

A

Academic Honesty

Intentionally using another's work to receive credit or improve grades, plagiarizing and giving or receiving answers during testing is a Group II Violation as stated in the M-DCPS Code of Student Conduct. Such actions will result in disciplinary action as specified in the M-DCPS Code of Student Conduct.

Academic Probation

Students who do not demonstrate acceptable academic achievement (minimum of C average) after the first nine weeks will be placed on probation. During this period, parents and students are required to develop and demonstrate corrective action. An academic review at the end of the year will determine the best school placement for the student. Students who fail to improve their academic performance may be sent back to their home school.

Acceptable Use Policy for the Internet

Utilization of the Internet by students must be in support of and consistent with educational objectives. Transmission of any material in violation of local, state, and federal law or regulation is prohibited. This includes copyright material, threatening or obscene material, or material protected by trade secret. Accessing the Internet through school equipment is a privilege, not a right, and inappropriate use may result in cancellation of the privilege. Authority to determine appropriate and acceptable Internet use has been delegated to school administrators.

Accident Insurance- Student

- An application for student accident insurance will be distributed to all students at the opening of school.
- We recommend the purchase of insurance in the event of an injury at school or on a field trip.
- Students in the internship and/or athletic programs are required to purchase student insurance.

Accident Reports

In the event of a serious accident, parents will be notified immediately. For security reasons, it is very important that the Main Office have updated telephone numbers on file at all times. Every effort will be made to render emergency treatment until parents arrive. However, the school will not be responsible for subsequent treatment.

Acknowledging Sources and Avoiding Plagiarism/Cheating

There are two fundamental rules regarding the use of information in academic writing:

1. If you use the language of your source, you must quote it exactly, enclose it in quotation marks, and cite the source. If you use the language of your source, quote the working exactly. This is called a *direct quotation*. A direct quotation is either enclosed in quotation marks or indented on the page. If you omit part of the wording, use an *ellipsis* (three periods, four if necessary for punctuation to indicate the omission). In any case, several words in succession taken from another source constitute direct quotation and must be acknowledged.
A *paraphrase* employs source material by restating an idea in an entirely new form that is original in both sentence structure and word choice. Taking the basic structure from a source and substituting a few words is unacceptable paraphrase and may be construed as plagiarism. Creating a new sentence by merging the wording of two or more sources is also plagiarism.
2. If you use ideas or information that is not common knowledge, you must cite a source. You are cheating-and engaging in fraudulent behavior when you attempt to submit as your own the work of other people. This work might include homework and in-class assignments copied from other students' work, essays copied or purchased from online sources, passages in an essay where words from the original source are re-positioned within a sentence, and specific data found in a primary or secondary source.

Activities and Clubs

A wide variety of club and athletic activities are available. Student activities are publicized through weekly and monthly calendars, and through morning announcements. Parents are required to provide their child's transportation home.

Addressing Parent Concerns

Parents need to be aware that situations may arise throughout the school year which may cause concern. Addressing these concerns quickly often benefits all parties involved. To resolve any concerns, it is recommended that a concerned parent take the following steps:

1. Contact the appropriate staff member involved such as teacher, bus driver, cafeteria manager, counselor, etc. More than 95 percent of all concerns are resolved at this level.
2. Contact the lead teacher for explanations of our program, and its requirements.
3. Contact an assistant principal for assistance with concerns about the school's operation. They can share school information and explain policies and procedures.
4. All school decisions can be appealed to the principal. She can make the final decision on all school related matters.

Attendance Policy

Students who are absent excessively from the instructional program will fall behind in academic achievement. Class attendance is necessary for learning, for social and academic achievement, as well as for developing such life-long habits as punctuality, dependability and self-discipline. The purpose of this attendance policy is to help our students develop and maintain high academic standards. Students and parents are strongly encouraged to keep all absences to a minimum, fewer than ten absences (excused/unexcused) annually.

Regular school attendance is probably the most important single factor contributing to success in the total program.

- When a student is ill or for some reason is unable to attend school, a parent or guardian is expected to notify the registrar by phone between 7:30 a.m. to 9:30 a.m. to explain the absence. An explanatory note is required the day the student returns to school. The explanatory note must include:
 - Student name and grade
 - Date note was written
 - Date of absence
 - Reason for absence
 - Telephone number where parent may be reached
 - Parent/guardian signature
- Upon returning to school, the student must report directly to the attendance office before 8:00 a.m. and secure an ADMISSION TO CLASS form. The student should present to the registrar an explanatory note from the parent or doctor and complete the ADMISSION TO CLASS form. After all of the teachers from the missed classes have signed the ADMISSION TO CLASS form, the student should give the form to her last period teacher. *Students have a maximum of three days following an absence to submit a note explaining the absence. After three days, the absence will remain unexcused.*
- School Board Rule 6Gx13-5A-1.04 defines an "Excused School Absence" as:
 - Student illness (documentation)
 - Medical appointment (documentation required)
 - Death in family
 - Observance of a religious holiday or service when it is mandated for all members of a faith that such holiday or service be observed
 - School-sponsored event or activity previously approved
 - Other individual student absences beyond the control of a parent or the student as approved by the principal or designee

All absences, tardies, and appointments to be excused shall require documentation. Acceptable documentation will include as appropriate: physician's notes with signature, date and time of appointments, subpoenas; dates of hospitalization on hospital stationary signed by a hospital official or doctor. Religious holidays will be excused based upon recognized holidays in the school board approved calendar or a note from a parent/guardian prior to the holiday.

ANY ABSENCE THAT DOES NOT FALL INTO ONE OF THE ABOVE EXCUSED ABSENCE CATEGORIES IS UNEXCUSED.

- Beginning with the tenth absence from school, a student must present a medical note for the absences to be excused. In case of extenuating circumstances, the parent should call the assistant principal to explain the situation with the documentation of a medical doctor. Once a student accumulates ten absences, an in-school parent conference is required.
- A student accumulating ten or more unexcused class absences in an annual course or five or more unexcused class absences in a semester course will be subject to the withholding of final passing grades, pending a student requested administrative screening and/or review committee. Students accumulating a total of fifteen (15) absences are in jeopardy of being transferred to their home school.
- Duplicate admits will be unsatisfactory.
- A student scheduled to attend a field trip or to participate in a school-sponsored event is required to attend school on the day of the trip, performance, or event. Performers who do not attend school on the day of the competition/performance will not be allowed to participate. Students are also required to attend school the day before and after they participate in field trips, performances and school-sponsored events.
- Three or more aggregate absences require a medical note to be deemed satisfactory.
- Family vacations/outings during school time are unexcused.

B

Bus Regulations

School bus transportation is a privilege which will be withdrawn for inappropriate behavior. The bus driver is in complete charge of the bus and its occupants; therefore, students must comply with the requests of the driver and:

1. Sit where assigned by the driver.
2. Talk in a quiet voice.
3. Do not eat, drink, or chew gum on the bus.
4. Keep body parts inside the bus.
5. Do not throw anything out of the windows.

Students are to report to their bus stop at least 10 minutes before the designated pick up time. If the bus is missed, the student must find other means of transportation to school. If a bus is late, students must wait until a replacement bus arrives. Students may only ride the school bus to which he or she is assigned. In addition, a student may only get on or off the bus at the assigned stop. At the close of school, students have **seven** minutes to locate and board their bus.

Bus Passes- One Day

At times it is necessary for students to ride home on another bus or with another student for any number of reasons. In order for that student to be able to ride the bus he or she must obtain a One Day Bus Pass from the administration. A parent note requesting the pass must be submitted by the student **at least 24 hours in advance** with the following information:

- Parent contact number – for both the student requesting the pass and student with whom the other is riding;
- Name of student with whom other student wishes to ride;
- Bus route number;
- Bus stop address; and

- Date for which the pass is being requested

C

Cafeteria Courtesy

Students will take turns in line with others. Skipping, running, or pushing are not permitted. Students must talk in a normal voice and keep tables, seats, and floors clean, pick-up dropped food or objects, and wipe up any spilled drinks. Students are to **remain seated at all times except to throw away trash or to drink water**. Students will not throw food or drinks of any kind in the cafeteria. Violators of these strictly enforced procedures will face disciplinary action. If a student has a problem, she should immediately seek assistance from an adult in charge. Students are to dispose of lunch trays upon leaving. Students are not to take food from the cafeteria being as food and drink are not permitted in classrooms or hallways. Students may not leave the cafeteria area without permission.

Caring For Property

Students are not to mark on school furniture, walls, ceilings, floors, or equipment with pen, pencil, markers, or any other instrument. **Permanent ink markers, such as a Sharpie, are not permitted in school**. Tampering with fire alarms, fire extinguishers, mechanical, or electrical systems will result in disciplinary action. If students damage school property accidentally or intentionally, they and their parents will be held responsible for restitution.

Classroom Behavior

All teachers will explain in detail their classroom expectations and procedures. They will acknowledge proper behavior and provide appropriate consequences for behavior infractions. If a student receives a warning, a classroom consequence, or a referral, the student must be aware that:

1. The teacher's primary responsibility is to teach the whole class; therefore, he/she will not use instructional time to explain discipline decisions at the time of the infraction.
2. A student has the right to know why he or she is being disciplined, but must wait until the teacher has time to meet with the student to discuss the situation.
3. Students shall not challenge the teacher's authority. This also means that when the teacher is disciplining one student, others are not to interfere by 'defending' the disciplined student or criticizing the teacher's decision.
4. Students and/or parents may schedule a conference to discuss the matter with the teacher. Remember, all class rules remain in effect when the regular teacher is absent.

Clinic Procedures

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 attendance clerk 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.

Closed Campus

Students are **NOT** permitted to leave the school grounds for lunch or at any time during the day without administrative **AND** parent/guardian approval. Students will only be released during school hours to an adult listed on the emergency contact card.

Code of Student Conduct

Students will receive a copy of the **Code of Student Conduct** for Miami-Dade County Public Schools. The Code defines distinct violations which are representative of those acts that frequently cause disruption of the orderly educational process. This list is not all-inclusive, and committing an act of misconduct not listed will be subject to the discretionary authority of an administrator. **Parents**, please review the **Code of Student Conduct** with your child.

Courtesy and Staff Authority

Students are expected to respect all school staff and comply with any reasonable request from staff members including teachers, substitute teachers, administrators, custodians, cafeteria workers, security, and office personnel. Class disruption, rudeness, or defiance of authority will result in disciplinary action. Disciplinary actions will also take place for lack of cooperation or disrespect for other students, for failure to do class work/home learning, for class cuts, for lack of appropriate materials, or tardiness, etc. Behavior which disrupts the learning environment will not be tolerated in classrooms, hallways, or anywhere on school grounds.

D

Dress code

All students are expected to wear the Young Women's Preparatory Academy uniforms to school and be neat and well groomed at all times. The mandatory school uniform is as follows: Navy Blazer, white oxford long/short sleeve shirt, plaid skirt/skort, 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, and skorts 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.

E

Early Sign-Out

Parents are urged to make dental, medical, and other appointments after school hours. If it is necessary to sign a student out during the day, parents must go to the main office to sign them out. **There will be no early signing-out after 2:00 P.M.** Students will not be allowed to sign out, walk home, or leave the school campus with a friend or relative without confirmed parental permission. Additionally, students may only be signed out by individuals duly recorded on their emergency contact card and must provide proper proof of identification.

Expected Student Behavior

Students perform best in an environment that is positive and safe, free of distractions, conflicts, harassment, and disturbances. To achieve this environment, certain rules must be followed by **ALL** students. Here at the Young Women's Preparatory Academy, each student is expected to:

1. Attend all classes daily and on time.
2. Come to class with all necessary materials.
3. Keep her hand off of other students and their property.
4. Not use profanity or make inflammatory statements about others.
5. Conduct herself in a safe and responsible manner.
6. Follow the school's dress code; be well groomed, clean and neat.
7. Be responsible for her own work.
8. Abide by the rules and regulations set forth by the school and individual classroom teacher.
9. Seek the assistance of a teacher, security monitor, counselor, or an administrator to resolve conflicts in a fair and orderly manner.
10. Inform parents of school accomplishments and needs, and promptly transmit written communications from the school to home.

Students whose behavior seriously interferes with the orderly conduct of the educational process may be suspended from class/school in accordance with the **Code of Student Conduct**.

F

Fire Drills

When you hear the emergency bell, stop what you are doing and follow your teacher's instructions. Promptly clear the building by the prescribed route. If you are in the hall or restroom when the alarm sounds, proceed to the nearest exit and locate your teacher. Remain outside the building until permission is given to re-enter.

First Aid, Illness & 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. Prescription drugs must be left in original containers.

G

Guests and Other Visitors

The Young Women's Preparatory Academy is a friendly school, yet security minded; therefore, all parents, and other visitors must sign in at the main gate. Guests are not permitted on campus without permission and should not go directly to classrooms. Students from other schools may **not** visit The Young Women's Preparatory Academy during the day.

Gum, Candy or Food

Chewing gum and candy create maintenance problems. They are **not** permitted in school or on the school bus.

H

Hall Passes

Students are not to be out of classroom during class periods without a hall pass issued by a teacher with a student's name, date, time, location, destination, and purpose. The pass may be requested by **any** staff member.

Hallway Courtesy

Students are to walk on the right side of the hall and pass through halls quietly and not block other students by standing in groups, sitting in hallways, or stopping in doorways. Students are expected to be considerate and not run or play in the halls. Students are expected to help keep the school as clean as possible by discarding trash in the containers provided.

Hazardous Conditions

Anyone noticing conditions which could affect the health and safety of students, such as broken furniture, unsafe electrical situations, broken glass, problems in student rest rooms, or intruders should report the situation to a staff member immediately.

Home Learning

Home Learning is a very important part of daily instruction. It is recommended that students and parents set aside a quiet time and place to complete assignments and study. If no specific assignment is given in a class, students are expected to read and review notes. Some assignments are long range and require planned study time. This eliminates the necessity of rushing to complete an assignment the day before it is due.

I

Inappropriate Behavior

'Just playing around', making fun of others, teasing, bullying, or any other forms of harassment are **not** permitted at anytime. In addition, profanity, slurs, innuendos, false accusations, or any other verbal or physical conduct which has the effect of creating an intimidating or hostile environment is **prohibited**. It is expressly forbidden to engage in any act of sexual harassment of a physical or verbal nature

Interim Progress Reports

Parents, Interim Progress Reports are issued in the middle of each nine-week grading period to help plan interventions, if needed. They are to be signed by the parent and returned to the child's homeroom teacher. A parent signature does not indicate agreement with the grades, only that they were reviewed. For more information, please contact the child's teacher.

L

Late/Tardy arrival to School

For school security reasons all doors other than the main entrance will be locked at the beginning of the school day. Any student who arrives late to school must enter through the main entrance.

1. When a student is tardy and arrives at school after 7:30 a.m., she must report to the registrar and receive an admit to class.
2. All tardies are considered unsatisfactory unless they are the result of school bus failure.
3. Students whose tardiness results from medical appointments must present a medical note on physician's stationery clearly stating time and date of the appointment to receive a satisfactory admit to class.
4. Students who accumulate ten (10) or more unexcused tardies during a semester will be placed on disciplinary probation.

M

Make-up Work

It is the student's responsibility to ask for and complete make-up work. If an absence of three or more days is anticipated, a parent or guardian may request assignments from teachers by calling the Main Office. If a student is assigned outdoor suspension, it is also the student's responsibility to make-up missed work. Unexcused absences or class cuts will result in an "F" for the day's work. If a student misses one day of school, she should expect to take any tests and/or turn in any assignments that were due on the day of return to school. For each day absent, a student will have the equivalent number of days to make up the work assigned during the absence. Each student should have a home learning buddy in each class who can be called for assignments, or use the assignment sheets supplied by various teachers.

Media Center

The Media Center is open from 7:20 A.M. to 3:00 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.

O

Outdoor Suspension Rule-6Gx1335A.06

Suspension of up to 10 days may be issued for breach of the **Code of Student Conduct**. The penalty for fighting at school is outdoor suspension for all parties involved. **If a student has been placed on outdoor suspension, she will not be permitted to go on field trips, to dances, or participate in any extra curricular activities during that grading period.**

P

Parent's Assistance

While it is understood that parents are not responsible for providing a great deal of assistance to a child in completing home learning, there is still much that can be done to promote good study habits. Parents should review this handbook regularly, check on home learning assignments, check the Parent Internet Viewer, and contact teachers if a child repeatedly states he/she has no home learning.

In addition **parents** can:

1. Provide an environment conducive to studying.
2. Provide continued interest and concern related to successful performance in school.
3. Encourage, monitor, and support nightly study.
4. Show an interest in assignments and assist, if possible.
5. Request assignments from the main office or counselor when 3 or more absences are involved.
6. Set standards for the quality of all your child's assignments.

Parental Support of School

Parent support of the school and its policies are requested, needed, and appreciated. Parents can be of great help to the school and its staff by discouraging students from participating in behaviors that disrupt the orderly operation of the school and/or damage school property. Please be aware that the following items are not permitted at anytime on school grounds; permanent markers, stink bombs, fire works, toys, and most especially, shaving cream. ***Shaving cream fights are not permitted anywhere on school grounds; please do not encourage this activity by bringing shaving cream to school.*** Be warned in advance, students participating in disruptions or other acts of vandalism may be withdrawn, disciplined in accordance with the code of student conduct, and/or excluded from participation in extra-curricular events such as dances, field trips, clubs, etc.

Preventing Violence

School violence is a very real possibility and its consequences are too serious to ignore. All students can help prevent violence at school by following the tips listed below:

- Be a role model by never physically or verbally harming, bullying, teasing, or intimidating others.
- If a friend talks about troubling feelings or thoughts, listen and let them know you care. Encourage them to get help from a trusted adult such as a parent, teacher, counselor, administrator, etc.
- When angry, take a few deep breaths and imagine being somewhere that feels peaceful. Once more calm feelings prevail, identify the cause of the feelings. Decide on options for handling the problem, such as talking the problem out calmly with the people involved or avoiding the problem by staying away from certain people.
- Participate in activities to promote understanding and respecting differences.

Prohibited Personal Property

Personal property that creates distractions (such as i-Pods, MP3 players, CD players, computer games, skateboards, toys, playing/trading cards, sharp-pointed scissors, and permanent markers, like Sharpies) is **NOT** permitted at school or on the school bus. Such items will be confiscated and returned at an appropriate time **to a student's parent or guardian**. Cellular phones **may not be used during the school day**. They may be used before or after school. Confiscated cellular phones will only be returned to a student's parent or guardian.

S

Selling or Purchasing

Selling or purchasing any items at school other than those sponsored by the Young Women's Preparatory Academy is not permitted. Items offered for sale will be taken and returned when a parent or guardian comes to pick them up.

School Grounds and School Hours

The Young Women's Preparatory Academy has a closed campus policy. Students must remain on the school grounds from the time he or she arrives (even if first period has not yet started) until dismissal.

Florida statute states that schools are responsible for students 30 minutes before school and 30 minutes after school. This means no students should be on school grounds before 7:00 A.M. or after 3:00 P.M. At the end of the school day, if students are not involved in a supervised school activity, she must leave the grounds by 2:45 P.M.

* unless attending an after-school program and/or school-sponsored club.

Parents, for the safety and well being of all children, it is strongly encouraged that transportation arrangements be made so that no child is left unsupervised on school grounds after 2:45 P.M.

Student Evaluations

Academic grades reflect a student's academic progress. Determination of any grade is based on the teacher's best judgment after careful consideration of student performance during a grading period. Remember, students and parents can monitor progress by logging on to the Parent Internet Viewer.

Academic and conduct grades are based on the following scale:

100 - 90	A	Outstanding
89 - 80	B	Good
79 - 70	C	Satisfactory
69 - 60	D	Improvement Needed
59 - 0	F	Unsatisfactory

Effort grades are based on the following scale:

- 1 - Outstanding Effort
- 2 - Improvement Needed
- 3 - Unsatisfactory

It should be noted that a minimum of a "C" in each class is required to remain at The Young Women's Preparatory Academy

Student Services

The TRUST counselor is responsible principally for 6th grade students, providing counseling to develop self-esteem and maintain positive relationships. The guidance counselor is responsible principally for 7th and 8th grade students to help maximize personal and academic development.

Student Valuables

The school cannot be responsible for lost or stolen student property. If students bring more than a few dollars to school, students should ask the Main Office staff to provide for its safekeeping. Students should leave valuable jewelry at home. Purses, book bags, lunch boxes, and other valuables should **NEVER** be left unattended. Write the student's name on all items brought to school including coats, jackets, sweaters, back packs, and lunch boxes. If a student loses anything, check the lost and found in the Main Office. If a student finds an article, take it to the Main Office.

Student's Home Learning Responsibility

Students are to:

1. Complete and study assigned home learning as directed and in the spirit in which it is assigned. Return home learning to the teacher by the designated time.
2. Submit home learning assignments which reflect careful attention to detail and quality of work.
3. The quality of the home learning should meet the expectations of parents as well as teacher.

T

Telephone, Messages, and Address Changes

Parents are to report changes in address and phone number to the Attendance 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.

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.

U

Unsatisfactory Progress Reports

Each teacher's desire is that all students perform to the best of their ability at all times. Occasionally, however, if students are not working to that potential, or display disruptive behavior, an unsatisfactory progress notice will be sent home to be signed by a parent or guardian and returned to the issuing teacher. The intention of this procedure is to inform parents and to help the student return to satisfactory progress. A parent/guardian's signature is requested to indicate awareness of student progress, not as an agreement.

V

Visitors

- Individuals visiting the school must report to the main office to sign in.
- Student visitors are to receive administrative approval before visiting the school.