Youth Co-op Preparatory Charter School

Parent/Student Handbook

2018 - 2019
YOUTH CO-OP PREPARATORY CHARTER SCHOOL  
“Home of the Tigers”

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Participant(s) that may need accessibility accommodations and translation services, to attend school’s activities, events, meetings and workshops should call at least 10 business days in advance.
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Mission Statement

Our mission is to provide a safe learning environment for all students, as well as an exceptional education utilizing research based instructional strategies with the latest in technological advancements. We strive for our students to be career and/or college ready and be the leaders of tomorrow, thus making a difference in the community.

Vision Statement

Our vision is to provide all students with a safe, high quality, rigorous education. We want our students to be college and/or career ready by the time they graduate high school, to succeed in an ever-changing global economy.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

All students attending Youth Co-Op Preparatory Charter School are students of Miami-Dade County Public Schools, and are subject to applicable policies and entitled to all rights of any student attending a school in the district.
**School Philosophy**

**Youth Co-Op Preparatory Charter School will:**

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the state standards.

- Provide an annual orientation meeting to inform parents of students in the Title I Program of their rights to be involved. Actively involve parents in planning, reviewing, and improving the Title I program and the parental involvement policy.

- Provide parent-teacher conferences at flexible times during which this Compact will be discussed as it relates to the individual child’s achievement. Specifically, conferences will be held throughout the school year. School-parent Compact will be distributed and discussed during open house.

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the state standards as follows: state standards are discussed at open house in the fall, parent/teacher conferences, classroom sheets, agendas, goal setting, data chats with students, conducting walk-throughs, monitoring curriculum, analyzing school-wide data, monitoring teacher lesson plans and alignment to various content pacing guides.

- Provide parents with reasonable access to staff. Faculty will be available for scheduled meetings/conferences with parents as follows: Monday thru Friday from 7:30 to 3:30 P.M. at the school site.

- Provide parents with frequent reports on their child’s progress. The school will provide reports as follows: Communication with parents is, on an as needed basis, through use of agendas, school notes, e-mail and phone calls. We use quarterly report cards, progress reports, i-Ready quarterly reports, and conferences when needed.

- Provide parents with opportunities to volunteer and participate in their child’s education as follows: Chaperone field trips, dances, serve on the school committees or advisory councils as a parent representative, help on school projects, help in the cafeteria, or in the school office, provide food for a school event, and/or work in our parent resource center.

- Provide a safe and secure learning environment.
General School Policies

Parents and Guardian’s Responsibility:

✓ I understand that Youth Co-Op Preparatory Charter School (YCPS) is a school of choice and the students attending are Miami-Dade County Public School students.

✓ I understand and will assure to abide by all school policies and procedures of the YCPS Parent/Student Handbook, which has been given to me at the time of registration.

✓ I recognize that I am the FIRST teacher of my child and I have primary responsibility for my child’s education. I further understand that school attendance is mandatory and after an absence, I will send a written note explaining the reason for my child’s absence. Three consecutive absences will require a note from a doctor. I am aware that 5 or more unexcused absences (including course absences due to continuous late arrivals and/or early dismissals) within a semester course, or 10 or more within an annual course will result in the withholding of my child’s grade and a referral (SCAM) form will be placed in my child’s permanent record.

✓ I understand that arrival time is from 7:00 a.m. to 7:55 a.m. Students must be in their seat by 8:00 a.m. Any student arriving after 8:00 a.m. must be accompanied by a parent/guardian to the main office. Excessive tardiness may result in disciplinary action. Dismissal time for K-1 is at 2:00 p.m. and Grades 2 through 12 dismissal is at 3:00 p.m. Students will not be dismissed during their lunch or Physical Education time, or thirty (30) minutes prior to dismissal for K-1 and one (1) hour prior to dismissal for Grades 2-12. Parents who wish to pick up their child early (on a regular school day) need to provide proof of medical/dental appointment upon returning to school.

✓ I recognize that my child needs to abide by the MDCPS Code of Student Conduct and the school reserves the right to apply corrective strategies if a student fails to comply with its rules and regulations.

✓ I will share the responsibility with the school for my child’s continuous academic achievement. I will communicate with my child’s teacher(s) about his/her educational needs and progress. I will encourage my child to maintain a 2.0 or above average G.P.A. and a 3.0 in conduct, as well as 1 or 2 in effort. This is the minimum requirement for participation in sports and activities. Any student failing to achieve this minimum requirement at the end of any nine-week period will be placed on an Academic and/or Behavioral Contract.
I will participate in the parent volunteer program for a minimum of 20 hours and an additional 10 hours for each sibling per school year. This will include but is not limited to: field trips, class visitation, classroom/school presentations, participation in a school advisory committee, EESAC, PAWS and/or Title I District Advisory and workshops.

I understand students are not allowed to bring any games, toys, or electronic devices from home into the school. YCPS cannot be responsible for lost or damaged items; we strongly recommend that parents ensure students do not bring such items to school.

I understand that uniforms are mandatory and must be worn everyday as stated in the uniform policy. Students who are not wearing the correct uniform will be sent to the office.

I understand that I will promote positive use of my child’s extracurricular time such as monitoring home learning, electronic device usage, and television viewing.

I recognize the importance of staying informed about my child’s education by reading all written notices and listening to all Connect-Ed (phone) messages sent home. If need be, I will appropriately respond, in a timely manner, to any information that is sent home from the school or the school district.

**Code of Excellence**

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible, and safe manner, they learn more and develop into responsible adults whose “character counts”.

The YCPS School Code of Excellence is a school-wide plan that clearly outlines student expectations. Proper behavior is recognized and consequences are given for breaking the code. As Miami-Dade County Public School students, YCPS students are required to abide by the Code of Student Conduct found in the link: [http://ehandbooks.dadeschools.net/policies/90/index.htm](http://ehandbooks.dadeschools.net/policies/90/index.htm)

Each parent must take an active role in supporting this plan. We want our children to learn to be responsible citizens. It is in the children’s best interest that parents and staff work together to ensure a happy, safe and productive learning experience.

The YCPS Code of Excellence expects students to be honest, kind, respectful, patient, proud, and courteous. YCPS encourages our children to believe that mistakes are acceptable, as long as you learn from them.
If a student does not follow our “Code of Excellence”, the consequences are as follows:

**Classroom Consequences:**

1. **1st Consequence** - VERBAL WARNING
2. **2nd Consequence** - PARENT CONTACTED/NOTE SENT HOME
3. **3rd Consequence** - DETENTION - BEHAVIOR STRATEGIES PLAN
4. **4th Consequence** - REFERRAL TO COUNSELORS/PARENT CONFERENCE/CASE MANAGEMENT/BEHAVIORAL CONTRACT
5. **5th Consequence** - REFERRAL TO ADMINISTRATION

**Administrative Consequences:**

1. Administration Parent Contact/Meeting – Depending on the incident, an alternative to suspension consequence may be issued and/or referral to agency.
2. Indoor Suspension
3. Outdoor Suspension

**Special Note** - Per the Code of Student Conduct, any Group III, IV, and V Violation may result in a suspension from school and/or notification to local police department and or recommendation for placement into an alternative setting depending on the severity.
Protocol for Addressing Concerns

For issues involving an individual teacher or class, parent/guardian should address their concerns to the following individuals in the following order:

1. Teacher
2. School Counselors
3. Assistant Principals
4. Principal
5. Youth Co-Op Parent Conflict Resolution Representative
6. Youth Co-Op School Board of Directors
Complaint Procedure

**Purpose:** To identify the established procedures for handling student, staff, and parent concerns and problems.

The school’s policies, rules, and practices are designed to benefit students, staff, and parents. School administrators, teachers, and school staff are responsible for applying and enforcing them fairly and consistently. Students, staff, and parents who believe that they have been treated unfairly or in a manner inconsistent with established policies may question or challenge a decision or action through the organization’s formal dispute resolution system.

Students, staff, and parents who pursue a complaint through the dispute resolution system will not be discriminated against or suffer any reprisals for using the system.

A “complaint” is an allegation by a student, staff, or parent that there has been a specific violation, misinterpretation, or unfair application of any of the organization’s rules, policies, or procedures. Vague or general charges of “unfairness” that are not substantiated by facts will not be processed through the dispute resolution system.

The dispute resolution system will consist of the five-step procedure that is outlined below. Parents, students, and/or staff will have **10 school days** in which to appeal a decision from one step to the next. Similarly, a decision at each step of the process must be rendered within 10 school days. A party’s failure to meet these deadlines will result in settlement of the dispute in favor of the opposing party.

**Step One**- Parent should communicate their academic or classroom related concern in writing to the appropriate classroom teacher.

**Step Two**- If the letter to the teacher does not settle the complaint, the parent, student or staff member should communicate, in writing, the complaint to the school principal or supervising administrator.

**Step Three**- If the complaint continues to remain unresolved to the satisfaction of the parent, student, and/or staff member, the President must be informed, in writing, of the complaint.

**Step Four**- If dissatisfied with the decision of the President, the parent, student, and/or staff member may appeal, in writing, to the Chairman of the Board.

**Step Five**- In case the decision of the Chairman of the Board is not satisfactory, the parent/student should notify him in writing. The Chairman will then schedule the complaint to be brought to the Board of Directors. The decision of the Youth Co-op Preparatory School Board of Directors will be final.
**Attendance Standards**

There are probably no factors more important to a student’s progress in school than regular and punctual attendance, as outlined below:

1. **School Attendance** - Students are to be counted in attendance only if they are present for at least two (2) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

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

3. **Late Arrivals** - A student is considered tardy if they are not present at the moment the school bell rings for the class assigned.

   **NOTE:** If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should not remain on record as being absent, however, you will receive a phone call from the school indicating that the student was absent on this day.

4. **Early Dismissals** - No student shall be released within the final thirty (30) minutes for Grades K through 1 or one (1) hour for Grades 2 through 12 of the school day unless authorized by the principal or principal’s designee (i.e., emergency, sickness).

**Excused Absences**

All doctors/parent’s notes must be received in the office within three (3) days of the student returning to school.

1. If a student is absent from school due to a personal illness, the student needs to bring a note from the parent or health provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he/she must be under the supervision of a health care provider to receive excused absences from school. (Medical evidence may be required by the Principal for absences exceeding five (5) consecutive days).
2. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.

3. Absence due to a medical appointment requires a written statement from a health care provider indicating the date and time of the appointment and submitted to the Principal.

4. An approved school activity (absences recorded but not reported).

5. Other absences with prior approval of the Principal.

6. Attendance at a center under Department of Children and Families supervision.

7. Significant community events with prior permission of the Principal, when more than one (1) school day is involved.

8. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.

9. Death in the immediate family.

10. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State, and national competitions.

11. Outdoor suspension.

12. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.

**Unexcused absences include absences due to:**

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused.

Any student who has been absent from school will be marked as an unexcused absence until he/she submits required documentation as specified above. **Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence.**
Students will not be able to make up any work for the unexcused absence days affecting their academic grade.

Unexcused absences include absences due to:

1. Vacations, personal services, local non-school event, program or sporting activity.
2. Older students providing day care services for siblings.
3. Illness of others.
4. Non-compliance with immunization requirements (unless lawfully exempted).

A student accumulating ten (10) or more class unexcused absences in an annual course or five (5) or more class unexcused absences in a designated semester course may have quarterly, semester and final grade(s) withheld pending an administrative screening and completion of assigned interventions by the Attendance Review Committee. Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs. Please note that too many early dismissals may cause grades to be withheld.

Student Rights & Responsibilities

Each student at YCPS has the right to:

- a rigorous education
- ask questions and get honest answers
- make mistakes
- know the grading policy and their current grades
- think their own thoughts and have their own beliefs
- be treated with respect and care
- the responsibility to allow others to exercise the above stated rights

Bullying & Harassment Policy

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying typically involves a real or perceived imbalance of power and may consist of, but is not limited to, intentional physical actions, including violence, gestures, theft or property damage; oral, written, or electronic communication, including name-
calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying is defined as a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district may impose consequences or discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment; the communication involves a threat as defined by law; or the district is otherwise allowed by law to address the behavior.

YCPS follows the Miami Dade County Public Schools Anti Bullying Policy. Miami Dade County Public Schools (M-DCPS) is committed to providing a safe learning environment for all students. To this end, M-DCPS is dedicated to eradicating bullying and harassment in its schools by providing awareness, prevention and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, school board employees, visitors, or volunteers. The entire policy can be found at the following link:

**Personal Electronic Devices**

Definition for purposes of this policy: “electronic devices” shall include any wireless telephone, watch, or device that allows two-way communication. These devices shall also include any device that may be used to store, record, or play auditory and/or visual information.

The possession of electronic devices by students on school property, or while attending school-sponsored or school-related events is a privilege, not a right. The possession of an electronic device which disrupts the educational process, and/or unauthorized use of electronic devices during school hours will be in violation of school policy. A campus faculty member, in the exercise of reasonable discretion in response to student misbehavior, abuse of the privilege, or other reasonable cause, may deny or cancel the privilege of possessing an electronic device. YCPS only permits the use of electronic devices for classroom instructional purposes only.

Electronic devices are not to be used to make phone calls, send/receive text messages, post anything on social media platforms, etc. WHILE ON SCHOOL GROUNDS, including classroom changes and rest room breaks. Electronic devices that cause a disruption to the educational environment or any
Unauthorized use of electronic devices will result in the electronic device being confiscated and turned in to the front office. Confiscated electronic devices will only be returned to a parent or guardian at the end of the school day.

Uniform Policy

Purpose:
The YCPS family believes that the outward appearance of our student body is an instrumental component to ensuring the safety, character development and educational success of each individual member. All YCPS students are required to adhere to this policy during regular school hours of operation and/or any school led afterschool activity. Failure to do so will result in administrative action*. Please become familiar with our uniform policy to ensure the safety and success of our children.

*Please Note: Students who are not wearing the school’s endorsed uniform will not be allowed into their designated class until they become compliant with this policy.

All Students: (K-12 Boys and Girls)

Tops
Tops must be a collared, polo-style shirt (long sleeve or short sleeve) and must adhere to the following requirements.
  • Color:
    o All Students (K – 8): Navy blue with school logo
    o All Students (9 -12): Black and/or Grey with school logo
  • No other shirt colors or styles are permitted.
  • All shirts must be correctly tucked into pants. Shirts must be long enough to be tucked in.
  • A maximum of one (1) button may be left unfastened at the top of any shirt.

*Please Note: We are currently going through a transition period for High School. Only students that were enrolled at our school the previous years will be allowed to continue wearing the navy blue and/or teal polo shirts for the 2018 – 2019 school year. After the 2018 – 2019 transition period, all students will be required to adhere to the dress code mentioned above and will no longer be allowed to wear the navy blue nor teal polos for the subsequent years.
**Bottoms**
All students are required to wear straight cut, full length khaki, or navy blue pants. Pants that are too big or too tight for the student are not acceptable and will be deemed in violation of the uniform dress code.
- Color: Navy blue or khaki
- Style: Dockers-style or school uniform style only
- Pants must be worn high enough on waist that the shirt can remain tucked in.
- May **NOT** contain cargo pockets, unusual tailoring and/or labels, and/or joggers with ankle elastics.
- May **NOT** be jean style or manufactured from jean material and must be fitted to the student correctly.

**Belts**
Plain black or brown belts must be worn daily and fastened securely at waist level. Pants hanging below the waist line will not be tolerated.

**Shoes**
Shoes must meet the following requirements.
- Closed toe (flip flops, sandals, etc. are not allowed)
- No wheels

**Hats**
Any head coverings including, but not limited to, hats, hoodies, scullies, scarves, and bandanas may not be worn unless an exception is provided due to religious purposes, medical needs, or stipulated in an IEP/504 Plan.

**Sweaters and Jackets**
Students may wear a sweater or jacket during school. The sweater must meet the following specifications:

*Grades K-5 will require full zip sweaters without hoodie. Grades 6 – 8 will need to purchase school jacket through the school.*
- Navy blue sweater with school logo.
- Solid color – Navy blue (No logos, external labels, stripes, or other insignias)
- A school uniform shirt must be worn under the sweater

**Inclement Weather Policy:** During cooler weather, a plain white or blue long sleeved t-shirt may be worn **underneath** polo shirts. If the temperature decreases below 55 degrees, appropriate winter attire will be accepted at the discretion of the school's administration.

**All Grade Levels:** Students are strongly encouraged to bring raincoats or ponchos on rainy days.

**Note:** Any student who is found to be in violation of this policy will have their sweater confiscated. YCPS is **NOT** responsible for lost or stolen sweaters.
General

- Uniform must be clean and pressed at all times.
- Good grooming of hair, skin and fingernails is expected.
- **Bookbags**: “Rolling” bookbags are **not allowed** in school.
- All clothing must be free from holes, tears and other visible disrepair.
- Jewelry should be limited. Chains must be worn inside of shirts and are not to be visible. Due to safety concerns, “GAUGE” type earrings may **NOT** be worn.
- No buttons, tags, or labels may be worn on the school uniform unless approved by the administration.
- **Student ID cards are required. ID cards on lanyards are considered part of the uniform and must be worn throughout the duration of the school day.**

**Important Note for P.E. and Dance Classes:**

Students who are currently enrolled in any Physical Education courses will need to purchase and wear the proper P.E uniform during their class. All Dance students must purchase the proper PE uniform top. Both boys and girls must wear black jogging pants. No leggings or shorts allowed.

**Our Uniform Providers:**

Ibiley School Uniforms  
4359 West 16th Avenue  
Hialeah, FL  
[http://www.ibiley.com](http://www.ibiley.com)
Grading

Kindergarten
Students will receive grades of E, G, S, M and/or U.

E = Excellent
G = Good
S = Satisfactory
M = Minimal Progress
U = Unsatisfactory

Grades 1 - 12
Students in Grades 1 through 8 will receive traditional grades (e.g., A, B, C, D, F) calculated using the state’s grading scale.

A = Signifies that the student is doing excellent work and is making outstanding progress.
B = Signifies that the student is doing very good work and is making commendable progress.
C = Signifies that the student is doing average work and is making moderate progress.
D = Signifies that the student is doing inferior work, but is making some growth.
F = Signifies that the student is making little or no progress.

In addition, students in Grades Kindergarten through 12 will receive a progress report and a report card for each quarter that reflects academic progress through the grades listed above.

Parent Portal

Parents and guardians are encouraged to open a Parent Portal account. The Portal contains valuable student information including the Electronic Gradebook, which monitors attendance and academic progress in each class. Prior to adding a student to your account, you must obtain a Parent PIN number for your child. If you need your Parent PIN, you must come in to the YCPS front office with identification and one will be provided to you.
Academic Honesty Code

Student work is a reflection of their individual ability, so it is assumed and expected that students are giving their best effort on all assignments. All students will work under an honor code. Each piece of work turned in should be an original product of the student. Plagiarism, cheating, and stealing are not tolerated, and may lead to academic consequences and/or school discipline.

Promotion/Retention

Students will be promoted annually from one grade to another upon satisfactory completion of academic and other requirements. Students experiencing difficulties will be identified as soon as possible using the following procedure:

1) On-going communication between the administration, teachers, and parents
2) Informal observations conducted by appropriate staff members, followed by conferences between participants for suggestions as to how to help the child.
3) Appropriate, preliminary assessment of the child's progress will be reported to the parents, at which time the possibility of non-promotion will be discussed.

* Youth Co-Op Preparatory Charter School follows the Miami-Dade County Public Schools Student Progression Plan.

Health Services

The school is not equipped with nursing staff. Only ice or water may be applied in the case of an injury. Selected school staff members have been trained in CPR.

Illness, Accident, and Medical Emergency

If your child shows signs of illness or he/she is not feeling well, please keep your child at home. A child must be fever-free for 24 hours before returning to school. (Fever-free means a temperature less than 100, without medication, for a 24-hour period).

On the Emergency Contact Card, please list the name of someone (be sure to receive permission to do so) who would take care of your child in case of need. If information (telephone number, place of employment, physician, etc.) on your Emergency Contact Card changes, please notify us immediately.
Immunizations must be updated annually for all students in Grades Kindergarten through 2 and Grade 7. The completed shot record (blue form) and the physical examination record (yellow form) must be on file with the registrar before students can attend school. Students in Grades 3 through 5 must have an updated physical annually.

**Medication**

The administering or dispensing of any non-prescription or prescription medicines to students by employees of YCPS without specific written authorization by the child’s physician is forbidden. Only the school designee may administer prescription medication. A doctor’s authorization must be on file for all prescription medication. All medication will be kept in the front office. Students are not allowed to carry prescribed or over the counter medications in their possession at any time or for any reason.

**Head Lice**

Head lice occurs everywhere that there are large numbers of children. YCPS follows a strict no-nit policy. Regardless of the head lice treatment that has been used, students must be completely free of nits to be in school. This policy will help all children, families, and our school remain lice-free.

**Lunch Program**

Breakfast and lunch will be served daily. Prices will be determined annually. Students are also welcome to pack a bagged lunch. Your child may qualify for a free or reduced price lunch based on the information that is provided on the lunch application. All applications must be submitted on a yearly basis. These guidelines will be disseminated by your child’s homeroom teacher. All information is confidential.

**Parent Volunteer Hours**

Parents must abide by their contracted volunteer hours of 20 volunteer hours for one child attending school and 30 contracted hours for two or more siblings within the school. Volunteers must check in with the receptionist prior to doing any volunteer work. It is the responsibility of the volunteer to complete the Volunteer Hours Form and leave a copy at school in order for their hours to be recorded.

*Please note: In the event of a dispute over served hours, it is the parents’ responsibility to provide signed documentation.*
Parents and Visitors Entering the School

Except in the case of emergency, appointments should always be made to conference with teachers and administrators. Appointments may be made by e-mail, sending a note to the teacher or by calling the office to request a meeting. Visitors and parents are to report, sign in, and obtain a visitor's badge at the office each time they come to the school, regardless of the purpose of the visit. If it is an emergency to have a message, money or articles delivered to a child while school is in session, the parent may leave the items at the front office and staff will deliver the item(s) to the student. This procedure is intended to alleviate unnecessary disruptions to instruction.

School Aftercare Information

Students in Kindergarten – 12th grade may enroll in our school’s aftercare supervision program from 3:00 p.m. - 6:00 p.m. Tiger hour is provided for K and 1st grade students at 2:00 p.m. - 3:00 p.m. for a fee.

1. Parents must register students during the open registration windows assigned by the school.
2. Beginning at 3:30 p.m. students may be picked up from the School Aftercare program. Please note that the Aftercare Program will not dismiss any students between 3:00 and 3:30 p.m.
3. Students must be signed out on the dismissal sheet at the front desk by the parent and/or another authorized person. All parents or authorized persons picking up a student should carry a photo ID at all times.
4. Students will not be dismissed to your vehicle.
5. All students must be picked up by 6:00 p.m. Failure to do so, may result in the removal of your child from the program.

** Please refer to our Afterschool Handbook for additional information.

Student Records/ Parent Rights

All student records are kept in compliance with state and district policies. A parent has the right to inspect all school records upon request. Please give the office adequate time to make a copy if records are being requested. Depending on the amount to be copied, parents may have to pay a small fee for this service. Student records leave the building only when a Record Release Form is signed by the parent/guardian.
General School Behavior Policies

YCPS students are expected to follow the MDCPS Code of Student Conduct. A student assembly is held with all grade levels at the beginning of the school year for students to become aware of all school rules and expectations. You may access the handbook at the following link below:

http://ehandbooks.dadeschools.net/policies/90/index.htm

A hard copy is also available at the parent resource center located in our main office or you can attain a copy from our office staff.

A positive atmosphere is necessary to provide an effective educational program for each child. A good school climate is the result of the administrators, teachers, students, and parents working together.

In the Classroom - Students are expected to:

- speak in an acceptable manner
- move in a careful way
- follow directions
- respect the property and ideas of the school, teachers, and others

In general, students are expected to behave in a way that promotes learning and does not interfere with teaching and learning of self or others. Teachers seek to promote an optimum learning situation for all. Students reported for misconduct will speak with the appropriate school staff. Parents will be notified when it is deemed necessary.

In the Halls - Students are expected to:

- remember that classes are in session
- walk quietly
- go directly to their destinations

In general, students should be quiet, careful, and courteous in the halls. They should be considerate of classes that are in session and try not to disturb teachers and students who are working.
**On the Playground** - Students are expected to:

- play carefully, and in a manner that will not cause harm to themselves or others.
- use the rules of the games
- follow directions
- walk to their class line when the signal is given

In general, students are expected to abide by the rules of the playground, to cooperate with the staff on duty, and to be considerate. Students who do not follow the rules may be required to miss recess for a period of time.

**In the Cafeteria** - Students are expected to:

- pass through the serving area in a quiet, orderly manner
- remain seated at their assigned tables (elementary school)
- eat lunch first without talking, then talk in an acceptable manner (quietly to your neighbor)
- respect school property and the belongings of others

**Public Displays of Affection (PDA)**

YCPS strives to maintain an educational atmosphere conducive to learning and marked by responsible and appropriate behavior. Public displays of affection are not appropriate to the environment we promote for YCPS students and this behavior is not permitted. A student's failure to comply with a staff member's or administrator's direction or request may result in disciplinary action.
SPECIAL PROGRAMS

CHARACTER EDUCATION

YCPS is focused on cultivating community. Core values are integrated throughout the curriculum and within our daily interactions to better prepare students for lifelong learning.

ENGLISH LANGUAGE LEARNERS (ELL)

This program is offered to students who are working toward English proficiency. Classroom teachers servicing ELL students have undergone special training related to strategies that enhance language acquisition. Our ELL Coordinator collaborates with classroom teachers related to instructional modifications that aid in content comprehension. Our ELL Coordinator meets with parents and conducts annual evaluations to measure progress toward English language proficiency.

EXCEPTIONAL STUDENT EDUCATION (ESE)

ESE students are fully mainstreamed, reducing social stigmas and enhancing the continuity of instruction. The ESE specialist works with the classroom teacher to modify instruction as appropriate to enable students to meet their goals. The ESE teacher collaborates with classroom teachers to ensure that "strategies for success" are implemented in all subject areas.

RESPONSE TO INTERVENTION (RtI)

Response to Intervention (RtI) is a process that provides early intervention and educational support to all students. The RtI framework uses assessment data to monitor student progress frequently in order to make decisions about how and what to teach children to ensure the highest level of academic progress is being made.
**ADVANCED ACADEMICS**

Eligible students are provided with enrichment activities and advanced instruction daily. Students in grades 6 through 12 that are deemed eligible, will have an opportunity to enroll in Honor Courses, Advanced Courses, and/or College Dual Enrollment Courses.

**MUSIC**

All students in grades 2 through 5 will attend music classes once per rotation. Our Music room is equipped with tambourines, bells, maracas, drums, keyboard and more. The YCPS music program emphasizes multicultural music appreciation, song, rhyme and music. All students in grades 6 through 12 have an opportunity to audition for the YCPS Chorus. All Middle/ High School students may also choose guitar or other music classes as their chosen elective.

**SPEECH AND LANGUAGE**

This program is offered to students who qualify for services based on school district requirements. YCPS part-time Speech and Language Pathologist services students’ needs in small groups.

**SPANISH**

YCPS promotes Spanish as a second language through listening, speaking, reading and writing in grades 2 through 5. Students build an understanding of the relationship between perspectives and products of various cultures. Students in grades 2-5 receive Spanish instruction twice a week. Middle/ High School students can elect to enroll in Spanish courses throughout their Middle/ High School career at YCPS.
SPORTS & CLUBS

Elementary:

- Chess
- Cheerleading
- Music
- Spanish
- Dance
- Art

Middle/High School:

- Chess
- Volleyball
- Cheerleading
- Flag Football
- Music
- Soccer
- Spanish
- Basketball
- Dance
- Key Club
- Computer
- Art

- National Junior Honor Society
- National Honor Society


**Anti - Discrimination Policy**

YCPS follows the Miami Dade County Public Schools Anti Bullying Policy. Miami Dade County Public Schools (M-DCPS) is committed to providing a safe learning environment for all students. To this end, M-DCPS is dedicated to eradicating bullying and harassment in its schools by providing awareness, prevention and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, school board employees, visitors, or volunteers. The entire policy can be found at the following link:


**Federal and State Laws**

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

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

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

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

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

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

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

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

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


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

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.
**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.

**Boy Scouts of America Equal Access Act of 2002** – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

**Veterans** are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

**In Addition:**
School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants based on sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net Website: http://crc.dadeschools.net