STUDENT/PARENT HANDBOOK

2025-2026

College Preparation, Leadership, Health and Wellness

Amended 7-15-25

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Welcome Message

Introduction to the Handbook

This handbook presents information about the policies, procedures, and daily operations of the Young Women's Leadership Academy: Primary (YWLAP). Please read it fully and carefully. **YWLAP** places great value upon a collective collaboration of stakeholders. Information, rules, and clear expectations are the basis for harmony and productive results. We are all a part of the learning environment and each of us is responsible for our own contribution to the success of the campus. This document is YWLAP's method of informing students, parents, and staff about its expectations.

This document supplements the San Antonio Independent School District's Student and Parent Handbook.

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the San Antonio ISD and any student; prospective student; agency of the local, state, or federal government; or any other person or legal entity of any and every nature whatsoever. The SAISD and YWLAP Administration hereby reserve and retain the right to amend, alter, change, delete, or modify any of the provisions of this handbook at any time and from time to time, without notice, in any manner that the Administration or the Board of the Trustees of the District deems to be in the best interest of the campus and/or District.

The contents of this handbook apply to all students and programs and do not amend, abridge, or replace Board policies or Administrative Regulations established by the SAISD. As necessary, principals may include supplementary and campus-specific regulations and directives pertinent to the program. The contents of this handbook apply to all students at the **YWLAP**

School's Mission and Values

Our mission is to empower young girls to find their voices and passions and to achieve extraordinary outcomes by providing them with a powerful single-gender experience.

The mission of the Young Women's Preparatory Network (YWPN) and the Young Women's Leadership Academy is to support single-sex, college preparatory, public education in Texas that will give young women in urban schools the academic skills to achieve success in college and life by thinking critically, leading purposefully, and living active, healthy and responsible lives.

In order to achieve our goals and attain our commitments, we expect the following SAISD core values to guide the behavior of all employees***: Student Centered, High Expectations, Commitment, Passion, Integrity, Respect, and Teamwork.***

The **core values** of the Young Women's Leadership Academy Network are:

- College Preparation
- Leadership
- Health and Wellness

Internal Charter School

The Young Women's Leadership Academy Primary is an internal charter school for SAISD that operates with additional autonomy in governance. Our focus is **College Preparation, Leadership, and Health and Wellness**. This is a school of choice that parents and students choose to attend upon being offered admission. The internal charter allows us to offer an application process to students who reside in Bexar County and to have standards and expectations for YWLA Primary students that may differ from SAISD general standards and expectations. If you have any questions about internal charter information, please call our office.

Leadership Curriculum

Responsible leadership is a core value for our school. We instill leadership qualities in all of our young women by encouraging active participation in extra-curricular activities driven by student interests. Students in the 4th and 5th grade may create their own clubs and service-learning opportunities as long as they have a certified staff sponsor. The goal is to ensure that our programs are led and created by students.

STEAM & Project-Based Learning Plus (PBLP) at YWLAP: Cultivating Leadership through Innovation

At the Young Women's Leadership Academy Primary (YWLAP), STEAM and Project-Based Learning Plus (PBLP) are not just instructional frameworks—they are essential tools for growing future leaders. Our approach combines the rigor of core academic content with the creativity and critical thinking found in **Science, Technology, Engineering, Arts, and Math (STEAM)**, integrated seamlessly through **PBLP** experiences that empower students to lead their own learning.

What makes this model unique at YWLAP is its alignment with our mission to develop confident, compassionate leaders from an early age. Every PBLP unit is intentionally designed to address real-world problems, promote student voice and choice, and incorporate leadership skills such as collaboration, ethical decision-making, and communication. Students are not passive learners—they take ownership of their projects, set goals, present solutions, and reflect on their growth.

From engineering sustainable communities to designing art installations that raise awareness for global issues, our scholars learn to lead with purpose. PBLP showcases and exhibitions of learning give students the opportunity to speak publicly, advocate for ideas, and inspire others—skills that are foundational to the YWLAP leadership journey.

We believe that **academic excellence and leadership development go hand in hand**, and our commitment to STEAM and PBLP ensures that every student has the opportunity to innovate, lead, and make a meaningful impact.

School Information

Mascot & Pledge
School Colors: **Red, Royal Blue, and White**

School Mascot: **Blue Jay**

Symbol: **"The Fearless Girl"**

Blue Jay Daily Pledge

I Will Always Remember to Dream Big,

To Believe in Myself,

To Enjoy Learning and Laughing,

That I am Beautiful Inside and Out,

And that I am **FEARLESS**.

Contact Details
401 Berkshire Ave.

San Antonio, TX 78210

210-554-2710

https://schools.saisd.net/page/120.homepage

Administration
Head of Schools- Delia Montelongo

Principal - Jennifer Elwood

Assistant Principal - Elaine Kondratick

Assistant Principal - Timothy Bishop

Counselor - Kyla Vasquez

School Calendar



Bell Schedule

7:15	Arrival Begins
7:30-8:00	Breakfast Served
7:45	Morning Meeting/Start of Instruction

Lunch Schedule	Grade
10:15-10:45	PK
10:45-11:15	KG
11:00-11:30	2nd
11:20-11:50	1st
11:30-12:00	3rd
11:55-12:25	4th
12:05-12:35	5th

2:50	Closing Circle
3:00	Dismissal

General Guidelines

Child Nutrition Services & Cafeteria Expectations

The District participates in the National School Lunch Program and offers free meals to all SAISD students. Information can be obtained from the cafeteria services manager or the principal's secretary. **The school's menu can be viewed via Meal Viewer (https://schools.mealviewer.com/school/YWLA@PagePrimary)**. Breakfast will be served from 7:30 AM to 8:00 AM. All students must receive a breakfast tray daily.

Students are encouraged to eat the lunch that is provided in the cafeteria or bring lunch daily. Food deliveries, commercial, or fast food are **prohibited**. Ex: Dropping off pizza, or Chick-fil-a, etc. Food may only be dropped off for **your child**; **bringing food for any other student is not permitted**. The cafeteria will sometimes sell additional items to students during the lunch period. If students bring money, they are responsible for it and the campus or district are not liable for any losses.

Lunch meals must be consumed in the cafeteria. Students are not allowed to take lunch food, drinks or other consumables to other parts of the campus. During lunch periods, students are required to remain in the cafeteria.

Students are reminded to sit one to one chair; to hold conversations at normal voice levels; to clean up after themselves by throwing all trash in appropriate receptacles, and to not push or "cut" in line for service. Technology, including cell phones, are not allowed during lunch. Devices/phones will be confiscated if used during lunch.

Code of Conduct and Expectations

All information concerning the SAISD student code of conduct and the district discipline management plan is contained in a separate manual entitled San Antonio Independent School District (SAISD) Discipline Management Plan and Student Code of Conduct. www.SAISD.net

Celebrations

Although a parent or grandparent is not prohibited from providing food for a school-designated celebration day or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Items are limited to cupcakes, doughnuts, cookies, and goody bags. No sheet cakes or ice cream. Additionally no balloon, pizza or flower deliveries will be accepted, no exceptions.

Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products. **Foods must be either commercially pre-packaged or prepared in a licensed facility. No items may be cooked or prepared at home**. Food items offered should be healthy, low-fat items. Food items offered are to be in individual portions such as snack-size bags or granola bars. Items that are temperature sensitive are not allowed.

A complete copy of the district's local Wellness Policy and Plan can be found on the Health and Physical Education- SHAC website https://www.saisd.net/page/pe-shac. For more information, please contact the Child Nutrition Department at (210) 554-2290.

Concerns

A student or parent who has a concern is encouraged to first bring the matter to the appropriate authority, at the appropriate level—teacher, counselor, principal. If all levels of administration have been exhausted, the student or parent may petition to address the concern at a higher level, in accordance with Board Policy FNG Local. A student or parent with a concern regarding possible discrimination needs to contact a campus administrator immediately.

Distribution of Material

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the campus organization sponsor and the campus Principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials are not to be sold, circulated, or distributed on any school campus by a student or a non-student without the written approval of the Principal.

All such materials over which the District does not exercise editorial control and that are intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent. Material not approved by the Superintendent within three days is considered disapproved. This disapproval of such material may be appealed to the Board of Trustees at its next regular meeting for the

representative to have a reasonable period of time to present her viewpoint. The disapproval of such materials may or may not be heard by the Board of Trustees.

Fundraising

District and school-approved student clubs, outside organizations, and/or parent fundraisers **MUST** be approved by campus Principal or principal's designee. An application for permission to have a fundraiser must be made to the Principal or principal's designee **at least 30 days before** the event. Other types of fundraising, unless approved by the Superintendent, are not permitted on school property. Students/parents cannot sell any items on campus for their own profit. If a parent does not want his/her daughter to participate in fundraising, a written request must be sent to the principal by the Friday after Labor Day. Please be advised that not raising funds for clubs/programs may limit a student's participation in certain events/activities. Fundraising is conducted to off-set expenses to families and to sustain programs at YWLA Primary.

Hall Passes

Students finding it necessary to leave class or who are acting on behalf of a teacher **MUST** carry a pass appropriately annotated by the teacher indicating permission to be out of class.

Teachers are not to have more than one student out of the room at a time, except for emergencies. Passes are limited to 5 minutes and include the student's name, departure time, destination, and teacher's signature in permanent ink. Passes will not be distributed during the first or last 10 minutes of class.

Lost and Found

When items are lost at school, they will be turned into the front office. At the end of the semester, items will be donated to a charitable organization. Please label backpacks, sweaters, and eyeglass cases so lost items can be returned as quickly as possible. YWLA Primary is not responsible for items that are lost/stolen/misplaced. Students are encouraged to leave any items of value at home and permanently label all personal items brought to school.

Messages

State law prohibits interruption of instructional time; therefore, only **EMERGENCY** messages will be delivered to students during class.. Emergency messages are those involving life threatening or other harmful situations that must be immediately resolved. Messages regarding transportation arrangements, keys, and cell phones are not considered emergencies and as such, will not be delivered to students. Please make arrangements with your child PRIOR to her arrival at school to avoid classroom disruptions. You must also inform the front office of these changes so they may inform the teacher of the change. Students may not come by the office to pick up messages. **Delivery of flowers, balloons, and other such items to students are prohibited at school and will not be accepted.**

Office Hours for Faculty

All teachers will coordinate conference time with parents to meet with them. Conference hours will not be during the same time as tutorials. Front office hours are from 7:30-4:00. Teachers are available

during their conference period. Messages received outside of those times will be returned within 24-48 hours.

Parking

Parking is very limited and we ask that all **parents park in designated areas to ensure student safety.** Please do not park in the spaces designated for disabled people unless you have a disabled persons' parking sticker on your car. Additionally, do not park in the staff parking lot located on Berkshire Ave. and located on Aberdeen. We ask that for the safety of your vehicle, parents do not park along the perimeter of the campus. Parking lots for parents are available on the corner of Aberdeen and Berkshire and the corner of Yorkshire and Drexel. Your car is subject to towing and tickets if you park in restricted areas. Students and their parents are expected to enter the pick-up and drop off loop times on Drexel. Please obtain a map of traffic flow from our lobby.

Student Valuables

To support a focused and safe learning environment, we kindly ask that students refrain from bringing large amounts of money or personal valuables to school. This includes items such as jewelry, electronics, make-up, skincare products, and stuffed animals. These items can become distractions or may be misplaced during the school day.

Students are responsible for keeping track of their personal belongings. Please note that **YWLA Primary is not liable for lost or stolen items**.

If a student brings an item that is considered a distraction, it will be collected by a staff member and returned to the student at the end of the day for the first offense. For repeated instances, the item will be held at the front office and must be picked up by a parent or guardian.

We appreciate your partnership in helping us maintain a learning-focused environment.

Dress Code

YWLA Primary students are expected to adhere to the following standard in their dress and grooming:

Monday	Tuesday	Wednesday	Thursday	Friday
Uniform Options ●**Full dress ONLY:** White, Peter Pan blouse, plaid jumper, YWLAP cardigan, navy, knee-high socks, black, white, or saddle Oxford shoes	**Uniform Options** ●Full dress; OR ●YWLAP polo with navy pants, shorts, or skorts; OR ●YWLAP polo play dress; OR ●College t-shirt with navy pants, shorts, or skorts; AND ●Navy, white, or black socks ●Black, white, or saddle Oxford shoes	**Uniform Options** ●Full dress; OR ●YWLAP polo with navy pants, shorts, or skorts; OR ●YWLAP polo play dress; AND ●Navy, white, or black socks ●Black, white, or saddle Oxford shoes	**Uniform Options** ●Full dress; OR ●YWLAP polo with navy pants, shorts, or skorts; OR ●YWLAP polo play dress; AND ●Navy, white, or black socks ●Black, white, or saddle Oxford shoes	**Uniform Options** ●Full dress; OR ●YWLAP polo with navy pants, shorts, or skorts; OR ●YWLAP polo play dress; OR ●YWLAP spirit t-shirt with navy pants, shorts, or skorts; AND ●Navy, white, or black socks ●Black, white, or saddle Oxford shoes

- No-show socks are never allowed. Socks should be plain, with no designs or visible brand logos. Socks must be worn to school every day.
- If students wear skirts, they may wear black, white, or navy biker shorts underneath for modesty or comfort purposes.
- **Sandals, open-toe shoes, or boots are never allowed at YWLA Primary.**

Dress and grooming must not disrupt the educational environment. Students may wear the backpack and hair accessories of their choice unless they are disruptive of the learning environment. **Student use of make-up products/facial cosmetics is never allowed.**

Cold Weather Allowances

Allowed to Wear	Not Allowed to Wear
✔ OPAQUE tights (must be worn with their correct uniform and only in the colors of black, white, or navy). ✔ Tights must include feet. ✔ Navy leggings ONLY in cold weather months; must be paired with navy, knee-high socks ✔ May wear a white, navy, or red long-sleeved shirt underneath their regular dress uniform on Tuesdays-Fridays (colder months ONLY) ✔ During the winter long sleeved blue polos or the peter pan shirt are acceptable. ✔ Jackets other than approved YWLAP outerwear may be worn in colder months and **outside only**. ✔ Gloves, mittens, scarves, and hats are allowed OUTSIDE.	✔ Tights cut-off at the ankle. ✔ Transparent tights. ✔ Boots or booties are never allowed

- Jackets with the YWLAP logo may be purchased at one of our district uniform vendors. Inside the building, students must remove jackets and keep them in their backpacks. Please write your child's name or initials on the inside tags of all jackets. Jackets and cardigans that are lost will not be replaced. **If it is chilly inside, students should wear their red YWLAP cardigans. On Tuesdays through Fridays, students may wear their approved YWLAP collegiate sweatshirt.**

- Once inside, students must remove gloves, mittens, scarves, and hats. These accessories and keep them inside their backpacks. Please ensure all winter accessories have students' names or initials written on them (such as on the tag).

The Administration of YWLAP reserves the right to amend this dress code, as necessary, to ensure a safe environment conducive for effective learning.

- Your cooperation with our dress code helps ensure a safe, productive learning environment for all.
- YWLAP does not allow pictures, emblems, or writings that are lewd, offensive, vulgar, obscene, unpatriotic, or culturally biased; tobacco products and/or alcoholic products; drugs and/or other prohibited substances/items are not allowed.
- Any families in need of uniform assistance may contact our school Counselor as soon as possible. We are here to help you.

Dress Code Violations

Teachers may communicate when a student is out of dress code. In addition, administration will conduct random dress code checks throughout the year. If any student is out of uniform, her parent/guardian will be called and asked to bring the appropriate dress code attire.

Should the issue persist, school administration will follow up with parents to discuss further solutions and consequences.

Attendance Policies

School attendance is one of the most important requirements for student success in school. Students in regular attendance develop good habits for college attendance and employability. Attendance in all classes will provide your daughter the opportunity to master the foundational skills that will help her achieve success in her academic studies. Please make school attendance a priority in your home.

School attendance is a requirement by Texas law. The school attendance records are part of the student's permanent file. All students must attend every assigned class every school day. The student's presence in the school building is not counted as school attendance—the student needs to be in the classroom. The bell rings promptly at 7:45 AM. School ends at 3:00 PM.

YWLA Primary's daily attendance goal is 98%. We can only be successful in meeting our goals as a YWLA Primary family if every family commits to maintaining a **98% personal attendance rate**. Student attendance rates will be reviewed daily. *Students with an attendance rate below 98% for a three-week period will have their name submitted to the district Family Engagement Coordinator.*

If absent, upon her return, the student and parent/guardian are responsible for communicating with the teachers to complete assignment(s) missed during the absence.

- If a student is absent, she will have two school days per absence to make up work.
- A student will need to request work from her teacher upon her return to class. Teachers have found that when a student does not receive necessary instruction from the teacher, the student may struggle with any missed work; thus, it is important for the student to spend time receiving this missed instruction from each teacher by attending tutorials.
- **NOTE:** Projects assigned with a timeline and final due date will not have extensions. This includes science, social studies and other projects assigned more than a week in advance. If a student is absent the day a project is due, the parent/student needs to scan, e-mail, or drop off the project to the teacher or bring it to school on or before the due date.

Absence Procedures

Parents/guardians are encouraged to call the campus at **(210) 554-2710** to report a student's absence/tardy the day of the absence or prior **AND** submit written documentation.

For absences to be coded as excused, documentation must be submitted to your daughter's teacher and the main office **within 48 hours** of the date of the absence. Notes must include student name and ID number, date(s), and the reason for the absence. The note must be signed by the student's parent or

guardian. If a note is not received within two days of a student's return to school, the student's absence will be considered unexcused. **Only 8 notes** for emergency reasons can be accepted from parents per school year (this does not include medical excuses). Parents are reminded to schedule doctors' appointments after 11:00 a.m. and to obtain appropriate documentation from the doctor's office. Please refer to the **SAISD Student Handbook for more ATTENDANCE GUIDELINES**. Please note, vacations taken on instructional days are coded as unexcused absences.

Tardy Policy

Students' report card and record will reflect that they are tardy if they arrive after 7:45 or leave before 3:00.

Early Dismissal

A student shall not be released from school at times other than regular dismissal hours, except with principal's permission and parent signature in the release log located in the front office.

To change or alter dismissal transportation for your student, contact the office at 210-554-2710 no later than **2:00** p.m. **Please refrain from using Class Dojo, or e-mail to communicate changes to ensure students receive the correct dismissal in a timely manner. This will assist us with ensuring the safety of our students and the proper method of transportation is utilized.**

Appointments to see professional services such as physicians, orthodontists, and court related services will be released with a note, but every attempt needs to be made to schedule appointments outside of school hours, preferably the afternoon hours. A student will only be released to parties listed on the emergency card with proper identification. Parents/guardians are not allowed to interrupt classes for the release of a student. A Permit to Leave must be obtained from the Attendance office. Reminder: The Attendance office closes at 2:10 p.m.; hence permits to leave campus are not distributed after that time.

Young Women's Leadership Academy Primary Attendance Ramifications

- 1-2 absences/tardies = Parent/guardian note
- 3 absences/tardies = Parent/guardian phone call
- 4 absences/tardies = Parent/guardian/principal conference
- **5 absences/tardies= Student/parent instructional recovery on a designated make up time**
- 6 or more absences/tardies = Intervention review committee meeting with parent/guardian

Retention

Students who do not meet the 90% compulsory attendance are at risk of being retained. A retention meeting will take place with an administrator, teacher, and parent/guardian to determine placement options based on student performance.

Make up Time

Students with excessive absences will be required to attend make up time once a month to support their learning. Consistent attendance is crucial for academic success, as it ensures students do not miss out on important instruction and can keep up with their classmates. Additionally, parents will be asked to attend a class on the importance of regular attendance. This class will emphasize how regular attendance

positively impacts a child's educational progress, social development, and overall performance. It will also provide parents with strategies to encourage and maintain consistent attendance for their children.

Student Behavior and Discipline

Staff, students, parents, and partners reflect the YWLA Primary family. YWLA Primary students uphold the YWLA Primary standards and expectations everywhere, including, but not limited to:

- bus
- school grounds (before, during, or after school)
- school activities
- school-related functions and field trips

YWLAP students participate in a House system with merits to acknowledge behavior that rises above the expectations. Points will be monitored through the use of Class Dojo, all staff will participate in monitoring points.



Pegasus: Good hearted, helpful, creative

Phoenix: Focused, determined, courageous

Delphinus: Curious, friendly, caring

Aquila: Independent, brave, loyal

Logical Consequences

Merits	Action	Logical Consequence
Level 1 -	Normal expectations Opening the door for others Helping teacher/classmates in class Helping clean cafeteria/desk space	Verbal praise
Level 2 - +1 pt	Including others, compliments to others, help someone Attending School Events - STEAM Night, Fiesta, etc.	Verbal praise, points
Level 3 - +2 pt	Beautifying the school - picking up trash, assisting students and teachers, organizing Peer Mediating	Verbal praise, points
Level 4 - +3 pt	Volunteering - extracurricular Gardopia Family Garden Days	Verbal praise, points

YWLA PRIMARY

	Action	Logical Consequence
Level 1 -	Verbal, name calling Talking Excluding others, teasing Running in the hallway Playing in the restroom Dishonest Disrespectful language and/or behavior	Private conversation with teacher
Level 2 -	**Repeated incidents of level 1** **Physical - Accidental** Pushing Bumping Rough play Vandalizing the restroom - extreme playing Out of uniform Cell Phone	Student reflection slip to document and send home Uniform slip
Level 3 -	**Repeated incidents of:** **Physical - Accidental** Pushing Bumping Rough play Cell Phone	Parent contact 1. Phone call home 2. Email if you cannot make contact and to follow up Student reflection slip to document and send home *Refer to counselor for mediation
Level 4 -	**Intentional** **Physical** Pushing Kicking Biting Scratching **Breaking** **Stealing Property** **Cyber Bullying** **Bullying**	Parent contact 1. Phone call home 2. Email if you cannot make contact and to follow up Student reflection slip to document and send home Admin referral

- Following 5 student reflections, a parent teacher conference will be scheduled by the homeroom teacher.
- Following 7 student reflections, a parent admin conference will be scheduled.
- Campus disciplinary actions may include, but are not limited to, any listed in SAISD handbook.

Bullying

Students are strictly prohibited from engaging in written/verbal expression or physical conduct that threatens other students or faculty/staff members. Section 25.0341 of the Texas Education Code provides the legal definition of bullying as written, verbal, or physical action that physically harms a student or her property or causes a reasonable fear of injury. It further stipulates that if the action is *"sufficiently severe, persistent or pervasive enough"* to create a seriously hostile education environment for the victim it is bullying. This includes, but is not limited to, teasing or insulting someone based on weight, height, race, sexuality, religion, or ability; gossiping, cyber bullying, excluding someone, shoving, hitting, etc.

Read more:

http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#37.0832

http://www.capitol.state.tx.us/tlodocs/85R/billtext/pdf/SB00179F.pdf

https://locker.txssc.txstate.edu/3942be0c6bbe569ed1417377e6c1d2a9/Bullying-Checklist-Full-Color.pdf

All students are **expected to treat their peers with respect at all times**. If you feel your child is being bullied, please contact the counselor or an administrator immediately. Investigations require dedicated time and resources, so the sooner we know, the sooner we will begin the investigation. We truly appreciate your prompt action on these matters and your support in maintaining a positive learning environment for all our students and employees.

Smoking or Vaping on District/School Property

Texas law prohibits:

- Smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property; and

- Students from possessing tobacco products, or vapes at a school-related or school-sanctioned activity on or off school property.

Academic Policies

An integral part of our core values is to prepare our young women for *college, leadership, wellness, and life skills*. The Young Women's Leadership Academy: Primary is committed to developing well-rounded, academically competitive students. The teachers and administration of YWLAP reinforce these principles and believe all students can achieve extraordinary outcomes and expect all students to work at their full potential.

Grading System

Report cards will be distributed and available in Frontline at the end of each 9 weeks and will not need to be signed and returned. Parents are strongly encouraged to communicate with teachers to discuss any concerns. Report cards for grades KG - 5 achievements are reported as 90-100 = A, 80-89 = B, 75-79 = C, 70-74 = D, Below 70 = F. Progress reports will be distributed for grades at the end of the third and sixth week grading periods.

Homework and Assignment Guidelines

Homework is an integral part of any effective educational program. Homework will be assigned to students **based on the teacher's discretion** and will be due on the day designated by the teacher. If a student is absent, it is the responsibility of the student or parent to contact teachers and request homework.

Students in grades KG - 5th will be assigned **two** grade**s** per week at a minimum by their teacher and documented in Frontline**. The only exception will be during state and district assessment weeks, when only one grade level will test per week**

Pre-k will follow the same reporting timelines, and have one grade per week.

Examination Procedures

Students in 3rd-5th grade are required to take the STAAR tests administered by the state of Texas. To ensure all of our students become familiar with the assessment platform, students will complete practice assessments throughout the year. Students will also participate in STAAR Interim assessments in the spring and fall.

STAAR Reading	**STAAR Math**	**STAAR Science**
3rd-5th Grade	3rd-5th Grade	5th Grade

Students at all grade levels participate in district and campus benchmark assessments over the course of the year, including **NWEA MAP Growth and MAP Reading Fluency**.

Reading MAP Growth	**Math MAP Growth**
KG - **2nd** BOY,MOY,EOY (Mandatory)	KG - 2nd BOY,MOY,EOY (Mandatory)
	MAP Reading Fluency
	KG-3rd (Mandatory)

Pre-k students will participate in Circle assessments throughout the course of the year. Assessments will be completed at the BOY, MOY, and EOY.

Kindergarten students will complete the MCLASS universal screener.

All students will participate in the Fitness Gram for BOY, MOY and EOY.

In addition to the above named standardized assessments**,** students will participate in unit assessments at the end of each unit, exit tickets**,** and common based assessments. Additionally teachers may administer assessments at their discretion to determine students' progress.

Physical Education

Students will participate in physical education twice weekly. Students will be expected to actively participate and wear rubber sole shoes during P.E.

Placement Procedures

YWLA Primary will adhere to SAISD credit by exam procedures to place students in the appropriate grade level. For more information, please visit with our school counselor as these procedures have strict timelines that are adhered to by all SAISD campuses.

Promotion and Retention Policies

Promotion Criteria:

At YWLA Primary, our primary goal is to provide each student with a comprehensive and well-rounded education that prepares them for the next academic level. The promotion from one grade to the next is based on a combination of academic achievement, social development, and individual growth. Promotion criteria are designed to ensure that students are adequately prepared for the challenges of the next grade.

Promotion Criteria Overview:

1. Academic Performance: Students are expected to meet grade-level academic standards in core subjects such as Language Arts, Mathematics, Science, and Social Studies. Classroom assessments, standardized tests, and teacher evaluations are used to gauge academic progress.

2. Attendance: Regular attendance is essential for successful learning. Students are expected to maintain good attendance **as defined by the state of Texas** throughout the school year. Excessive absenteeism may impact **student success upon** promotion. Per state law students must be present 90% of the school year.

3. Behavior and Conduct: Students are expected to exhibit appropriate behavior and conduct both in and outside the classroom. Consistently disruptive behavior may be a factor considered in promotion decisions.

4. Social and Emotional Development: Students' social and emotional growth is an integral part of their education. The ability to interact positively with peers and adults, demonstrate empathy, and resolve conflicts is important for promotion.

Retention Policy:

While our aim is to support all students in their academic journey, there may be cases where retention (repeating the same grade) is considered. Retention is a decision made with careful consideration, based on the best interests of the student's overall development and learning needs. It is important to note that retention is not a punitive measure but rather a means to provide extra support and reinforcement where needed.

Retention Considerations:

1. Academic Readiness: If a student has not met the grade-level academic standards and requires additional time and support to catch up, retention may be considered.

2. Social and Emotional Development: If a student is struggling significantly with social interactions, emotional regulation, or behavioral issues, retention may be considered to allow for further growth and development in these areas.

3. Parent and Teacher Collaboration: Decisions regarding retention are made in consultation with parents or guardians and teachers. Input from both parties is essential to ensure a comprehensive understanding of the student's needs.

Support and Intervention:

Before retention is considered, students who are facing academic or developmental challenges will receive targeted interventions and support. These interventions may include additional tutoring, specialized programs, and counseling services aimed at addressing specific areas of need.

The Multi-Tiered Student Support committee, or MTSS committee will review all student data to determine the best educational plan for each student. Interventions and support for the student will be established to ensure success for students not meeting mastery of state standards. We want to ensure all students are in the most appropriate educational setting to provide her with the utmost success.

Communication:

Parents or guardians will be informed well in advance if there is a concern about a student's potential retention. Collaboration between the school, parents, and teachers will be emphasized to explore appropriate strategies and decisions.

It is our priority to create an inclusive and supportive environment where every student can thrive. Decisions regarding promotion and retention are made with the best interests of each student in mind, and we are committed to working together to ensure their success.

Gifted and Talented Services

Students may be nominated for Gifted and Talented screening by parents, teachers, counselors, and other campus staff. Screening takes place over several months and is according to board policy. Per district policy all 1st and 5th grade students will be tested for Gifted and Talented identification.

Parents who wish to learn more about the process may contact the school counselor. Students currently enrolled in the Gifted and Talented program will be serviced in the classroom through curriculum and GT strategies.

Language Support

At our campus, we are dedicated to fostering an inclusive learning environment for all students, including those learning English as a second language (ESL). Our ESL support program offers tailored resources, experienced instructors, and engaging activities to help students build their language skills with confidence. We provide targeted assistance in reading, writing, speaking, and listening, ensuring that language learners thrive academically and socially. Through our ESL support, we empower students to communicate effectively and succeed in their educational journey, promoting diversity and enriching our vibrant school community.

Late Work

Work will be considered late if not submitted on the date communicated by the teacher. Work is not to be left under a teacher’s door; or in the teacher’s mailbox; or on the teacher’s desk. Students will submit work to the teacher personally.

Section 504 Services

At our campus, we are committed to providing a supportive and inclusive learning environment for every student. Our 504 services are designed to ensure that students with specific needs receive the accommodations and modifications necessary to fully participate in their education. We work closely with parents, teachers, and specialists to develop personalized plans that address individual challenges, whether they are related to medical conditions, disabilities, or other circumstances. Our goal is to create an equitable and accessible learning experience that empowers every student to reach their potential and thrive.

Special Education Services

Students who qualify, will receive Special Education services. If you know that your child has special needs or accommodations, please notify your child's teacher or the school counselor. The school has a process that is followed to provide the best possible educational setting and services for each child.

Study/Field Trips

Students take study/field trips throughout the year. The trips are designed to supplement the curriculum and enhance student learning. Parents will receive a notice of trips and a permission slip must be turned in for children prior to the trip date. If space permits, parents with cleared background checks may attend field trips, but they are expected to provide their own transportation and cover their expenses. All trips are related to the academic/leadership/health and/or wellness objectives of the school. Students who are not in good academic, behavioral, and/or attendance standing will be required to stay on campus in lieu of attending field trips for interventions, such as, but not limited to, completing missed work, work with campus staff on goal setting, and action plan development. Students who attend a school field trip, are to leave and return with the group. Parents cannot transport students to or from a trip, including out of town trips. Students, who are not in good academic and behavioral standing by an established date, will be notified that they will remain on campus for interventions.

Tutoring

If your child is having academic difficulty, they may be required to attend tutoring. It is our goal to ensure that every child receives the necessary interventions that they may need in order to be successful. Students assigned to MANDATORY TUTORIALS will be required to attend tutorials with their teacher. Students are encouraged to attend tutorials for additional instruction to optimize learning. Tutorials are for all students seeking instructional assistance. Parents need to maintain contact with teachers to ensure their daughter's academic success. Parents need to ask teachers if their daughter is attending tutorials and signing in.

Communication

School-Home Communication Channels

Teachers will respond to messages received during their designated conference time and before or after school hours within 48 hours of receiving the message, weekends and holidays not included. For emergencies, please contact the front office at 210-554-2710.

Class Dojo

YWLAP will utilize Class Dojo and School Messenger to communicate campus events and highlight students. Parents can sign up for Class Dojo by using the following QR code and class code. Class Dojo is



a free app, you do not need to purchase the paid subscription to utilize the app.

Frontline

SAISD provides parents with online access to your child's grades and attendance. Please contact the Counselor and/or Data Clerk, if you have any questions about access to your child's data. The Parent Liaison is available to assist parents with registering onto Frontline. Parents may use our campus computers to access the district website to generate an application once the students are activated at our campus.

School Messenger

School Messenger provides timely updates, important announcements, and event reminders directly to your preferred device. It utilizes the information from Frontline to communicate with families. Please make sure that phone numbers and email addresses in Frontline are accurate.

Parent-Teacher Communication Expectations

Throughout all platforms to communicate with teachers and staff, please use the following guidelines. Failure to follow these guidelines will result in removal from the platform used.

1. Be kind and courteous. *We're all in this together to create a welcoming environment for our YWLA Primary families. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.*
2. No hate speech or bullying will be tolerated. *Make sure everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things like race, religion, culture, sexual orientation, gender or identity will not be tolerated.*
3. Respect everyone's privacy. *Being part of this group requires mutual trust. Authentic discussions make groups great, but may also be sensitive and private. What's shared in this group, including photos, should stay in the group.*
4. Keep individual concerns in a one-to-one setting. *Have a question that you think applies to the student body or most parents? Feel free to share! Any individual concerns, though, should be saved for a private setting with teachers/administration.*

Parent-Teacher Conferences

Fall Parent-Teacher Conferences:

In the fall, we hold parent-teacher conferences to kickstart the school year with open communication. These conferences provide a platform for parents and teachers to connect, discuss their child's initial progress, and set goals for the upcoming months. It's a valuable opportunity to share insights, address any concerns, and align efforts to support each student's learning journey.

Spring Parent-Teacher Conferences:

As spring arrives, we welcome parents back for another round of conferences. By this time, students have made significant strides in their academic and personal growth. The spring conferences allow parents and teachers to reflect on the progress achieved, celebrate successes, and discuss any remaining challenges. These conversations are essential for creating a well-rounded picture of each student's development and laying the groundwork for a strong finish to the school year.

Social Media

YWLAP maintains a district Instagram and Facebook. The purpose of these social media sites is to highlight our campus and students. In addition we will maintain the YWLAP Primary Group page. The purpose of this page is to highlight our campus and students in addition to giving parents a forum for communicating with each other and creating a community, for example sharing sporting teams, asking for advice on childcare, organizing a carpool. This group **will not** be used to communicate questions or concerns with teachers and faculty. Questions and concerns can be sent directly to staff via a message in Class Dojo or by email. This page will require that you adhere to the guidelines set forth by the group. An inability to follow these guidelines will result in removal from this group.

Health and Safety

Health and Wellness

Physical well-being and overall wellness are integral to the success of our students. We teach our students to make decisions that are based on core values and personal health. Students will participate in Restorative Classroom curriculum and build upon Collaborative for Academic and Social Emotional Learning (**CASEL Competencies**).

The campus will host campus-wide to review campus- wide celebrations, goals, policies, and procedures.

Health Services and Medication Policies

Immunization. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are diphtheria, tetanus, polio, measles (rubella), mumps, rubella, and haemophilus influenzae; the school nurse can provide information on age- appropriate dosages or on acceptable physical validated history of illness required by the Texas

Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Insurance. At the beginning of the school year, the District will make available to the students and parents a low-cost student accident insurance program. For more information, please contact the school secretary. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Medication. A student who must take non-prescription medications during the school day must sign a Non-Prescription Medication permission form provided by the School Nurse. The medicine, in its properly labeled original container, and must be given to the school nurse by the parent. The school nurse will dispense the medication at the proper times according to the directions on the labeled container. Students in possession of any medications are subject to disciplinary action.

For prescription medications to be kept on campus for the school year, the parent must sign a Medication Permission form provided by the School Nurse to begin the mediation and the form must be completed and signed by the doctor within 10 business days. If the form is not signed by the Doctor within 10 business days, the medication will not be given until the completed form by the Doctor is returned to the School Nurse.. This form must be on file before a nurse administers any prescribed medication.

Teachers care about the health of each student in their room. Please send a note about special health problems, extended or severe illnesses, or temporary restrictions as needed. We encourage you to contact our school nurse, if you have questions or health needs that we can assist with for your child.

Medical Screenings. The District routinely screens students, please see the school nurse for more details. Students initially enrolling in the District are screened for vision and hearing problems. Parents shall be informed of any problems detected during the screening process.

A student is exempt from the screening requirements, if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or member. The parent shall submit an affidavit stating objections to the screening on or before the date of student admission.

Returning Students, New Students, And Students Transferring from Schools in The United States. Each student should have received one tuberculin test after her third birthday. Tuberculin test results should be documented in the student's health record.

Students Transferring from Countries Outside the United States. All students entering school or transferring from a country outside the United States should receive a current tuberculin test, including those who have received BCG vaccine. Dependents of U.S. military personnel may be exempted.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor’s opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student’s family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

If a student’s religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the student’s parent if the student is a minor) that

states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal to ensure that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school while the disease is contagious. Please contact the school nurse for more information on the requirements

Allergies and Dietary Restrictions

If your daughter has a food allergy, please notify the school nurse and cafeteria manager **BEFORE** the first day of school.

Safety Protocols and Emergency Procedures

Water Bottles

To address campus safety concerns related to water spills and hazards, all water bottles must be sealable and spill-proof. Cups with straw attachments, Stanley cups, or similar types of cups are not permitted. Cups with straws must have a spout that can be closed to make the cup spill-proof.

Emergency Contact

Emergency contact information is provided by the parent/guardian online via SchoolMint. The online system contains a place for parental consent for school officials to obtain medical treatment for the student, as provided by law. Parents shall also be asked to supply other information in case of an emergency.

Parents have the responsibility of updating address and phone changes and must update this emergency card information as often, and as necessary. If you need to update this information please email our attendance clerk. Failure to update this information could result in endangering your child, if an emergency arises and we have wrong information on the **EMERGENCY CARD**. In the event of a medical emergency, the campus will reach out to emergency contacts if the parent/guardian cannot be reached. Any person attempting to pick up a student **MUST** present a valid state-issued identification card/driver's license.

Closed Campus

Like all SAISD campuses, YWLA Primary is a closed campus. Students are not allowed in the school parking lots or other unsupervised areas between 7:45 AM and 3:45 PM unless they are accompanied by a teacher. Failure to adhere to this policy will require a parent conference. Before school and after school, students who are on campus must be in a supervised zone.

Building Security

The SAISD Police and the San Antonio Police departments monitor schools with the assistance of security cameras, contracted security guards, and SAISD police.

Students are not to enter and are not permitted on campus except during regular instructional hours or when accompanied by a YWLAP staff member and with administrative permission.

Students who are **SUSPENDED** or enrolled at the DAEP are **not allowed** on any SAISD facility/campus. Failure to follow this rule may result in an arrest for criminal trespassing on school property.

All parents/guests must report to the front office to sign in and obtain a visitor's badge. Parents may be in classrooms only when a teacher has requested a parent in the classroom for a conference. The principal will approve or deny the parent or teacher's request. **COVID-19 guidelines will be in effect until lifted by the district.**

Following school events, students shall depart the campus immediately. Parents need to ensure rides **arrive within 10 minutes** following each and any school event.

Drills for Safety

Students, teachers, and other district employees shall participate in monthly (minimum of nine) drills of emergency procedures. Among the required drills are fire drills, lock-down drills, and any other drills identified by the SAISD Security Office. When the alarm is sounded, students must follow the direction of teachers or other staff quickly, quietly, and in an orderly manner.

The School Emergency Plan is maintained by each teacher and in the administration office. When the fire alarm sounds, teachers shall prepare students to evacuate the building and proceed in an orderly manner. The school intercom system will be used to notify staff and students for all emergencies other

Emergency Evacuation Sites

Walking Evacuation Sites
Primary, SAISD Surplus Warehouse (Boy's Club), 211 E. Drexel Ave., San Antonio, TX 78210
Secondary, Robert B. Green Academy, 122 W. Whittier St., San Antonio, TX 78210

Evacuation Sites (with transportation)
Primary, Alamo Convocation Center, 110 Tuleta Dr., San Antonio, TX 78212
Secondary, Alamo Stadium, 110 Tuleta Dr., San Antonio, TX 78212

Emergency School Closing Information

Notices concerning an emergency school closing shall originate from the Superintendent's office and will be disseminated through the local news media and district messaging system. Please ensure your phone and email information is always accurate. **COVID-19 updates come from the Superintendent's office and will be shared in a timely manner.**

Visitors

Parents and other adult visitors are welcome to visit the YWLA Primary campus. All visitors must first report to the front office of the main building; provide an ID; and receive a visitor's badge. All visitors and substitute teachers must visually display a name tag stating their name and destination during each visit on campus. All visitors must check-out at the visitor's desk in the front office of the main building.

Visitors to individual classrooms during instructional time shall be permitted only with the Principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Any adult who engages in verbal abuse, offensive physical contact, or other disrespectful behavior directed towards any District staff or students on a specific campus will be banned from that campus for a specified time period designated by the principal. Any adult banned from a specific District campus cannot go on any other District campus during the specified banned period without permission of that campus principal.

Trespass Warnings

The principal has the responsibility and the authority to maintain the peace and tranquility of the campus, the safety and security of the students and staff, and a positive learning environment without disruption. When a parent or other person threatens the peace and tranquility of the campus or that of any staff member or student, the principal has the authority to: a.) refuse entry onto school grounds, or b.) request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds. This is in line with Board Policy GKA (Legal); GKA (Local).

Extracurricular Activities

Clubs and Organizations

Our school is proud to offer a diverse range of clubs that cater to various interests and passions. From arts and sports to STEM and community service, there's something for everyone.

Clubs will be hosted and organized by teachers and not by the campus. Selection for clubs will be done by the individual teachers and by lottery if necessary.

Blue Jay Senators Selection Guidelines

The Blue Jay Senator program aims to recognize and empower students who demonstrate exceptional qualities of leadership, academic excellence, positive behavior, and consistent attendance. The selection process involves several criteria that reflect our commitment to fostering a well-rounded and responsible student body.

Nomination by Teacher:

Teachers are invited to nominate students whom they believe exhibit strong leadership potential, exemplify positive values, and actively contribute to the school community.

Academic Performance:

Candidates must maintain a high standard of academic achievement. A minimum requirement of A/B Honor Roll will be established to ensure that Blue Jay Senators serve as academic role models.

Role Model Behavior:

Blue Jay Senators should consistently demonstrate exemplary behavior and attitudes both in and out of the classroom. Students who receive office referrals or fail to exhibit good behavior will not be permitted to participate in the Blue Jay Senators program. Upholding these standards of conduct is essential to maintaining the integrity of our school and the program's commitment to fostering positive values such as respect, integrity, and responsibility among our students.

Attendance:

Candidates should maintain a commendable attendance record. Regular school attendance is essential for academic success and active participation in the program's responsibilities.

Selection Process:

1. Nomination:Teachers nominate students based on their observations of leadership potential, behavior, and positive attitude.

2. Academic Review:The academic performance of nominated students will be assessed to ensure they meet

3. Behavioral Evaluation:Nominated students' behavior and conduct will be reviewed by school staff to assess their suitability for the role.

4. Attendance Assessment: Attendance records will be examined to identify candidates with consistent attendance.

5. Committee Selection:A selection committee comprising teachers, administrators, and staff will review all criteria and select Blue Jay Senators based on a comprehensive evaluation.

Responsibilities of Blue Jay Senators:

Selected students will be expected to serve as positive role models for their peers, actively participate in school events, and contribute to improving the school community. Blue Jay Senators will engage in leadership development activities and represent their fellow students with pride and dedication.

By adhering to these guidelines, we aim to identify and empower students who embody the qualities of leadership, scholarship, and exemplary behavior. The Blue Jay Senator program aims to create a community of responsible and motivated student leaders who contribute positively to our school's ethos.

UIL Participation Guidelines

Participation in the University Interscholastic League (UIL) is an exciting opportunity for students to showcase their talents, skills, and teamwork. Our guidelines ensure a fair and transparent process for selecting participants, striving for excellence, and fostering a supportive environment.

Student Sign-Up:

All interested students must sign up for the UIL event(s) they wish to participate in during the designated sign-up period. This ensures that students are aware of their commitment and the expectations associated with the competition.

Tryouts for Multiple Students:

In cases where more than one student expresses interest in a specific UIL event, tryouts will be conducted to determine the participant. Tryouts provide a platform for students to demonstrate their readiness and proficiency in the event's requirements.

Competition Participant:

After tryouts, one student will be selected as the official participant for each event. This selection will be based on a combination of skills, dedication, and performance during the tryout process. The selected participant will represent our school in the UIL competition.

Alternate Participant:

For events with multiple interested students, the student who demonstrates the next highest level of skill and readiness during tryouts will be designated as the alternate participant. The alternate is prepared to step in if the selected participant is unable to compete due to unforeseen circumstances.

Responsibilities of Participants:

Selected participants are expected to commit to rigorous preparation, attend practice sessions, and adhere to all UIL rules and guidelines. They represent our school and are responsible for upholding our values and standards throughout the competition.

Support and Team Spirit:

We encourage all students, whether selected to compete or designated as alternates, to support their peers and foster a positive team spirit. Every student who expresses interest and participates in tryouts contributes to the overall success of our UIL team.

By adhering to these guidelines, we ensure a fair and inclusive process that allows all students to explore their potential and contribute to our school's UIL efforts. We look forward to a successful UIL season and the growth of our students through these valuable experiences.

Technology Usage

Acceptable Use Policies

The use of computers by students is encouraged, but that use will be instructionally based, and be under the **DIRECT SUPERVISION** of the classroom teacher. Use of the Internet provides great educational benefits to students and staff. Action has been taken to block inappropriate sites; however, no software can be fully effective. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. It is required that students and parents/guardians read, accept, and sign the *"Acceptable Use Guidelines for Online Access"* form. Some of the guidelines include: 1) network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private; 2) some prohibited items include sending or displaying offensive messages or pictures, using obscene language, harassing, insulting, or attacking others, damaging or inflicting viruses into computer systems, violating copyright laws, using another's password or otherwise trespassing in another's files, work, or folders, using the network for commercial purposes, or inappropriately using chat rooms.

The classroom teacher has the right to have higher standards and expectations with the requirements with their students, but **NOT** less. Students, who need to use a device from a teacher, must have their parents/ guardians check out the device with the teacher **BEFORE** removing the device from the

classroom. If the device is stolen or lost while checked out to the student, the parent/student is responsible for replacing the device and submitting a police report, if the item was stolen.

The district blocks most objectionable sites, but some may get through. Teachers must closely monitor their students that are connected to the Internet to ensure that objectionable material is not encountered by students. Teachers must be aware to not allow students to share any personal information via e-mail or forms on web pages with anyone. Students are PROHIBITED from downloading anything from the Internet that has not been approved by their teacher in advance.

Digital Citizenship Guidelines

Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student behavior online are no different than face-to-face interactions.

Cell Phone and Electronic Device Policy

In alignment with Texas law and SAISD policy, students are not permitted to use personal cell phones, smartwatches, or other electronic devices at any time while on campus this includes during the school day, tutoring, school-sponsored events, and off-campus field trips.

Per Texas House Bill 233, school districts must implement measures to reduce student access to cell phones during instructional time. Therefore:

- All personal devices must be powered off and stored in backpacks (not pockets, desks, or worn on the body) upon entering campus and throughout the instructional day.
- This includes breakfast, lunch, transitions, testing, dismissal, tutoring, and all extracurricular or school-sponsored activities.
- Students may not use personal devices to contact parents during the school day. All communication must go through the school office.
- A school phone is available in the main office for student use before or after school, or in emergencies with administrative approval.

Violations of this policy will be handled in accordance with the SAISD Student Code of Conduct. Repeated misuse of a personal device may result in disciplinary consequences and/or the collection of the device by administration.

For full details, please refer to the SAISD Parent/Student Handbook.

During assessments such as MAP, Interim STAAR, STAAR all cell phones, electronic devices will be collected and returned at the end of the instructional day. The use of any electronic device during testing is strictly prohibited. If a student is found in possession of a cell phone, smartwatch, or any

electronic device during state or district assessments, it will be considered a serious testing violation. As a result, the test may be voided and not scored, and the student will receive a Level II consequence as outlined in the SAISD Student Code of Conduct.

Telecommunications/Electronic Devices Procedures

1st Offense. Documented verbal warning and reminder given to students that electronic devices may be confiscated and fines assessed for the return of the device in accordance with the Telecommunications / Electronic Devices Procedures.

2nd Offense. Electronic devices confiscated and returned to the parent/legal guardian at end of the school day. Parent/ guardian signature and date required for receipt of device and parents will receive an additional copy of the Telecommunications/Electronic Devices Procedures

3rd Offense. Device confiscated and $10 fine assessed for return of the item. Parents/legal guardians may pick up the device at the end of the day after the fine has been collected.

4th Offense. Device confiscated and $15 fine assessed for return of the item. Parents/legal guardians may pick up the device at the end of the day after the fine has been collected.

Transportation

Bus Routes and Guidelines

Transportation will be provided for SAISD students. The buses will pick up and drop off at a SAISD designated school. Students must follow the rules of the school transportation system at all times. Students who create problems on the bus may be denied bus transportation privileges and be asked to provide their own transportation to school. A bus driver will be contacted for details.

Drop-Off and Pick-Up Procedures

Arrival and Departure

The campus opens at 7:15 AM daily. There is NO adult supervision for students prior to 7:15 AM. Students will report to their designated areas and wait with their classmates until their teacher escorts them to class at 7:40 AM. Upon arriving, all students are to go through the breakfast line to receive breakfast. Students arriving on the bus will go straight to the cafeteria to receive breakfast. All students are expected to eat breakfast daily.

The drop off loop will close at 7:40 AM, to ensure all staff and students are inside the building prior to the tardy bell ringing.

The school day begins at 7:45 AM. Students need to be in their classrooms no later than 7:45 AM or they will be considered tardy.

After School

Students are released from school at 3:00 PM daily, unless otherwise notified. After school, students may participate:

- in clubs with a club sponsor;
- in the cafeteria as part of the YMCA (if signed up and paid for);
- in tutorials with a specific teacher as approved by parent; or

Students must be picked up at 3:00 PM, or be designated as one of the following:

- Bus rider
- YMCA
- Daycare

The campus closes at 3:35 PM. All students picked up by parents must be picked up in the designated drop-off/pick-up loop no later than 3:20 PM. Bus riders will load the buses at the bus station beside the cafeteria. If your child is left on campus after 3:20 PM, she will be in the Main Office, unless she is enrolled in the YMCA Program.

Parking

Parking for arrival and dismissal is located at the corner of Drexel and Yorkshire. Please do not park in the streets surrounding our school. Parking in the streets disrupts the flow of traffic because it limits the street access and requires cars to stop to cross in locations that are not safe for students and parents to park.

Young Women's Leadership Academy: Primary Student Pickup Policy

YWLAP will follow district administrative procedure (F17) for any student left on campus after 3:35 PM.

- The first time a student is left after 3:35 PM without notification from the parent/guardian, contact will be made to parent/guardian and notification of school hours and pick up and drop off times will be provided.
- The second time a student is left after 3:35 PM without notification from the parent/guardian, a mandatory conference will be scheduled between the parent/guardian and the principal.
- The third time a student is left after 3:35 PM without notification from the parent/guardian, San Antonio ISD police will be notified and a home visit will take place.
- The fourth time a student is left after 3:35 PM without notification from the parent/guardian, Child Protective Services (CPS) will be contacted to file a report.

Parent Involvement

Parent-Teacher Organization (PTO)

Become an integral part of our school community by joining the Parent-Teacher Organization (PTO). Your involvement in the PTO helps enhance the educational experience for all students. Collaborate with teachers, parents, and staff to organize events, support school initiatives, and foster a thriving learning environment. Your voice matters, and together, we can make a positive impact on our campus. Join the PTO and be part of the change we want to see.

Volunteering Opportunities

All parent volunteers must complete a criminal background check at the start of the year. For assistance please contact our front office for assistance. We expect volunteers to wear a badge at all times and to sign-in and sign-out in the front office. Please contact the office if you have questions about volunteering at our campus. Our parents contribute to our success with their volunteer hours.

Parent Conduct & Volunteer Eligibility

(Reference: SAISD Volunteer Guidelines)

YWLA Primary is proud to partner with families and encourages parents to be active volunteers on campus. To ensure a safe and respectful environment for all students and staff, all volunteers must comply with the **SAISD Volunteer Code of Ethics and Standards of Conduct** and complete a background check.

Parents who violate these expectations will receive a formal warning. Continued or serious violations may result in the loss of volunteer privileges in accordance with district policy.

Examples of violations include (but are not limited to):

- Using inappropriate language or tone when interacting with staff or students
- Disrupting classroom instruction or refusing to follow campus procedures
- Sharing confidential student information
- Failing to check in properly through the front office or refusing to wear a visitor's badge
- Attempting to volunteer without completing the required background check
- Taking pictures or videos of students, staff, or classrooms without prior permission
- Confronting other students or parents in a disrespectful or threatening manner

We appreciate your partnership and commitment to making YWLAP a welcoming and safe environment for all learners.

Support Services

Counseling Services

The counselor is available to assist students with a wide range of personal concerns, including areas such as social, family, emotional, academic or other issues. Students who wish to meet with a counselor will need to make an appointment with the counselor. As necessary, our counselor may recommend additional services. All SAISD counselors are required to comply with the Texas Education Code of Ethics and SAISD policies regarding student welfare and safety.

Library and Resource Center

Students are able to check out library books from our school library. Lost library books/textbooks and other equipment will need to be paid for prior to checking out additional books. See the campus librarian regarding questions about missing or overdue charges.

San Antonio has wonderful public libraries that support the mission and vision of YWLA Primary. Our campus librarian will provide more information about securing a SA Public Library Card.

Foundation for the Education of Young Women-Young Women's Preparatory Network

The San Antonio Young Women's Leadership Academy Primary is a collaborative effort between the Young Women's Prep Network and San Antonio Independent School District. The mission of SAISD is to graduate all of our students and prepare them for success in higher education. The alignment of the campus and district mission statements makes this partnership a natural fit and an outstanding opportunity for the young ladies in our community.

The YWPN was the vision of Lee Posey, Chairman Emeritus of Palm Harbor Homes. In early 2001, he read about the success of The Young Women's Leadership School of East Harlem. Founded in 1996 by philanthropists Ann and Andrew Tisch in partnership with the New York City Board of Education, the school had achieved remarkable success, with 100% of its graduating classes accepted to four-year colleges and universities. Lee and Sally Posey contacted Ann Tisch and visited the school. They came back to Dallas inspired by both the school and Ann Tisch, by her vision, and her Young Women's Leadership Foundation. The Poseys returned to Texas and by 2004, the first all-girls public school opened in Dallas, TX. The San Antonio Young Women's Leadership Academy opened in 2008 – 2009 with 6th and 7th grade students. For the past 14 years, SA YWLA young women have modeled excellence in thoughts, words, and actions.

We are proud to be a part of this innovative and successful Texas network! Due to the hard work of YWLA teachers, students, and parents, the San Antonio YWLA has been ranked the #1 middle school in San Antonio 2013 - 2015; has been ranked #19 nationally by the Washington Post for being a rigorous high school program-2016; a Texas Honor Roll school-2016; and was designated as a 2015 and 2021 National Blue Ribbon School. In 2018, Texas Education Agency asked San Antonio ISD to replicate the YWLA model and extend their successful education model to more families which culminated in YWLA Primary. YWLA Primary is the first elementary school of the national YWLN and state YWPN networks and the first all- girls public elementary school in Bexar County. Thank you for choosing YWLA Primary and supporting your daughters and our incredible YWLA Primary team!