

Young Women's Preparatory Academy



2011-2012

Middle School
Parent/Student
Handbook

The School Board of Miami-Dade County, Florida

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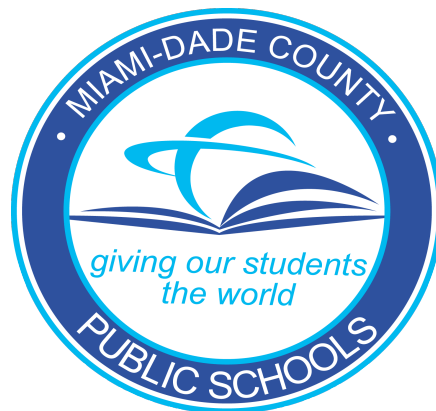


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The Parent Academy

Volunteer Program

Title I

Parents-Right to Know Letter

Miami-Dade County Public Schools

Vision Statement

We are committed to provide educational excellence for all.

Mission Statement

We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

Message from the YWPA Administration

Dear Students and Parents/Guardians:

It is with great pleasure that I welcome you to the Young Women's Preparatory Academy, one of Miami-Dade County's newest state-of-the-art secondary schools. We believe that our young ladies will "Believe, Become, and Lead".

Students attending the Young Women's Preparatory Academy have the unique opportunity to pursue challenging academic coursework in liberal arts and an advanced academics curriculum that represents the new and emerging professions of the 21st century.

The Young Women's Preparatory Academy has been designed to offer a world-class education that will assure our students graduate ready for college and the careers of a global economy. As a member of the Secondary School Reform Initiative, the school's ideological foundation is based on: a personalized learning environment, advanced academic engagement, empowered educators, accountable leaders, engagement of the community, and an integration of high standards, curriculum, instruction, assessments, and supports. The faculty and staff at the Young Women's Preparatory Academy are committed to providing students with a quality education based on academic rigor and support.

I challenge each of you to take advantage of the what the Young Women's Preparatory Academy has to offer; a rich and challenging curriculum in a small learning environment, access to advanced technology, and a nurturing environment meant to foster intellectual, emotional, and social growth! We will strive to ensure our ladies develop their self-confidence, leadership skills, and sense of responsibility.

Sincerely,

Concepcion I. Martinez,
Principal



Young Women's Preparatory Academy

Vision Statement

The vision of the Young Women's Preparatory Academy is to nurture, empower and educate girls during a fundamental time in their lives. We will strive to prepare our girls to be the best they can be and independently stand as intellectually advanced young women. By intentionally recruiting a diverse group of high-achieving girls, we work toward a more equitable world.

Mission Statement

The Young Women's Preparatory Academy is dedicated to excellence in the education of girls and young women. Our girls will actively pursue the opportunities of a rich and challenging curriculum and develop the wisdom and courage to lead in local and global communities. Through technology, students gain access to local and worldwide resources. At all levels of a sequential and high-achieving curriculum, the school attempts to foster an environment in which students are comfortable taking intellectual risks, pursuing independent interests and exploring various approaches to learning. We strive to provide a framework for our girls to gain self-confidence, leadership skills and a sense of responsibility.

Alma Mater

It, a beacon by the sea,
nestled in the Magic City.
Strong young women all are we
blessed with grace and dignity.

Because we believe, we will become leaders
in our land.
Armed with strength of mind, warmth of soul;
Always firm to stand!

Lady monarchs, always true
Honor we will bring to you.

School Information

Address:

1150 S.W. First Street
Miami, Florida 33130

Office Hours: 7:00 a.m. – 4:00 p.m.

School Hours: 7:20 a.m. – 2:20 p.m.

Office: (305) 575-1200

Fax: (305) 325-8071

Website:

<http://ywpa.dadeschools.net/>

Booker T. Washington High School Feeder Pattern Schools

School	Principal	School Phone
Eneida M. Hartner Elementary	Derek Mckoy	305-573-8181
Riverside Elementary	Erica Paramore-Respress	305-547-1520
Southside Elementary	Salvatore Schiavone	305-371-3311

Magnet Schools – Booker T. Washington Senior High School Feeder Pattern

School	Principal	School Phone
Design & Architecture DASH	Dr. Stacey H. Mancuso	305-573-7135
Law Enforcement Officers Memorial Senior	Rafael Villalobos	305-371-0400
Young Women's Preparatory	Concepcion I. Martinez	305-575-1200
Young Men's Preparatory	Leonard Ruan	305-575-1111



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2011-2012 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2011				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2011				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2011				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2011				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2011				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2011				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2012				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2012				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March 2012				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2012				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2012				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2012				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FLORIDA COMPREHENSIVE ASSESSMENT TEST® FCAT SUNSHINE STATE STANDARDS (SSS) / FCAT 2.0 NEXT GENERATION SSS		
OCTOBER 10-14, 2011 OR OCTOBER 17-21, 2011	GRADES 11-ADULT* (NEW STUDENTS/RETAKES)	FCAT READING & MATHEMATICS FCAT 2.0 READING RETAKE TESTS
DECEMBER 6-7, 2011	GRADES 4, 8, AND 10	FCAT WRITING PROMPT FIELD TEST
FEBRUARY 28-MARCH 1, 2012	GRADES 4, 8, AND 10	FCAT WRITING
APRIL 16-27, 2012	GRADES 3-10	FCAT 2.0 READING
APRIL 16-27, 2012	GRADES 3-8	FCAT 2.0 MATHEMATICS
APRIL 16-27, 2012	GRADES 5 AND 8	FCAT 2.0 SCIENCE
APRIL 16-27, 2012	GRADES 11-ADULT* (NEW STUDENTS/RETAKES)	FCAT READING & MATHEMATICS FCAT 2.0 READING RETAKE TESTS

	New Teachers Report	
	Teacher Planning Day	Days in Grading Period
	Teacher Planning Day No Opt	1-47
	Legal Holiday	2-45
	Recess Day	3-41
	Beg/End of Grading Period	4-47
	Secondary Early Release	
	End of Grading Period/Secondary Early Release Day	

**2011-2012 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI-DADE COUNTY PUBLIC SCHOOLS
MIAMI, FLORIDA**

August 18, 19	Teacher planning days; no students in school
August 22	First Day of School; begin first semester
September 5	Labor Day; holiday for students and employees
September 22	Secondary early release day
September 29*+##	Teacher planning day; no students in school
October 27	Secondary early release day and end of first grading period; first semester
October 28	Teacher planning day; Professional Development Day-not available to opt; no students in school
October 31	Begin second grading period; first semester
November 11	Observation of Veterans' Day; holiday for students and employees
November 24	Thanksgiving; Board-approved holiday for students and employees
November 25	Recess Day
December 8	Secondary early release day
December 19*+##	Teacher planning day; no students in school
December 20- January 2, 2012	Winter recess for students and all employees with the exception of Fraternal Order of Police employees;
January 16	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and grading period
January 23 *+##	Teacher planning day; no students in school
January 24	Begin second semester; third grading period
February 2	Secondary early release day
February 3	Teacher planning day; Professional Development Day-not available to opt; no students in school
February 20	All Presidents Day; holiday for students and employees
March 12 - 16	Spring recess for students and all employees with the exception of Fraternal Order of Police employees
March 29	End third grading period; second semester
March 30 *+##	Teacher planning day; no students in school
April 2	Begin fourth grading period; second semester
April 6 *+##	Teacher planning day; no students in school
May 3	Secondary early release day
May 28	Observance of Memorial Day; holiday for students and employees
June 7	Last Day of School; end fourth grading period; second semester
June 8	Teacher planning day; no students in school

NOTE: Every Wednesday – Students (Grades 2-8) in elementary and K-8 Centers are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 11, 2011	June 8, 2012
Assistant Principals and 10-month clerical	August 11, 2011	June 15, 2012
Cafeteria Managers	August 15, 2011	June 8, 2012
Satellite Cafeteria Managers	August 17, 2011	June 7, 2012
All Instructional Staff, Paraprofessionals & Security	August 18, 2011	June 8, 2012
Assistant to Cafeteria Managers/MAT Specialists	August 19, 2011	June 7, 2012
Cafeteria Workers (part-time)	August 22, 2011	June 8, 2012

***Teachers/paraprofessionals and school support personnel** may opt to work one or two days, August 16, 17, 2011, or June 11, 12, 2012, in lieu of any one or two of the following days: September 29, 2011, December 19, 2011, January 23, 2012, March 30, 2012, and April 6, 2012. October 28, 2011, and February 3, 2012, are Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one or two days, June 11, 12, 2012, in lieu of any one or two of the following days: September 29, 2011, December 19, 2011, January 23, 2012, March 30, 2012, and April 6, 2012. October 28, 2011, and February 3, 2012, are Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one or two days, August 9, 10, 2011, or June 18, 19, 2012, in lieu of any one or two of the following days: September 29, 2011, December 19, 2011, January 23, 2012, March 30, 2012, and April 6, 2012. October 28, 2011, and February 3, 2012, are Professional Development Days and are not available to opt.

Testing Calendar

MIAMI-DADE COUNTY PUBLIC SCHOOLS 2011 - 2012 TESTING CALENDAR, GRADES K-12

Tentative: June 22, 2011

The calendar will be updated periodically as additional information is obtained about the district, state, national, and international tests administered to the students in Miami-Dade County Public Schools.

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
July 18-19	<i>Alternative Assessment for Grade 3 Promotion</i>	AAGTP	Grade 3, <i>retained only</i>	State
August 22– September 2	<i>Baseline Benchmark Assessments Reading, Mathematics, and Science</i>	BBA	Grades 3-11	State and District
August 22- October 4	<i>Florida Kindergarten Readiness Screener Early Childhood Observation System Florida Assessment for Instruction in Reading</i>	FLKRS ECHOS FAIR	Kindergarten	State
August 23- September 9	<i>District Writing Pre-Test</i>	DWT	Grades 1-10	State and District
August 29 – October 18	<i>Florida Assessments for Instruction in Reading Assessment Period 1 (AP1)</i>	FAIR	Grades 1-3, <i>all</i> ; Grades 4-12, <i>selected students**</i>	State and District
September/ October	<i>Preliminary ACT Test</i>	PLAN	Grade 10, <i>optional</i>	Nationally Offered
September 24 - November 2	The Programme for International Student Assessment (PISA)	PISA	Age 15	Federal
October 10 – May 25	<i>National Assessment of Educational Progress</i>	NAEP	Grades 4, 8, 12, <i>selected schools</i>	Federal
October 12	<i>College Board Preliminary SAT / National Merit Scholarship Qualifying Test</i>	PSAT / NMSQT	Grade 9, <i>optional</i>	Nationally Offered
			Grade 10	State
			Grade 11, <i>optional</i>	Nationally Offered
October 17-21	<i>Florida Comprehensive Assessment Test Reading and Mathematics Retake*</i>	FCAT / FCAT 2.0 RETAKE	Grades 10+, 11, 12, <i>as needed***</i>	State
October 17 – 31	<i>Interim Assessment Tests: Fall Reading, Mathematics, and Science</i>	IA	Grades 3-11	State and District
November 7 – March 30	<i>Florida College Entry-Level Placement Test / Florida College Basic Skills Exit Test/ Florida's Post Secondary Education Readiness Test</i>	CPT / FCELP / PERT	Grades 11-12, <i>optional</i>	State
November 15-16	<i>Grade 3 Mid-Year Promotion</i>	GTMYP	Grade 3, <i>eligible retained students</i>	State
November 28- December 2	<i>Florida Competency Examination on Personal Fitness</i>	FCEPF	Grades 9-11, <i>optional</i>	State
November 29 – February 2	<i>Florida Assessments for Instruction in Reading Assessment Period 2 (AP2)</i>	FAIR	Grades K-3, <i>all</i> ; Grades 4-12, <i>selected students**</i>	State
December 6-7	<i>Florida Comprehensive Assessment Test Writing Prompt Field Test</i>	FCAT	4, 8, and 10	State
December 12-16	<i>Florida End-of-Course Assessments (Semester 1)* Algebra 1</i>	EOC	Grade 6-12, <i>enrolled students</i>	State
January	<i>ACT Practice Test</i>	ACT	Grades 11-12, <i>selected schools, registered students</i>	District
January 3-17	<i>District Writing Mid-Year Test</i>	DWT	Grades 1-10	State and District
January 9- January 20	<i>Interim Assessment Tests: Winter Reading, Mathematics, and Science</i>	IA	Grades 3-11	State and District
January 9 – February 27	<i>Florida Alternate Assessment</i>	FAA	Grades 3-11****	State
January 24- May 6	<i>Grade 3 Reading Student Portfolio</i>	GTRSP	Grade 3	State

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2011 - 2012 TESTING CALENDAR, GRADES K-12
Tentative: June 22, 2011

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
February 28-March 1	<i>Florida Comprehensive Assessment Test Writing</i>	FCAT Writing	Grades 4, 8, 10	State
March 5-April 6	<i>Comprehensive English Language Learning Assessment</i>	CELLA	Grades K-12, <i>all current ELLs and selected former ELLs</i>	Federal and State
April 4 - May 23	<i>Florida Assessments for Instruction in Reading Assessment Period 3 (AP3)</i>	FAIR	Grades K-3, <i>all</i> ; Grades 4-12, <i>selected students**</i>	State
April 10-13	<i>Stanford Achievement Test, Tenth Edition Reading and Mathematics</i>	SAT-10	Grades K-2	District
April 16-27	<i>Florida Comprehensive Assessment Test</i>	FCAT / FCAT 2.0		Federal and State
	<i>Reading*</i>		Grades 3-10	
	<i>Mathematics</i>		Grades 3 - 8	
	<i>Science</i>		Grades 5, 8	
	<i>Reading and Mathematics Retake*</i>	FCAT / FCAT 2.0 RETAKE	Grades 10+, 11, 12, <i>as needed***</i>	
April 30-May 4	<i>Florida Competency Examination on Personal Fitness</i>	FCEPF	Grades 9-11, <i>optional</i>	State
April 30-June 1	<i>Florida End-of-Course Assessments US History (Field Test)</i>	EOC	<i>Selected schools, grade levels</i>	State
May 2- 22	<i>International Baccalaureate External Written Examinations</i>	IB	Grades 11-12, <i>enrolled students only</i>	Internationally Offered
May 7-18	<i>Advanced Placement Examinations</i>	AP	Grades 9-12, <i>enrolled, registered students only</i>	Nationally Offered
May 7-25	<i>Florida End-of-Course Assessments(Semester 2)* Algebra 1 Biology 1 Geometry</i>	EOC	Grade 6-12, <i>enrolled students</i>	State
May 23-June 6	<i>Alternative Standardized Reading Assessment</i>	ASRA	Grade 3, <i>selected students</i>	State
June	<i>Cambridge Advanced International Certificate of Education Examinations</i>	AICE	Grades 9-12, <i>selected schools</i>	Internationally offered

Notes:

*The Grades 6 and 10 FCAT 2.0 Reading, FCAT 2.0 Reading Retake, FCAT Mathematics Retake, and all End-of-Course (EOC) tests are computer-based testing platform only. Paper-based accommodations are available to eligible students.

* *The following students in all schools must participate in *FAIR* as follows:

- All students in grades K-3
- Grades 4-10: only students in FCAT Levels 1 and 2
- Grades 11-12: only students eligible to take the FCAT Reading Retake

***Students who need to pass one or more sections of the test.

****Only includes ESE students exempted from standardized testing at these grade levels.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2011 - 2012 TESTING CALENDAR, GRADES K-12
Tentative: June 22, 2011

TESTS GIVEN ON AN AS-NEEDED BASIS			
DESCRIPTION	ABBREVIATION	PARTICIPANTS	REASON FOR TEST
<i>Aprenda La Prueba de los Logros en Español Segunda Edición</i> Placement decision for Gifted Program, Spanish-speaking ELLs	APRENDA	Grades K-12, <i>eligible ELLs</i>	State
<i>The Iowa Tests (Iowa Tests of Basic Skills and Iowa Tests of Educational Development)</i> Placement decisions for Gifted Program Exit ESOL Program (six semesters or more)	ITBS/ITED	Grades K-12, <i>eligible students</i> Grades 2-12, <i>selected students</i>	Federal and State
<i>Miami-Dade County Oral Language Proficiency Scale Revised</i> Placement decisions for ESOL Exit ESOL Program- Second Instrument Needed	M-DOLPS-R	Grade K, <i>eligible students</i>	Federal and State
<i>On-line Comprehensive English Language Learning Assessment</i> Placement decisions for ESOL Extension of services for ESOL Program	On-line CELLA	Grades 1-12, <i>eligible students</i>	Federal and State

FLORIDA COLLEGE BASIC SKILLS EXIT TEST (FCBSET) / POST SECONDARY EDUCATION READINESS TEST (PERT) READING, WRITING, AND MATHEMATICS Grades 11-12, Enrolled Students		
SENIOR HIGH SCHOOLS		
January 10-12, 2012	May 29 - 31, 2012	
ADULT EDUCATIONAL CENTERS		
November 30- December 2, 2011	April 3-5, 2012	July 24-26, 2012

COLLEGE ENTRANCE EXAMINATIONS NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS			
SAT and SAT Subject Test Dates*		ACT Test Dates	
October 1, 2011	March 10, 2012 (SAT Only)	September 10, 2011	April 14, 2012
November 5, 2011	May 5, 2012	October 22, 2011	June 9, 2012
December 3, 2011	June 2, 2012	December 10, 2011	
January 28, 2012		February 11, 2012	

*SAT Sunday administrations usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance.

Important Dates - Tentative

Interim Report Distribution	Report Card Distribution
September 22, 2011	November 18, 2011
December 8, 2011	February 8, 2012
February 23, 2012	April 19, 2012
May 3, 2012	June 27, 2012

Activities

Clubs

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or noncurriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, noncurriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

Fieldtrips and Special Activities

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. It is the student's responsibility to make up the work missed while on a fieldtrip. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

Athletics

Any student interested in participating in interscholastic sports must purchase school insurance prior to participation at any level. Additional information on the school's athletic programs may be obtained from the Athletic Director.

A student is eligible to participate in interscholastic sports if he/she:

- Undergoes a physical evaluation no earlier than April 1
- Presents an original birth certificate
- Has a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale
- Adheres to the principles of good sportsmanship and the ethics of competition at all times

Students may be declared ineligible:

- By the principal due to lack of attendance, improper conduct, or other valid reasons

Fundraisers – Board Rule 6Gx13- 5C-1.07

Sale of magazines shall be permitted by students in grades 9, 10, 11, and 12 only. Solicitations shall be permitted in homes only if a student is accompanied by an adult; no soliciting in offices or businesses of any kind. The fundraising activities in each school shall be limited to two weeks.

Promotional activities shall be kept within reasonable bounds and competition among schools, and among students in individual schools, shall not be unduly stimulated.

Bringing Pets to School

Students are not allowed to bring pets to school.

Attendance Policy – Board Rule 6Gx13- 5A-1.041

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students. In order to accomplish this goal, on April 18, 2007, the School Board of Miami-Dade County, Florida approved a new Student Attendance Board Rule, which is stated below.

The Attendance Review Committee

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee. The ARC will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - a. Issuing of quarterly, semester or final grades.
 - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
 - (1) Make-up assignments
 - (2) Attendance probation for the following grading period(s)
 - (3) Completion of a school service project
 - c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.
4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Excused School and Class Absences and Tardies

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the principal.
3. Death in family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.

5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school event, program or sporting activity
2. Absences due to older students providing day care services for siblings
3. Absences due to illness of others
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

Arrival/Dismissal

School Hours: 7:20 a.m. – 2:20 p.m.

Bell Schedule

		Times
Leadership Period/Homeroom		9:10 a.m. – 10:00 a.m. (45 min.- 10 min/35 Advisement)
Block 1	Period 1/2	7:20 a.m. – 9:10 a.m. (110 min)
Block 2	Period 3/4	10:05 a.m. – 12:25 p.m. (140 min)
Block 3	Period 5/6	12:30 a.m. – 2:20 p.m. (110 min.)

Early Bell	7:15 a.m.
Late Bell/Start of School	7:20 a.m.
First Block (Period 1 or 2)	7:20 a.m.
End of First Block	9:10 a.m.
Start of Second Block (Period 3 or 4)	10:05 a.m.
End of Second Block	12:25 p.m.
Start of Third Block (Period 5 or 6)	12:30 p.m.
End of Third Block and Dismissal	2:20 p.m.

First Lunch
10:10 a.m.-10:40 a.m.
Second Lunch
10:45 a.m.-11:15 a.m.
Third Lunch
11:20 a.m.-11:50 a.m.
Fourth Lunch
11:55 a.m.-12:25 p.m.

Late Arrival (Tardiness)

Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension. Late arrivals may be accrued and count towards unexcused absences.

Early Sign-out - Board Rule 6Gx13- 5A-1.041

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 30 minutes of the school day unless authorized by the principal or principal's designee (i.e., emergency, sickness).

Rainy Day Dismissal

Due inclemation of the weather dissmissal procedures are subject to change

Comprehensive Reading Plan

Middle school students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taking into account when accounting for this requirement. In secondary schools, the independent reading is a school wide program, and it is the school's responsibility to develop a plan that allows for independent reading time in all subject areas.

Messages and Use of Telephones

Parents are to report changes in address and phone number to the Main Office as soon as changes occur. Messages to students will not be delivered except in an emergency. A student's parents must inform the student of appointment, bus plans, alternative car rides, etc., **before** the student leaves home.

Lost and Found

The school is not responsible for the loss of personal property or books. A lost and found area is maintained in the Main Office. Students who find articles which have been lost or misplaced are urged to turn them in to

Cafeteria

Food Cost

Breakfast	Lunch	
All Students No charge	Students	\$2.50
Adults \$2.00	Reduced Price, Students	\$0.40
	Adults	\$3.00

Free Breakfast

The National School Breakfast Program was enacted to ensure that school children are being served a nutritious breakfast daily. **Miami-Dade County Public Schools offers breakfast at no charge to all M-DCPS Students.** The breakfast at no charge is not dependent on the student qualifying for free/reduced meals at lunch.

Free/Reduced Lunch Program

The National School Lunch and School Breakfast Programs as administered by Miami-Dade County Public Schools provides free and reduced priced meals for children unable to pay the full price. Applications must be filled out every school year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, the summer, and approximately **the first twenty days of next school year.**

PAYPAMS

Miami Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay on-line via the internet or by telephone for their child's/children meals with a credit or debit card. The parent/guardians will create a lunch account on-line for the child and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments.

- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

Cafeteria Rules (Optional)

- keep in a single line
- always be courteous to the cafeteria workers
- always use acceptable table manners
- discard the trash appropriately

Registration Procedures

- Application forms are freely available at the main office of the Young Women's Preparatory Academy on or about the first day of October. Applications can also be downloaded from our website.
- The completed application forms must be submitted to Young Women's Preparatory Academy by the last day of January.
- It is the parent or guardian's responsibility to insure that both the application and teacher recommendation have been sent by the January 15th deadline.
- Students that do not attend a Miami Dade County Public School must include a copy of the latest report card, last year's report card in its entirety, and last year's standardized test scores before they are considered complete. **Only complete applications will be processed.**
- A committee of administrators and teachers review submitted applications, using admission criteria established by the Young Women's Preparatory Academy.
- Final determination of acceptance is based on the random selection process run by the Office of Educational Accountability.

Confidential Information

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and provide the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

Parent-Teacher Association (PTA/PTSA)

The YWPA Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

Emergency Contact Information

Student Data/Emergency Contact Cards are distributed during the first week of school. Students are expected to bring the cards home and present them to their parents or guardians. The card must be carefully completed and then returned. The information you provide on the Student Data/Emergency Contact Card will enable school staff to contact you immediately in the case of an emergency involving your child. Students may only be released from school to the persons listed on the emergency contact card after presenting a picture identification. No persons, other than school staff, will have access to the information submitted.

Halls/Hall Passes

Approximately five minutes are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the Hall Monitors in the exercise of their duties and present your hall pass courteously when asked to do so.

At no time a student is to be out of the classroom during class without an official Yellow Pass. Teachers are not to give verbal permission for a student to exit the classroom.

Code of Student Conduct

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. On January 16, 2008, the School Board approved a newly revised Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a holistic approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff. Students and parents/guardians can access the English and Haitian/Creole versions of the document on the M-DCPS Website located at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> or you may request a copy from your child's school. The Spanish version of this document will be forthcoming.

Additionally, M-DCPS is proud to launch SPOT success, an initiative that enhances the COSC. It supports civic, moral and ethical values, encourages a positive and supportive school climate, and allows all school personnel to recognize and reward students for exemplifying model student behavior. Parents/guardians can check to see if their children are recognized through the SPOT success system by creating a Parent Account. For instructions, log on to M-DCPS Website at <http://www2dadeschools.net/parents/parents.htm>, click on Parent Portal and follow the directions on the screen. If you need additional assistance, you may contact your children's school(s).

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

LEVEL I Behaviors are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.

LEVEL I

Disruptive Behaviors

- Unauthorized location
- Confrontation with another student
- Cutting class
- Disruptive behavior (including behavior on the school bus and at the school bus stop)
- Failure to comply with class and/or school rules
- Possession of items or materials that are inappropriate for an educational setting *
- Inappropriate public display of affection
- Repeated use of profane or crude language (general, not directed at someone)
- Unauthorized use of electronic devices
- Violation of dress code



Special Notes

- * See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN I**. Principals may authorize use of **PLAN II** for repeated, serious or habitual Level I infractions.

PLAN I

- Parent/guardian contact **
- Reprimand
- Student, parents/guardians/staff conference
- Peer mediation
- Revocation of the right to participate in social and/or extracurricular activities
- Confiscation of wireless communication devices
- Detention or other Board-approved in-school program
- Temporary assignment from class where the infraction occurred
- Student contract
- School Center for Special Instruction (SCSI) ***
- Replacement or payment for any damaged property (if appropriate)
- Temporary loss of bus privileges (if appropriate)
- Participation in an informal counseling session related to the infraction
- Behavior Plan

Special Notes

- ** Good faith attempt must be made immediately to contact parent/guardian by telephone.
- *** Send written notice to parent/guardian within 24 hours via U.S. mail.

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

Level II Behaviors are more serious than Level I because they significantly interfere with learning and/or the well-being of others.

LEVEL II

Seriously Disruptive Behaviors

- Cheating/Misrepresentation
- Confrontation with a staff member
- Defiance of school personnel
- Distribution of items or materials that are inappropriate for an educational setting*
- Failure to comply with previously prescribed corrective strategies
- False accusation
- Fighting (minor)
- Harassment (non-sexual or isolated)
- Instigative behavior
- Leaving school grounds without permission
- Joining clubs or groups not approved by the School Board
- Libel
- Petty theft (under \$300.00)
- Use of profane or provocative language directed at someone
- Prohibited sales on school grounds (other than controlled substances)
- Possession and/or use of tobacco products
- Slander
- Vandalism (minor)

Special Notes

- * See Sexual Offenses (Other), Level IV, for obscene or lewd material.
- Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.
- If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee **must** select at least one of the following strategies from **PLAN II**. The use of appropriate strategies from previous PLAN may be used in conjunction with this PLAN. Principals may authorize the use of **PLAN III** for repeated, serious or habitual **Level II** infractions.

PLAN II


- Parent/guardian contact **
- School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior
- Suspension from school for one to five days***
- Diversion Center



Special Notes

- ** Good faith attempt must be made immediately to contact parent/guardian by telephone.
- *** Send written notice to parent/guardian within 24 hours via U.S. mail.

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>LEVEL III Behaviors are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.</p>	<p>The principal or designee <u>must</u> select at least one of the following strategies from PLAN III. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN. Principals may authorize the use of PLAN IV for repeated, serious or habitual Level III infractions.</p>
<h3>LEVEL III</h3> <h4>Offensive/Harmful Behaviors</h4> <ul style="list-style-type: none"> • Assault/Threat against a non-staff member • Breaking and Entering/Burglary • Bullying (repeated harassment)* • Disruption on campus/Disorderly conduct • Fighting (serious) • Harassment (Civil Rights)** • Hazing (misdemeanor) • Possession or use of alcohol and/or controlled substances • Possession of simulated weapons • Sexual harassment** • Trespassing • Vandalism (major) 	<h3>PLAN III</h3> <ul style="list-style-type: none"> • Parent/guardian contact*** • Suspension from school for one to ten days**** • Permanent removal from class (placement review committee decision required) • Diversion Center • Recommendation for alternative educational setting • Recommendation for expulsion 
<h4>Special Notes</h4> <p>➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.</p> <p>* Bullying infractions do not require a SPAR</p> <p>** Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.</p>	<h4>Special Notes</h4> <p>*** Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>**** Send written notice to parent/guardian within 24 hours via U.S. mail.</p>
<p>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>	

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

LEVEL IV Behaviors are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.

LEVEL IV

Dangerous or Violent Behaviors

- Battery against a non-staff member
- Grand theft (over \$300.00)
- Hate crime
- Hazing (felony)
- Motor vehicle theft
- Other major crimes/incidents
- Sale and/or distribution of alcohol and/or controlled substances
- Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)

Special Notes

- All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must use the following strategies from **PLAN IV**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

PLAN IV

- Parent/guardian contact*
- Suspension from school for one to ten days**
- Recommendation for alternative educational setting
- Recommendation for expulsion.



Special Notes

- * Good Faith attempt must be made immediately to contact parent/guardian by telephone.

** Send written notice to parent/guardian within 24 hours via U.S. mail.

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

LEVEL V Behaviors are the most serious acts of misconduct and violent actions that threaten life.

LEVEL V

Most Serious, Dangerous or Violent Behaviors

- Aggravated assault
- Aggravated battery against a non-staff member
- Armed robbery
- Arson
- Assault/Threat against M-DCPS employees or persons conducting official business
- Battery or Aggravated battery against M-DCPS employees or persons conducting official business*
- Homicide
- Kidnapping/Abduction
- Making a false report/threat against the school*
- Sexual battery
- Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons.*

Special Notes

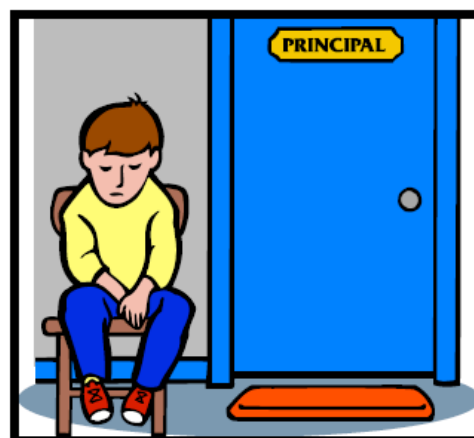
- All Level III, IV, and V infractions require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police.
- The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.
- * Mandatory one year expulsion.

RANGE OF CORRECTIVE STRATEGIES

The principal or designee must use the following strategies from **PLAN V**. The use of appropriate strategies from previous PLANS may also be used in conjunction with this PLAN.

PLAN V

- Parent/guardian contact **
- Suspension from school for ten days ***
- Recommendation for expulsion



Special Notes

- ** Good faith attempt must be made immediately to contact parent/guardian by telephone.
- *** Send written notice to parent/guardian within 24 hours via U.S. mail.
- This level of infraction may result in an expulsion requiring School Board action.

Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.

Student Rights and Responsibilities

The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

Dress Code – *Board Rule 6Gx13- 5C-1.031*

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures.

Uniform Policy

The mandatory school uniform is as follows: Navy Blazer, white oxford long/short sleeve shirt, plaid skirt, navy knee high socks, black closed-toe shoes, polo shirts in either light blue and/or white with the Young Women's Preparatory Academy logo. Skirts must be no more than two inches above the knee in length. ALL OTHER CLOTHING ATTIRE IS NOT PERMITTED

Special note to Parents: A student who wears items of clothing which distract the attention of students from the lesson being presented will be required to change the clothing to remove the distraction. Students violating the dress code will be excluded from class and other school activities until student is wearing proper attire. Other clothing issues such as size and/or fit will be considered on an individual basis and acceptability will be determined at the discretion of the administration

Cell Phones

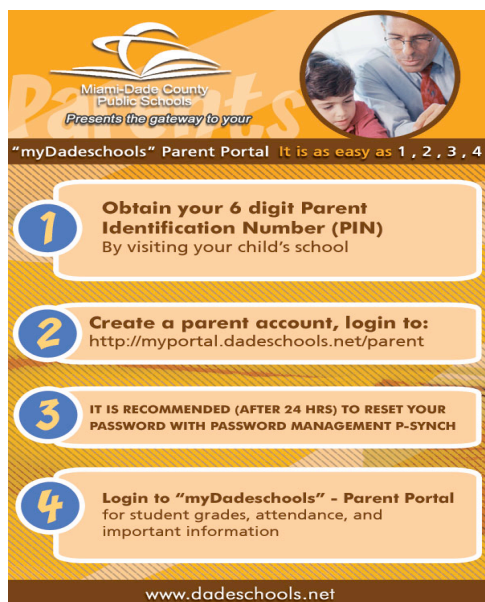
Possession of a cellular telephone is not a violation of the Code of Student Conduct (CSC). However, the possession of a cellular telephone which disrupts the educational process; the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the CSC.

Internet Use Policy – *see Board Rule 6Gx13- 6A-1.112*

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of

Insurance

The Student Protection Plan is designed to cover students or injuries received while participating in school sports, while traveling to and from school or when involved in accidents while engages in supervised activities on the school premises. Participation in this program is voluntary; however, all students taking part in athletic competitions and/or enrolled in vocational lab classes must carry the student accident insurance. The school will forward 2008-2009 enrollment application and additional information to the parents.



Parent Portal

Parents/guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information - including grades, attendance, and bus route information, and have access to the *Parent Resource* link, which takes them to sites such as Parent Academy, School of Choice, etc.

Soon, you will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new *Choice* application that will allow parents' to indicate preferential school choice via the portal; and access to the *Supplemental Educational Services (SES)* component of the No Child Left Behind Act.

Financial Obligations (Customize for elementary or high school as needed/optional)

All financial obligations incurred, i.e., school fees, textbook loss or damage, club activities, overdue or lost library books must be paid in the school's treasurer's office.

Grade Reporting

Academic Grades

Academic grades are to reflect the student's academic progress based on the standards for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

K-12 GRADES	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
A	90-100%	Outstanding progress	4
B	80-89%	Above average progress	3
C	70-79%	Average progress	2
D	60-69%	Lowest acceptable progress	1
F	0-59%	Failure	0
I	0	Incomplete	0

Conduct

Conduct grades are to be used to communicate to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

Grade Point Average

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

A = 3.50 and above

B = 2.50 – 3.49

C = 1.50 – 2.49

D = 1.00 – 1.49

Honor Roll Qualifications

	Principal's Honor Roll	Superior Honor Roll	Regular Honor Roll	Citizenship Honor Roll
Academic	4.0	3.6	3.50 – 3.59	
Academic	All As	All As and Bs	All As and Bs	
Effort	All 1	All 1 and 2	All 1 and 2	All 1 and 2
Conduct Average	4.0	3.6	3.0 or higher	4.0
Conduct Grades	All As	All As and Bs	All As and Bs	All As

Interim Progress Report

Interim progress reports must be sent home at any time the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

Homework / Make-up Assignments (customized)

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher (s).



Out of Area Transfer – Board Rule 6Gx13- 5A-1.08

Students in the regular school program (K-12) are assigned to attend school on the basis of the actual residence of their parent or legal guardian and the attendance area of the school as approved by the Board. A student may request an out of area transfer if the student resides with parent or legal guardian, and a change of residence occurs. The Regional Superintendent (or designated regional director) may administratively assign or approve the reassignment or transfer of students when the Florida Inventory of School Houses (FISH) capacity of the receiving school is below 105 percent in the 2007-2008 school year; below 100 percent in the 2008-2009 school year, and below 100 percent thereafter.

In the event a student with an Individual Educational Plan (IEP) requests to attend a school other than the school in which the student is enrolled, the parent(s)/guardian(s) must meet with Regional Center special education personnel to ensure that the programmatic needs of the student can be met at the requested school.

Textbooks

Students are not to write in textbooks. Fines will be assessed for excessive wear and deliberate damage. Upon payment for a lost book, another will be issued. If the book is found, the student will be reimbursed providing the student has a receipt. Textbooks found should be turned into the Main Office.

Permanent Records (FYI – from the Student Educational Records Manual)

Miami-Dade County Public Schools maintains the records of students in PK-12 and adult/vocational students enrolled in high school completion programs or vocational programs of 450 hours or more.

Permanent records consist of the following student information:

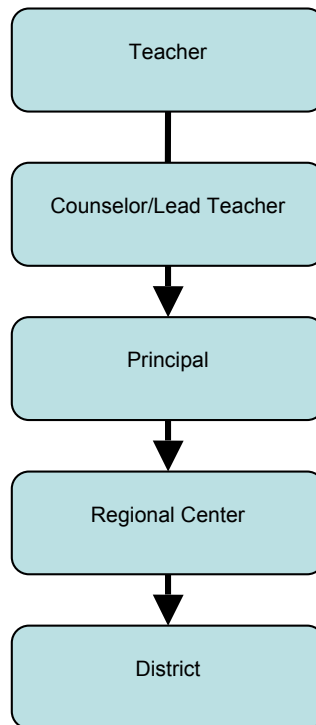
- a) pupil's or student's full legal name
- b) authenticated birthdate, place of birth, race, and sex
- c) last known address of pupil or student
- d) names of pupil's or student's parent(s) or guardian(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn

Publications

The Monarch Times will be posted on our website monthly.

Procedures for Addressing Concerns

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below.



School Center for Special Instructions (SCSI)

School administrators may elect to assign students to the School Center for Special Instruction (SCSI) as an alternative to suspension from school. The center is designed to provide tutorial and guidance services. When misconduct in a class results in an assignment to SCSI, the student should be removed from only the class in which the misconduct occurred. Continued misconduct can result in removal from all classes.

Transportation Eligibility

Students will be assigned a bus if the distance between the home and the school exceeds two miles, or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these requirements are not eligible for transportation services. Special provisions are made for Special Education students.

Safety and Security

The Emergency Operations Plan

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools /community. All schools have a site specific plan to address all types of critical incidents. These plans address the individual needs of the school, and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown

procedures and holding/dismissing students during school and community emergencies. Some important tips for parent/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Regional Center Superintendents/Directors and all M-DCPS Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

Accident Reports

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

Code Yellow/Code Red

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.

Closing of School

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

Fire Drills

Ten fire drills will take place according to the Miami-Dade County Public School Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teacher and staff must remain outside the building until permission is given to re-enter.

Visitors

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents are always welcome and tours may be arranged to view the school. Classroom visits require a 24-hour notice. Visitors must first register with security at the main entrance, sign-in and produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

Elevator

The school elevator is to be used by individuals who are handicapped and cannot use the stairs.

Media Center

The Media Center is open from 7:20 A.M. to 2:30 P.M. Four books may be checked out for 10 school days and may be renewed for another ten days. Students may visit the Media Center during class with a pass from your teacher. Books are due on or before the date stamped on the back cover. After that date a fine of five cents per day will accrue. If a student damages or loses a book, he/she will be expected to pay for it. Most days, the media center will be open during lunch.

Special Education

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent/guardian consents to initial placement.

Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team, known as the Child Study Team (CST), the Student Support Team (SST) or the Student Development Team (SDT).

Students with disabilities who are eligible and require special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian.

Parent/guardian involvement in the special education process is very important. Parents/guardians will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years.

The Individuals with Disabilities Education Act (IDEA) states that parents/guardians of a child with a disability have certain procedural safeguards. The *Summary of Procedural Safeguards for Parents of Students with Disabilities* documents all the information about the rights of parents. This notice of procedural safeguards is made available to the parent/guardian, at a minimum, upon initial referral; or the parent's request for evaluation; upon the school district's refusal to conduct an initial evaluation that the parent has requested; upon each notification of an IEP meeting; upon consent for re-evaluation; upon the school district's receipt of a request for a due process hearing; and any other time the parent/guardian may request to receive a copy.

Other rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

Clinic

1. A student who needs to use the clinic should be sent to the clinic by her teacher with a pass clearly stating the time the student left the class.
2. The student must sign-in with the office staff and may rest for twenty minutes.
3. If the student is well enough to stay in school, she will be given a pass back to class with the time clearly stated on the pass.
4. If a student becomes ill during the school day and wishes to go home, she must report to the main office. Office personnel will contact the student's parent/guardian to pick the student up from school. If staff cannot contact the parent/guardian, the student will remain in school.

Medication

If a student needs health care, he/she must obtain a pass from the teacher then report to the Main Office and call parents to pick her up. The school may administer only essential first aid and will seek assistance from 911 personnel if needed. If a student needs to take medication during school hours, parents must fill out an "Authorization for Medication" form. The school may not administer any medicine, including over-the-counter drugs unless parents request it in writing and supply the medicine. Non-prescription, over-the-counter medication must be received in its **original container** and labeled by a parent/guardian with the student's name, a completed and signed medication authorization form must be accompanied each medication. Prescription medication must be received in **PHARMACY** labeled container with the following information:

- Students name
- Physician's/Nurse Practitioner's name
- Pharmacy's name and phone number
- Name of medication
- Directions concerning dosage and administration
- Date of prescription
- Expiration date

Medications must be brought to the school by the student's parent/guardian.

Student Services

Career Specialist

The career specialist serves as a resource person for career information within the school. The career specialist will:

- Conduct exit interviews and maintain data on each student who leaves school prior to graduation.
- Collect information on local and national employment trends and disseminate the data to students and concerned staff members.
- Participate in appropriate organizations and visit business/industry to promote their collaboration with the school to establish resources for speakers, field trips, visual aids, and instructional materials.
- Arrange and/or present career information programs for students.
- Participate in articulation and orientation programs.
- Assist students in obtaining necessary work credentials: social security numbers, work permits, job applications, etc.
- Organize and coordinate career related programs within the school.
- Work with counselors to assist all students in the career decision-making process by facilitating their post-secondary planning and placement.

- Establish and maintain a Career Resource Center which contains an extensive collection of career-related materials, utilizing audiovisual and print media.
- Coordinate pre-employment and job-hunting clinics for in-school and out of school youth.
- Contact no-show students to encourage their return to school or to assist them with alternative educational programs or job placement.
- Assist vocational teachers and administrators with the collection of specific information related to the placement and follow-up of vocational program completers.
- Serve as a liaison with business, industry, and community groups.

College Assistance Program (CAP)

The CAP advisor will:

- Assist students in securing information for the selection of appropriate colleges, vocational, and/or technical schools.
- Help students to secure and complete admissions test registrations.
- Assist students in obtaining and completing admissions applications.
- Assist students in obtaining and completing scholarship applications.
- Help students to acquire and complete financial aid applications, including the Free Application for Student Aid (FAFSA), the Florida Student Assistant Grant (FSAG), the Family Financial Statement (FFS), the Financial Aid Form (FAF), the Guaranteed Student Loan, and other institutional applications for financial assistance.
- Provide on-going orientation sessions for all students to delineate the services available through CAP.
- Plan, coordinate, and implement the following programs: Financial Aid Workshop, College Forum, and College Assemblies.
- Coordinate college visitations.

Community Service Requirements

The State of Florida has enacted legislation which adds a 75 hour community service requirement to the qualifications for Florida Academic Scholars. The Superintendent's Diploma of Distinction also requires 75 hours of community service. The community service requirement has been incorporated into School Board rule (6Gx13-5B-1.04, Pupil Progression Plan)

Counselor

- Maintain a systematic, on-going program of individual conferences with counselees in the area of educational, personal, social, and vocational counseling, as well as post-secondary planning.
- Keep records of conferences with students.
- Act as a liaison among students, teachers, parents, and administrators.
- Hold parent conferences and respond to parental requests for information.
- Assist in identifying students with special needs for referral.
- Process referrals to other student services personnel and community agencies.
- Seek special program placement for students with special needs.
- Conduct group advisement sessions.
- Provide informational sessions for teachers and parents.
- Assist in the administration of standardized tests.
- Provide group and individual interpretation of test results to students, teachers, and parents.
- Assist students with college admission and scholarship applications.
- Maintain and utilize current effective materials and pertinent related information.
- Participate in articulation and orientation programs.

TRUST Counselor

The TRUST (To Reach Ultimate Success Together) counselor works cooperatively with other student services personnel in the school to provide support services for students, parents, and staff. The TRUST counselor will:

- Implement a substance abuse education prevention program.
- Conduct individual and group counseling sessions with students as needed.
- Establish and coordinate a peer counseling/peer mediation program.
- Provide individual and small group counseling sessions for students whose performance shows evidence of personal problems (family, emotional, truancy, alcohol or other substance abuse, grieving, pregnancy, etc.)
- Provide referrals to local community organizations when necessary.
- Provide follow-up counseling for those students who have attended a treatment program.
- Establish a close relationship with feeder schools.
- Attend district, Regional Center, and student services meetings/workshops as necessary.
- Provide counselors with updated information on TRUST programs.
- Invite community agencies to be guest speakers.
- Develop and implement in-service training programs for school personnel in order to provide them with identification and prevention approaches.

The Parent Academy

The Parent Academy is a free, year-round, parent/guardian engagement and skill building program of Miami-Dade County Public Schools (M-DCPS). The goals are to educate parents/guardians about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available to their children and to them personally.

In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students; and provides professional staff development for school personnel on how to create parent-friendly schools.

Within this framework, The Parent Academy offers classes and workshops developed around the nine subject area strands listed below:

- Help Your Child Learn (*Example: PASSport to Success – 8 module series*)
- Parenting Skills (*Example: Positive Discipline*)
- Early Childhood (*Example: Developing Early Literacy Skills*)
- Arts & Culture (*Example: Enrich Your Child through Arts and Culture in Miami*)
- Languages (*Example: American Sign Language for Families*)
- Computer Technology (*Example: Parent Portal*)
- Health and Wellness (*Example: Preventing Substance Abuse*)
- Financial Skills (*Example: Financing Your Child's College Education*)
- Personal Growth (*Example: GED Preparation – offered through Adult Education*)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 201 local sites such as public schools, libraries, parks, colleges, private businesses, and neighborhood centers. Monthly calendars are posted in the *Course Directory* section on The Parent Academy’s Web site at www.theparentacademy.net. The Parent Academy staff members are available to provide parents, students and school sites with guidance and assistance in scheduling workshops. Staff can be reached at (305) 995-2680.

Volunteer Program

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

Level 1 - complete a database background check	Level 2 - complete a fingerprint background check
<ul style="list-style-type: none"> •Day chaperones for field trips •Classroom assistants •Math and/or reading tutors. 	<ul style="list-style-type: none"> •Certified Volunteers •Mentors •Listeners/Oyentes •Athletic/Physical Education assistants •Overnight chaperones.

Any individual interested in volunteering in Miami-Dade County Public Schools must:

- Complete Registration Form #1764, date and sign, and submit it to a school or work location.
- Show a current valid government-issued identification with picture.
- Show social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

TITLE I ADMINISTRATION (Applicable to Schools in Title I Program)

The Title I Administration Parental Program helps parents/guardians become more engaged with their children's education, by building their capacity for involvement, thus ensuring a stronger partnership among the school(s) involved, parents/guardians, and the community, to improve student academic achievement. For this purpose the Title I funded Community Involvement Specialists (CIS) at Title I schools, assists school-sites, the District and Regional Centers in planning, implementing and delivering educational support programs and special projects, thus helping to meet District and school-site goals and objectives.

Parents/guardians of students in Title I schools are able to access information, brochures and documents regarding the components of the Title I Program that are listed below at the school site. Additionally, the documents named below that are marked with an asterisk (*), will be distributed to parents by the school site, and are available in English, Spanish and Haitian-Creole.

PROGRAM COMPONENTS:

- *Title I Program Parent Notification Letter
- *Title I School's District Wide Parental Involvement Policy
- *Title I School-Parent Compacts
- *Supplemental Educational Services (SES) (*varied documents*)
- Parent Orientation Meeting -- "Open House"
- Title I District Advisory Council (DAC)
- Title I Regional Centers Parent Advisory Council (PAC)
- Title I Homeless Assistance Centers (HAC) I and II Community Partnership for Homeless, Inc. (CPHI)
- Title I Migrant Education Program (MEP)
- Title I Challenging Higher Education for Students in our Schools (CHESS) Program
- Title I Home Instruction for Parents of Preschool Youngsters (HIPPY) Program

RESOURCE CENTERS:

School Site Parent Resource Centers/School Site Parent Reception Areas

Title I Parent Resource Center (Opening in the Fall of 2008)

Title I Parent Resource Center – North
(located inside Northside Shopping Center)
7900 NW 27th Avenue, Suite F9
Miami, FL 33147

Title I, M-DCPS Office of Parental Involvement and Nova Southeastern University Partnerships --
Parent Resource Centers:

Miami-Dade County Public Schools
Office of Parental Involvement
1450 NE 2nd Avenue, Suite 216
Miami, FL 33132

Florida School Choice North Parent Resource Center
Nova Southeastern University
1750 NE 167th Street, Room 166-B
North Miami Beach, FL 33162

Florida School Choice South Parent Resource Center
Nova Southeastern University
8588 SW 124th Avenue, Room 420
Kendall, FL 33183

Should you need further information regarding the Title I Program at your children's school(s), please speak with the Title I CIS or parent representative at the school site. For additional Title I Program information, please ask to see the current school year's Title I Administration Handbook at your child's school site, or visit www.title1.dadeschools.net.

Dear Parents/Guardian:

Miami-Dade County Public Schools is committed to providing information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the No Child Left Behind Act (NCLB) highly qualified criteria.

Please be assured that Miami-Dade County Public Schools is dedicated to providing the students of our county with a quality education. The information regarding the qualifications of your child's teacher and/or the classroom paraprofessional may be obtained from the school.

Sincerely,

Conception I. Martinez, Principal
Young Women's Preparatory Academy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.

Acknowledgement of Responsibility

Each parent/guardian of a student and each student enrolled in Miami-Dade County Public Schools must sign and return this page to the student's school to acknowledge review of the Young Women's Preparatory Academy Code of Student Conduct Handbook located on the schools website at ywpadadeschools.net. Each school will maintain records of such signed statements.

I acknowledge receipt of the Young Women's Preparatory Academy Code of Student Conduct Handbook and I have read discussed it with my child.

Parent's/Guardian Signature

Date

I acknowledge receipt of the Young Women's Preparatory Academy Code of Student Conduct and I have read and discussed it with my parent/guardian

Student's Name

Date

**RETURN TO STUDENT'S SCHOOL
WITHIN THREE DAYS
UPON REVIEW OF THE HANDBOOK**