally arranged in advance. We are pleased to offer groups and organizations tours of our campus. If you are interested in a group tour, please contact Kendra Strange to make arrangements.

Classroom Observations & Lunch Visits

In addition, our classes are always open to parents/guardians. We request 48 hour notice of parent intent to visit a classroom. If a parent would like to observe his/her student's class, they must first complete a campus parent visitation form and the online FWISD background check. Parent visitation forms can be found in the Main Office, and the background check can be completed at <https://volunteer.fwisd.org/>. (The background check must only be completed once per year.) During classroom observations, questions and comments should be reserved for parent/teacher conferences. It is our goal to provide an atmosphere of continuous learning and teaching without unnecessary interruptions.

Lunch visits are welcome. If you would like to eat lunch with your student, we request 48 hour notice, and completion of the campus parent visitation form and the FWISD background check. Lunch may be brought for your student, but food may not be shared with any other students.

Identification (ID) Badges

The YWLA requires that ALL students wear their ID badges daily. The YWLA will provide the first student ID and lanyard free of charge.

- A student may choose to wear a different lanyard but it must represent a college or university. Lanyards provided by the YWLA are color coded based on student grade level.
 - **MS (6th-8th): Red**
 - **HS (9th-10th): Navy Blue**
 - **HS (11th-12th): Green**
- To obtain a new ID or accessories, please see Ms. Jackson or Ms. Sevall in the morning in the counseling suite **before the tardy bell at 8:10a.m.**
- ID replacement costs are as follows:
 - **\$5-** this includes the entire ID w/ Lanyard & card holder
 - **\$3-** for a card replacement

- **\$1-** for a new lanyard
 - **\$1-** for the card holder
- **If your student withdraws from the YWLA during the school year, the student will be required to turn in their ID.**

Courtesy Phone

The courtesy telephone, located in the main office, is for school business only. Students must ask permission to use the phone. All phone calls during the day require a note from a teacher. Since cell phone use is restricted on campus, ALL phone messages and deliveries from home should be left with the main office.

Emergency Drills

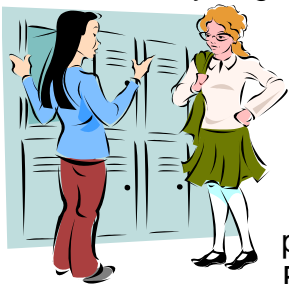
Students, faculty, staff, and visitors participate in frequent emergency drill procedures. When the alarm is sounded, students must follow the directions of the teacher or staff member quickly, quietly, and in an orderly manner.

DAILY PROCEDURES

The school day begins at 8:10 a.m. for both Middle School and High School.

Arrival Before 8:00 a.m.

The school opens each day at 7:45 a.m. After 7:45 a.m. students may go to the cafeteria until the school day begins. GEMS should not arrive at the YWLA campus prior to 7:40 a.m.



Student Lockers

A locker will be assigned to each student. Students in grades 6-8 will be provided with a combination lock. Students in grades 9-12 must provide their own combination lock. Lockers may not be shared or traded. Each student is responsible for remembering her combination. Lockers are the property of FWISD and are subject to search as deemed necessary by FWISD staff. Students are expected to keep lockers clean and well organized. No decorations are allowed on the exterior of lockers. No adhesives are allowed on the interior of lockers. Magnetic decorations and organizers are acceptable. Lockers will be assigned near advisory teacher classrooms. Students may go to their lockers from 8:05 – 8:10am, before and after lunch, and after 3:25pm.

Pledges/Moment of Silence

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

1. Recitation of the Pledges of Allegiance to the United States and Texas Flags and YWLA Student Creed.
2. A short period of silence, not to exceed one minute.

3. Listen to the daily announcements.

Advisory Period

As part of the YWLA mission to serve the academic, social, and emotional development of young women, we have developed an Advisory Program to help students achieve their personal best as they prepare for college. Each student is assigned an advisory teacher and will meet daily with the advisor during her advisory period. The advisory teacher is the primary contact for parents. Each student is directly responsible to the advisor and the advisor takes responsibility for each of his/her advisees. The advisory period will be utilized for study hall and to regularly conduct student enrichment activities in the areas of leadership, health/wellness, and women's studies.

Hallway Etiquette

1. No cell phones or headphones/earbuds may be visible in the hallways between classes.
2. Walk quietly, using inside voices.
3. Walk on the right side of hallways, stairwells, and all walkways.
4. Use appropriate entrance and exit doorways.

Lunch

All students are given a 30-minute lunch period. We expect students to take pride in our cafeteria and treat it accordingly.

All food must be consumed in the cafeteria. Students may purchase lunch in the cafeteria or bring lunch from home. Students are not allowed to order food to be delivered to them on campus during the school day nor are they permitted to ask another student to bring them lunch from an off campus location. Food deliveries from restaurants will be returned to the restaurant regardless of remitted payment. Parents are not permitted to bring food for students other than their own.

The Young Women's Leadership Academy is a closed campus for grades 6-10. **Only grade 11 and grade 12 students with off campus lunch permission forms on file** will be allowed to leave campus for lunch. Students who leave campus for lunch do so with the expectation that they will not exceed the 30-minute designated lunch period. If a student does not return within the 30 minutes, her off campus lunch privileges will be revoked for the following six weeks.

Note: Class parties and birthday parties are not allowed in the cafeteria. **Do not bring sodas, candy, gum, cake, cookies or other non-nutritional items to school for meals.**

Lunch Procedures:

1. Enter cafeteria and leave your belongings at your table, then proceed to the cafeteria line if you need a cafeteria lunch. You may sit at any table in the café. You may NOT move someone else's belongings once they have been placed at a table.
2. If you are using the automated system to purchase lunch you must show your student ID to the line manager before you enter your student ID #.

3. Use inside voices.
4. Be polite and use good manners.
5. Clean your seating area after you finish eating.
6. Students develop service leadership by cleaning tables near the end of the lunch period.

End of the Day

1. Walk directly to your destination (tutoring, your bus, or car pick-up).
2. Dismissal occurs every day at 3:40. Students are to exit through the main entrance of the building.
3. Middle school students are not allowed to cross the street to catch their ride.
4. Middle school students must remain on the YWLA campus until their transportation arrives.
5. Middle school students may not leave campus after school to walk to nearby locations unless administrators receive written parent permission documenting specific location, date(s), and times in which the student can leave campus after dismissal.

ATTENDANCE

Attendance Requirements

Our goal is to have every student in class everyday unless illness prevents attendance. Instruction begins at 8:10 a.m. for all students. Your GEM is expected to be in class and ready to work at that time. After 8:10 a.m. your student is considered tardy. Please call the main office at 817.815.2400 before 10:00 a.m. to report your student's absence. Please attempt to schedule all doctors' appointments after 10:00 a.m. Written documentation must be submitted to the main office for all absences, tardies, and early releases **within 7 days** of student's return to campus.

All students at the YWLA are expected to maintain a 98% attendance rate. Students who do not maintain this goal may have to go before the Academic Review Committee.

Compulsory Texas Attendance Law states that a person must remain in school until the 18th birthday. **Students and parents must understand regular attendance is a necessary requirement for the learning process.** Achievement in school is directly related to attendance. It is the role of the classroom teacher to see that every day is a meaningful instructional day for students. While there are times when students must be absent from school, **it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school each day.**

Absence Protocol

Parent/Guardian must call the data clerk by 10:00 a.m. on the day of an absence. Upon returning to school, the student must bring a written note from the parent/guardian or a doctor's note with an explanation of her absence to the data clerk. The note must include the following:

Student's Name

Date(s) of absence and date note was written

Reason for absence

Signature of Parent/Guardian and Phone Number

This note must be presented to the data clerk for admission to all classes. Students will have **seven (7) calendar days** to present a note for excused absences.

Absences will be considered by school administration on a case-by-case basis.

- The only excused absences are those covered by official doctor's notes, court appointments, and religious holidays. Students are encouraged to return to school following an appointment. The student must bring an official statement from the persons listed in order for the absence to be excused.
- Family emergencies must be documented. Only two (2) undocumented absences per 90 days are accepted.

Makeup Work Because of Absence (All Grade Levels)

"For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. The student shall be allowed no less than one day for each day absent, but may be allowed more time depending on the assignment and at the teacher's discretion. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students." – *FWISD Guide to Grade Reporting*

Parents may make arrangements with the Counselor to pick up work if the student will be out for three or more days. Students must talk with individual teachers about late or incomplete work. Extended illnesses are dealt with on an individual basis.

Missing Work

If a student is absent and does not have her homework, it is the student's responsibility to check with their teachers. Know and follow your teachers' classroom procedures for missing work.

Redo Assignment or Retake Test Board Policy

“Redo Assignment or Retake Test Board Policy allows grade on a test or assignment, except for semester exams, the opportunity to redo the assignment or retake the test according to the following parameters:

- The student will be provided an opportunity for tutoring or re-teaching prior to retesting. This may occur during class time, before or after school, or at another time agreed upon by the teacher and student.
- A teacher may require the student to complete missed homework, test corrections, or other items as part of the re-teaching process.
- A student must redo the assignment or retake the test within five school days from the date the assignment or test was returned to the student.
- A teacher may provide longer than five school days if necessary.
- Any retests will be administered on the campus
- The grade the student receives on the redone assignment or retaken test will be no higher than a 70
- A failed semester exam cannot be retaken.
- If more than 50% of the students in a class fail to demonstrate mastery on a summative assessment, except a benchmark, a teacher is encouraged to reteach and retest the class. The higher of the two grades will be recorded. A student who passed the original test can elect to retake the test. Reassessments should occur within five school days from the date the test is returned with feedback to the student.” –FWISD *Guide to Grade Reporting*

Late Arrivals/Tardiness

All students are expected to report to their appropriate classes prior to the tardy bell. Upon receipt of their third tardy, students will be conferenced by an administrator and may receive disciplinary action. Excessive tardiness may result in students being brought before the Academic Review Committee.

Early Dismissal

Students must submit a written request from their parent or guardian to the data clerk before 8:15 a.m. on the day of the dismissal. A phone number must be included so that the parent can be contacted. A doctor's note verifying an appointment must be brought to the Data Clerk on the following day. Dismissals will not be approved by phone.

ACADEMICS

Academic Probation & Dismissal

Middle School

YWLA middle school students are required to pass all courses (including advisory) with at least an 81% or higher. Students who fail to meet this requirement will be placed on *Academic Probation*. *Academic probation* is defined as the six weeks academic period immediately following a grading period during which a student received a final course grade of 80% or lower. Probationary students are required to receive a semester course average of 81% or

higher in all academic classes by the following progress period. If the student is unsuccessful in meeting this expectation, we will host mandatory parent-student failure conferences, and the student will not be permitted on any field trips. If the student is successful in meeting this expectation, the probationary period will be terminated due to the student's favorable academic performance.

High School

YWLA high school students are required to maintain a minimum GPA of 3.0 each six weeks. Students who fail to meet this requirement will be placed on *Academic Probation*. *Academic probation* is defined as the six weeks academic period immediately following a grading period during which a student received a six weeks GPA of 3.0 or lower. Probationary students are required to receive a semester course average of 3.0 or higher in all academic classes by the following progress period. If the student is unsuccessful in meeting this expectation, we will host mandatory parent-student failure conferences, and the student will not be permitted on any field trips. If the student is successful in meeting this expectation, the probationary period will be terminated due to the student's favorable academic performance.

Advanced Academic Courses and Programs

Academic courses that lead to Advanced Placement Courses (AP) are referred to as Pre-Advanced Placement (Pre-AP) courses. At the YWLA, all of our middle school core courses are Pre-AP courses. Emphasis is given to the skills and strategies needed to succeed in Advanced Placement courses which will be taken in the high school. Advanced Placement courses provide a college-level curriculum. All students are expected to take the Advanced Placement Exams. Based on the AP Exam scores and individual university course recognition procedures, students may earn college credit. The YWLA curriculum includes fifteen Advanced Placement courses.

College Bound Advisor

The YWLA has a full-time College Bound Advisor who serves students in all grade levels. The College Advisor provides year-round programming for students and families. The mission of our College Bound Program is the expose, educate and equip students for college entry and success. In middle school, our focus is developing a college bound mindset and habits for success. As students progress through high school, our focus will be preparing for college in all aspects, selecting schools, and applying for admission and financial aid. The College Advisor works to ensure students are prepared for college, maintaining competitiveness in the application process, preparing for college entrance exams, and completing necessary requirements to enroll in college. Students and parents are invited to schedule individual appointments with the College Bound Advisor to discuss individual progress and goals. Parents are also encouraged to attend Parent University sessions in order to gain education about the college process.

Gifted and Talented (G/T) Placement

Students may be nominated for screening by parents, teachers, counselors, and other campus staff. Screening takes place over several months and is in accordance with board policy.

Parents who wish to learn more about the process should contact Counselor, Christine Jackson. All of the YWLA teachers are G/T trained and/or certified.

Late Work Policies

High School (courses in which "credit" is awarded): Homework is designed to enhance instruction and student learning, as well as teach responsibility, self-discipline and organizational skills. GEMS enrolled in high school courses will receive a demerit for incomplete or lost homework. Late assignments will receive a maximum grade of 70%. YWLA instructors encourage all GEMS to complete their assignments in their entirety and to submit them on time.

Middle School (6th-8th grade courses): Homework is designed to enhance instruction and student learning, as well as teach responsibility, self-discipline and organizational skills. GEMS enrolled in middle school courses will receive a demerit for incomplete or lost homework. Assignments submitted one day late will receive a maximum grade of 90%. Assignments submitted two days late will receive a maximum grade of 80%. Any assignments submitted three or more class periods late, will be scored a 0%. YWLA instructors encourage all GEMS to complete their assignments in their entirety and to submit them on time.

Project Lead the Way (PLTW)

Project Lead the Way prepares students to be the most innovative and productive leaders in Science, Technology, Engineering, and Mathematics (STEM) and to make meaningful, pioneering contributions to our world. Through an engaging, hands-on, engineering based curriculum, PLTW encourages the development of problem-solving skills, critical thinking, creative and innovative reasoning, and a love of learning. The PLTW STEM Education Program gives students a brighter future by providing them with a foundation and proven path to college and career success in STEM-related fields. PLTW sparks the ingenuity, creativity, and innovation within our students.

Promotion

FWISD policy provides further definition of promotion requirements. In Grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade level standards (essential knowledge and skills) for all subject areas, and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies. Policy EIE (LEGAL and LOCAL)

Grade-level advancement for students in grades 9–12 shall be earned by course credits as follows: [See EI]

Freshman	0 – 5.5
Sophomore	6 – 11.5
Junior	12 – 18.5
Senior	19

In addition to local standards for promotion, students may be required to meet the passing standard on an applicable assessment instrument in the subjects required under state law in order to earn course credit.

Textbooks

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

STUDENT CONDUCT

We Believe in Respectful Behavior

Every YWLA student is a respectful student and follows school policies and rules. We believe that helping students make appropriate behavior choices is an on-going effort at school and at home.

Standards of Student Conduct

Exercise self-control

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

Demonstrate a positive attitude

- Take a leadership role.
- Be polite.
- Be cooperative.

Respect the rights and feelings of others

- Behave in a manner that does not disrupt others.
- Treat others with courtesy and respect.

Support the learning process

- Attend all classes regularly and on time.
- Be prepared for class.
- Listen carefully to instructions.
- Participate in class activities.

General Expectations

- Greet all adults when entering a space
- Introduce yourself to visitors (smile, shake hands, say your name and grade level)

YWLA Behavior Management Policy

- Teacher-student relationships are the key to academic and social success.
- Students are responsible for their behavior choices.
- Positive reinforcement is used to promote behavior responsibility.
- Problem solving whenever possible is used to facilitate quality behavior.

Student Misconduct

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

- Demerit/Lunch Detention
- Parent Notification
- Conference with the student and/or parent
- Administrative Referral
- * Others as guided by the Student Code of Conduct

Administrators reserve the right to use discretion in instances of severe misconduct for extenuating circumstances.

SOCIAL NETWORKING

Use of social media outside of instructional purposes directed by the teacher is **PROHIBITED.**

Cyber Bullying

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the FWISD Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. Students and parents should also know it is a crime to, without permission, impersonate someone in creating a website or sending a message on a social networking site. The penalty for this offense is increased if the message threatens harms or intimidates someone.

Character Cards

YWLA middle school students will be issued a "Character Card" each six weeks. Character Cards are used to record student demerits and should be reviewed and signed by parents weekly. Students will receive a grade for returning their signed Character Card each six weeks. This grade is recorded and reflected in the Advisory period. Low advisory grades will result in prohibition from field trips.

Grading Scale

100 = 6 Signatures
83 = 5 Signatures
67 = 4 Signatures
50 = 3 Signatures
33 = 2 Signatures
17 = 1 Signatures
0 = 0 Signatures

YWLA Demerit / Merit System

The YWLA employs the use of a *demerit / merit system*. Student demerits are earned for the following reasons and they are recorded on the student's *Character Card*.

- Violation of school policies which include:

- Tardiness
- Inappropriate Language
- Food, candy, gum, etc.
- Failure to attend assigned activities
- Disruptions
- Disrespect to adults or other students
- Failure to Complete Homework
- Uniform violations

Students can earn merits through:

- Extra effort - *I will rise to exceptionality.*
- Complimentary behavior that influences others - *Our character will shine with unity and integrity.*
- Service & participation in extra-curricular, community or enrichment activities - *I will be a servant leader.*

Consequences of demerits earned will vary and are in accordance with the student's assigned grade level. .

We believe that students who think about behavior choices can better improve their behavior. We expect students to:

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

Academic Integrity

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

Plagiarism

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

How to avoid plagiarism? Use Citations!

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

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

Consequences for Plagiarism:

- First Offense: Zero on the assignment (cannot be made up). Teacher notifies parent.
- Further Offenses: Referral to the office and other disciplinary consequences.

Cheating/Copying

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

Consequences for Cheating:

- First Offense: Teacher calls parent and a zero on the assignment. The teacher will make the determination if an alternate assignment will be given.
- Further Offenses: An office referral and disciplinary consequences appropriate to the offense.

If you compromise your academic integrity, it may hurt your college admission and scholarship opportunities.

Selling Items at School

Students are strictly prohibited from selling any item for personal profit such as candy, gum, toys, etc., on school grounds. Any attempt to do so will result in items being confiscated and the student will be subject to disciplinary action by the school administrator.

Student Money

Students should bring only the amount of money needed for lunch or other school expenses. Students are discouraged from bringing jewelry, purses, expensive or valuable items, electronic devices, etc. **The school cannot accept responsibility for personal items.**

Lost and Found

Found items should be taken to the office for placement in Lost and Found. Lost items should be reported to the main office as soon as possible. Any item left in Lost and Found at the end of the semester will be considered a donation to the school. Labeled items are easily identified and returned to their owner.

EXTRA-CURRICULAR ACTIVITIES

Afterschool Clubs

Girls are highly encouraged to not only participate; but, to create their own clubs and service learning opportunities. The goal is to ensure that our programs are student led and generated. Leadership is infused in the Advisory class and developed through summer enrichment programs.

National Honor & Junior Honor Societies (NHS & NJHS)

NATIONAL JUNIOR HONOR SOCIETY (NJHS) Membership guidelines are as follows:

Scholarship is the most important consideration. Other qualifications are character, leadership, citizenship and service.

The eligibility requirements for NJHS (6th -8th) are a 96+ average, the student will not be allowed to have any grade on their report card below an 85. Student is required to have all E's and S's for citizenship.

Members of the NJHS must maintain these standards. Once you are a member one probation period will be allowed for a grade between 75 and 84 or one N in citizenship. No probation is allowed for a failing grade*, a U in citizenship or a severe infraction. Transferred grades may be included; however, the student needs to have been in attendance at Young Women's Leadership Academy for at least four six weeks of either seventh or eighth grade. Students' grades are reviewed after the fourth six weeks. The names of those qualifying are submitted to a faculty committee for a final check. Students and parents receive an invitation to join in March.

*Any grade below a 75 is considered failing.

NATIONAL HONOR SOCIETY (NHS) Membership guidelines are as follows:

Scholarship is the most important consideration. Other qualifications are character, leadership, citizenship and service.

The eligibility requirements for NHS (9th-12th) are a 96+ average, the student will not be allowed to have any grade on their report card below an 85. Student is required to have all E's and S's for citizenship.

Members of the NHS must maintain these standards. Once you are a member one probation period will be allowed for a grade between 75 and 84 or one N in citizenship. No probation is allowed for a failing grade*, a U in citizenship or a severe infraction. Transferred grades may be included; however, the student needs to have been in attendance at Young Women's Leadership Academy for at least four six weeks of either 10th-11th grade. Students' grades are reviewed after the fourth six weeks. The names of those qualifying are submitted to a faculty

committee for a final check. 9th-10th grade Students and parents receive an invitation to join in March. 11th-12th grade students may choose to apply in October for a fall induction.

*Any grade below a 75 is considered failing.

Community Service Hours

Community Service refers to service that a person performs for the benefit of his or her local community.

All students are required to complete community service hours.	
Grade 6 = 6 hours	Grade 7 = 12 hours Grade 8 = 18 hours
Grade 9 = 24 hours	Grade 10 = 30 hours Grade 11 = 36 hours Grade 12 = 42 hours

Students must document community service hours on a school provided log. Hours are to be logged and signatures attained at the time hours are served. Alternate documentation may be accepted with approval from an administrator.

Students are expected to complete 1/6 of their required total each six weeks to be in good standing. For example, grade 6 students need six total hours for the year, $6/6 = 1$ hour each six weeks. Students who do not complete the required number of hours each six weeks will not be allowed to participate in field trips and other school events. Teachers will collect community service cards during advisory the last Thursday of the six weeks to track hours and include as part of advisory grade.

TECHNOLOGY POLICIES

Cell Phones

Cell phones are permitted on campus but are subject to restrictions. During instructional time cell phones may only be used for teacher approved instructional purposes. Cell phones CANNOT BE VISIBLE and MAY NOT BE USED by students for personal reasons during class or in the hallway during passing periods. Students are allowed limited use of cell phones for personal purposes during the following times:

- Before the first bell rings at 8:05
- After the final bell rings at 3:25

In the event of an emergency, parents/guardians may contact the school to reach their student(s).

Students that violate this policy will have their cell phones confiscated. Consequences will include lunch detention, a parent/guardian to pick-up the phone after school, and a \$15 fee.

Computers Acceptable Use Policy

Access to the District's electronic communications system(s) is a privilege, not a guaranteed right. All users shall be required to acknowledge receipt and understanding of all policy and administrative regulations governing use of the system(s) and shall agree in writing to comply with such policies and administrative regulations. Policies and administrative regulations are available online at www.fwisd.org, located in the school library or by contacting the Communications Department at 817.814.1930. Noncompliance will result in disciplinary action consistent with District policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by the Fort Worth ISD.

LEARNING TRIPS

Learning Trip Policy

Incorporating field-based exploration into its mission, the YWLA affords students the opportunity to participate in a number of educational and extra-curricular trips. Because these trips are a privilege, students must meet certain guidelines in order to participate. These guidelines, as well as additional guidelines established by the group sponsor(s), are used in determining whether a student may participate in the activity or trip:

Responsibility

1. Students must submit learning trip materials, such as fees, transportation waivers, medical forms, etc. on time.
2. Students must clear all school obligations (overdue library books, lost textbooks, etc.) and provide written documentation that the obligation has been cleared to the trip sponsor by the established deadline.

Grades, Discipline, and Participation

1. For extra-curricular trips, students must meet eligibility requirements set by the sponsoring group.
2. Approval may be denied on the basis of inappropriate behavior or academic deficiencies.
 - a. Middle school students must have all grades above 81%
 - b. High school students must have a minimum GPA of 3.0

Trip Expenses

1. We want all girls to participate in school trips. Please notify the trip sponsor ***in writing*** if you need financial help.
2. When a student has paid for a trip but is unable to attend, full or partial refunds may be possible. Some trips must be paid for months in advance and it may not be possible to get a refund from the company involved. The group sponsor will determine if a refund is possible and the exact amount of the refund. Parents will be informed of the refund policy for each trip.

LIBRARY

Library Procedures:

- Upon entering the library with a class, come in and sit at the tables immediately. Wait for instructions from your teacher and/or your librarian.
- A pass is required for individual students to visit the library during class times. Each student must have an individual pass.
- Students may go to the library during their assigned lunch period, and before or after school without a pass.
- Students must sign in at the circulation desk upon arrival, and sign out when upon departure from the library.
- Students are expected to begin work without being directed to do so.

Behavior Expectations:

- Enter and depart quietly and calmly.
- Respect the space and materials.
- Respect other students and guests. Be aware of your voice level and behavior.
- Food and drinks are not allowed in the library.

Computer Use:

- Computers may only be used for school assignments and related tasks.
- Leave all settings as found.
- Use only YOUR login information to sign in.
- Save all work to your flash drive and/or your student profile document folder. DO NOT save files to your desktop.
- Always log off when finished.

Laptop Computer Use:

- Student must surrender their student ID to library staff to use a laptop.
- Remove the computer carefully from the cart. Make sure all cords remain on the cart shelf.
- If there is a problem with the computer, inform the library staff. DO NOT RETURN IT TO THE CART.
- When through with the computer, replace laptop to the correct cart and shelf. Make sure that the computer is plugged in and cords are stowed properly.
- Once the computer is replaced correctly, the student's ID will be returned.

Print Policy:

- Students must have permission from the library staff to print. Permission will be given to print school-related items only.
- Students must have a print card in order to print. Each student receives a free print card each six weeks. Additional cards may be purchased in the Library, if needed.

PARENT ENGAGEMENT

Parent/Guardian Expectations

Home and familial support is critical for our students' success. We expect YWLA parents to:

- Establish and maintain a positive attitude toward education and school personnel.
- Be an active participant in the overall school program by volunteering 20 hours per school year.
- Strive to prepare their child emotionally and socially to be receptive to learning and discipline.
- Require and lead their child to develop proper study habits at home.
- Assist their child in being properly attired for school according to the standards of the dress code.
- Send their child daily to school as required by law and promptly notify the school to explain absences and tardiness.
- Attend school conferences; respond to the teachers' initial contact.
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.

Protocol for Parent Concerns

- Parents/guardians should first discuss their concerns with the teacher.
- If a parent brings a concern to an administrator before consulting with the teacher, the administrator will ask the parent to first confer with the classroom teacher.
- If the teacher and parent/guardian are unable to resolve the concern, then the parent may contact an administrator.
- If after discussing the concern with the Principal, the concern is not resolved, the Director of Secondary School Leadership should then be contacted.

Parent & Community Involvement

At the Young Women's Leadership Academy we honor the commitment that parents have made by enrolling their daughters in our program. Our goal is to build skills and relationships that benefit the young women in our classrooms. We also want to make the process of sending their daughters to college one that is painless and routine by graduation time. There are many opportunities for parents to volunteer and provide their support to the campus through PTSO, parent volunteerism, and conferencing with teachers.

Parent Volunteers

YWLA parents are asked to volunteer a minimum of twenty (20) hours each school year in accordance with the *YWLA School-Parent Compact*. Hours can be accrued by both participating and assisting with campus endeavors. All parent volunteers must complete a criminal background check at the beginning of the year. We expect volunteers to wear a badge at all times and follow sign-in and sign-out procedures. Please contact our Parent Liaison, Freda Calabrese, if you have questions about volunteering at our campus. You can go to the following link to get more information <https://volunteer.fwisd.org/>.

UNIFORMS

Students enrolled in the Young Women's Leadership Academy (YWLA) shall adhere to the following standard in their dress and grooming.

The uniform:

- presents a positive image
- promotes school unity
- supports safety by allowing outsiders to be easily identified, and
- reduces distraction related to clothing choices

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 may obtain permission from the Principal to modify the dress code for specific events.

Approved for 6th & 7th Grade GEMS

Full Dress Requirement: Students are required to wear full dress **every Monday**. Full dress includes the following:

- White oxford blouse
- Plaid 81 skirt
- Red tie
- White knee high socks
- Saddle shoes (black AND white)

Special Dress: Special Dress includes the wearing of Full Dress attire with a blazer.

Shirts

White Oxford Blouse: Short or long sleeve

Red or White Polo: Short or long sleeve.

- Polo styled shirts must have YWLA monogrammed crest
- Under shirts and undergarments must be solid white
- No gym shirts are to be worn outside of PE class

Shorts/Pants

Shorts- Dark navy blue, knee length, no cuff

Slacks- Dark navy blue, no tapered leg, no denim fabric

All pants and shorts must be worn with a **black or brown** belt without embellishments

Note:

- All uniform pants and uniform shorts are to be worn at the waist in the appropriate size for the student and will be neatly hemmed.
- No skinny jeans/pants; no jeggings or leggings; no capri length pants. (Jeans will only be

allowed on special days.)

- No bottoms shall have any rips or holes in them

Skirts/ Jumpers

Pleated Plaid 81 skirts – may be worn with white oxford blouse or polo

Plaid 81 Jumpers – must be worn with white oxford blouse

Sweaters / Outerwear

Red Vest with YWLA crest, must be worn with white oxford blouse

Red Cardigan with YWLA crest

Red V-neck pullover with YWLA crest

Red Fleece with YWLA Crest

On extremely cold days when heavy coats are required, students may wear coats into the building, but are to be removed once inside of the building. Only school fleece, sweaters, pullovers and vests can be worn into classrooms.

Socks/Shoes

Regular Uniform

Boat Shoes/ Sperry Loafers: Neutral Colors and Navy

Flats (Vans, Slip-Ons, Toms, Bobs etc.): Any solid color, no patterns, no white canvas material

Tennis shoes/Athletic shoes /Sneakers/ Gym shoes (not for PE): All white, all navy, or all red with neutral accents

Canvas/Keds/Converse: Red on white, Navy on White, No other colors.

Socks are mandatory.

Socks: white, no show, ankle, or knee-high length

Tights: solid white or black, must be footed

No embellishments or designs are allowed on socks or tights

Accessories

Bows/ Ribbons- solid red, solid navy blue, solid white or plaid 81

Head bands- solid red, solid white, solid navy; no decorative pieces larger than a quarter

Belts- Plain black or brown (No embellishments or distracting buckle

Ties- Red tied in Windsor knot, full dress and special dress

Backpacks- solid red, navy blue, black or Plaid 81

Purses are allowed to carry personal items

No bandanas or paisley patterned headbands.

Field Trips/Special events

Unless otherwise stated, all field trip and special event attire will be Full or Special dress

Approved for 8th Grade GEMS

Full Dress Requirement: Students are required to wear full dress **every Monday**. Full dress includes the following:

- White oxford blouse
- Plaid 81 skirt
- Red tie
- White knee high socks
- Black ballet flats

Special Dress: Special Dress includes the wearing of Full Dress attire with a blazer.

Shirts

White Oxford Blouse: Short or long sleeve, must be worn with tie

Red or White Polo: Short or long sleeve.

- Polo styled shirts must have YWLA monogrammed crest
- Under shirts and undergarments must be solid white
- No gym shirts are to be worn outside of PE class

Shorts/Pants

Shorts- Dark navy blue, knee length, no cuff

Slacks- Dark navy blue, no tapered leg, no denim fabric

All pants and shorts must be worn with a **black or brown** belt (without embellishments)

Note:

- All uniform pants and uniform shorts are to be worn at the waist in the appropriate size for the student and will be neatly hemmed.
- No skinny jeans/pants; no jeggings or leggings; no capri length pants. (Jeans will only be allowed on special days.)
- No bottoms shall have any rips or holes in them

Skirts/ Jumpers

Pleated Plaid 81 skirts – may be worn with white oxford blouse or polo

Plaid 81 Jumpers – must be worn with white oxford blouse

Sweaters / Outerwear

Red Vest with YWLA crest, must be worn with white oxford blouse

Red Cardigan with YWLA crest

Red V-neck pullover with YWLA crest

Red Fleece with YWLA Crest

On extremely cold days when heavy coats are required, students may wear coats into the building, but are to be removed once inside of the building. Only school fleece, sweaters, pullovers and vests can be worn into classrooms.

Socks/Shoes

Regular Uniform

Boat Shoes/ Sperry Loafers: Neutral Colors and Navy

Flats (Vans, Slip-Ons, Toms, Bobs etc.): Any solid color, no patterns, no white canvas material

Tennis shoes/Athletic shoes /Sneakers/ Gym shoes (not for PE): All white, all navy, or all red with neutral accents

Canvas/Keds/Converse: Red on white, Navy on White, No other colors.

Socks are mandatory.

Socks: white, no show, ankle, or knee-high length

Tights: solid white or black, must be footed

No embellishments or designs are allowed on socks or tights

Accessories

Bows/ Ribbons- solid red, solid navy blue, solid white or plaid 81

Head bands- solid red, solid white, solid navy; no decorative pieces larger than a quarter

Belts- Plain black or brown (No embellishments or distracting buckle

Ties- Red tied in Windsor knot, full dress and special dress

Backpacks- solid red, navy blue, black or Plaid 81

Purses are allowed to carry personal items

No bandanas or paisley patterned headbands.

Field Trips/Special events

Unless otherwise stated, all field trip and special event attire will be Full or Special dress

Approved for 9th -12th Grade GEMS

Special Dress:

- White oxford blouse
- **Grades 10-12 ONLY:** Plaid 81 skirt
- **Grade 9:** Grey pleated skirt
- Blue tie
- Navy Blazer with YWLA crest
- White or navy knee high socks, or solid white tights.
- Black ballet flats

Full Dress: Same as **Special Dress** but without Blazer

Shirts

White Oxford Blouse: Short or long sleeve, must be worn with tie

Navy or White Polo: Short or long sleeve

SENIORS ONLY- Green Polo: Short or long sleeve

- Polo styled shirts must have YWLA monogrammed crest
- Under shirts and undergarments must be solid white
- No gym shirts are to be worn outside of PE class

Shorts/Pants

Shorts- Khaki, knee length, no cuff

Slacks- Khaki, no tapered leg, no denim fabric

All pants and shorts must be worn with a **black or brown** belt (without embellishments)

Note:

- All uniform pants and uniform shorts are to be worn at the waist in the appropriate size for the student and will be neatly hemmed.
- No skinny jeans/pants; no jeggings or leggings; no capri length pants. (Jeans will only be allowed on special days.)
- No bottoms shall have any rips or holes in them

Skirts/ Jumpers

Pleated and flat front khaki skirts – may be worn with polo shirts or white oxford blouse

Plaid 81 skirt – may be worn with polo shirts or white oxford blouse

Grey pleated skirt – may be worn with polo shirts or white oxford blouse

Khaki Jumper with YWLA crest– must be worn with white oxford blouse

Sweaters / Outerwear

Navy Vest with YWLA crest, must be worn with white oxford blouse

Navy Cardigan with YWLA crest

Navy V-neck pullover with YWLA crest

Navy Fleece with YWLA Crest

On extremely cold days when heavy coats are required, students may wear coats into the building, but are to be removed once inside of the building. Only school fleece, sweaters, pullovers and vests can be worn into classrooms.

Socks/Shoes

Regular Uniform

Boat Shoes/ Sperry Loafers: Neutral Colors and Navy

Flats (Vans, Slip-Ons, Toms, Bobs etc.): Any solid color, no patterns, no white canvas material

Tennis shoes/Athletic shoes /Sneakers/ Gym shoes (not for PE): All white, all navy, or all red with neutral accents

Canvas/Keds/Converse: Red on white, Navy on White, No other colors.

Socks are mandatory.

Socks: white, no show, ankle, or knee-high length

Tights: solid white or black, must be footed

No embellishments or designs are allowed on socks or tights

Accessories

Bows/ Ribbons- solid red, solid navy blue, solid white or plaid 81

Head bands- no decorative pieces larger than a quarter

Belts- Plain black or brown (No embellishments or distracting buckle

Ties- Navy tied in Windsor knot, full dress and special dress

Backpacks- any color

No bandanas or paisley patterned headbands.

Field Trips/Special events

Unless otherwise stated, all field trip and special event attire will be Full or Special dress

All uniform items may be purchased at Academy Uniforms www.academyuniforms.com
(817) 292-5437

Items that do not require the YWLA crest (oxford shirts, pants, shorts, socks, belts, backpacks, etc...) may be purchased at any retailer as long as they meet the requirements set forth in the YWLA dress code.

CAFETERIA

Meal Prices

Breakfast \$.00 Reduced Price Student
 \$.75 Full Price Student
 \$2.00 Adults (including Employees & Visitors)
Breakfast is served in the cafeteria until 8:15 a.m.

Lunch \$.40 Reduced Price Student
 \$2.50 Full Price Student
 \$3.25 Adults (including Employees & Visitors)

Applications for the free/reduced lunch program are made available by the cafeteria manager. Forms are to be completed and returned to the cafeteria manager for processing. To expedite the process remember the following:



1. Be sure to fill out all necessary information completely. Incomplete forms may be denied due to a lack of information.
2. List all persons living in the home.
3. Note any AFDC numbers if applicable.

📱 **Pay for your student's lunch on-line** at www.mySchoolBucks.com

Parents no longer have to remember to send meal money or worry about their child's account balance. From the convenience of any Internet-accessible computer, parents can pay any amount in advance, arrange for automatic payments and see exactly what their children are buying in the school cafeteria.

TRANSPORTATION

Bus Riders

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



The following rules apply to student conduct on school transportation:

1. Passengers will follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop.
3. Passengers shall not stand up on the bus while in motion.
4. Passengers shall keep books, musical instrument cases, feet and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend any part of the body or any other object out of the window or throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Usual classroom conduct shall be observed.
9. Bus referrals will result in disciplinary action.

Consequences for Violations of Bus Procedures:

- **First Violation:** Verbal warning from the bus driver.
- **Second Violation:** Bus incident referral given to principal.
- **Third Violation:** Suspension of transportation services for a period of time to be determined by campus administration.
- **Fourth Violation:** Suspension of transportation services for the remainder of the school year.

Car Riders

Parents/guardians who drop-off or pick-up students must drive cautiously and observe all parking and safety signs. Please be mindful of thru traffic when approaching the campus. Student pick-up begins at 3:35. Parents who arrive prior to dismissal will be required to circulate until students are dismissed. Do not park on Grove. Do not enter or park in the Greyhound Bus lot. Students are to be dropped off on and picked up from the sidewalk in front of the 8th street entry. **Please circle around the school via 7th street taking a right onto Grove St, and a right onto 8th St.** Do not park on Grove. **Do not enter, turn around in or park in the Greyhound Bus lot.** Administrators, teachers, and staff will help facilitate in making this process safe and secure.

Vaccine Requirements for Students

All immunizations should be completed by the first date of attendance. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered. Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it.

2018 - 2019 Texas Minimum State Vaccine Requirements for Students Grades K-12 (Bilingual)

Medication Administration at School (Prescription and Over-the-Counter)

Texas law permits a public school to administer medication prescribed by a physician/licensed prescriber to a child on behalf of the parent or legal guardian under certain limited circumstances with appropriate written authorization. The only medication that may be given at school is that which is necessary to enable the student to remain in school. If possible, all medication should be given outside of school hours. All medications and equipment shall be provided by the parent or legal guardian. If necessary, medication can be given at school under the following conditions:

1. Medications must be in original, properly labeled containers. The pharmacy can supply two (2) labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
2. Medications will not be given without a specific written request signed by at least one parent or legal guardian and physician/licensed prescriber.
3. Medications may be given by a staff member designated by the principal and trained by the school nurse.

Medication Administration Request Form (English & Spanish)

Nurse Office Visits

The school nurse welcomes ongoing communication and collaboration from parents regarding student health status throughout the school year. Students who become ill or injured should obtain a pass from a teacher and visit the school nurse. Students should not contact parents in class via a mobile device. The school nurse will contact parents when health related concerns develop and/or an early dismissal is warranted. Students with contagious conditions will be monitored in the YWLA health clinic. Students dismissed from school due to illness or injury must be signed out by a parent, guardian or adult listed as an emergency contact with proper identification. Students should stay home if any of these symptoms exist: temperature at or above 100°F, diarrhea, vomiting, a rash with a fever, sore throat, persistent cough or breathing problems. Contact the school nurse assigned to YWLA at (817) 815-2420.



Health Services Home Page <https://www.fwisd.org/Page/6151>

STUDENT RECORDS

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

Change of Name, Address, Phone Number

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

Emergency Cards

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

Emergency Phone Calls

Emergency phone calls will only be accepted from persons listed on the student's Emergency Card. All emergency calls will be directed to the principal or assistant principal. Personal business messages will not be accepted.

Progress Reports

Progress Reports are given out to each student after the third week of the six-weeks grading period and when a student's grade drops by 10 points. Progress Reports should be signed by a parent or guardian and returned to the student's Advisory Teacher. Please contact the subject teacher if questions arise.

Report Cards

Report cards will be distributed at the end of each six-weeks grading period by the student's Advisory Teacher. Report cards should be signed by the parent or guardian and returned to the student's Advisory Teacher.

Schedule Changes

Request for a course selection change should be made through the Counselor. Due to staffing restrictions, it may not be possible to honor all schedule change requests. No schedule changes will be allowed beyond the 2nd week of school.

Transcripts –

Transcripts are permanent records of all courses and semester grades earned at YWLA. Copies of transcripts are sent to other institutions with the submission of a YWLA Transcript Request form from a student or his legal guardian. Form is available in the Counselor Suite. A 24 hour notice is required to process transcripts whether it is an official or unofficial copy. In addition, college preparatory credit courses taken during summer session will be recorded in the students' course history upon the submission of the final grade report from the summer instructor. Grades earned in summer classes never replace a transcript grade. A student or his legal guardian has a right to review the transcript and may obtain an unofficial copy of it from the registrar's office upon written request. No transcript or school records will be issued to students who have outstanding financial obligations to the school.

Young Women's Leadership Academy

Parent Visitation Form



Parent Name _____
Student Name _____ Grade _____
Today's Date _____
Date of Requested Visit _____
(Please note: we require 48 hr notice for visitation.)

Have you been approved through FWISD by completing the background check at volunteer.fwisdg.org? (Circle one) **YES** **NO**
(Please note: we require all visitors to complete FWISD background checks before visiting classrooms or the café.)

If Yes, Date of approval _____

Requested visit time (please check all that apply):

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Period 1 | <input type="checkbox"/> Period 5 |
| <input type="checkbox"/> Period 2 | <input type="checkbox"/> Period 6 |
| <input type="checkbox"/> Period 3 | <input type="checkbox"/> Period 7 |
| <input type="checkbox"/> Period 4 | <input type="checkbox"/> Period 8 |
| <input type="checkbox"/> Lunch | <input type="checkbox"/> Advisory |

Reason for visit: _____

Please remember the following:

- During classroom observations, questions and comments should be reserved for parent/teacher conferences. It is our goal to provide an atmosphere of continuous learning and teaching without unnecessary interruptions.
- Lunch may be brought for your student, but food may not be shared with any other students.