

# 2015-2016 Sadler Means YWLA Parent and Student Handbook



**Colors:** Purple, Black, Silver, and White

**Mascot:** Dragon

**School Slogan:** Girls Leading the Way!

## Contact Information

Bertha Sadler Means Young Women's Leadership Academy  
6401 N. Hampton Dr.  
Austin, TX 78723

**Website:** <http://berthasadler.tx.aia.schoolinsites.com/>

**Twitter:** [twitter.com/sadlermeansywla](https://twitter.com/sadlermeansywla)

### **SCHOOL OFFICE HOURS:**

Monday-Friday 7:45a.m - 4:00p.m

CLOSED SCHOOL HOLIDAYS

Doors Open at 7:45AM for Breakfast

Breakfast Closed at 8:05AM

|                           |              |
|---------------------------|--------------|
| School Phone              | 512-414-3234 |
| Graduation Specialist     | 512-414-6023 |
| Parent Support Specialist | 512-841-5793 |
| District Bus Services     | 512-414-0238 |
| Food Services             | 512-414-0251 |

## Administration and Counseling Team

|                 |                           |
|-----------------|---------------------------|
| Ivette Savina   | Principal                 |
| Tammy Stone     | Assistant Principal (A-I) |
| Joanne Clark    | Assistant Principal (J-P) |
| Jordan Benson   | Assistant Principal (Q-Z) |
| Filemon Aldama  | Instructional Coach       |
| Heather O'Brien | Instructional Coach       |
| Mary Wynn       | Head Counselor            |

## Vision Statement

The Bertha Sadler Means Young Women's Leadership Academy will foster a sisterhood environment to develop confident, academically prepared, service-minded and innovative young women leaders for success in college, career and life.

## Mission Statement

The Bertha Sadler Means Young Women's Leadership Academy will educate students in an cooperative learning environment that promotes scholarship, leadership, character education and community service leading toward a successful transition to the Early College High School to pursue success in college, career and life.

## Principal's Message

Dear Students, Parents & Guardians:

Congratulations on your choice to attend the all girls' school at Sadler Means Young Women's Leadership Academy this fall! We officially welcome you to our school family!

Our faculty and staff has been busy this summer preparing for our opening day. We have attended many training sessions to prepare our girls' school to offer the best educational program possible.

We are very excited and looking forward to meeting every student! Our school program will deliver a great educational experience in academics and leadership because we believe that our girls are leading the way!

If you have any questions, please call our school and let us know how we can be of service.

Dragons united,

*Mrs. Ivette Savina, Principal*

## Dragon's Creed

**Purpose:** All school activities, curricular and extra-curricular, in the classroom, and community must be congruent with the school's stated goals, objectives, and creed established for the intellectual, physical, social and moral development of its students. Our YWLA Creed is based on the values and standards found in the school vision and mission statement.

## **Creed**

**We are** the Young Women's Leadership Academy

**We are** articulate and responsible with our communication

**We are** leaders and global citizens

**We are** respectful and resilient

**We are** dedicated, committed, and focused

**We are** confident scholars

**We are** innovative and creative

**We are** of strong mind, body, and spirit

**We are** one, DRAGONS UNITED

**We are** Sadler Means, YWLA

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### Attending YWLA is a Choice

Sadler Means YWLA is an opt-in single-gender campus. Enrollment requires consent. Co-educational schools are available.

### Transfers

Transfers will be considered during the AISD transfer period. Sadler Means YWLA will adhere to the AISD transfer policy.

### Withdraw

Students who choose to attend a different school and withdraw is granted, will not be allowed to re-enroll in Sadler Means YWLA until the following school year.

### Late Entry

Only students who move into the attendance area after the first day of school will be allowed to register to attend Sadler Means YWLA.

### Sadler Means YWLA House System

Sadler Means YWLA is organized around a House concept. Each student is assigned to a House according to their last name. Each House consists of an Assistant Principal, Counselor, House Leaders, Teachers, Staff, Student House leaders, and Students.

### **The goals of the Sadler Means Young Women's Leadership Academy House system are as follows:**

- To develop stronger bonds of sisterhood between all students.
- To create opportunities for all students to become confident, competent, and connected.
- To promote leadership in a collaborative and encouraging environment.
- To assure individual care and support of each student and build strong self-esteem.
- To nurture an environment of collaboration that allows students to be successful in their school and community.
- To encourage an innovative mind set preparing students for STEM and 21<sup>st</sup> century skills.
- To promote global citizenship through service to others.
- To promote a growth mind-set and belief that through dedication and hard-work all students can excel.

### **These goals will be met through each house with:**

- Social Emotional Learning (SEL) through Mentoring Minds (M&M)
- Strong support system of teachers, staff, students, and administration
- Leadership development through classroom activities, service learning, community involvement, student organizations, and extra-curricular activities.

### **House Terminology**

- **House:** There are three Houses. Each House consists approximately of 120 students. Each House has three House Leaders (one teacher per grade level) and three Student Leaders (one student per grade level).
- **Core Value:** A principle or belief tied to our mission and vision statement that guides our internal and external conduct.

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### Sadler Means YWLA Houses

#### **House of Integritas** *Latin for Integrity*

**Students:** Last name (A-I)

**Color:** Green (*growth*)

**Flower:** Magnolia (*perseverance*)

**Symbol:** Lightning Bolt

**House Crest:**



#### **House of Integritas Core Values:**

***I will:***

Have strong character,

Be trustworthy,

Be resilient because I am confident

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#### **House of Collegium** *Latin for Sisterhood*

**Students:** Last name (J-P)

**Color:** Yellow (*support*)

**Flower:** Zinnia (*thoughts of friends*)

**Symbol:** Heart

**House Crest:**



#### **House of Collegium Core Values:**

***I will:***

Respect others,

Learn empathy,

Seek out positive role models.

**House of Salubritas**  
*Latin for Wellness*

**Students:** Last name (Q-Z)  
**Color:** Orange (*vitality*)  
**Flower:** Dafodil (*respect*)  
**Symbol:** Star  
**House Crest:**



**House of Salubritas Core Values:**

**I will:**  
Nurture my mind, body, and spirit,  
Have a healthy self-image,  
Be a courageous leader

**House Assemblies & Mentoring Minds**

**Purpose:** The purpose of the assembly is to have a common time where all houses meet. Mentoring Minds with students will be held each morning.

**Mentoring Minds:**

Students will complete a curriculum using research-based Social and Emotional Learning (SEL). Students meet in their houses to work on service learning projects (examples: anti-bullying awareness, health and wellness, recycling) and community service projects (examples: tutoring at local elementary schools, volunteering at charity events, clean up/beautification projects in the area). In addition, students design and participate in activities that promote their house core value and mission throughout the school.

**Mentoring Minds Schedule:**

**Mondays- Assembly**  
**Tuesday- Technology/Advancement Via Individual Determination (AVID)**  
**Wednesday-Social Emotional Learning (SEL) Lesson**  
**Thursday-SEL Lesson**  
**Fridays – AVID Planning and Reflection** Students review grades, agendas, attendance, binders, etc.

| Day      | Monday                   | Tuesday                   | Wednesday                 | Thursday                  | Friday                       |
|----------|--------------------------|---------------------------|---------------------------|---------------------------|------------------------------|
| Location | Dragon's Den (Large Gym) | Mentoring Minds Classroom | Mentoring Minds Classroom | Mentoring Minds Classroom | Mentoring Minds Classroom    |
| Activity | Assembly                 | AVID/Technology           | SEL                       | SEL                       | AVID Planning and Reflection |

**House Point System (Class Dojo)**

**Goal:** Recognize student behavior with positive reinforcement by awarding and recording real-time feedback.

**General Overview**

ClassDojo helps manage student behavior and build positive learning habits by providing real-time feedback loops that recognize and reinforce students' specific behaviors, values, and accomplishments. ClassDojo provides multiple methods for instantly updating behavior using a laptop, tablet, or smartphone and can be displayed via computer, projector, or interactive whiteboard. The availability of data engages students and helps actively shape behavior, thus creating a more positive learning environment in the classroom. ClassDojo automatically generates behavior reports that can be accessed by students and shared with parents. These reports provide insight into students' performances in class.

Website: <https://home.classdojo.com/#/signup>

**Points:**

Teachers and staff award points to students for positive and negative behaviors at school. Each student can receive up to 5 or -5 points per class per day. Administrators also award points for positive and negative behaviors. The points awarded or deducted are at the administrator's discretion.

**Incentive Program**

Every six weeks, the house with the most Dojo points will earn a reward. Every 6 weeks, points are erased and everyone begins at zero. Points, however, will carry over throughout the year and the house with the most points earns a HUGE reward.

Plus surprise incentives!!!

**Closed Campus Philosophy**

Upon arrival at school, no student is to leave the school campus until he/she leaves for home at the end of the school day unless checked out by a guardian. Any student leaving campus without permission will be counted as truant and subject to disciplinary action. This includes leaving campus in the morning to go to one of the convenience stores. Students are NOT to leave campus for this purpose once a parent has dropped them off at the school. Once a child is on school grounds they are the responsibility of the school and must remain on campus.

**Attendance**

Student success is dependent on being present at school and taking an active role in your own learning. Regular attendance in all classes is an expectation.. **State law and District policy states that students must be in attendance for 90% of the instructional days for a class to receive credit.** A student who misses more days than allowed by AISD policy may not be given credit for that class unless a campus attendance committee finds, through an appeals process, that the absences are the result of extenuating circumstances. *Only serious documented illnesses and emergencies in the immediate family are considered excused absences.*

We understand that sometimes absences are not avoidable. In these cases, please follow the procedures below.

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- **Call by 10:00 AM if you are absent.**
  - We are concerned when you are not here. Have a parent or guardian notify the school by phone at 414-3234, or fax at 926-6146 **by 10:00 AM** the day of the absence. Unless we hear from you, we will contact your parent/guardian by phone or email
- **When you return to school, you will need to bring a note signed by your parent/guardian for any absence.**
  - The note should clearly detail the reason for the absence. Serious illness or family emergency are considered excused absences. If the absence was due to a doctor's visit, a doctor's note is appropriate
  - Students are expected to provide written documentation for each absence within two school days after the student returns to school. Failure to provide notes in this time frame will cause the absence to be marked UNEXCUSED in the student's attendance record.
- **Give your note to the attendance clerk in the front office as soon as you return to school.**

### Notification of Absences and Truancy

An electronic phone message will be sent to the primary contact of any student who is given an unexcused absence on the day the absence is recorded. On the third unexcused absence, within a four-week period, the district's central office is notified and a letter is sent home to the parent of the student. After the tenth unexcused absence it is the legal responsibility of the school to file truancy charges against both the parent and child with the Travis County Justice of the Peace. The consequences of which can include a fine of up to \$600.00 for each truancy offense.

### Permit to Leave School:

When it is necessary to leave school:

1. A parent must sign a student out at the office before leaving campus.
2. Upon returning to campus, those students should have a signed doctor's note or a note from their parent.
3. Students must sign back in before returning to class.

### Tardy to Class

You are tardy if you are not in the proper room when the class bell begins to ring.

- **Tardy to School: If you arrive at school after the 8:15AM bell, you must pick up a tardy permit from an office staff member.**
  - You, the student, are responsible for presenting a note signed by a parent or guardian stating the date, time of arrival, and the reason for the tardy.
- **Tardy to Class: You are tardy if you are not in the proper room when the bell rings.**
  - The consequence for being tardy is one demerit. The teacher will mark the tardy in the system and the student will receive lunch detention.

### Attendance Appeal Process

If students have missed more than 90 % of their classes, they will need to follow the appeal process as outlined in District Policy. For more information regarding this process, please go to: <http://www.tasb.org/policy/pol/private/227901/pol.cfm>  
Requests for assignments must be made by 9:00 AM in order to be picked up after 3:30 PM the same day. Make-up work is expected to be completed within three days upon returning from the absence. Extended illness will be dealt with on an individual basis.

### Make-Up Work

**Important Note: You, the student, are responsible for making arrangements with your teachers for make-up work following an absence.**

Parents may make arrangements with the graduation specialist to pick up work if the student is out for three or more days. Requests for assignments must be made by 9:00 AM in order to be picked up at the end of the same school day. Students must talk with individual teachers about late or incomplete work. Each teacher will distribute a course syllabus explaining these policies. Extended illnesses will be dealt with on an individual basis.

### Procedures to Know

#### Beginning the Day

1. Doors open at 7:45AM.
2. Be in dresscode at the entrance door.
3. Enter using the side cafeteria door entrance leading to the cafeteria.
4. Walk directly to the cafeteria.
5. You must have a pass to leave the cafeteria.
6. Get breakfast immediately if needed.
7. Breakfast closes at 8:05AM.
8. Follow cafeteria procedures.
9. Report to Mentoring Minds class for announcements, the creed, and pledges.

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### Cafeteria

1. Enter the cafeteria . Then, proceed to the cafeteria line if you need a cafeteria lunch.
2. You may use technology with headphones.
3. Phone calls are not permitted.
4. Use your 7 digit student ID for charging lunch.
5. Use inside voices.
6. Be polite and use good manners.
7. Remain seated at the table.
8. Clean your seating area.
9. Turn off and put away technology (including headphones) before leaving the cafeteria.

### Lunch

- Use the restroom closest to the cafeteria.
- Remain in the library after entering.
- Remain in the courtyard after entering.

### Restroom

1. Use the restroom before school starts and during hall passing time. This maximizes your learning time.
2. In an emergency, obtain permission and the appropriate pass from your agenda or teacher. Remember, you have a limited number of passes.
3. You are not allowed in the hallway without a pass.
4. Use quiet voices and respect others' right to privacy.
5. Place feminine products in the trash receptacle, never in the toilet.
6. Follow good hygiene practices and wash your hands.

### Special Assemblies

1. Walk quietly to your assigned area.
2. Demonstrate appropriate audience behavior.
  - **S**- Sit Up Straight
  - **L**- Listen
  - **A**- Ask and Answer Questions
  - **N**- Nod
  - **T**- Track the Speaker
3. Be respectful to presenters.
4. Take notes (if asked).

5. Stand when asking a question.
6. Follow directions for dismissal.

### Ending the Day

1. Leave the building using the assigned doors by hallway.
2. There will be no access to the gym area.
3. Walk directly to your destination
  - a. Cafeteria (tutoring, after-school club, sports)
  - b. Bus/Carpool pick-up
4. Follow hallway procedures.
5. You may use your lockers until 3:45PM
6. **Students must be at their destination by 3:45PM!**
7. **The Bus departs at 3:45PM.**

### Hallways

1. No technology (including headphones) in sight. Must be put away.
2. Walk quietly, using inside voices.
3. Walk on the right side of hallways, stairwells, and all walkways.
4. Use appropriate entrance and exit doorways.
5. Walk and Talk, do not linger or stop.
6. No inappropriate public displays of affection (ex. Holding hands and/or frontal hugs)

### Transportation

#### Parent and Guardian Pick-Up Times

Your child's safety is important. Student must be **picked up** within **15 minutes of a given activity ending time**.

It creates a hardship on the teacher/staff who must wait with your child if you are late. If a parent or guardian fails to pick up their child, **AISD Police or the Sheriff's Department will be called and the student may not be able to attend upcoming after hours events.**

#### Bus Riders

**Any bus issues, please call transportation directly. They can be reached at 512-414-0238.**

The bus is an extension of the school. Riding the school bus is a privilege. A student being transported in school-owned vehicles is required to comply with the Student Code of Conduct. If a student fails to comply with established rules on school transportation, the student may be denied transportation services and may be subject to other disciplinary action.

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### The following rules apply to student conduct on school transportation:

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop.
- Passengers shall not stand.
- Passengers shall keep books, musical instrument cases, feet, and other objects out of the aisle of the bus.
- Passengers shall not deface the bus and/or its equipment.
- Passengers shall not extend any part of the body or any object out of the window or throw any objects within or out of the bus.
- Passengers shall not smoke or use any form of tobacco.
- Passengers shall exhibit conduct consistent with that expected in a classroom.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

- A conference involving the Principal or Assistant Principal, the student passenger, the driver, and the parent may be required.
- The Principal or designee may suspend the student's bus riding privileges. If such a suspension occurs, the parent/guardian will be notified prior to the time the suspension takes effect.
- In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus or to call for law enforcement assistance; the Principal and parent/guardian shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

### Walking

For safety reasons, students who walk to and from school should cross at the guarded crosswalks and remember to walk on the sidewalks whenever possible. Remember to be courteous of our neighbors.

### Bike Riders

Students riding their bikes to and from school must follow all safety regulations of the county and school. A helmet is **strongly encouraged**. You must remember to follow all street signs, including stop signs. Ride single file and cross streets carefully. Bike racks are

located on the school grounds and must be used to park bicycles. Please remember to lock your bike.

### Private Cars

**Drop-Off/Pick-Up Zone is located in the horse-shoe drive on North Hampton.**

Parents/guardians who drop students off at school or pick them up at the end of the day should drive cautiously, observe parking and safety signs and follow the directions of administrators, teachers, and staff to ensure the safety of all students. Do not drop off or pick up students from the bus lane.

### Bus Lane

*Students should not be dropped off in the bus lanes.*

### Change of transportation plans

Arrangements for alternate transportation plans should be made with your child before the school day begins. For your child's security, requests for bus passes, etc., should be made in writing and turned in to the main office at the beginning of the school day. Phone calls from parents, except in emergency situations, will not be accepted.

## Uniforms

**Goal:** Minimize distractions and maximize academic progress.

Uniform items, tops, and bottoms may be combined in any way (e.g. polo/ blouse with pants, polo/blouse with skirt, or polo/blouse with shorts).

*Uniform assistance is available through the parent support specialist. Contact the office at 512-414-3234*

**\*Remember to label all uniform items brought to school with the student's first and last name. Labels should not be visible on the outside of clothing.**

### Other dress code expectations

- **Hair may not be dyed or streaked an unnatural hair color (Including extensions and braids).**
- **Tattoos, facial jewelry, drawing/writing on self, and body piercing (other than ears) are not allowed.**
- Hair accessories: Hair items must not be solid red or blue. They are to be a non-distracting style. **No bandanas.** No shoes laces as hair accessories
- **Blankets are not permitted.**
- ID includes badge, cover and lanyard. All are a part of the YWLA dress code and must be worn around the student's neck and visible at all times. Students may wear only a house key and a flash-drive on the lanyard with the badge. Students may not mark or decorate any part of the ID.

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Badges are also required for admission at all school events. There will be a Badge replacement fee.

- Campus Agenda is part of the dress code. Students are to have their agendas at all times. Failure to have an agenda will result in a demerit being issued. There is a replacement fee.
- **Modesty is expected.** Any item worn underneath the shirt should not be visible.
- Make-up is to be kept at a minimum with no heavy amounts of eye cosmetics; fingernail polish should be worn appropriately and not cause a distraction.
- Jewelry: Necklaces must be worn inside the blouse. Small earrings no larger than a quarter. No more than three bracelets and rings (all small and simple)
- Students may not have graffiti on backpacks, shoes, or other items on the student's personage.
- For non-uniform days, students will adhere to the Sadler Means YWLA special guidelines and AISD dress code.
- The AISD dress code is described in a separate document and may be found at:
  - <http://www.austinisd.org/parent-information/dress-code>
- The administration has the final word regarding the dress code.

**\*If a student is out of dress code, appropriate consequences will be applied.**

### Procedures:

1. Receptionist or staff member notifies appropriate AP when student is not in uniform (missing or additional uniform components).

|               |                           |
|---------------|---------------------------|
| Tammy Stone   | Assistant Principal (A-I) |
| Joanne Clark  | Assistant Principal (J-P) |
| Jordan Benson | Assistant Principal (Q-Z) |

### Discipline

Discipline is about guiding our students toward appropriate behaviors to be successful leaders. It is our expectation that every Sadler Means student is respectful and courteous. We live our creed. It is important for our school family and family at home help our students make appropriate behavior choices.

### We believe

- **Teacher-student relationships are key to academic and social success.**
- **Students are responsible for behavior choices.**
- **Positive reinforcement is used to promote behavior responsibility.**

### Three Important Sets of Rules

1. **Sadler Means YWLA Rules**
  - a. You and your parent/guardian will know the Sadler Means YWLA rules by reviewing this handbook.
2. **Teachers' classroom rules:**
  - a. These are provided in each class.
3. **AISD Code of Conduct:**
  - a. You will receive the District's Student Code of Conduct. You will sign a form acknowledging that

you have received, understood, and will comply with the District's Student Code of Conduct.

### Levels of Discipline

#### Level I Discipline (Teacher Directed)

- **Disrupting the learning process**
- **Violating classroom rules**
- **Using profanity and obscene gestures**
- **Cheating, plagiarizing, copying, or lying**
- **Other behaviors**

#### Possible Level I Consequences (including, but not limited to):

- **A conference with student and/or parent**
- **Grade consequence**
- **Change seating chart Telephone call to parent**
- **Demerits**
- **Detention**
- **Administrative referral**

#### Level II Discipline (Referral to Administration)

- **Repeated Level 1 Offenses**
- **Classroom and non-classroom disruptions**
- **Misconduct at a school activity**
- **Defacing school property**
- **Possession/sale of another's property**
- **Forgery/misrepresentation**
- **Bullying/ Harassment**
- **Possession/sale/use/ or being under the influence of alcohol, marijuana or a controlled substance**
- **Possession of a weapon or an object that could be used as a weapon**
- **Other actions that impact the education and safety of the school.**
- **Unauthorized leaving of the school grounds**
- **Fighting/physical contact**
- **Theft**

#### Possible Level II Consequences (Including, but not limited to):

- **In-School Suspension (ISS)**
- **Lunch Detention/After-school detention**
- **Behavior contract**
- **Telephone call to parent/ guardian**
- **Parent/ guardian conference**
- **School community service**
- **Suspension from school**
- **Probationary contract**
- **Expulsion**
- **Removal to Alternative Learning Center (ALC)**

All students and parents are issued a AISD student code of conduct at the beginning of the year. Parents should encourage their children to make positive choices about conduct at school. **It is a requirement that you read and sign an acknowledgement of review and receipt. These forms will be turned into the student's Mentoring Minds teacher.**

If students choose to behave in a manner that disrupts the education of others, or if they behave in a dangerous manner toward themselves or others, then a discipline referral may be written to an assistant principal. The discipline referral will be placed in the student's discipline folder, and a record of the action taken will be recorded.

### Zero Tolerance

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In AISD, zero tolerance means: if a student violates the Student Code of Conduct (which also incorporates state and federal law), the behavior will be addressed. The intervention or disciplinary action will be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, and requirements of law.

### Public Displays of Affection

All students are prohibited from engaging in public displays of affection anywhere on campus or at campus sponsored events.

### Harassment/ Bullying

No bullying or harassment of students is tolerated. **Students shall not engage in harassment motivated by race, color, religion, national origin, sexual orientation, gender, or disability and directed toward another student.**

All reports of this type of behavior will be thoroughly investigated by the campus administration and campus police officer. A substantiated charge of harassment or bullying against a student or District employee shall result in disciplinary action. Students and parents are required to report any incidents of these types of behaviors to the campus administration immediately. **Students are required to report any and all continued bullying incidents to a teacher, counselor, or administrator**

### Social Media

Parents are highly encouraged to monitor the use of social media (Kik, Facebook, Instagram, SnapChat, etc.) by their minor children.

**Students who use social media after hours and off of school campus to engage in cyber bullying, sexting, and other inappropriate uses can have disciplinary consequences given at school when the online behavior has a negative impact on members of the school and community.** Parents are highly encouraged to place parental controls on electronic devices and several parent education sessions related to Internet safety are provided throughout the school year on parent nights. Parents and students may seek assistance from the counseling staff or Assistant Principals if they have questions or concerns about use of social media.

### Student Searches or Seizures

### Purses and backpacks

Student purses and backpacks brought to school are subject to reasonable search by a school official, (teacher, principal, assistant principal), when he or she has reasonable grounds for suspecting that a search will turn up evidence that the student is violating or has violated a student code of conduct rule, a school rule, or the law.

**Parents should remind students not to bring items to school that are in violation of the Student Code of Conduct (guns, knives, weapons, drugs including over-the-counter medications, cigarette lighters, spray paint, sharpies, nail polish, etc.)**

### School Lockers and Desks

All students will receive a hall locker and gym locker. Students are fully responsible for the security and contents of their assigned lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Students will need to buy a combination lock for each of these lockers.

Please read the following guidelines carefully as you accept a locker from Sadler Means YWLA. Remember that having a locker is a

privilege and not a right. Lockers are assigned only if the student and parent/guardian agree to these rules. Violation of these rules will result in the loss of the privilege of having a locker in the main building and/or the gym.

1. Lockers are Sadler Means YWLA/Austin ISD property. They are on loan to students.
2. The school is not responsible for theft, damage, or vandalism of property including but not limited to personal property and textbooks.
3. Sadler Means YWLA is not liable for personal property and not liable for damages to assigned lockers.
4. Valuables must NOT be left in the lockers.
5. **Sadler Means YWLA reserves the right to search lockers at any time, whether or not the student is present.** The parent will be notified if any prohibited items are found in the student's desk or locker.
6. Students should keep only items necessary for school in the lockers (i.e. textbooks, school supplies)
7. **At the end of each school day, lockers must be kept free from food and trash.**
8. Students may use only lockers issued to them. Students will lose their locker privileges if they are found sharing a locker without administrative permission.
9. Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year.
10. If there are any problems with lockers, students should go to the Main Office within 24 hours. The staff will address the problem as soon as possible.

School lockers are school property and as such may be searched periodically for contraband (i.e. illegal items) and for overdue or missing books or stolen items. Similarly, school desks are school property and may also be searched for contraband, overdue or missing books, stolen items, and spoiled food. Since the lockers and desks are school property, the student and parent are on notice that there is a diminished expectation of privacy in the use of the lockers and desks. **Highly valuable items and those with sentimental value should remain at home as the school is not responsible for the loss or theft of such items.** Any contraband found in plain sight will be confiscated and the student may be subjected to disciplinary action.

### After School Detention (Violation of Campus Expectations)

Location: ISS Classroom

Time: 3:40pm-5:00pm

**Purpose:** Encourage students to meet campus expectations.

**Expectation:** Students attend assigned afternoon detention and meet campus expectations in the future.

### **Procedures:**

1. APs will assign students after school detention if warranted by other student infractions during the day.
2. Parents/Guardians **MUST** consent to afterschool detention before assigning students to After School Detention.
3. Students with permission to attend afterschool detention that fail to complete their detention are automatically assigned day(s) of ISS. ISS Monitor informs AP who writes a referral for the student and informs the parent/guardian.

### Grading Procedures

We strive for excellence in all that we do. It is our expectation that each student take ownership of her learning. We do not accept "zeros." All work must be completed.



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- 12 grades minimum per 6 weeks grading period
- Mastery of standards- Campus "No Zero" Policy
- Daily Grades/Assignments-60%
- Projects-10%
- Independent practice or Homework-10%
- Formative Assessments-10%
- Summative Assessments-10%

- Other disciplinary consequences appropriate to the offense, such as assignment to Afterschool Detention.

### Cheating/Copying

It is considered cheating if you get or give answers to another student. Both students are considered to be cheating in this situation. This can also include getting information from an electronic device or messaging someone the information.

Consequences for Cheating can include:

- Phone call to parent.
- Zero on the assignment. (The teacher will make the determination as to whether an alternate assignment will be offered or not).
- Referral to the office.
- Other disciplinary measures.

### Progress Reports

Grades are available through parent portal at any time. Progress reports are mailed to parents after the third week of the six-weeks grading period. Teachers are only required to send progress reports for students who are not passing the first three weeks of each grading period. Contact the individual teacher should questions arise. **Parents are encouraged to check ParentConnection via the AISD Cloud throughout the grading period and contact the teacher directly if questions arise.**

### Report Cards

Report cards are mailed to parents by the District to the address provided at the time of registration at the end of each six weeks grading period.

### No Pass, No Play

Sadler Means YWLA has a "No pass, no play" policy. If a student is not passing her classes, she will not be able to participate in UIL events or special events such as house parties, dances, etc.

### School Records

A student's records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/guardian whose rights have been legally terminated will be denied access to the records only if the school is given a copy of the court order terminating these rights.

### Academic Integrity

We believe that each student is capable of great academic success. Acts of academic dishonesty (cheating, copying, plagiarism) will result in significant consequences.

### Plagiarism

Plagiarism is using someone else's work, words, or ideas and claiming them to be your own. It is important to cite your work if you are reusing information from another source. Plagiarizing copyrighted material is illegal and dishonest.

Consequences for Plagiarism can include:

- Zero on the assignment.
- Parent notification.
- Referral to the office.

### Overview of Sadler Means YWLA Dragon Athletic Program and Expectations

#### Participation in Athletics

- Every athlete is expected to suit out every day for practice and games. Dressing out consists of: required athletic shorts, shirt, and safety gear, non-marking athletic shoes/sneakers/tennis shoes that lace up, hair pulled back, no jewelry.
- Athletes are expected to attend ALL practices. Skipping a workout will result in disciplinary action or possible dismissal from the team. Every athlete is expected to fully participate every day. The coaches should not have to remind an athlete to work hard. Participation in athletics means giving your best every day.
- Athletes are responsible for getting to all academic classes and athletics on time every day. **NO PASS, NO PLAY! NO EXCEPTIONS!**
- Jewelry and/or body piercing may not be worn in the locker room or at any athletic event.
- Hair should be pulled back with minimal accessories.
- The dress code will be enforced in the locker room.
- Athletes will be responsible for their issued equipment on a daily basis.
- Athletes will be responsible for purchasing their own workout clothes.
- Athletes are responsible for purchasing any lost equipment.
- Athletes who are not in season are expected to practice and work out in their spare time.
- School dress code enforced at all times.

#### Practice Times

- Practice schedules will be provided by the individual team coaches.
- Expect practice to be held every day except on game days.
- Athletes will arrive on time to practice.
- Practices will begin and end on time. Please make necessary arrangements to ensure that your child is dropped off or picked up on time. Each athlete is expected to be picked up at the front of the school within 15 minutes after practice and games.
- \*\* It is vital to notify a coach if you know you will miss a practice or game. \*\*
- If an athlete is sick, but well enough to attend school, she should dress out and participate in practice as much as possible. Practices are mandatory for all athletes. Please try to schedule all doctor and/or dentist appointments around practice and games. If a practice is missed due to an appointment that cannot be avoided, be sure to inform the

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appropriate coach as soon as possible. A make-up practice may be required.

### Injuries

- A. All injuries should be evaluated by your family doctor, by our school nurse, or high school trainer.
- B. Parent notes are only good for two days then a doctor's note will be needed.
- C. If you cannot participate in practice, you are still required to attend, study your position, and help your position coach run drills.

### Dragon Athletics Behavior

#### A. Locker Rooms:

1. **Absolutely NO cameras in the locker room.** This includes cell phone cameras. Cell phones will be confiscated per school and district policy.
2. **Students are NOT ALLOWED in the locker room without female staff supervision.**
3. Absolutely no horseplay. Repetitive horseplay warnings will result in expulsion from the team, or Athletics.
4. All equipment will be in its proper place every day. For example, all equipment should be IN her locker NOT on the floor or hanging out of the locker.
5. Any trash, books or clothes left on the dressing room floor will result in extra conditioning and/or disciplinary action.
6. Theft will not be tolerated.

#### B. Weight Room:

1. All weights will be racked at the end of each day.
2. Absolutely no horseplay.
3. Non- athletes or students not lifting are not permitted in the weight room without a coach's permission.

#### C. Hall ways:

1. No athlete should be in the hall for any reason, they will need to be with their team mates (Locker room, Weight room, Gym, Field or, Track)
2. The school hall ways during practice and games are off limits.
3. Absolutely no horseplay.

#### D. Gym Area :

1. The student athlete will help and be responsible for some set-up and taking down of game/practice equipment for each of the sport seasons.
2. The athlete will be in the gym for roll daily and there will be no horseplay.
3. When the student is in the gym they will need to sit quietly and wait for instructions.
4. No Cleats in the gym, also no food, candy, or drinks on the court.

#### E. Field / Track:

1. The student athlete will help in the set-up and take down of practice equipment for each of the sport seasons.
2. Absolutely no horseplay
3. Do not touch the equipment until instructed to do so under coach supervision.

#### A. Travel and Competition Days

1. Athletes are expected to abide by the school uniform policy while traveling.
2. Athletes are expected to represent themselves and Sadler Means YWLA positively with their conduct, attitude and appropriate dress. Inappropriate behavior before, during or after competition will not be tolerated.
3. **All athletes not riding on the bus back to Sadler Means YWLA must be signed out by a parent/guardian. If they are riding home with someone other than the parent, we must have a note from the parent BEFORE we leave Sadler Means YWLA for the game. An email is acceptable as long as we receive it before 2:00 p.m.**

#### G. Parents:

1. No Parents or family members in the dressing room.
2. Please do not talk to a coach after a game or competition. If you would like to speak with the coach, please schedule a conference during the regular school day.
3. Follow the Chain of Command, if there is a problem of concern (Coach-Athletic Director-Assitant Principal-Principal)
4. Parents need to enjoy the games in a positive and supportive manner.
5. Please do not coach or referee from the stands.

### Consequences

Consequences for inappropriate behavior will be determined on a case by case basis.

### Rules for Student Behavior at Athletic Events

- Student behavior at athletic events is governed by the AISD student code of conduct. All rules, including dress code, that apply during the school day, also apply at athletic events.
- Students attend athletic events for the purpose of cheering on the athletes, therefore, students are expected to sit and watch the game and show support for our team.
- Students should not be wandering or loitering in the hallways at the volleyball and basketball games or standing on the asphalt at the football games. Students are expected to sit in the bleachers and watch the game. Students who violate this rule will be asked to leave.
- Once students have exited the building during an event, they should not come back into the building.
- Parents and all other adults attending school functions are role models. Please use the behavior you want our students to emulate.
- Students should make arrangements for rides from the game to coincide with the end of the game and should be picked up **no later than 15 minutes after game time.**
- Students who violate the pick-up rule will not be allowed to attend the next few upcoming games or after-hours events.
- Remember that we represent our school when we are at athletic events and we want everyone to have fun!

### Library Expectations and Procedures

Any visits to the library without a teacher, will require a pass.

#### **Behavior Expectations**

- Enter and depart quietly and calmly.
- Use a low, private voice level.
- Respect the space and materials.
- Respect other students and guests.
- Focus on your task, whether it is working on an assignment or reading.
- Food and drinks are not allowed in the library without permission.

#### **Coming to the library with your class:**

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1. Line up along the wall outside the door and wait for your teacher.
2. Come in and be seated immediately.
3. Wait for instructions from your teacher and/or your librarian.

### Student Technology Equipment

Sadler Means YWLA is proud to be a 1-1 device campus. In order for the student to be issued a laptop, the student and parent must have read and agreed to the AISD policy as outlined in the AISD Student Technology Equipment Manual.

### Cell Phone/Electronic Device Policy

***It is against policy for any student to use a cell phone or pager during class or in the hallways from the time they arrive until the end of the school day unless they have been given specific permission from a teacher or administrator for its use.***

- *Students* are completely responsible for the phone device at all times.
- Phones must be turned **off** at all times on campus.
- Phones are to be kept out of sight (e.g. backpack or pocket).
- If it is used, displayed or heard without permission during school hours, the device will be confiscated and sent to the office.
- **The device will not be available for return to the owner until after two school days have elapsed from the date of confiscation.**
- To retrieve a confiscated device, a parent/guardian must come to school, show a photo ID, and complete a request form. This must be done during posted school hours on regular school days.
- **Parents/guardians must also pay a \$15.00 fee in cash or money order. (No checks will be accepted.)**
- **Repeat offenders or students who refuse to comply with this policy will be subject to additional disciplinary measures.**

NOTE: If a parent or guardian needs to reach his/her daughter, please call the school at 512-414-3234 so we can relay the message.

### Extracurricular Activities

All students are encouraged to participate in a club or organization which appeals to individual interest. One of the most important characteristics for middle school students is the "feeling of belonging". Participation in a school sponsored club or organization is one of the best ways to accomplish a feeling of success and loyalty to your school. Student clubs and performing groups may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. **Students must attend school the day of an event to be eligible to participate.**

### Eligibility Requirements

In order to participate in extracurricular activities during the first six weeks, the student must have been promoted to the next grade level. To remain eligible, a student must maintain a passing grade of 70 in all subjects. This includes all participating athletes, cheerleaders, managers, band performers, club members, etc. A complete set of guidelines, including information on regaining eligibility is on file in the school office.

### Afterschool Enrichment

Sadler Means YWLA after-school activities are coordinated by Girls' Club. Students are expected to follow all Girl's Club expectations in addition to all school policies.

### Field Trip Policy

The following guidelines are general school-wide policies for all school sponsored field trips. These guidelines, as well as any additional guidelines established by the group sponsor(s), will be used in determining whether a student may participate in the activity or trip.

### Be prepared

You must turn in your permission slip by the due date posted on the permission slip provided by the field trip sponsor. NO permission slips will be accepted after the posted due date. In addition, students must meet the established deadlines for returning field trip materials such as fees, transportation waivers, medical forms, etc. Students must clear all school obligations (overdue library books, lost textbooks, etc.) and provide written documentation that the obligation has been cleared to the trip sponsor by the established deadline.

### Accept Responsibility

Students attending any school related trips are responsible for making up any work missed during their absence from school.

Students must have good daily attendance at school and no excessive tardies to class. For extra-curricular trips, students must meet grade eligibility requirements. A student must be currently academically eligible to participate

### Health Services

#### Immunizations

All students will maintain current immunizations in order to attend public school. A copy of the student's immunization records that have been verified and signed by a physician are required documentation. *If students do not have the proper immunizations, they will be sent home.* Complete information regarding required immunizations is available at the following website: [www.austinvaccinates.org](http://www.austinvaccinates.org).

#### Medication

If it becomes necessary for a student to take any form of medication (including over-the-counter medicines) at school, a signed note from a parent must be presented to the nurse's office staff. Identify the medicine, tell why it is being taken, and when the last dose is to be given. The medication must be in the original container and must be labeled with the student's name and the name of the medication. All medications will be kept and dispensed through the nurse's office. *Students may not have any medicine in their possession while at school.*

#### Feminine Products

If a student needs feminine products, request permission to see the nurse or come to the office.

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### If a Student Feels Ill

Have your teacher sign your agenda to visit the nurse's office. If necessary, the nurse will call your emergency contact on file. An adult with proper identification must sign you out at the guest receptionist's desk.

### Counselors

Our school counselors are available to provide guidance and support to students in personal, social, and academic areas.

### Support Groups

The Counseling Department sponsors many student groups that meet on a regular basis. Contact the counselors for additional information.

### Parent Support Specialist

Our Parent Support Specialist assists families in identifying and navigating community resources.

### Other Important Information

#### Visitors on Campus

For safety and to limit instructional distraction, former or future students must have principal approval to be on campus. A written request must be submitted at least one week in advance.

Students may not have visitors during the school day, except for parents and guardians.

Parents/guardians must sign-in, AND leave an I.D. in the front office prior to entering the building.

\*To visit your child's classroom, visitation requires 24 hour notice and administrative approval.

\*A 48 hour notice and administrative approval is required for visitors who request a campus visit/tour. Visitors will be escorted by administration during campus visit.

#### Lunch Visitors

Visitors are welcome during the student's assigned lunch period. However, for safety, only people listed on the Emergency Care card and mentors are permitted to eat lunch with students. All visitors are required to sign in at the receptionist's desk upon arrival.

Sadler Means is a CATCH campus. We teach the students to take care of their bodies and minds by staying active and eating healthy foods for fuel. **If bringing food, please make it nutritious. Please remember, sodas, pizza, fastfood, cakes,doughnuts,shakes coffee,etc. are not allowed on campus.**

#### Change of Address, Email or Telephone Number

Parents are requested to submit a change of address or telephone numbers to the front office staff. All parents/guardians should give a

telephone number where they may be reached during the school day. To change an address requires a copy of the current utility bill.

### Fire, Tornado, and other Emergency Drills

Students, teachers, staff, volunteers, and visitors participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the directions of the teacher or staff member quickly, quietly, and in an orderly manner.

### Lost and Found

If you find an item, please take it to the front office . Students who lose articles, please report the missing item(s) to the office as soon as they are missed. Labeled items can be identified and returned to the owner.

### Teacher Phones

Every teacher's classroom phone is listed on the teacher's course syllabus. Teachers do not answer the phone during instructional time, but they do check voicemail regularly. Your message will be answered as soon as possible. Students may not use classroom phones except with teacher permission and in case of emergency.

### School Closing Information

**In the event of inclement weather, school-closing information will be provided to all Austin area television stations including Time Warner Cable Ch. 22 (AISD-TV). Information will also be available on the website at [www.austin.isd.tenet.edu](http://www.austin.isd.tenet.edu) and at the main telephone 414-1700.**

### Protocol for Handling Parent Concerns

#### Classroom/Teacher Concerns: Academic and Disciplinary

*Parent/guardian should first discuss any concern with the classroom teacher.*

**If a parent brings a concern to the Principal or Assistant Principal without first consulting with the teacher, the Principal or AP will ask the parent to first confer with the classroom teacher.** If the teacher and the parent/guardian are unable to resolve the concern, the Principal or Assistant Principal should then be contacted.

#### Discipline Concerns: Assistant Principals

Parents/guardians should first discuss their concern with the appropriate Assistant Principal. If the Assistant Principal and the parent are unable to resolve the concern, the Principal should then be contacted.

|               |                           |
|---------------|---------------------------|
| Tammy Stone   | Assistant Principal (A-I) |
| Joanne Clark  | Assistant Principal (J-P) |
| Jordan Benson | Assistant Principal (Q-Z) |

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### Equal Opportunity

AISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities and programs, including vocation programs, in accordance with Title VI of the Civil

Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 as amended; and Title II of the Americans with Disabilities Act. Austin Independent School District does not discriminate on the basis of race, creed, color, national origin, sex, disability or English language skills in its programs and activities.

My student and I have read, discussed, and understand Sadler Means Young Women's Leadership Academy Student Handbook for 2014-2015.

I understand that these documents provide information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct and Parent and Student Handbook.

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Printed name of student

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Signature of student

---

House (circle one)

Integritas (A-I)

Collegium (J-P)

Salubritas (Q-Z)

Printed Name of Parent

---

Signature of parent

---

Date

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***Please sign and date this page, remove it from the handbook.***

***Return this signed page to your Mentoring Minds teacher by Tuesday, September 2, 2014.***

***Thank you.***