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Our Mission

The Mission of the Paul Laurence Dunbar Young Men’s Leadership Academy is to cultivate and empower all young men through Perseverance, Resilience, Integrity, Discipline, and Excellence by developing academic scholars for generations to come.

Our Core Values

The Young Men’s Leadership Academy is to nurture the “whole” child to ensure that each student is successful in the classroom and in life. Our faculty and staff strive to promote student achievement with an environment of high expectations and respect. We believe our young men should convey characteristics of Perseverance, Resilience, Integrity, Discipline and Excellence in their pursuit of learning. We will hold each young man accountable for his responsibility of college readiness. We believe that with effort and dedication, all students can learn at high levels.

Our Creed

I am a scholar of Paul Laurence Dunbar Young Men’s Leadership Academy.  
I will seek knowledge.  
I will speak the truth.  
I am destined for success in everything I do.  
The decisions I make today will affect my tomorrow.  
I am accountable to myself, my brothers, my family, and my community.  
I am a scholar of Paul Laurence Dunbar Young Men’s Leadership Academy.

"We Are Our Brothers’ Keepers"
Greetings

I am very excited about the 2022-2023 school year at the Paul Laurence Dunbar Young Men’s Leadership Academy. Embarking on this journey for college acceptance and graduation for all of our young men is a privilege for our faculty and staff at the Academy. This handbook has been prepared to provide you valuable information about your campus, which includes some very important policies and procedures. I expect you to review this with your family.

This handbook outlines the guidelines that you will need to adhere by, to become successful and productive learners during your career at the YMLA. I am expecting you to work extremely hard in all areas by keeping focused, organized and committed to being the best scholar possible. I expect your best effort and behavior in all areas so our school can assist you with college admission and graduation.

Our academy motto is “Expected to Learn; Entitled to Achieve”. Our entire faculty and staff expect you to learn at high levels, while developing leadership skills for your future. Our mission at the YMLA is to “cultivate and empower all young men through Perseverance, Resilience, Integrity, Discipline, and Excellence by developing scholars for generations to come.” This mission will be accomplished in an educational environment, which encourages your best effort of critical thinking, leadership development and high student performance.

Our entire faculty and staff expect nothing but the best from you in our quest for academic excellence. You are here because you are already a leader! I wish you an extremely successful year.

Sincerely,

Rodney White, Principal
## YMLA TELEPHONE NUMBERS

Main Phone: 817-815-3400  
Main Fax: 817-815-3450

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

## YMLA Staff Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</tr>
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<tbody>
<tr>
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<td><a href="mailto:Rodney.White@fwisd.org">Rodney.White@fwisd.org</a></td>
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<td>Technology Co.</td>
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<td>College &amp; Career</td>
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<td>Academic Data Advisor</td>
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<tr>
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<td>Administrative Asst.</td>
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<tr>
<td>Yolanda Davis</td>
<td>Food Services Supervisor</td>
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<tr>
<td>Kenneth Green</td>
<td>Custodial Supervisor</td>
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</tr>
</tbody>
</table>
General Information

Hours of Operation

The school building will be open each day at 7:30am and close at 3:50pm. Students are not permitted in the building before 7:30 am or after 3:50pm. without direct supervision from a teacher or administrator.

Front Office

The front office is the business hub for the school and houses the administrative office. All school matters will be handled in the front office.

Campus Visitors

All campus visitors must check in at the front office and obtain a visitor’s pass for the day. Campus visitors must display this pass while on campus.

Academic Expectations

All of our young men will have a district-provided Chromebook that will house all of their work from their classes. Our young men are expected to be in compliance with the YMLA and FWISD technology expectations. Students will be expected to maintain their agendas on their Chromebooks. It is a school-wide expectation that students regularly check their Google Classrooms to ensure that assignments have been completed. Chromebooks will be a communication tool for parents to view, as it is expected to go home and come back to school on each and every day. Students must take special care of this technology. Students are expected to remain current in all assignments, and communicate with teachers when academic assistance is needed.

Attendance

Attendance Requirements

Our goal is to have every student in class everyday unless illness prevents attendance. Instruction begins at 8:10 a.m. each morning. The expectation is that your scholar 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 817.815.3400 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 within three(3) days to the main office for all absences, tardies, and early releases.

All students at The YMLA are expected to maintain a 100% attendance rate. Students whose attendance drops below 98% may have to go before the Academic Review Committee. Students may be
reassigned to their home campus if the committee finds that they have excessive absences with no sufficient documentation.

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.

*A student cannot accrue more than 5 absences first semester and 6 absences second semester due to our block schedule format. If a student’s absences exceed these numbers in a given semester, credit will not be granted for that course, regardless of grade earned. Parents will be required to submit documentation as well as petition to the Attendance Review Committee to regain lost credit. The student may also be required to complete Attendance Restoration hours.*

Absence Protocol

Parent/Guardian must call the data clerk by 10:00 am 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 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**

**ATTENDANCE**

**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.

- Excused absences are those covered by official doctors’ 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. Any undocumented absence after the second will result in a mandatory conference to discuss the possibility of returning the student to his home school.

Make-up Work

It is the student’s responsibility to make arrangements with his teachers for make-up work following an absence.Parents may make arrangements with the Data Clerk to pick up work if the student will be out for three or more days. Requests for assignments must be made by 10:00 AM in order to be picked up at the end of the same school day. Students must talk with individual teachers about late or incomplete
work. Each teacher will distribute a course syllabus explaining these policies. Extended illnesses are dealt with on an individual basis.

**Missing Work**
If you are absent and do not have your homework, it is your responsibility to check your teachers’ weekly calendar. Know and follow your teachers’ classroom procedures for missing work.

**Late Arrivals/Tardies**
All students are expected to report to their appropriate classes prior to the tardy bell. The teacher will document each tardy. If tardiness becomes persistent, a parent call will be made. At the 3rd tardy, students will be assigned lunch detention. Excessive tardiness may result in further disciplinary action. A student is considered absent (unexcused absence), if the student arrives to class more than 15 minutes after start time.

**Early Dismissal**
Students must submit a written request from their parent or guardian to the data clerk before 9:25 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. No early dismissals will be allowed after 3pm.

**Daily Procedures**

**The school day begins at 8:10am**
Students who arrive before 8:10 a.m. should report to the auditorium. Students who arrive after 8:10 a.m. are tardy and must report to the Data Clerk with a documented note to receive admission to class.

**Conventus Fratrum (Meeting of the Brothers)**
Conventus Fratrum is a weekly meeting (twice per week) of the brothers of the YMLA. During this session, our young men will be reminded and challenged with conquering the opportunities of the future.

**Conventus Fratrum – Schedule may include the following (Meeting of the Brothers)**
- Pledge of Allegiance
- YMLA School Mission
- YMLA Creed
- College of the week
- Quote of the week
- General Announcements / Calendar Events
- Pride Merit Competition
- Speakers Bureau
- Dress Code Check

**Hallway Expectations**
1. Walk quietly, using inside voices.
2. Walk on the right side of hallways, stairwells, and all walkways.
3. Use appropriate entrance and exit doorways.
Lunch
Food is not to be consumed anywhere on campus except in the cafeteria. All students are given a 30-minute lunch period. We expect students to take pride in our cafeteria and treat it accordingly. The Young Men’s Leadership Academy allows juniors and seniors to leave campus for lunch. All underclassmen (9th and 10th graders) are prohibited from leaving campus for lunch. Students are welcome to purchase lunch in the cafeteria or to bring lunch from home.

Any lunch deliveries must be delivered in the back parking lot and must be received during the 30-minute designated lunch time. Any lunch delivered after the designated lunch time will be delivered to the main office and will remain there until the end of the day (3:40pm). Students will not be able allowed to miss class time to eat lunches that have been delivered outside of the student’s designated lunch time.

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

Lunch Procedures:
1. Enter cafeteria and leave your belongings at your table, then proceed to the cafeteria line if you need a cafeteria lunch.
2. Use your 5 digit student ID for charging lunch.
3. Use inside voices.
4. Be respectful.
5. Clean your seating area after you’re finished eating and place chair under table.
6. PRIDES develop service leadership by cleaning tables near the end of the lunch period. Advisories have an assigned service schedule.

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.

End of the Day
1. Walk directly to your destination (tutoring, after-school club, athletic practice, your bus, or car pick-up).
2. Leave the building using the main entrance. No students should be roaming around the building unsupervised.

Parent Engagement

Parent/Guardian Expectations
Home and familial support is critical for our students’ success. We expect YMLA parents to:

- Establish and maintain a positive attitude toward education and school personnel.
- Take an active interest in the overall school program.
- Strive to prepare their child emotionally and socially to be receptive to learning and discipline.
- Require and lead their child to develop proper study habits at home. Assist their child in being properly dressed 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 Men’s Leadership Academy we honor the commitment that parents have made to enroll their son/s in our program. Our goal is to build skills and relationships that benefit the young men in our classrooms. We also want to make the process of sending their son to college, one that is painless by the time they reach graduation. There are many opportunities for parents to volunteer and provide their support to the campus through PTA, parent volunteerism, and conferencing with teachers.

Parent Volunteers
We strongly encourage our parents to volunteer their time at the campus. All parent volunteers must complete a criminal background check at the beginning of the year. We expect volunteers to wear a badge at all times and follow sign-in and sign-out procedures. Please contact the main office if you have questions about volunteering at our campus.

Student Conduct

Matrix of Expectation

We Believe in Respectful Behavior
Every YMLA student is a leader who 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 respectful language.
Resolve conflict in a mature manner.
Be appropriately dressed and groomed.

Demonstrate a positive attitude
Take a leadership role.
Demonstrate excellent effort.
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.

**YMLA Behavior Management Policy**
Teacher-student relationships are 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:
Conference with the student and/or parent
Parent Notification
Administrative Referral
Others as guided by the Student Code of Conduct

**YMLA Merit System**

YMLA students have the opportunity to earn merits for themselves and their PRIDE. Merits are rewards that improve PRIDE’s in the school-wide competitions. Points are awarded based on merits.

Merits are earned in the following areas:
- Students demonstrate leadership, good deeds, acts of kindness, being prepared, etc.
- Merits will be worth 10 points each

**ISS-In School Suspension**
We believe that students who think about behavior choices can better improve their behavior. ISS is a time for students to:
- **Reflect** on the behavior choices they are making,
- **Consider** the impact their behavior has on them, classmates, teachers, their parents, and Community
- **Think** of positive behavior choices for the future
- **Transform** you into the person you were meant to be

If a student must attend ISS student must:
1. Call his parent in the presence of an administrator.
2. Follow all ISS rules and procedures.
3. Complete assigned time in a respectful or appropriate manner. The student’s time may be extended otherwise.

**Exiting Students**
Students may be exited from the YMLA if they fail to meet academic, behavioral, and/or attendance expectations. There is a district-approved form outlining these guidelines that YMLA administration will adhere to. Any student who fails to meet appropriate standards will be exited from YMLA and returned to their home school.
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 should 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.

Consequences for Plagiarism:
First Offense: Zero on the assignment (cannot be made up). Parent is notified.
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 obtain direct answers (including websites or text messages).

Consequences for Cheating:
First Offense: Phone call to 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.

Bullying – “It’s Not Okay”

What is bullying?
To cause physical harm to a student, damaging a student’s property or placing a student in reasonable fear of harm or actions resulting in an intimidating, threatening or abusive environment for a student. Engaging in written or oral expression or physical conduct that Fort Worth ISD determines:

- to have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
- to be sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive environment for a student.

Harassment of a student is defined as physical, verbal or nonverbal conduct based on the student's race, color, religion, sexual orientation, national origin, disability or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Schools, parents and students must work together to address bullying.
**What is Cyberbullying?**
Cyberbullying is when a child, preteen, or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet (Instagram, Facebook, Twitter, etc) interactive and digital technologies (Skype, FaceTime, etc), or mobile phones. It has to have a child on both sides, or at least have been instigated by a child against another child.

Once adults become involved, it is defined as cyber-harassment or cyberstalking. Adult cyber-harassment or cyberstalking is NEVER referred to as cyber-bullying. Cyber-bullying affects many adolescents and teens on a daily basis.

Cyber-bullying can take place in many forms; examples may include the following:

- Sending mean messages or threats to a person's email account or cell phone
- Spreading rumors online or through texts
- Posting hurtful or threatening messages on social networking sites or web pages
- Stealing a person's account information to break into their account and send damaging messages
- Pretending to be someone else online to hurt another person
- Taking unflattering pictures of a person and spreading them through cell phones or the Internet
- Sexting or circulating sexually suggestive pictures or messages about a person

Unfortunately, in most cases, cyber-bullying goes unreported by adolescents and teens, and unnoticed by adults.

**Other Names and Terms:** Cyber stalking, cyber harassment, cyber threats

- Bullying
- Cyber bullying affects all races.

**Risk Factors and Warning Signs:** Risk factors and warning signs may be used to identify children who are more at risk of cyber-bullying than others.

**Risk Factors:**

- Children who have a computer in their bedroom are more susceptible to online predators than those who do not. Set up your computer in a family room where your child’s online behavior can be easily monitored.
- Children who do not know about online safety. Teach your children they should never share any personal information online: phone number, home address, school address, personal pictures, etc. Also, make sure your children know they should never meet an online “friend” in person. Share factual stories with them about the dangers of meeting cyber “friends” in person.
- Children who are free to use the internet however they choose. Make a list of internet rules, and make sure children understand the consequences if these rules are broken. Also, make sure you limit their online use daily.

**Warning Signs:**

- Children who abruptly stop using the computer/internet. Ask your child about what has caused them to lose interest in the computer/internet. Ask open-ended questions like:
- What made you want to stop using your computer?
- What is your least favorite thing about using your computer?
- Children who seem scared or nervous while on the computer.
- Children who seem scared, nervous, or angry after using the computer.
- Children who abruptly lose interest in going to school.
- Children who lose interest in family activities and or socializing with their peers.
Technology Policies

Cell Phones

Cell phones are permitted on campus, but are expected to be put away during instructional time unless permitted by the teacher. Students that violate this policy will have their cell phones confiscated and require a parent/guardian to pick-up the phone after school. A second violation of this policy will result in the phone being confiscated, require payment of a $15 fee, and require a parent/guardian to pick up the phone after school.

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 817.871.2455. 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.

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.

- **First Violation:** Bus incident referral given to principal (Phone Call to Parents)
• Second Violation: Suspension of transportation services for a period of time to be determined by campus administration.
• Third Violation: Suspension of transportation services for the remainder of the school year.

Uniforms

ALL YMLA students have agreed to wear a uniform each instructional day. The uniform requirement is to…

• present a positive image
• promote school unity
• support safety by allowing outsiders to be easily identified, and
• reduce distraction related to clothing choices

YMLA Uniform Dress Policy

• Oxford shirts must fit well and be solid white. Short sleeves are permitted.
• Only green or blue polos with the YMLA crest will be permitted on Wednesdays.
• Polo shirts are required to be embroidered with the school crest.
• Khaki pants must fit well and not be oversized or undersized. Pants must be flat front or pleated with standard front pockets.
• Pants and must be worn with a black or brown belt. No studs or printed belt allowed
• Appropriate footwear must be worn. Black and brown dress shoes are permitted.
• Only school sweaters and or fleece jackets may be worn during school hours. All other sweaters and jackets must be stored in the student’s locker until the end of the school day.
• Students must follow the YMLA full dress code schedule each day.
• Unconventional hair colors or hairstyles (i.e. red, pink, etc hair) causing distractions are not permitted. These will be determined by the principal and designated administration.
• Indecent/inappropriate patches, writings, or drawing on clothing are prohibited.
• All uniform items may be purchased at Flynn O’Hara.
  ○ www.flynnohara.com (817) 292-5437
• Items that do not require the school’s crest may be purchased at other retailers as long as they meet the requirements set forth by the administration.

Dress Code Violations

• First offense: Verbal warning
• Second offense: Call home
• Third offense: On-campus intervention
• Fourth offense: Suspension and other disciplinary measures as deemed appropriate
# YMLA Dress Code Expectations 2022-2023

## Middle School
### Monday, Tuesday, Thursday and Friday (attire)
- Black or Brown Leather Dress Shoes or Boots
- Black or Brown Belt
- Black, Brown, or Navy Socks
- White Button-Down Dress Shirt (short or long sleeve)
- Khaki Pants
- YMLA Middle School Tie
- YMLA Sweater Vest (optional)
- YMLA Logo Jacket (Navy or Hunter Green)

### Wednesday (attire)
- Black or Brown Leather Dress Shoes
- Black or Brown Belt
- Khaki Pants
- YMLA Polo (Navy or Hunter Green)
- YMLA Logo Jacket (Navy or Hunter Green)
  - OR YMLA T-Shirt or Hoodie (YMLA only)

## High School
### Monday, Tuesday, Thursday and Friday (attire)
- Black Leather Dress Shoes or Boots
- Black or Brown Belt
- White Button-Down Dress Shirt (short or long sleeve)
- Gray Slacks
- YMLA High School Tie
- YMLA Blazer
- YMLA Sweater Vest (optional)
- YMLA Logo Jacket (Navy or Hunter Green) (optional)

### Wednesday (attire)
- Black Leather Dress Shoes or Boots
- Black or Brown Belt
- Gray Slacks
- YMLA Polo (Navy or Hunter Green)
- YMLA Blazer
  - YMLA Logo Jacket (Navy or Hunter Green)
  - OR YMLA T-Shirt Hoodie (YMLA only)

- OR Regular Dress Standard

For specialization areas at YMLA, there are opportunities for scholars enrolled in the specific programs to vary from our regular dress code.
Specific areas are:

**JCC, JROTC, Varsity Basketball, Varsity Soccer and Varsity Track**

Please see clear dress code expectations for the specialization areas at YMLA below.

**JROTC**
**UNIFORMS:** Cadets are expected to properly wear the JROTC uniform Monday/Tuesday of each week and participate in selective formations and inspections as well as other school and Academy ceremonies. Scholars are told they are to wear the uniform on the first day of the week that they have class, Monday or Tuesday schedule dependent. They are to be in full uniform that day, all day, which includes the head gear, the jacket, gray shirt with tie, slacks, belt, black socks, back shoes.

![JROTC Uniform Diagram]

**JCC**
**UNIFORMS:** Cadets are to wear the JCC polo, black pants, and boots. They also wear the uniform on the first day of the week they have class.

**Varsity Basketball**

Varsity Scholar-Athletes that play Basketball can wear their warm ups on game days.

**Varsity Soccer**

**ON GAME DAY FRIDAYS ONLY**, the Soccer team is allowed to wear their traditional gray slacks, white shirt and tie, with their Blue YMLA Soccer Warm-up top. The top ONLY REPLACES the Blazer.