

Young Women's Preparatory Academy



2013-2014 Middle School Parent/Student Handbook

Miami-Dade County Public Schools

The School Board of Miami-Dade County, Florida

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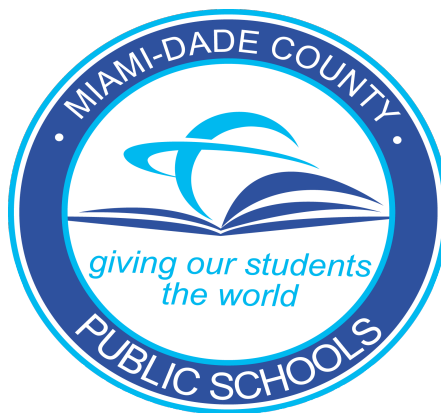


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Miami-Dade County Public Schools

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

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.



Because we believe, we will become leaders
in our world.
Young Women's Preparatory Academy
Armed with strength of mind, warmth of soul;
Always firm to stand!
Vision Statement
Lady monarchs, always true
Honor we will bring to you.

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

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.

After Care Hours 2:20 p.m. – 6:00 p.m.

Office: (305) 575-1200

Fax: (305) 325-8071

Website:

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

Booker T. Washington High School Feeder Pattern

School	Principal	School Phone
Eneida Hartner Elementary	Dr. Derick McKoy	305-573-8181
Riverside Elementary	Erica Paramore-Respress	305-547-1520
Southside Elementary	Salvatore Schiavone	305-371-3311

Magnet Schools – Booker T. Washington High School Feeder Pattern

Dr. Albert Payne, Jr., Region Superintendent

School	Principal	School Phone
Law Enforcement Officers' Memorial	Christopher Shinn	786-299-8402
Young Men's Preparatory Academy	Leonard Ruan	305-571-1111
Young Women's Preparatory	Concepcion Martinez	305-575-1200
IPREP Academy	Alberto Carvalho	305-995-1915

Primary Learning Centers – Booker T. Washington Feeder Pattern

School	Principal	School Phone
MDCPS Primary Learning Center	Alberto Carvalho	305-523-8338



MIAMI-DADE COUNTY PUBLIC SCHOOLS
2013-2014 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY

July 2013					August 2013					September 2013				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	2	3	4	⑤	6
8	9	10	11	12	5	6	7	⑧	⑨	9	10	11	12	13
15	16	17	18	19	⑫	⑬	⑭	⑮	⑯	16	17	18	19	20
22	23	24	25	26	⑰	20	21	22	23	23	24	25	26	27
29	30	31			26	27	28	29	30	30				
October 2013					November 2013					December 2013				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	⑧*	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	⑳	㉑	18	19	20	21	22	23	24	25	26	27
⑳	29	30	31		25	26	27	28	29	30	31			
January 2014					February 2014					March 2014				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	⑦*	3	4	5	6	7
6	7	8	9	10	10	11	12	13	14	10	11	12	13	14
13	14	15	⑯	⑰	17	18	19	20	21	17	18	19	⑳	㉑
20	㉑	22	23	24	24	25	26	27	28	24	25	26	27	28
27	28	29	30	31						㉒				
April 2014					May 2014					June 2014				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4				1	2	2	3	4	⑤	⑥
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	⑱	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30				

Florida Comprehensive Assessment Test® FCAT 2.0		
October 7 – 18, 2013	RETAKES: FCAT 2.0 Reading	11, 12, 13, Retained 10, and Adult
December 3 – 4, 2013	FCAT 2.0 Writing Prompt Field Test	4, 8, and 10
February 25 – 26, 2014	FCAT 2.0 Writing	4, 8, and 10
April 7 – 11, 2014	RETAKES: FCAT 2.0 Reading	11, 12, 13, Retained 10, and Adult
April 22 – 26, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading FCAT 2.0 Science	3, 4, 7, and 8 3, 4, and 5 5, 8
April 22 – May 1, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	6 7 and 10
April 28 – May 7, 2014	FCAT 2.0 Mathematics FCAT 2.0 Reading	5 6, 8, and 9

	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
	Begin/End of Grading Period	4-47
	Secondary Early Release	

For information on employee opt days, please refer to back of calendar.

**2013-2014 SCHOOL CALENDAR
ELEMENTARY AND SECONDARY
MIAMI-DADE COUNTY PUBLIC SCHOOLS
MIAMI, FLORIDA**

August 15, 16, 2013	Teacher planning days; no students in school
August 19	First Day of School; begin first semester
September 2	Labor Day; holiday for students and employees
September 5*+##	Teacher planning day; no students in school
September 26	Secondary early release day
October 24	End first grading period; first semester
October 25*+##	Teacher planning day; no students in school
October 28	Begin second grading period; first semester
November 8	Teacher planning day; Professional Development Day-not available to opt; no students in school
November 11	Observation of Veterans' Day; holiday for students and employees
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 12	Secondary early release day
December 23-	Winter recess for students and all employees with the exception of Fraternal Order of
January 3, 2014	Police Employees;
January 16	End first semester and second grading period
January 17 *+##	Teacher planning day; no students in school
January 20	Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
January 21	Begin second semester; third grading period
February 7	Teacher planning day; Professional Development Day-not available to opt; no students in school
February 13	Secondary early release day
February 17	All Presidents Day; holiday for students and employees
March 13	Secondary early release day
March 20	End third grading period; second semester
March 21*+##	Teacher planning day; no students in school
March 24 - 28	Spring recess for students and all employees with the exception of Fraternal Order of Police Employees
March 31*+##	Begin fourth grading period; second semester
April 17	Secondary early release day
April 18*+##	Teacher planning day; no students in school
May 26	Observance of Memorial Day; holiday for students and employees
June 5	Last Day of School; end fourth grading period; second semester
June 6	Teacher planning day; no students in school

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

Job Category	Beginning Date	Ending Date
Teachers new to the system	August 8, 2013	June 6, 2014
Assistant Principals and 10-month clerical	August 8, 2013	June 13, 2014
Cafeteria Managers	August 12, 2013	June 6, 2014
Satellite Assistants	August 14, 2013	June 5, 2014
All Instructional Staff, Paraprofessionals & Security	August 15, 2013	June 6, 2014
Assistant to Cafeteria Managers/MAT Specialists	August 16, 2013	June 5, 2014
Cafeteria Workers (part-time)	August 19, 2013	June 5, 2014

*Teachers/paraprofessionals and school support personnel may opt to work one or two days, August 13, 14, 2013, or June 9, 10, 2014, in lieu of any one or two of the following days: September 5, 2013, October 25, 2013, January 17, 2014, March 21, 2014, and April 18, 2014. November 8, 2013, and February 7, 2014, 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 9, 10, 2014, in lieu of any one or two of the following days: September 5, 2013, October 25, 2013, January 17, 2014, March 21, 2014, and April 18, 2014. November 8, 2013, and February 7, 2014, 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 6, 7, 2013, or June 9, 10, 2014, in lieu of any one or two of the following days: September 5, 2013, October 25, 2013, January 17, 2014, March 21, 2014, and April 18, 2014. November 8, 2013, and February 7, 2014, are Professional Development Days and are not available to opt.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2013 - 2014 TESTING CALENDAR, GRADES PreK-12
Tentative: May 30, 2013

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	MANDATE
July 22 – Aug 9	<i>Florida End-of-Course Assessments*</i>	EOC	Grade 6-12, <i>eligible students</i>	Federal and State
July 22	<i>US History</i>			
July 22 – 26	<i>Biology 1</i>			
July 29 – Aug 2	<i>Algebra 1</i>			
Aug 5 – 9	<i>Geometry</i>			
July 31- August 1	<i>Alternative Assessment for Grade 3 Promotion</i>	AAGTP	Grade 3, <i>retained only</i>	State
August 19– September 13	<i>Baseline Benchmark Assessments Reading, Mathematics, Science, Algebra 1, Geometry, Biology 1, United States History, and Civics</i>	BBA	Grades 3-12	State and District
August 19- October 1	<i>Florida Kindergarten Readiness Screener (Early Childhood Observation System and Florida Assessment for Instruction in Reading)</i>	FLKRS (ECHOS and FAIR)	Kindergarten	State
August 20 – October 15	<i>Florida Assessments for Instruction in Reading Assessment Period 1 (AP1)</i>	FAIR	Grades 1-3, all; Grades 4-12, <i>eligible students**</i>	State and District
August 21 – September 4	<i>District Writing Pre-Test</i>	DWT	Grades 4, 8, 10	State and District
September/ October	<i>Preliminary ACT Test</i>	PLAN	Grade 10, <i>Optional</i>	Nationally Offered
September/ October (Tentative)	<i>Race to the Top District Developed Assessments Item Try Outs Career Technical Education, Physical Education, Visual Arts, Performing Arts, and World Languages</i>	RTTDDA	TBD	State
September 3 - 30	<i>Florida Voluntary Prekindergarten (VPK) Assessment Period 1 (AP1)</i>	VPK	Prekindergarten	State
September 16- 27	<i>Florida End-of-Course Assessment* US History, Biology 1, Algebra 1, and Geometry****</i>	EOC	Grade 6-12, <i>eligible students</i>	Federal and State
October 7 – 18	<i>Florida Comprehensive Assessment Test Reading Retake*</i>	FCAT 2.0 RETAKE	Grades 10+, 11, 12, <i>eligible students</i>	State
October 16	<i>College Board Preliminary SAT / National Merit Scholarship Qualifying Test</i>	PSAT / NMSQT	Grade 9, <i>Optional</i> Grade 10 Grade 11, <i>Optional</i>	Nationally Offered State Nationally Offered
October 28– November 15	<i>Interim Assessment Tests: Fall Reading, Mathematics, Science, Algebra 1, Geometry, Biology 1, United States History, and Civics</i>	IA	Grades 3-12	State and District
November 12 – 13	<i>Grade 3 Mid-Year Promotion</i>	GTMYP	Grade 3, <i>eligible, retained students</i>	State
November 25 – January 30	<i>Florida Assessments for Instruction in Reading Assessment Period 2 (AP2)</i>	FAIR	Grades K-3, all; Grades 4-12, <i>eligible students**</i>	State
December 2 – 6	<i>Florida Competency Examination on Personal Fitness</i>	FCEPF	Grades 10-12, <i>Optional</i>	State
December 2 – 20	<i>Florida End-of-Course Assessments* US History, Biology 1, Algebra 1, and Geometry****</i>	EOC	Grade 6-12, <i>eligible students</i>	Federal and State
December 3 – 4	<i>Florida Comprehensive Assessment Test 2.0 Writing Prompt Field Test</i>	FCAT 2.0	Grades 4, 8, 10	State
January 6 – 21	<i>District Writing Mid-Year Test</i>	DWT	Grades 4, 8, 10	State and District
January 7 – February 4	<i>Florida Voluntary Prekindergarten (VPK) Assessment Period 2 (AP2)</i>	VPK	Prekindergarten	State
January 21 – February 14	<i>Interim Assessment Tests: Winter Reading, Mathematics, Science, Algebra 1, Geometry, Biology 1, United States History, and Civics</i>	IA	Grades 3-12	State and District

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2013 - 2014 TESTING CALENDAR, GRADES PreK-12
Tentative: May 30, 2013

DATE	DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
January 21- May 9	Grade 3 Reading Student Portfolio	GTRSP	Grade 3	State
January 27 – March 20	National Assessment of Educational Progress	NAEP	Grades 4, 8, 12, selected schools	Federal
February	Florida's Postsecondary Education Readiness Test	PERT	Grades 11, eligible students	State
February 24 – April 9	Florida Alternate Assessment	FAA	Grades 3-11****	State
February 25 – 26	Florida Comprehensive Assessment Test 2.0 Writing	FCAT 2.0 WRITING	Grades 4, 8, 10	State
March (Tentative)	Partnership for Assessment of Readiness for College and Careers Field Tests	PARCC	TBD	Federal and State
March 3 – April 4	Comprehensive English Language Learning Assessment	CELLA	Grades K-12, all current ELLs and eligible former ELLs	Federal and State
April 7 – 11	Stanford Achievement Test, Tenth Edition Reading and Mathematics	SAT-10	Grades K-2	District
April 7 – 11	Florida Comprehensive Assessment Test Reading Retake*	FCAT 2.0 RETAKE	Grades 10+, 11, 12, eligible students	State
April 17 – May 28	Florida Assessments for Instruction in Reading Assessment Period 3 (AP3)	FAIR	Grades K-3, all; Grades 4-12, eligible students**	State
April 22 – May 7	Florida Comprehensive Assessment Test 2.0	FCAT 2.0		Federal and State
April 22 – 25	Mathematics		Grades 3, 4, 7, 8	
	Reading		Grades 3, 4, 5	
	Science		Grades 5, 8	
April 22-May 1	Mathematics*		Grade 6	
	Reading*		Grades 7, 10	
April 28 – May 7	Mathematics*		Grade 5	
	Reading*		Grades 6, 8, 9	
April 22 – May 16	Florida Voluntary Prekindergarten (VPK) Assessment Period 3 (AP3)	VPK	Prekindergarten	State
April 28 – May 30	Florida End-of-Course Assessments*	EOC	Grades 6-12, eligible students	Federal and State
April 28 – May 2	Civics/US History			
May 5-9	Biology 1			
May 12-16	Algebra 1			
May 19-23	Geometry			
May 27 – 30	Make-up Only: US History, Biology 1, Algebra 1, Geometry, and Civics EOC Assessments			
May (Tentative)	Race to the Top District Developed Assessments Field Tests Career Technical Education, Physical Education, Visual Arts, Performing Arts, and World Languages	RTTDDA	TBD	State
May 1 – 21	International Baccalaureate External Written Examinations	IB	Grades 11-12, enrolled, registered students only	Internationally Offered
May 5 – 16	Advanced Placement Examinations	AP	Grades 9-12, enrolled, registered students only	Nationally Offered
May 6 – June 11	Cambridge Advanced International Certificate of Education Examinations	AICE	Grades 9-12, enrolled, registered students only	Internationally offered
May 12 – 16	Florida Competency Examination on Personal Fitness	FCEPF	Grades 10-12, Optional	State
May 23 – June 4	Alternative Standardized Reading Assessment	ASRA	Grade 3, eligible students	State
May (Tentative)	AP/Cambridge Capstone	AP	Grades 9-12, enrolled, registered students only	Nationally Offered

Developed by Student Assessment and Educational Testing. Revised May 30, 2013

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2013 - 2014 TESTING CALENDAR, GRADES PreK-12
Tentative: May 30, 2013

TESTS GIVEN ON AN AS-NEEDED BASIS			
DESCRIPTION	ABBREVIATION	PARTICIPANTS	MANDATE
<i>Florida Post Secondary Education Readiness Test</i> Dual Enrollment Placement, College Placement Testing, Post Remediation, Concordant Scores for Algebra 1 EOC (when established)	PERT	Grades 10 – 12	State
<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	ITBS/ITED	Grades K-12, <i>eligible students</i>	Federal and State
Exit ESOL Program (six semesters or more)		Grades 2-12, <i>eligible students, Charter Schools only</i>	
ACCEL Option		<i>Selected students</i>	
<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

COLLEGE ENTRANCE EXAMINATIONS			
NATIONALLY OFFERED FOR INTERESTED, REGISTERED STUDENTS			
Anticipated SAT and SAT Subject Test Dates*		ACT Test Dates	
October 5, 2013	March 8, 2014 (SAT Only)	September 21, 2013	April 12, 2014
November 2, 2013	May 3, 2014	October 26, 2013	June 14, 2014
December 7, 2013	June 7, 2014	December 14, 2013	
January 25, 2014		February 8, 2014	

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

Notes:

*Designates computer-based testing.

**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 2.0 Reading Retake

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

****EOC assessments must be administered in this order.

Important Dates - Tentative

Interim Report Distribution	Report Card Distribution
September 20, 2013	November 15, 2013
December 3, 2013	February 7, 2014
February 19, 2014	April 17, 2014
May 1, 2014	June 27, 2014

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

The Middle School Sports Athletic Program (MSAP) is designed to maximize opportunities for school and student participation in a variety of sports and events. Students should be encouraged to participate in activities that satisfy their needs for growth and development. The intramural program provides an opportunity for all students to become involved in team and individual competitions and special events within their school. The interscholastic program allows students who have demonstrated a higher level of proficiency to participate in competitions involving other schools.

Intramurals take place before or after school. No academic credit is awarded. Intramural competitions take place a minimum of two weeks prior to the beginning of interscholastic team practice. Intramurals then continue for an additional four weeks, for a total of six weeks per sport.

Selection of interscholastic teams is made from a school's intramural teams and is based upon student interest, athletic skills and age. To be eligible to participate, seventh and eighth grade students must have at least a 2.00 grade point average for the previous grading period in academics and conduct in order to be eligible for participation. At the start of the school year, the final grades of the previous year determine eligibility. It is recommended that each school use a parent consent form to be turned in prior to student participation in athletic tryouts. It is also recommended that students be encouraged to purchase school insurance as a prerequisite for participation.

Participation in the MSAP is optional and a school may participate in any or all of the sports being offered. The MSAP currently offers schools the opportunity to field teams and compete in the following sports: basketball, bowling, cross country, golf, soccer, softball, swimming, tennis, track and field, volleyball and wrestling.

Fundraisers – Board Policy 5830

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. An Application for Fundraising Activity, M-DCPS Form 1018 must be completed. Regional Center approval is required for any fundraising activity where collections take place outside of school grounds. This approval can be obtained by completing M-DCPS Form 5656, Region Center Approval for Fundraising Activity (Community Sales).

Fundraising activities involving students working or providing services for community events or outside business organization for which compensation, monetary or otherwise, will be given, either to the students or the school, **are not** allowed to be conducted as school-sponsored /student fundraisers. Middle school students are not allowed to participate in the sale of magazines.

Bringing Pets to School

Students are not allowed to bring pets to school.

Attendance Policy – Board Policy 5200

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.

School Attendance

Students are to be counted in attendance only if they are actually present for at least **two** hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student. **(Board Policy 5200 – Attendance)**

Class Attendance

Students are to be counted in attendance if they are physically present in class for at least half of the class period, have been excused by the teacher on a class-related assignment, or have been requested by a member of the school support staff for an approved school activity. **(Board Policy 5200 – Attendance)**

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 immediate 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 is 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 region, 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. - 2:20p.m.

Bell Schedule

		Times
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 Policy 5200

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).

Comprehensive Reading Plan

All secondary students are encouraged to read independently choosing books of interest. Required readings for classroom instruction are assigned by the English teacher.

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 the main office.

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

- 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 are provided 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 Young Women's Preparatory Academy 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 (insert 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 is a student 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 March 12, 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, Haitian/Creole and Spanish 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.


Code of Student Conduct – Secondary

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>LEVEL I Behaviors are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.</p> <p style="text-align: center;">LEVEL I</p> <p>Disruptive Behaviors</p> <ul style="list-style-type: none"> • 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 	<p>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.</p> <p style="text-align: center;">PLAN I</p> <ul style="list-style-type: none"> • 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
<p style="text-align: center;">Special Notes</p> <p>* See Sexual Offenses (Other), Level IV, for obscene or lewd material.</p> <p>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</p> <p>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</p>	<p style="text-align: center;">Special Notes</p> <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>

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

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS	RANGE OF CORRECTIVE STRATEGIES
<p>Level II Behaviors are more serious than Level I because they significantly interfere with learning and/or the well-being of others.</p> <h3>LEVEL II</h3> <p>Seriously Disruptive Behaviors</p> <ul style="list-style-type: none"> • 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) 	<p>The principal or designee <u>must</u> select at least one of the following strategies from PLAN II. The use of appropriate strategies from previous PLAN may be used <u>in conjunction with</u> this PLAN. Principals may authorize the use of PLAN III for repeated, serious or habitual Level II infractions.</p> <h3>PLAN II</h3> <ul style="list-style-type: none"> • 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 
<p style="text-align: center;">Special Notes</p> <p>* See Sexual Offenses (Other), Level IV, for obscene or lewd material.</p> <p>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</p> <p>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</p>	<p style="text-align: center;">Special Notes</p> <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>

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

BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES

BEHAVIORS

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.

LEVEL III

Offensive/Harmful Behaviors

- 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)

Special Notes

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

* Bullying infractions do not require a SPAR

** 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.

RANGE OF CORRECTIVE STRATEGIES

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

PLAN III

- 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



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 V Behaviors are the most serious acts of misconduct and violent actions that threaten life.</p> <h3 style="text-align: center;">LEVEL V</h3> <p>Most Serious, Dangerous or Violent Behaviors</p> <ul style="list-style-type: none"> • 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.* 	<p>The principal or designee must use the following strategies from PLAN V. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <h3 style="text-align: center;">PLAN V</h3> <ul style="list-style-type: none"> • Parent/guardian contact ** • Suspension from school for ten days *** • Recommendation for expulsion <div data-bbox="857 949 1308 1392" data-label="Image"> <p>A cartoon illustration of a young male student with brown hair, wearing a yellow long-sleeved shirt and blue pants, sitting on a wooden chair. He is looking down with a sad or nervous expression. Behind him is a bright blue door with a yellow sign that says 'PRINCIPAL' in black capital letters. The floor is light blue.</p> </div>
<p style="text-align: center;">Special Notes</p> <ul style="list-style-type: none"> ➤ 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. <p>* Mandatory one year expulsion.</p>	<p style="text-align: center;">Special Notes</p> <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> <ul style="list-style-type: none"> ➤ 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 Policy 5511

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 policy 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 (COSC). 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 – Board Policy 7540.03

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 the Internet for product advertisement, commercial activities, political campaigning or solicitation.

Health Screening

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

Scoliosis Screening (6th grade students – applies to K-8 centers) The Florida Legislature Statute, 381.0056 mandates scoliosis screenings to be performed annually for students in grade six. Consequently, your school has been scheduled to participate in the Scoliosis Screening Program sponsored by Miami-Dade County Public Schools and Easter Seals

Miami-Dade. A sample letter (**FM-4382**) notifying parents of the school's scoliosis screenings to be performed should be reproduced and sent to parent(s)/guardian(s) of students as soon as possible. This screening will be performed by trained Easter Seals personnel on a specified date.

Immunizations

Requirements for School Entry:

1. a complete Florida Certification of Immunization – Blue Card Form DH 680 - according to grade level
2. State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

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 the 2011-2012 enrollment application and additional information to the parents.

Florida KidCare

Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, The Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid.

*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks a variety of materials will be provided to schools to families to enroll their children in Florida KidCare. Go to www.floridakidcare.org for enrollment procedures.

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 you to sites such as Parent Academy, School of Choice, etc.

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.



The graphic is a vertical poster for the Miami-Dade County Public Schools Parent Portal. At the top left is the school district logo. At the top right is a circular photo of a man and a child. Below the logo is the text 'Parent Portal It is as easy as 1, 2, 3, 4'. The main body contains four numbered steps in blue circles, each with a description in an orange box. The background is orange with a pattern of white dots. At the bottom is the website address.

1 - Obtain your child(ren) Student Identification Number
- Obtain your 6 digit Parent Identification Number (PIN)
By visiting your child's school

2 Create a parent account, login to:
<http://myportal.dadeschools.net/parent>

3 It is recommended (after 24 hrs) to reset your password with password management P-Synch

4 Login to - Parent Portal
for student grades, attendance, and important information

www.dadeschools.net

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.

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

Honor Roll Qualifications

	Principal's Honor Roll	Superior Honor Roll	Regular Honor Roll	Citizenship Honor Roll
Academic Average	4.0	3.6	3.50 – 3.59	
Academic Grades	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

Awards given at the end of the school year at our annual Awards Ceremony are conferred contingent upon academic grade point average, conduct, and attendance in individual subject areas.

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

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 Student Transfer – Board Policy 5131

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 Region Superintendent (or designated Region 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 100 percent.

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 Region 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:

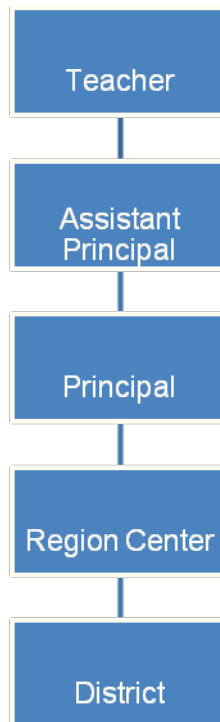
- a) pupil's or student's full legal name
- b) authenticated birthdate, place of birth, race, and sex
- c) last known address of pupil or student
- d) names of pupil's or student's parent(s) or guardian(s)
- e) name and location of last school attended
- f) number of days present and absent, date enrolled, date withdrawn
- g) courses taken and record of achievement, such as grades, credits, or certification of competence
- h) date of graduation or date of program completion, including a statement of diploma, that is, standard, special, certificate of completion, or General Equivalency Diploma
- i) State and/or District standardized assessment/achievement test results, if required for graduation
- j) written records of access to the student's record
- k) Home Language Survey

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 for transportation to and from school on a M-DCPS bus if the distance between the home and the school exceeds two miles (2), or if the distance between the home and the nearest bus stop exceeds 1 ½ miles. Students who do not meet these distance requirements are not eligible for transportation services. Special provisions may be made for Special Education students based on the requirements of their Individualized Education Plan (IEP).

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, Region 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 exists within the community (Code Yellow), or an imminent threat to students and staff safety exists 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.

Identification Cards

Student identification cards are issued early in the school year, and must be worn by students at all times.

Parking

Parking decals for all motor vehicles, including mopeds and motorcycles, will be required for students parking at the school. Vehicles without parking decals will be ticketed or towed at the owner's expense.

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.

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. 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)

- 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)

Guidance 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.

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

- Help Your Child Learn (*Example: PASSport to Success – 8 module series*)
- Parenting Skills (*Example: Positive Discipline*)
- Arts & Culture (*Example: Enrich Your Child through Arts and Culture in Miami*)

- Personal Growth (*Example: Parent Portal*)
- Health and Wellness (*Example: Preventing Substance Abuse*)

The Parent Academy “campus” is spread throughout every corner of this community, and offers free classes and workshops at over 250 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:

- 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.

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 295.07 (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 receipt 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**