



## 2016-17 STUDENT & FAMILY HANDBOOK

DISTRICT 4140

**YINGHUA ACADEMY**

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## Table of Contents Student & Family Handbook

|  |  |   |
|--|--|---|
| HOW TO USE THE HANDBOOK 1              | ELEVATOR 26  | PROPERTY/SCHOOL PROPERTY 39                                     |
| INTRODUCTION 1                         | EMAIL 26   | PUBLICITY/SCHOOL PUBLICITY 39                                   |
| Mission                                | EMERGENCY PREPAREDNESS 26                            | RACIAL SLURS, ABUSE, OBSCENITY,<br>PROFANE LANGUAGE/GESTURES 40 |
| Commitments                            | EXTENDED CARE/MORNINGCARE &<br>AFTERCARE 27          | SCHOOL DAY, HOURS, DOORS 40                                     |
| Five Principles                        | FIELD TRIPS 30                                       | SEXUAL HARASSMENT 41  |
| Great Expectations                     | FINANCIAL POLICIES 30                                | SPECIAL EDUCATION 41  |
| What Is a Charter School?              | GAMES & TOYS AT SCHOOL 31                            | SPIRIT WEAR 41  |
| Board of Directors                     | GIFTS FOR STAFF 31                                   | STUDENT LIFE ORGANIZATION 42                                    |
| YACA                                   | GOLDEN TICKETS 31                                    | STUDENT SEARCHES 42   |
| ACADEMIC EXPECTATIONS 3                | GRIEVANCES 31  | TECHNOLOGY 43   |
| ALLERGIES 6                            | HALLWAY PASSES 32                                    | THEFT & VANDALISM 45  |
| ATTENDANCE 6                           | ILLNESS & INJURY/STUDENTS 32                         | THREATS TO FACULTY, STAFF, STUDENTS<br>& VISITORS 45            |
| AUTHORIZED & RESTRICTED RELEASE 10     | IMMUNIZATION 33                                      | TOBACCO, ALCOHOL & CHEMICAL<br>SUBSTANCES 45                    |
| BACKGROUND CHECKS 10                   | INTERNET & CYBERSPACE 33                             | TRAFFIC, TRANSPORTATION, ARRIVAL &<br>DISMISSAL 45              |
| BAGS by grade and activity 11          | ITEMS NOT ALLOWED AT SCHOOL 34                       | UNIFORMS & OTHER SCHOOL ATTIRE 47                               |
| BEHAVIORAL EDUCATION 11                | LEAVING CLASSROOM 34                                 | US PLEDGE OF ALLEGIANCE 49                                      |
| BEHAVIOR MANAGEMENT 12                 | LIBRARY 34   | VIOLENCE/PHYSICAL VIOLENCE 49                                   |
| BIKE OR WALK 15                        | LOCKERS 35   | VISITORS, GUESTS & ACCESS TO THE<br>FACILITY 49                 |
| BIRTHDAYS 15                           | LOST & FOUND 35                                      | VOLUNTEERING 50   |
| BULLYING 16-18                         | LUNCH & SNACK 35                                     | WATER BOTTLES/GLASS CONTAINERS 50                               |
| BULLYING/CYBER BULLYING 18             | MEDICATION/STUDENT MEDICATION 37                     | WEAPONS 50  |
| BUSES 19                               | MINECRAFT 37   | WEATHER/SEVERE WEATHER 50                                       |
| CHEATING & ACADEMIC DISHONESTY 19      | MISSED CLASSES & MAKE-UP WORK 38                     | WINTER CLOTHING 51  |
| CHILD ABUSE/NEGLECT 20                 | MOBILITY AIDS SUCH AS CRUTCHES OR<br>WHEEL CHAIRS 38 | YOUTUBE 52  |
| CLEAN SCHOOL/NO LITTERING 20           | NOISE/EXPECTATIONS AT SCHOOL 38                      |   |
| COMMUNICATION WITH PARENTS 20          | NON-DISCRIMINATION 38                                |   |
| CONFISCATED ITEMS 21                   | PARKING GUIDELINES 39                                |   |
| CYBER THREATS 21                       | PE ATTIRE, GRADES 6-8 39                             |   |
| DETENTION, SUSPENSION, EXPULSION<br>21 |  |   |
| DISMISSAL/SILENT DISMISSAL 22          |  |   |
| EARLY DISMISSAL/REQUESTS 25            |  |   |
| EATING, WHERE IS IT ALLOWED? 25        |  |   |

## HOW TO USE THE STUDENT & FAMILY HANDBOOK

Updated annually, the **Student & Family Handbook** is a source of information about how our mission, principles and expectations translate into everyday life at Yinghua and the implementation of School Board policies, which are posted on the school website for your review: [Policies](#). We ask Yinghua families to read the Handbook each year and discuss behavior expectations with their children.

Organized alphabetically, the Handbook begins with a Table of Contents. Much detail is offered in these pages, though this handbook does not encompass every situation or circumstance which may arise between Kindergarten Roundup and eighth grade graduation. Please refer to the Handbook as school questions arise throughout the year. The “find” function (command f) may help you locate the information you seek.

## INTRODUCTION

As the first school of its kind in the country, Yinghua Academy is recognized as a national leader in Mandarin Chinese immersion education. Yinghua is a bilingual, tuition-free, public charter school with a global perspective. At our school we strive for excellence in education, respect for diversity and strength of character. We provide a rigorous academic program centered in language immersion and cultural literacy. Our caring and dedicated faculty, staff and administration work together with parents, community partners, and the School Board to create a safe, respectful, rigorous and enjoyable learning environment.

### Mission

Yinghua Academy prepares our students to be engaged and productive global citizens by providing a research-based educational program that includes a rigorous academic program, immersion in Chinese language and culture, and a nurturing and supportive school environment.

### Commitments

School administrators, teachers and parents work together, guided by a shared commitment to the school. **The administration commits to:** Creating an organized, safe and supportive environment for students, teachers and parent; managing school operations responsibly to ensure continued progress and success; and maintaining a program rooted in Chinese immersion language and culture learning, and rigorous academics for all students. **Teachers commit to:** Partnering with parents in the academic progress and behavioral growth of their children; planning and delivering instruction that captures the interest and meets the needs of every student; demonstrating genuine concern and respect for each student, family, and staff member; managing classrooms and teaching the immersion language curriculum; and using the [Responsive Classroom](#) approach to respond calmly, clearly and consistently to behavioral situations.

Parent and guardians and other elders are important partners in a child’s education. At Yinghua, we ask you to make a commitment to helping your child succeed in school. **This is what we ask of you:**

1. Ensure that your child eats healthy food, sleeps adequately and exercises regularly.
2. Make sure your child arrives on time daily, and contact the school about any tardy arrivals or absences.
3. Request and complete the necessary paperwork if a child requires medication at school.
4. Ensure that we have your complete, current contact information.

5. Support the school's mission of Chinese language learning.
6. Read to or with your child or provide a daily opportunity for independent reading.
7. Check that homework is completed and returned to school.
8. Attend fall and spring conferences, and address concerns with teachers.
9. Abide by school policies.
10. Trust that teachers, staff and administrators also will abide by their commitments.

We regularly remind students of the five core principles of the school which translate the mission into motivation for daily life together as a community. These principles motivate us, guide our actions and provide a foundation to sustain our educational environment.

### **The Five Principles of Yinghua Academy**

1. 安全 Safety
2. 我说中文 Speak Chinese
3. 学习 Learn
4. 快乐 Happiness
5. 世界公民 Global Citizenship

### **The Great Expectations**

The school's Great Expectations are the steps and paths to achieving the Five Principles. The Expectations are recognized, discussed in English and Chinese and modeled daily throughout the school. All Yinghua community members are expected to conduct themselves according to these five imperatives:

1. Always try.
2. Do your best.
3. Cooperate and help others.
4. Respect people and property.
5. Manage yourself.

### **What Is a Charter School?**

Charter schools are independent public schools that are part of the state's public school system, but operate independently of the traditional school district in which they are located. Each charter school has its own governing board. Typically, the founding board is a group of parents, teachers, and community members who come together to create a school with a particular focus, such as language, or a specific educational philosophy or approach to teaching, such as classical education or project-based learning.

After the school is operational, the school community (parents and staff) selects members to serve on the school's governing Board of Directors. According to Minnesota law, at the end of its third year of operation, a charter school must have a fully-elected Board. For additional information about charter schools, visit the websites of these organizations: [Center for School Change](#), [Charter School Partners](#), and [Minnesota Association of Charter Schools](#).

### **Board of Directors**

The Board of Directors, or School Board, is the elected governing body of Yinghua. Its members develop the vision and mission of the school; select, support, and evaluate a chief executive; ensure effective planning; set policy to ensure the school's ongoing viability; oversee the monthly and long-term financial management of the school; and abide by school bylaws. Elected by current parents, staff and board members, the School Board consists of thirteen members representing three constituencies: licensed Yinghua teachers; current Yinghua parents /legal guardians; and community members. There must be at least one person from each constituent group on the board at all times.

All Board members must chair or serve on at least one committee which is an active working group conducting research and making recommendations to the full School Board at regular School Board meetings. Committees do not have decision-making authority. Committee chairs are encouraged to recruit members from the Yinghua parent and teacher community and may recruit from outside the Yinghua community if special skills or expertise are needed. Committee and Board meetings are open to the public in accordance with the Minnesota Open Meeting Law.

The Board of Directors holds regular meetings, typically at 6 p.m. on the third Monday of the month at school. Meetings are open to the public. A public comment period is offered at each regular School Board meeting. To make a comment, sign up at the meeting. Regular meetings of the School Board are listed on the school's master calendar. In the event of a Special Meeting, a 72-hour notice will be posted on the bulletin board of the school (required by law), and, if possible, on the website as a courtesy to parents. There is typically no public comment period at a special meeting.

Parents, staff and community members are encouraged to run for seats on the Board of Directors. Each member is elected to a three-year term; as such, only a few seats are up for election each year, and this provides Board continuity and stability. Elections are held annually in June. A call for candidates is sent home in the spring.

#### **Yinghua Academy Community Association (YACA)**

"YACA" is the acronym for [Yinghua Academy Community Association](#), the parent group of Yinghua Academy. It is similar to a school PTO or PTA and is led by a volunteer board. YACA's mission is *"Supporting the mission of Yinghua Academy, its students, teachers, and staff by providing volunteers, fundraising and assistance in cooperation with the Executive Director and the Board of Directors."*

Active volunteerism is important to our school, and YACA invites all parents and guardians to volunteer at the school four hours or more each school year. Check the [volunteer area](#) of the Yinghua website and read the school newsletter, [Yinghua News & Announcements](#), for current volunteer needs.

#### **ACADEMIC EXPECTATIONS**

Yinghua Academy students are expected to come to school prepared to learn. It is the belief and practice of Yinghua teachers and staff that their responsibility is not only to teach academic content, but also to instruct students in good study habits. These habits include the completion of homework on time (including reading daily), actively participating and paying careful attention in class and attending school regularly. We value a positive attitude toward learning, and students may receive group and individual recognition for demonstrating good habits.

We teach students that their responsibility at school is to learn. We discourage behavior that interferes with learning. No student has the right to keep the teacher from teaching or other students from

learning. Actions that interrupt student participation or attention in the classroom may result in teachers redirecting students to sit quietly in a “buddy room” ([Responsive Classroom](#)) until they regain self-control. The student is welcome to rejoin the rest of the class when ready to participate and be attentive. If an issue persists, or is of a serious nature, the teacher may request administrative assistance. This step will involve the Dean of Students who will collect feedback from the student as well as teachers. Parents or guardians will be contacted if an issue persists.

### **Chinese Immersion**

The leading value at Yinghua Academy is the immersion of students in Chinese language and culture. Our expectation is that students will progress through the natural stages of language understanding and acquisition. Students first are asked to listen attentively, and in kindergarten they initially may respond using English to communicate needs and ask questions. Some students may exhibit a period of silence in speech as they grow accustomed to the settings in which Chinese is spoken. Finally, students begin using oral Chinese with increasing ease and accuracy. Once students reach this stage of ease with the oral language, they are prepared to deepen their reading and writing skills.

Yinghua Academy follows research theories and best practices in immersion education and pays close attention to keeping separate the English and Chinese languages. Yinghua Academy’s Mandarin-speaking teachers and staff members speak only Chinese in the presence of students.

We understand and follow language acquisition theories and support students’ language learning stages. We encourage students to begin speaking Chinese as soon as they are willing to try to do so. Students and staff are strongly encouraged to support and maintain a Chinese-only environment, which means using only Chinese in designated areas of the school. Students are asked to try to use Chinese in interactions with teachers, staff and friends, and in upper grades this is a requirement in some settings.

### **Happiness**

Happiness is one of the five principles of Yinghua. Morning meeting, which begins each classroom day, is designed to set the stage for a positive, dynamic educational environment and to provide an occasion to model happiness. We at Yinghua teach happiness by interacting, affirming and modeling happy behavior for and with students and one another.

Students are expected to participate respectfully in morning meeting activities and to use it as an opportunity to have fun with friends. Curriculum and programming focus on integrating enjoyable activities into the school day. Just as students are required to participate academically in the classroom, they are also expected to join socially in other learning activities that occur throughout the day. Critical and positive thinking are also taught to help students make good choices in every aspect of their lives. Students learn that happiness is as important as physical and emotional safety, rigorous academic learning, speaking Chinese language and learning to be a global citizen in preparation for a full, successful and satisfying life.

### **Homework**

Homework gives students the opportunity to practice new skills, it extends and builds upon work done in classrooms and is an important component of the Yinghua curriculum in which we strive for academic rigor. Homework can have a positive effect on achievement and helps develop life-long skills of self-discipline, motivation, curiosity and confidence. You can support your child by providing a well-supplied, quiet and well-lit space for homework. Encourage and show appreciation of the knowledge and skills learned. If students are falling behind in homework this will be communicated with you. If students fall

significantly behind, parents or guardians may be asked to attend a meeting in order to work together with administrators and teachers to help the student complete work.

Homework assignments are designed to be an extension of what students have already learned and reviewed in class; students are not given homework focusing on a new concept or requiring skills they have not yet begun to practice.

Kindergarten students will receive homework each weekend, while all other students should expect to be assigned homework each day. Students in first through third grades can expect an hour of homework each night. Students in fourth through fifth grades can expect one-and-a-half hours of homework each night. Students in sixth through eighth grades can expect two hours per night. Parents of students in lower grades are strongly encouraged to read to their children for at least 30-minutes daily—this is part of the nightly homework routine.

Yinghua Academy provides homework help. A Homework Lab is open on school days from 7:45 to 8:15 a.m. In this setting, teachers and staff help students with their work; English speakers and Chinese speakers always are present to assist students. At noon, Middle School students may opt to do homework. From 3:06-3:30 daily, students are encouraged to work on their homework in homeroom before leaving school. If your child participates in AfterCare (our fee-based childcare program) you may ask staff to have the child go to “Homework First” where staff members are on hand to help with assignments.

### **Standardized Tests**

Yinghua Academy students participate in required statewide assessments such as the Minnesota Comprehensive Assessments (MCAs). In addition, we administer NWEA achievement tests to track student progress throughout the year. We ask you to ensure that your children receive a healthy breakfast and adequate sleep. It is extremely important that students be in attendance during testing periods.

### **Conferences**

Parent and Teacher Conferences are held in mid-October and mid-April. **Conferences are exceptionally important and you are strongly encouraged to attend.** Conferences are scheduled by appointment. You will be prompted to register for conferences by signing up electronically (online). Notices will be sent several weeks prior to conference dates which are published on school calendars. **If you are unable to come during the designated conference period, please contact teachers to schedule an alternative meeting time.**

In addition to conferences, parents may request additional meetings with teachers and administrators, for instance, if there are academic or behavioral questions or concerns. Staff may be available before and after school, by appointment, and via telephone or email. Please allow 24 hours for staff to respond to phone messages, and use email as your mode of communication if possible.

### **Report Cards**

Yinghua Academy is on a trimester system with three terms and three grading periods per year. Trimesters end in November, March and June. Report cards are mailed home at the end of each trimester on dates published in the school’s printed 12-month calendar. Information about our grading rubric and reporting system is published in Infinite Campus. Further questions may be addressed to [Dr. Luyi Lien](#), Academic Director.



## ALLERGIES

The school is an “**allergen-aware**” environment, which means that we recognize the potential for life-threatening allergic reaction in some of our students if they are exposed to certain allergens such as peanuts or tree nuts. **Therefore, we ask parents to avoid all nut or peanut products when preparing lunches or snacks from home.**

## ATTENDANCE

Daily attendance records should be taken seriously by parents as they are part of each student’s permanent record. It is your responsibility to ensure that your child attends school and to communicate with Yinghua about absences and tardies. Unless your child is ill or there are other emergency circumstances, your child should be at school. While students can make up some missed school work, daily learning experiences and Chinese language practice can’t be replicated at home. Time spent in class interacting with teachers and other students in Chinese is essential to maintaining progress in all subject areas. *Also see Missed Classes & Make-Up Work, and Extracurricular Activity Restrictions Due to Absence.*

### Automated Alerts via Phone & Email

The school uses Infinite Campus and its automated message distribution process. Alerts, via phone and email, are generated for unexcused absences and for pre-reported absences that are unexcused according to Minnesota law. Alerts let you know that an absence is unexcused, that your child was not present when the teacher took attendance or that the school needs more information about an absence. After receiving an alert, contact the school to supply any missing information. You do not need to contact school if you correctly reported an unexcused absence and understand that it will be unexcused (as in the case of unexcused days for a planned trip).

### Minnesota Attendance Law

All public school students in Minnesota must abide by the state’s attendance law. Key points follow:

1. Children aged seven to sixteen must receive educational instruction and attend class regularly.
2. Children younger than seven enrolled in kindergarten or a higher grade must attend class regularly unless there is an official withdrawal from the school.
3. Yinghua, a Minnesota charter public school, is required to keep and report attendance records to the state.
4. The term *habitual truant* is defined (MN Stat. § 260C.007, Subd. 19) as a student under the age of 16 who is absent from attendance at school without lawful excuse for seven school days if the student is in elementary school or one or more class periods on seven school days if the student is in middle school.

### Daily Attendance and Tardy Arrival Procedures

Students should arrive in the building by 8:25 a.m. in order to be in homeroom, ready to learn at 8:30 a.m. School begins at 8:30 a.m. Students should be in homeroom, ready for Morning Meeting, in assigned seats with all necessary materials, such as folders, notebooks, planners and writing utensils, before the 8:30 bell rings.

1. Homeroom teachers take attendance at 8:30 a.m. and enter “present” or “absent” in the Infinite Campus database.
2. Students arriving in homeroom after 8:30 a.m. are tardy, and teachers send them to the office to receive a tardy pass.
3. Tardies fall into two categories—excused and unexcused.
4. Students arriving at school after 8:30 a.m. enter the school via Door 1 (17<sup>th</sup> Avenue NE) and receive a tardy pass. Door 14, the usual arrival door, is locked at 8:30 a.m.
5. Late arriving kindergarten through 4<sup>th</sup> grade students should be accompanied by you to Door 1.
6. Tardy passes are issued to late arriving students. These passes are hand written in a book which creates a copy for the office to keep and a slip for the student to bring to the teacher.
7. Infinite Campus generates an automated phone call and email to you if your student was marked absent, unexcused. *Also see Unexcused Absence.*
8. Buses are scheduled to arrive at school at 8:20 a.m. Late arrival due to a late arriving bus is an excused tardy.

### **Reporting an Absence or Tardy**

Notify the school as soon as possible, or by 9:30 a.m., if your child will be late or absent. You may communicate this with the school in one of three ways:

1. By phone 612-788-9095;
2. Online via the [“Quick Link”](#) at the bottom of the Yinghua Website or
3. Via handwritten note delivered to the school’s main office.

Communicating with your child’s teacher about an absence or tardy is not sufficient—please also notify the school using one of the above methods. Failure to report an absence using one of these three options will result in your child being recorded unexcused. Unexcused absences add up and may be a truancy issue if disregarded.

Please include the following information when communicating with the school about an absence or tardy:

1. Student’s Name
2. Grade and section
3. Date(s) of absence or tardy
4. The reason for the absence or tardy
5. Your signature if it is a handwritten note

### **Early Dismissal**

A dismissal is an “early dismissal” if it occurs during school hours, 8:30 a.m. to 3:30 p.m. Leaving school early means missing instructional time—please keep early dismissals to a minimum and avoid them on exam days which are marked on school calendars. You may request that your child be dismissed early for health care appointments, religious engagements, family functions and the like by phone, Quick Link or handwritten note delivered to the school’s main office. Do this as soon as possible and before 10:30 a.m. on the day of the early dismissal. Early Dismissal requests made after 10:30 a.m. will only be honored in the case of an emergency. *Also see the section on Early Dismissal.*

### **Excused Absences & Excused Tardies**

An excused absence or tardy is one for which no consequence is assessed in a student’s attendance record. Minnesota State Attendance Law allows schools to excuse absences and tardies for the following reasons:

1. Personal Illness. Students who are ill should not come to school. The school may request a health care provider's statement for more than five consecutive days of absence due to illness or repetitive or irregular absence due to illness including mental health.
2. Serious illness in the student's immediate family.
3. Health care appointments. When possible, please use no school days or schedule appointments before or after school. Avoid scheduling appointments during exams and finals. If you must schedule an appointment during school hours, the appointment will be excused only upon receiving a written note from the health care provider.
4. Family emergencies requiring immediate action.
5. Religious holidays and functions.
6. School-related functions such as Yinghua Athletics, Field Trips and the like.

In addition, Yinghua allows five excused "Family Day" absences per year for pre-approved family functions, events, vacations and the like. *Also see Extended/Routine Absences.*

### **Unexcused Absences & Unexcused Tardies**

An unexcused absence or tardy is one for which the school did not receive a valid excuse. If you forget to notify Yinghua when your child is absent or tardy the absence will be recorded unexcused. We understand that some unexcused absences and tardies are uncontrollable and may decide not to apply consequences for the absence, though the absence still may be coded unexcused. The following are not legal reasons for keeping a child away from school:

1. Oversleeping, including "sleeping in" to catch up on rest after a late evening the night before.
2. Losing track of time or forgetting something at home whether this is your fault or your child's.
3. Staying home to help you with a project.
4. Missing the bus.
5. Vacations (some exceptions apply; *see Extended/Routine Absences*).
6. School visits.
7. Traffic (late arrivals due to accidents, weather, buses arriving late to a stop or other unforeseen travel issues may be excused at the discretion of the school.)

### **Unexcused Absences/Consequences**

Unexcused absences are monitored by attendance staff, the Dean of Students and Executive Director. Yinghua is legally bound to report to the Minnesota Department of Education any instances of students with seven or more unexcused absences. The school is also required to report excessive patterns of truancy to the Hennepin County Attorney's office. You will be notified in writing before such action is taken. Continuing patterns of unexcused absence may result in further disciplinary action. Following are consequences of unexcused absences:

1. After four unexcused absences, a student's parent or guardian will be notified and a conference with an administrator may be required.
2. If the pattern continues, further administrative action may be taken.
3. Skipping a class will result in an after school detention from 3:30-4:30pm.
4. Excessive patterns of skipping class will result in suspension, and further administrative action may be taken.

### **Tardiness/Consequences**

Unexcused tardies are monitored by attendance staff, the Dean of Students and the Executive Director.

1. Three unexcused tardies equals one unexcused absence.
2. After ten unexcused tardies in a year a student's parent or guardian will be notified by mail and/or email and a conference with an administrator may be required.
3. If the tardiness pattern continues, further administrative action may be taken.

### **Extended Absences**

Each student may be granted five excused "Family Day" absences per school year for pre-approved family functions, events, vacations or the like. For the absence to be excused, it must be pre-approved by the Executive Director or staff designated by the Executive Director. These five excused absences may not be used at the end of a term or on final exam days. Additional days of vacation will be considered unexcused. However, additional excused absences *may* be approved by the school on a case by case basis. Extra school work may be required in order for these additional absences to be approved.

To obtain school pre-approval for extended absences, you must fill out the [Extended/Routine Absence Request Form](#) at least ten school days before the start of the absence; once approved, this form is circulated to your child's teachers so that they are aware of the upcoming absence. If an extended absence lasts 15 or more consecutive days, it is considered a "leave of absence" and must be pre-approved by the Yinghua Academy School Board. Missing 15 or more consecutive school days, unless due to illness or injury, without School Board approval is considered a withdrawal from school. Six months in advance of the leave, begin the approval process—contact the Academic Director for information about this.

### **Routine Absences**

Routine absences (including routine early dismissals) due to non-school events, activities and obligations such as sports, performances, modeling, acting, music, Scouts and the like may be pre-approved and excused at the discretion of an administrator. To obtain pre-approval from the school for extended or routine absences, complete the [Extended/Routine Absence Request Form](#) at least ten school days before the start of the absence.

### **Attendance-Related EXTRACURRICULAR ACTIVITY Restrictions**

The following guidelines apply to students involved in extracurricular school-sponsored activities (fee-based or free) during or outside of school hours.

- A student with an unexcused absence will not be permitted to participate in extracurricular activities or programs that day.
- Students absent for medical reasons must present to a school administrator a physician's statement or a statement from the student's parent or guardian in order to be permitted to participate in an extracurricular activity that day.
- Students serving suspension may not participate in extracurriculars that day.
- Students who are absent for school-initiated events are allowed to participate in extracurriculars that day.
- Students who receive a failing grade at the end of a term will be placed on academic probation and required to follow an academic plan developed under the leadership of the Academic Director.

- If a student fails a course in two consecutive terms, the student may not be allowed to participate in extracurricular activities. School leaders will work with the student and family to determine appropriate courses of action.
- Exceptions to these guidelines will be considered upon the advice and consent of the Academic Director, Dean, Executive Director, and staff responsible for extracurricular activity. If the school determines that a student who is under extracurricular restrictions for academics, behavior or attendance is making sufficient effort and/or progress, the student may be permitted to participate in the extracurriculars.

## **AUTHORIZED & RESTRICTED RELEASE**

Yinghua Academy's policy is to release students to legal parents and guardians. You also may authorize the school to release your child to another designated adult, such as a grandparent or neighbor, by giving your dismissal card to the authorized person. For security and safety, dismissal cards are required when picking up students during the dismissal period and are a key component of school safety. Wallet sized and rearview mirror dismissal cards are distributed during the Meet Your Teacher event before school starts. Keep track of it! A person who presents a dismissal card to Yinghua staff has permission to pick up the student. Do not reproduce it by making a photo copy. If you need extra cards, please ask for help in the school's main office.

If you are not able to give a copy of your dismissal card to the adult picking up your child (such as in the case of a last-minute emergency or change of plans, complete the [Extended/Routine Absence Request Form](#) and submit it to the school office. When the authorized adult arrives to pick up your child without a dismissal card, staff will send them to the school office where they will be asked to show legal identification to confirm identity. If an adult attempts to pick up your child without written permission, the school will attempt to contact you.

Parents should also use the Authorized & Restricted Release Form to alert the school if there are specific adults who may not pick up their children. Legal documentation is required if a legal parent or guardian is not allowed to pick up your child. The school does not have the authority to refuse the release of a student to a legal parent or guardian without official documentation on file at school.

## **BACKGROUND CHECKS—EMPLOYEES, SERVICE PROVIDERS, CONTRACTORS, VOLUNTEERS**

Yinghua Academy performs a background check on all employees and other individuals who provide services for the school. This includes the Executive Director and Academic Director, the Dean of Students, all teachers, assistant teachers and administrative staff. All part-time Yinghua Care staff members are also required to pass a background check, as well as all volunteers who come into contact with students. Independent contractors, including music instructors and individuals providing services for enrichment classes, must provide sufficient information and reasonable proof that they have passed a background check before working at the school. Additional checks, such as fingerprinting may be required as indicated by state and/or federal laws. Volunteers also must complete a background check every five years: [Volunteer Background Check](#).

## **BAGS, TRANSPORTING ITEMS TO AND FROM SCHOOL**

Students may use backpacks, book bags, sports bags or messenger bags to bring their belongings to and from school, and the following specifics apply.

- **Grades K-5** – Backpacks should be stored in the homeroom, cubby or locker during the school day. Backpacks left unattended will be confiscated. For safety, kindergarten students are asked not to bring backpacks with wheels.
- **Grades 6-8** – Backpacks and bags may be used to bring belongings to and from school. However, for health and safety, and to encourage good organizational skills, personal packs and bags may not be brought from class to class. Instead, they should be left in student lockers during the school day. They may not be stored in homerooms or hallways. Backpacks left unattended will be confiscated.
- **Athletic Bags or Equipment & Instruments** Athletic or sporting equipment bags and instruments should be stored in or on student lockers and cubbies or in homerooms during the school day. They may not be left on the floor in the hallways. Unattended bags and sports equipment will be confiscated.
- **Cinch Packs** The school gives a free Yinghua cinch pack to each Middle School student, and students should write their names on the pack immediately. Students may use these to carry light loads with them throughout the school day. Replacement packs cost \$15. Remember, all school-issued cinch packs look the same—remind your children to label theirs right away with first and last names.

## BEHAVIORAL EDUCATION

In Chinese, the word education is 教育 (jiao yu), meaning to teach and to nurture. At Yinghua, we ask everyone to model behavior that leads to engaged learning with respect for all learners and self-control based on the Great Expectations and five guiding principles. We believe that it is the right and the responsibility of all students to benefit from and abide by these principles so that we all may enjoy success at Yinghua. We recognize and discuss these principles at Yinghua Academy in Chinese and in English and integrate the principles into proactive programming and instruction according to a behavioral education curriculum, and using Responsive Classroom strategies school wide. Golden Tickets recognizing good behavior and good deeds are issued and celebrated. *See Golden Tickets.*

[Responsive Classroom](#) (RC) is an approach to teaching and learning that fosters safe, challenging and joyful classrooms and schools, kindergarten through eighth grade. Developed by classroom teachers, it consists of practical strategies for bringing together social and academic learning throughout the school day. Since 1981, thousands of classroom teachers and hundreds of schools have used RC to create learning environments where children thrive academically, socially and emotionally. In many different school settings—urban to rural—RC has helped decrease behavior that disrupts learning schools.

While classroom management is the responsibility of the teacher, it is the responsibility of the Dean of Students, the Academic Director and the Executive Director to oversee and follow through with student behavior issues.

Seven principles guide the RC approach:

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn.
3. The greatest cognitive growth occurs through social interaction.
4. There is a specific set of social skills that children need in order to be successful academically and socially: cooperation, assertion, responsibility, empathy and self-control (C.A.R.E.S.).
5. Knowing the *children* we teach—individually, culturally and developmentally—is as important as knowing the *content* we teach.
6. Knowing the families of the children we teach and working with them as partners is essential to children’s education.
7. How the adults at school work together is as important as individual competence. Lasting change begins with the adult community.

At the heart of the RC approach are ten classroom practices:

1. Morning Meeting—gathering as a whole class each morning to greet one another, share news and warm up for the day ahead;
2. Rule Creation—helping students create classroom rules that allow all class members to meet their learning goals;
3. Interactive Modeling—teaching children to notice and internalize expected behaviors through a unique modeling technique;
4. Positive Teacher Language—using words and tone to promote children’s active learning and self-discipline;
5. Logical Consequences—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity;
6. Guided Discovery—introducing materials using a format that encourages creativity and responsibility;
7. Academic Choice—increasing student motivation by differentiating instruction and allowing students teacher-structured choices in their work;
8. Classroom Organization—setting up the physical room in ways that encourage independence, cooperation and productivity;
9. Working with Families—hearing families’ insights and helping them understand the school’s teaching approaches; and
10. Collaborative Problem-Solving—using conferencing, role-playing and other strategies to engage students in problem-solving.

## **BEHAVIOR MANAGEMENT**

### **No Physical**

Yinghua Academy has a strict “no physical” rule. This rule applies, school-wide, to all students in kindergarten through 8<sup>th</sup> grade. No physical means that no physical action is allowed by a student that physically hurts, or has the potential to hurt, another student. Common examples of inappropriate physical behavior not allowed at Yinghua include pushing, hitting, kicking, tripping, grabbing, holding, pulling, pinching, tackling, biting, kissing, poking or jabbing, thrown objects (such as snow balls or rocks) and hitting another person with an object such as a stick or bat. No physical also includes pretend fighting, playful wrestling and rough-housing with friends.

## **Discipline**

Every student and employee of Yinghua Academy is entitled to learn and work in a safe school environment with great respect for the safety of all community members. To ensure this, Yinghua has established discipline policies, consequences appropriate to the behavior and practices to promote consistency. Students are expected to behave in accordance with all of the following: federal, state and local laws and regulations; Yinghua Athletics policies; and school policies; and appropriate school behavior as outlined in this Student & Family Handbook. Students who behave inappropriately or disrupt class with their behavior will be reported to the Dean of Students. Inappropriate behavior and disruptions are viewed seriously because they prevent others in the class from learning to their full potential.

**Disrespectful behavior is unacceptable and will be reported to the Dean of Students.** Students are expected to treat each other and teachers with respect. Students who are disrespectful to teachers will be reported to the Dean who will remove the student from class for disciplinary action. This type of behavior is a major breach of school discipline and will not be accepted. Disrespectful behavior toward other students will be reported for timely intervention. *Also see the sections on Great Expectations and Behavior.* Blatant or overtly disrespectful behavior toward teachers, staff administrators, school officials or visitors may lead to immediate suspension or expulsion. Refusal to cooperate with teachers, staff, administration, and school officials, or to comply with school rules will lead to suspension, and, ultimately, expulsion.

## **Classroom Behavior**

Teachers practice the principles of Responsive Classroom as explained in this handbook. Incidents in the classroom which may result in the involvement of an administrator fall into two categories:

1/Academic, such as repeatedly not completing homework, missing materials or not completing assignments; and 2/Behavior, such as class disruptions, inappropriate behavior, arriving at school out of uniform or excessive tardies. Teacher-reported infractions may be catalogued via Infinite Campus for documentation at the discretion of the administration. This information is used to track patterns in behavior or academic performance in order to provide help, guidance, intervention and discipline when needed. Infractions are tallied per term and per year, and noted on report cards.

## **When Teachers Engage Administrator Help for Behavior**

Teachers practice and implement Responsive Classroom strategies within their classrooms and manage most situations directly. However, when inappropriate student behavior is repetitive or more serious, (such as repeatedly not completing homework, missing materials or not completing assignments, class disruptions, inappropriate behavior, arriving at school out of uniform or repeated tardies) the student will be referred to an administrator for intervention and will receive discipline consequences when appropriate, and incidents will be recorded in Infinite Campus.

When a student has been referred to an administrator, the discipline guidelines will be implemented. These guidelines and the potential consequences apply when a student is present at school, on a school bus or participating in a school-sponsored activity. The school's policy and guidelines for discipline outline possible violations and the recommended consequences. The infractions and consequences may be modified or disregarded by school administrators if circumstances require an exception such as in the case of a disabled student whose misbehavior is related to a disability. [Review school policy 506.](#)



## **Behavior Referrals**

A “behavior referral” is a consequence for inappropriate behavior and means that an incident has been reported in writing to a school administrator through the use of the “Student Behavior Infraction Form” recorded in the Infinite Campus database. Sometimes a referral involves removing a student from the classroom because behavior is disrupting learning. Referrals also occur if staff witness violations of school rules and codes of conduct outside of the classroom and report it to an administrator. More serious or repeated behavior issues are referred to the Dean and/or Executive Director.

When possible, the referral process follows these three steps:

1. Referral—A teacher or member of the staff completes the Student Behavior Infraction Form on paper and submits it to the Dean of Students or submit the referral through online through Infinite Campus. This documents the incident and helps facilitate communication between staff, parents and administrators. Staff also may make a referral in person, by phone or by email with the Dean completing the documentation on their behalf.
2. Dean of Students—After receiving the referral, the Dean of Students decides on a course of action which may include conferring with the student to address the concern at their current location or in the Dean’s Office and reviewing the incident with the student (or students).
3. Follow-through—After reviewing the incident and collecting pertinent facts, the Dean determines what will be the next steps. Once a course of action is decided, a completed Student Behavior Infraction Form is sent home with the student to be signed by parents or guardians and returned to the Dean. In some cases, an email may be sent or phone call may be made. Or, an automated email report may be sent via Infinite Campus. After the referred incident is resolved, the form and any supporting documents is kept either in the student’s paper file or in Infinite Campus.

## **Options, Procedures & Consequences**

Discipline cases are unique, and distinct facts help to determine the consequences. Administrators refer to this Handbook as a guide to evaluate cases as well as the student’s age, maturity, previous disciplinary record (such as prior instances of misconduct or disciplinary measures) and circumstances surrounding an incident. Effort is made to manage student behavior and apply consequences while keeping a student in regular school programs when possible or appropriate. Parents are encouraged to become actively involved in the process. In most cases, the Dean will be the first administrator to address behavior concerns with students. In some situations, the Executive Director or a designee will be the first to address the concerns. The Dean shall be in constant, direct and on-going communication with the Executive Director and the Academic Director regarding behavior concerns for both informational and consultative purposes. The Dean consults with the Executive Director in severe cases before determining consequences. The following procedures and consequences may be implemented:

### **1<sup>st</sup> Level Action**

Student conference with the Dean. A warning or other appropriate consequence(s) may be given. In addition, a Student Behavior Infraction Form may be sent home to be signed by a parent or guardian and returned to the Dean to be kept on file, and a parent or guardian may be notified by phone call, email and/or letter. The incident may also be documented in Infinite Campus and may include an automated email report being sent to the student’s parents through Infinite Campus.

### **2<sup>nd</sup> Level Action**

Community service or other appropriate consequence(s) may be given, and/or behavior contracts and plans may be written. A parent will be notified by phone call, email and/or letter, and a Student

Behavior Infraction Form may be sent home to be signed by a parent or guardian and returned to the Dean to be kept on file. Or, an automated email report may be sent to the student's parents through Infinite Campus. The incident will be referred to the Executive Director and the Academic Director if needed. If a student is dismissed or suspended from school, a parent conference will be required to re-admit the student to school.

### **3<sup>rd</sup> Level Action**

A serious discipline incident has taken place. Serious action will be taken possibly including a parent conference, Behavior Action Plan, Detention, Suspension or Expulsion. At this stage there may be a conference between all parties involved so that a resolution may be reached. Notation of the disciplinary action is placed in the student's permanent school record.

Yinghua Academy reserves the right to modify these guidelines as needed and to apply alternate consequences for policy violations and inappropriate behavior based on the unique factors surrounding each individual disciplinary case including, but not limited to letters of apology and written commitments to change, restitution, various forms of community service, referrals to social services, suspension of extracurricular activities, assignment to special projects, Behavior Action Plans, detention, in-school suspension, suspension or expulsion. To review the policy and guidelines for discipline, go to [www.yinghuaacademy.org/about/school-policies](http://www.yinghuaacademy.org/about/school-policies).

### **Behavior/major breaches of school discipline**

The safety and health of our students is of utmost importance. The following matters are taken very seriously. These policies apply everywhere on the school campus, on buses and during off site school-sponsored functions such as field trips, sporting events and retreats. Violations of these policies will result in an immediate administrator response and major disciplinary action and parents or guardians will be contacted as soon as possible. Each situation will be treated individually, based on the perceived severity and at the discretion of the Executive Director and the Dean of Students. The following are examples of major breaches in school discipline.

#### **BIKE OR WALK TO OR FROM SCHOOL**

Students may walk or bike to school at your discretion. If you allow your children to walk or bike home after dismissal, select this option in Silent Dismissal to give the school permission to dismiss your children and allow them to travel home on their own. Bicycles must be secured to a bicycle rack with chain or cable and lock while on campus. Bike riders are expected to be courteous, respectful and cautious of pedestrians and vehicles at all times. Students who ride their bicycles or walk to school do so at their own risk. Yinghua Academy is not responsible for the supervision, safety or pace of walkers or bikers or damage to or theft of bikes while riding to or from school or while on school property.

#### **BIRTHDAYS**

Celebrating a birthday is an exciting and important event for a child. Students are allowed but not required to bring in a special birthday treat on their birthday provided there is enough for each child in his/her class. Birthday treats must also be store-purchased, nut/peanut free, and must be ready to serve (individually packaged preferred!). Parents should not bring in birthday snacks that require any preparation (such as cutting fruit or cake or serving ice cream), which can take away from class time;

instead parents may bring such treats as fruits that can be eaten whole, ice cream bars, or cupcakes. Bringing in a small favor (such as stickers, pencils or erasers) for each child is also a great alternative. If a child is having a birthday party outside of school and will be inviting other Yinghua students, parents are asked **not** to send the invitation cards to school for their child to pass out. This can lead to hurt feelings and misunderstandings.

## **BULLYING**

All students have a right to feel comfortable, safe and welcome at school, to enjoy the learning process and build healthy human relationships. Even outside of school, bullying can have serious negative effects on students and the school community. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate in a safe environment. Some bullying is unlawful. Since bullying influences the physical, social, psychological and educational well-being of our students, Yinghua Academy takes any and all issues of bullying very seriously. Yinghua cannot monitor the activities of students at all times, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school, it is the school's intent to prevent bullying and to take action to investigate, respond, remediate and discipline those acts of bullying which have not been successfully prevented.

To review Yinghua's bullying policy, go to [www.yinghuaacademy.org/about/school-policies](http://www.yinghuaacademy.org/about/school-policies). In brief, Yinghua's bullying policy has two components:

1. To assist the school in its goal of preventing and responding to acts of bullying in order to keep our students safe, healthy and academically successful; and
2. To comply with the Safe & Supportive Schools Act passed into law on April 9, 2014.

### **Definitions of Bullying**

Bullying is different from interpersonal or social conflict that occurs from time to time amongst students. Interpersonal conflict can be discomforting although it is a normal part of adolescent development. Students may need help working through issues of interpersonal conflict. Yinghua assists students who are dealing with interpersonal conflict through Responsive Classroom practices, Student Life Mentors and counseling with an administrator.

### **The Safe & Supportive Schools Act offers the following definition of bullying:**

1. Intimidating, threatening, abusive or harming conduct that is objectively offensive *and* there is an actual or perceived **imbalance of power** between the student engaging in the prohibited conduct (bullying) and the target of the behavior, and the conduct is **repeated** or **forms a pattern**; *or*
2. Conduct that materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

### **Intimidating, threatening, abusive and harming conduct may involve, but is not limited to:**

1. Conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Violation (*under Minnesota common law*) of a student's reasonable expectation of privacy, defamation of a student or intentional infliction of emotional distress against a student;
3. Conduct, directed at any student or students, based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socio-economic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability or status with regard to public assistance, age or any additional characteristics defined in Minnesota Human Rights Law.

**Types of Bullying include, but are not limited to:**

1. Verbal bullying including derogatory comments and bad names.
2. Bullying through social exclusion or isolation.
3. Physical bullying such as hitting, kicking, shoving or spitting.
4. Bullying through lies and false rumors.
5. Having money or other things taken or damaged by another.
6. Being threatened, intimidated or forced to do things by another.
7. Racial bullying.
8. Sexual bullying. *Also see Sexual Harassment.*
9. Cyber Bullying. *Also see Cyberspace.*

**Bullying of any kind will not be tolerated and is prohibited:**

- During any school-sponsored or school-sanctioned programs, activities, events or trips;
- In school buildings, on school property, on school buses or other school-provided transportation and at designated locations where students wait for buses and other school-provided transportation;
- Through off-campus communication and use of electronic technology which seriously disrupts any student's education;
- Any act of retaliation against a victim, good faith reporter or witness of bullying is prohibited; and
- False accusations or reports of bullying against another student are prohibited.

**Reporting Bullying**

Parents, students and staff should report any bullying concerns to the Dean of Students or Executive Director without delay. A report may be made anonymously; however, anonymous reports may limit the school's ability to respond effectively. Staff who witness bullying are required to make a reasonable effort to address and resolve the incident in a timely manner.

**Response to Bullying**

Yinghua will intervene immediately upon hearing about reports of bullying by taking steps to protect the targeted person, bystanders and others connected to the incident. Administrators will initiate an investigation of the incident within three days of receiving a report of possible bullying. The investigation will be completed within ten school days unless the Executive Director or Dean of Students grants, in writing, an additional five-day extension due to extenuating circumstances. The purpose of the investigation is to determine whether a reported incident constitutes a case of bullying. All relevant facts and circumstances will be considered as the determination is made.

When investigating a report of possible bullying, administrators take into account the age and maturity of those involved; levels of harm, surrounding circumstances and the nature of the behavior; past or continuing behavior or patterns of behavior; relationships between or among those involved; and the context in which incidents occurred.

During an investigation, to the extent possible, administrators will protect the confidentiality of those who report bullying incidents; identify the people involved as well as bystanders and witnesses; consider how often the conduct occurred and whether there is a continuing pattern; consider whether a bullying target's learning, school opportunities or school participation was affected; assess the impact of the incident in terms of school safety; contact families of those involved using discretion that is consistent with state and federal data practice laws governing access to data; take steps to ensure the safety of and prevent retaliation against the individual targeted by bullying; and apply remedial consequences that are fair, consistent, reasonable and age-appropriate. Interviews will be conducted in a private setting and those accused of bullying and their targets will rarely be interviewed together. During interviews, the accused actor will be allowed to provide an explanation and defense. The investigation may also consist of other methods and documents deemed pertinent.

**Consequences of bullying may include but are not limited to the following:**

- Parent and student conferences with administrators.
- Counseling and mentoring between the targets of bullying and those accused of bullying to resolve conflict, promote reconciliation and assist with empathy training.
- Referral to therapists or counselors outside of Yinghua.
- Amending 504 Plans or IEPs to address the skills or proficiencies that need to be addressed.
- Community service or restitution.
- Detention, in-school suspension, suspension or expulsion.
- Alternative consequences or intervention.
- Referral to law enforcement.

**BULLYING/CYBER BULLYING**

Cyber Bullying is using technology or other electronic communication to bully another. Methods include using a computer, cell phone or other electronic device to transfer a sign, signal, writing, image, sound or data. Examples of cyber bullying include, but are not limited to:

- Online fights, also called flaming, which use electronic messages with angry and vulgar language.
- Harassment—repeatedly sending offensive, rude, and insulting messages.
- Online denigration or another person, also called dissing.
- Sending or posting cruel gossip or rumors about a person to damage his or her reputation or friendships.
- Impersonation—breaking into someone's account and posing as that person to send messages intended to make the person look bad, get a person in trouble, put a person in danger or damage a person's reputation or friendships.
- Outing—sharing another person's secrets or embarrassing information or images online.
- Trickery—tricking someone into revealing secrets or embarrassing information, then sharing it online.

- Exclusion—intentionally and blatantly excluding someone from an online group such as a buddy list.
- Cyber stalking—repeated, intense harassment and denigration that includes threats or creates significant feelings of fear or intimidation.
- Sexting—sending or sharing suggestive or explicit pictures online or through cyberspace. *Also see the section on Bullying.*

## **BUSES**

To provide bus service for our students, Yinghua contracts with a private bus company, Metropolitan Transportation Network, Inc., or MTN. Yinghua manages and designs its own bus routes, and our routes are not shared with others—only Yinghua students ride our routes. Using a “hub stop” model, MTN provides nine Yinghua bus routes serving more than 90 zip codes. The majority of our stops are centrally located at street corners, near public parks or in business parking lots. Yinghua does not schedule bus stops at individual home addresses. Routes are created based on riders’ home addresses, but you are not required to select the bus stop nearest your home if another stop is more convenient for your family. For further information about Yinghua’s bus service please see: <http://www.yinghuaacademy.org/current-families/transportation/>.

The bus routes and stops are determined by the school in cooperation with MTN and take into consideration safety, route length, the Yinghua population density of an area, the number of families signed up for each stop, seniority (the length of time the stop has been in existence and in use by families) and feasibility. Routes are designed carefully and should not exceed a one-hour’s length ride-time under normal circumstances.

### **Cost of Busing**

Yinghua’s busing service is free to families who are Minneapolis residents. Busing is fee-based for non-Minneapolis families. However, non-Minneapolis residents also may take advantage of free busing by electing to use a Minneapolis stop. Students must be pre-registered for a Minneapolis stop and use that stop every time they ride in order to qualify for free busing. The busing fee for non-Minneapolis residents is \$75 per child per month, payable for 10 months, September through June.

### **Bus Registration**

Regardless of where they live, students must complete the bus registration process before they will be permitted to ride a Yinghua school bus. Bus registration is held each spring/summer and must be renewed annually. If families miss the registration period, or have a mid-year change such as a household move, they should contact the Dean of Students for assistance.

## **CHEATING & ACADEMIC DISHONESTY**

Yinghua strives to create an atmosphere of fairness. Academic dishonesty is unacceptable and is considered a major infraction of school rules.

If a student is suspected of cheating on homework or class work, the work may be confiscated, and the teacher will report the student to the Dean of Students immediately. The student may be required to re-do the work in the Dean’s office either immediately or at a later time. If a student is suspected of cheating on an exam or test, it will be confiscated and the teacher will report the student to the Dean immediately. The student may be required to retake the exam in the Dean’s, Academic Director’s or

Executive Director's office. The student's grade on the exam also may be adjusted depending on the circumstances and facts surrounding the incident.

Examples of academic dishonesty include but are not limited to:

1. Plagiarism – Taking the work of another and presenting it as one's own such as "cutting and pasting" from a digital source or copying from a book or other document.
2. Collusion – Providing work or answers to another student. Both offenders may be subject to the same consequences.
3. Trickery – Presenting the work of a classmate to a teacher and claiming it as one's own.
4. Cheat Sheets – Bringing notes, study guides or "cheat sheets" to exams without permission including writing answers on one's body or clothing.
5. Copying Answers – Copying answers for assignments or exams from another student's work.
6. Electronic Devices – Using electronic devices to provide answers for assignments or exams without permission.
7. Any other dishonest method a student may use to misrepresent their abilities or efforts when completing assignments or exams.

#### **CHILD ABUSE/SUSPECTED CHILD ABUSE OR CHILD NEGLECT**

In accordance with Minnesota Statute 626.556, school personnel are required to report suspected child neglect or physical or sexual abuse. It is a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when there is a reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. [Review school policy 414](#). Staff will follow this policy regarding all reporting procedures.

#### **CLEAN SCHOOL/NO LITTERING**

It is the responsibility of students and teachers to keep classrooms clean and neat. Students may not leave a homeroom at the end of the day until the room is clean and tidy. No littering of any kind is allowed. Garbage should always be thrown in appropriate trash or recycling bins. *Also see sections on Items Not Allowed at School and Eating, Where Is It Allowed?*

#### **COMMUNICATION WITH PARENTS**

To facilitate communication, teachers and staff use the online system Infinite Campus/Campus Portal to post and send information about assignments, homework and upcoming activities, and conferences are held at school in fall and spring. The school also sends an electronic newsletter including announcements, pictures and other school-wide information. The school webpage serves as a repository for important information—newsletters, policies, forms and detailed information may be found on the site: [www.yinghuaacademy.org](http://www.yinghuaacademy.org). The school mails information to parents at the beginning of a school year, and report cards are mailed, though the school's trend is to move away from paper and toward digital communication.

Student backpack folders also are used for important communication with parents and guardians. Most all-school communications will be sent home on Fridays. Please check your child's backpack folder regularly, especially on Fridays.

Each spring the Board of Directors sets the academic calendar dates for the following school year and publishes a one-page calendar including the school start and end dates and vacation timing. A 12-month wall calendar is published each fall and distributed to families at school. An address directory is published annually and distributed at school; those who wish not to be included in the next published directory must return a signed form in August.

Parents are encouraged to communicate with teachers via email as need arises. Teachers are expected to check and respond to email within 24 hours as needed. For behavior or academic concerns, teachers will contact parents and guardians using the contact information you share with the school. If teachers are not able to connect with you directly, they may ask administrators to help.

### **Calling home**

Students wishing to call home should ask for teacher or Dean permission. If permission to call home is granted, a student may use an office phone for a short phone call. Such calls may be made for urgent communication needs.

### **CONFISCATED ITEMS**

Any personal items violating school policy or that prove to be disruptive to the academic environment will be confiscated. The privilege to use personal audio devices and cell phones may be revoked at any time. Confiscated items will be turned over to the Dean of Students and made available for retrieval according to the following guidelines.

- **First Time** – The item will be held in the Dean’s office until the end of the school day, at which point the student may retrieve it from the Dean.
- **Second Time** – The item will be held in the Dean’s office until a parent is able to retrieve it from the Dean.
- **Third Time** – The item will be held for seven days in the Dean’s office, after which time a parent or guardian may retrieve it from the Dean.
- **Fourth Time** – The item will be held until the end of the term (up to 12 weeks), after which time a parent or guardian may retrieve it from the Dean. The student may also be subject to further disciplinary action.
- **More than Five Times** – The item may be confiscated until the end of the school year and further disciplinary action may apply.

### **CYBER THREATS**

A cyber threat is online material that threatens or raises concerns about violence against others, suicide, or other self-harm. Such threats may be direct or indirect. Direct cyber threats hurt others or cause self-harm possibly including suicide. Indirect threats may be in the form of distressing online material providing clues that a person is emotionally upset and may be considering hurting someone, hurting themselves or committing suicide. Immediately report to the school any indications you or your child may have of direct or indirect cyber threats. *Also see Cyber Bullying.*



## **DETENTION, IN-SCHOOL SUSPENSION, SUSPENSION & EXPULSION**

Detention, in-school suspension, suspension and (rarely) expulsion are designed to be deterrents and motivational tools used to help students improve behavior and make more positive personal choices. When assigned, a detention and in-school suspension is *mandatory*.

### **Detention**

After-school detention is given in response to disciplinary issues such as chronic behavior infractions and severe policy violations. When a student receives after-school detention, the Dean of Students contacts the student's family to inform them of the detention and typically the printed Student Behavior Infraction Form is sent home. Schedule conflicts are not a valid excuse for missing a detention date. If students are ill, or if an emergency arises, the family must contact the Dean to explain the circumstances, and the detention will be rescheduled.

### **In-School Suspension**

With an in-school suspension (ISS) the student is separated from regularly scheduled classes and has restrictions on movement within the school. In-school suspensions are held on an as needed basis for a period of time to be determined by an administrator. These suspensions are on campus in a private, supervised room. Students serving ISS are typically not allowed to eat lunch with peers; they may bring a home lunch or a member of the staff will bring them their pre-ordered school lunch. While serving ISS students are required to work on school assignments.

### **Suspension**

Suspension is an action taken by the school administration that prohibits a student from attending classes or school for a specified period of time. When a suspension is assigned, an administrator aims to improve a student's behavior, maintain a safe school environment and communicate with the family and student about the severity of the situation. Denying a student the privilege of attending school sends a strong message. Suspending a student from school is one of the most severe forms of school discipline. Suspended students are responsible for the completion of all school assignments.

### **Expulsion**

Expulsion is the exclusion of a student from school either permanently or for a specified period of time such as the remainder of a school year, an entire semester or one calendar year. Yinghua reserves the right to apply alternative consequences for policy violations and inappropriate behavior including community service, letters of apology, commitments to change, special projects, behavior action plans, restitution, detention, in-school suspension, suspension or expulsion. To review the policy governing expulsions from Yinghua Academy go to [www.yinghuaacademy.org/about/school-policies](http://www.yinghuaacademy.org/about/school-policies).

## **DISMISSAL (3:30-4 P.M.) & SILENT DISMISSAL Click for a [Dismissal Illustration](#).**

Daily dismissal from school begins at 3:30 p.m. when the bell rings. Staff supervises the process both inside and outside the building. We use the online database **Silent Dismissal (SD)** to manage how students are sent home according to parent preferences. Click here for Yinghua website information about how to set up and use your account: [Silent Dismissal Accounts](#). This tool enables us to keep track of where students are during dismissal and also manages your registration and billing for after school

programs. SD also allows parents the flexibility to determine and manage their own schedules until 3 p.m. daily. [Click here for a map indicating drop-off and pick-up locations.](#)

Ways of getting home include riding a school bus, riding in a parent or guardian's vehicle or in a carpooled vehicle with other students, walking home or biking home. Most students depart between 3:30 and 4 p.m., but some stay later for fee-based Enrichment classes, Music Conservatory lessons, Athletics or AfterCare. Silent Dismissal provides us with a safe, efficient method to manage 800 students' daily departure plans.

The word "Silent" in the program's name provides a clue about how the process works—a computer screen in each classroom *silently* displays assigned Dismissal Numbers (more about this below) to let students know when to leave the classroom and where to go. Your child waits safely in homeroom until his or her number is displayed. This is how everyone is dismissed whether they ride a bus, walk home or stay late for sports.

#### **The way dismissal works:**

Every student is assigned an SD account when they enroll at Yinghua. Parents use a secure code to set up a parent account to access their child's schedule online or through a mobile application. There are eight dismissal options parents can choose from each day and all of them are managed through the SD database.

- **Pick-Up** This includes all students who are picked-up by a parent or guardian at school either on Fillmore Street (Door 14) or at the front entrance on 17<sup>th</sup> Avenue (Door 2).
- **Bus** This includes all students marked for bus that day in SD. To ride the bus, students must be pre-registered for busing in a separate process. Bus riders are dismissed at 3:30 p.m. and exit the building via Door 5 to board their buses on Buchanan Street NE. Buses leave the school at 3:40 p.m.
- **Club** This includes students registered for *non-school* activities which use school facilities after school hours such as Girl Scouts or Lego League.
- **Tutoring** This includes students who sign up through the Aftercare/Enrichment Coordinator for after school tutoring. All tutoring that takes place at Yinghua is organized via this avenue.
- **Walk or Bike Home** Students whose parents allow them to walk or bike home without adult supervision will be dismissed and allowed to exit through Door 14 or Door 2 at 3:30 so they may head home on their own. When parents select this option in SD, they grant their children permission to do this.
- **AfterCare** This includes all students signed up for AfterCare including Enrichment and Music Conservatory students. These students will be dismissed to AfterCare at 3:30 p.m.
- **Athletics** This includes students registered for Yinghua Athletics programs and teams that are *not* associated with AfterCare or Enrichment.
- **Other** This SD category includes students registered for school-related afterschool activities that are not associated with AfterCare or Enrichment. For instance, in late spring, some students may be invited to rehearse music to perform at the eighth grade graduation ceremony in June.

#### **Dismissal Numbers**

Dismissal numbers are an important component of SD.

- Dismissal numbers are used to dismiss students during afternoon pick-up.

- A dismissal number is assigned to every student in grades K-8, no matter the family's dismissal plan.
- Families with multiple children receive one number per family.
- Once assigned, families will keep the same number from year to year.
- Dismissal number cards are distributed to every student during Meet Your Teacher. Numbers that are not picked up at Meet Your Teacher are sent home with students on the first Friday of the school year.
- **For the safety and security of students, parents are required to show their dismissal cards when picking up their children.**
- Families who sometimes carpool together should share copies of their school-issued dismissal cards. Inquire in the main office if you need extra copies of your dismissal card.
- When carpooling, the parent who picks up the group will need to show all riders' dismissal cards to staff when they arrive for pick-up.

### **Dismissal Rules & Procedures**

- From 3:30-4 p.m., you may not simply pick up students at the curb in front of the building on 17<sup>th</sup> Avenue NE nor on Buchanan Street NE, for example. An adult must walk up to Door 2 to show the dismissal card. **Accessibility** The school parking lot is for staff only from 7 a.m. to 4 p.m. unless you are using the parking spaces designated for accessibility needs. There is also a designated parking space in front of the school on 17<sup>th</sup> Avenue for anyone with accessibility needs.
- Bus riders, AfterCare and Enrichment students, students who walk or bike home and students involved in Yinghua Athletics are dismissed from their classrooms via Silent Dismissal at 3:30 p.m.
- Buses leave school at 3:40 p.m.
- Starting at 3:30 p.m., teachers dismiss students (to Door 2 or Door 14) when their names appear on the computer screen in the homeroom. Student names appear on the screens after their dismissal numbers have been entered into an iPad linked to Silent Dismissal.
- If you have more than one child attending Yinghua and wish to have them exit together, arrange this with your children's homeroom teachers. For instance, you may want your 3<sup>rd</sup> grader to meet your 1<sup>st</sup> grader in his classroom before the two of them come to Door 2 or Door 14 to find you.
- At 4 p.m., any students still waiting to be picked up are sent to AfterCare and their parents are billed.

### **Car Pick-Up at the Fillmore Street NE Curb (you wait in your car for your child to arrive there)**

- Parents who wish to pick-up their children from the curb should approach on Fillmore from the south and queue up on northbound Fillmore, along the western side of Northeast Park. See the blue areas on the Traffic Map.
- When picking up on Fillmore, please stay in your vehicle. Unattended vehicles block the flow of the line and are not allowed along this curb.
- Dismissal number cards are required when picking up students at the curb. Please hold up your dismissal number or hang it on your rearview mirror so staff can see it. You may be asked to show a piece of legal identification in addition to the dismissal card.
- Keep moving forward after showing your number.
- Move forward as you would in an airport pick up area.

- Staff will enter your number into an iPad linked to Silent Dismissal and your child's name will automatically appear on the homeroom screen. Students are dismissed as their names appear.
- After being dismissed, car riders exit via Door 14 and cross the park on the path under the trees to meet you at your vehicle on Fillmore Street NE.
- Please do not load your passengers until you have pulled forward, minimizing gaps between your vehicle and others. Students will walk to you.
- You may "leap-frog" with care to move forward into open spaces at the curb.
- Load swiftly and safely. Pull away with care once doors are safely closed and seatbelts are fastened.
- **DO NOT ASK A CHILD TO CROSS FILLMORE STREET IN ORDER TO LOAD FROM THE OPPOSITE (SOUTHBOUND) SIDE OF THE ROAD. THIS IS DANGEROUS. STAFF WILL NOT ALLOW STUDENTS TO CROSS FILLMORE STREET OR 14<sup>TH</sup> AVENUE.**
- The average wait time after 3:30 from the moment a student's number is entered, to their arrival at your vehicle is 5-10 minutes. Much depends on how quickly your child moves from the classroom to the car; if the child stops to socialize, this will delay you. Talk to your children about being speedy (and safe) during dismissal.
- During the first few days of school, your wait time may be longer as students and staff become accustomed to new routines.

#### **Pick-Up at Door 2 (you park and walk to our front door)**

- Any parent or guardian who wishes to park (legally, on a side street—see the green areas on the map) and walk to the building to pick up their children at 3:30 must come to Door 2 on 17<sup>th</sup> Avenue NE, show their dismissal cards to staff and wait patiently for the child to arrive there. You may be asked to show a piece of legal identification in addition to the dismissal card. You may wait for your child in the mural hallway.
- For safety, security and efficiency, Yinghua does not allow parents past the mural hallway or in the rest of the building during dismissal.
- Staff will enter your number into a Silent Dismissal-linked iPad, and your child's name will appear on the screen in the homeroom. A student is dismissed when his or her name appears on the screen.
- Students will meet you at Door 2.
- Parents may park in the Northeast Park lot off of on Fillmore Street near the tennis courts and adjacent to the Yinghua staff lot.
- Parking is limited and traffic is thick during dismissal. **Curbside pick-up on Fillmore is preferred.**

#### **EARLY DISMISSAL/REQUESTS FOR AN EARLY DISMISSAL FROM SCHOOL**

Parents may request that their child be released from school early for occasional doctor appointments or the like. However, when possible, use school release days for such appointments so that your child does not miss school. Parents must submit early dismissal requests by 10:30 a.m. on the day of the request by using the online form [Absence/Early Dismissal/Tardy](#). **The School will not honor requests made after 10:30 a.m. including last minute requests made by parents who come to the school office near the end of the school day.** Due to the complexities and busy nature of managing the dismissal of more than 800 students, staff are not available to pull students out of class without appropriate planning before 10:30 a.m.

## **EATING, WHERE IS IT ALLOWED?**

Students may not eat food in classrooms or in hallways unless it is their official snack period or they are receiving their AfterCare snack, except for special occasions such as class parties.

## **ELEVATOR**

Yinghua Academy has an elevator for staff and visitors. It is centrally located in front of the main stairs in the cafeteria commons, next to the gym doors. Students may not use the elevator unless they receive permission from the Dean of Students, a teacher or Health Office staff. Permission is granted based on circumstances such as special needs, injuries, assisting staff with deliveries or SLO activities. *Also see the section Mobility Aids Such as Crutches or Wheel Chairs.*

## **EMAIL**

The rules which apply to internet usage and technology in the classroom also apply to email. Although each student has a password, the system belongs to the school, and email messages are school property. No Yinghua student should have an expectation of privacy relative to use of the internet or email. The school reserves the right, for legitimate school purposes, to access and disclose the contents of students' electronic communication without regard to content, and to conduct periodic, unannounced inspections of email communications. *Also see the section on Technology and Internet and Cyberspace Acceptable Use.*

- The school is not liable for the actions of anyone connecting to the internet. Users assume full liability—legal, financial or otherwise—for their actions.
- The school takes no responsibility for information or materials transferred through the internet.
- The school makes no guarantees, implied or otherwise, regarding the reliability of the data connection.
- The school is not liable for any loss or corruption of data resulting from internet use.
- The school reserves the right to examine all data stored in the machines involved in the internet link to ensure that users are in compliance with school regulations.
- School issued student email accounts are for school and academic purposes only. This includes communication with teachers and classmates regarding homework and the like.
- Social and personal use of school email accounts is not allowed.

## **EMERGENCY PREPAREDNESS**

Student safety is a priority at Yinghua. In the event of a school-wide emergency, Yinghua will initiate its Emergency Response Plan which includes the swift and secure sheltering of, accounting, and caring for students, as well as safe evacuation to a pre-designated evacuation site if necessary. The response plan includes the appropriate emergency communication and subsequent notification of parents and guardians. This includes the use of an automated contact function through Yinghua's Infinite Campus database. When used, automated calls, emails and text messages will be sent to the contacts you have provided.

Yinghua's Emergency Response Plan includes detailed contingency plans for these and other emergency scenarios:

- Fire
- Severe Weather
- Violent Intruder/Lockdown
- Bomb Threats
- Missing Child

Yinghua Academy conducts regular mandatory emergency drills and required safety inspections in cooperation with local police, fire and safety experts. Staff also participate in annual school safety conferences and workshops. A key contributor to Yinghua safety is that the school is a ***closed campus*** which means that external doors are closed and locked, visitors must have an appointment or clearly stated and approved purpose for visiting and visitors must wear dated badges and sign in and out in the main office.

#### **EXTENDED CARE—MORNINGCARE AND AFTERCARE**

Yinghua's Extended Care program provides before-school (6:45-7:45 A.M.) and after-school care (3:30-6:00 P.M.) for Yinghua Academy students. In addition, there are opportunities to select exciting enrichment classes and music lessons. Online catalogs for enrichment class offerings are available each term. Music Conservatory information and registration are available on the Yinghua website. All school rules and behavior expectations carry over into Extended Care. Athletics programs, though not managed through Extended Care, also are posted online prior to each new school term. Questions, contact [libby.pomroy@yinghuaacademy.org](mailto:libby.pomroy@yinghuaacademy.org).

There is no sign-up form for using Morningcare or AfterCare. Fees are as follows:

- MorningCare, 6:45-7:45 a.m. \$9 per morning, billed at the end of each month via Silent Dismissal.
- AfterCare, 3:30-6:00 p.m. \$15 per day, billed at the end of each month via Silent Dismissal.
- A fee is charged for returned checks.
- A late fee of \$1 per minute per student is charged for late pick-ups.
- Families who qualify for free or reduced price educational benefits will receive a discount for Extended Care on the monthly billing statement.
- Students dropped off before 7:45 a.m. or picked up after 4 p.m. are subject to Morningcare and AfterCare charges. This is to ensure that all students are accounted for and are in a safe environment.
- **Students staying after school for evening events such as dances, activity nights or parent meetings will be enrolled in AfterCare, and you will be billed.**

#### **MorningCare**

Morningcare is a drop-in program. No advanced sign-up is needed. You may ring the doorbell near Door 2 (on 17<sup>th</sup> Avenue NE) and sign in for Morningcare between 6:45 and 7:45 a.m. You'll be billed via Silent Dismissal at the end of the month for each day you use Morningcare. Students will be offered a morning snack and may choose between outdoor games (weather permitting), quiet study time or indoor games and activities in the cafeteria. Students in grades two through eight are released at 7:45 a.m. to the playground or gym along with students who are arriving for school. Students are directed to classrooms

at 8:15 a.m. to prepare for the start of school at 8:30 a.m. Kindergarten and 1<sup>st</sup> grade students are escorted at 7:45 a.m. to rooms with dedicated staff members who read to the children and then ensure that they are in their classrooms by the start of the school day.

### **AfterCare**

Sign students up for AfterCare through Silent Dismissal. There is no further registration required. All students are eligible to use AfterCare. *Also see AfterCare Scheduling.*

AfterCare begins when school ends at 3:30 p.m. Before dismissal, AfterCare staff deliver snacks to all AfterCare students in homeroom. At 3:30, students in kindergarten and 1<sup>st</sup> grade who are signed up for AfterCare are escorted to their AfterCare locations by their homeroom teachers. Our youngest students have their own dedicated AfterCare rooms and staff, and they enjoy activities together including playground time, crafts and games. Students in grades 2-8 who are signed up for AfterCare report at 3:30 to the cafeteria where they can choose among a number of stations for the day. These older students can move freely between activities, checking in with staff as they move from place to place. Student locations are recorded through Silent Dismissal, so their whereabouts are known to all staff at all times. AfterCare plans special activities including art projects, Friday movie day and occasional guest presenters.

“Homework First” is part of AfterCare, and is offered at no additional charge. Students can join a supervised setting to work on homework and receive help and encouragement to finish work before they go home. Homework First operates from 3:30 p.m. to 5:00 p.m. each day with AfterCare staff providing help between 3:30 and 4 p.m. and Yinghua teachers providing homework help between 4 and 5 p.m. Parents may request that their children attend Homework First each day they are in AfterCare by contacting [libby.pomroy@yinghuaacademy.org](mailto:libby.pomroy@yinghuaacademy.org).

AfterCare students in 2<sup>nd</sup> grade and older may check into the Computer Lab. The lab is monitored by AfterCare staff, and students are limited to websites on an approved list. Students have access to computers during AfterCare to take Accelerated Reader tests. If you prefer that your children not have after school computer access, please contact [libby.pomroy@yinghuaacademy.org](mailto:libby.pomroy@yinghuaacademy.org).

### **AfterCare Pick-up**

AfterCare students may be picked up between 3:30 and 6 p.m. via Door 2 at the front of the school on 17<sup>th</sup> Avenue NE. Parents should present their dismissal cards when picking up students from AfterCare. AfterCare sign-ups are done through SD. Students must be signed up for each day they attend AfterCare. If your child is registered for AfterCare and you arrive for pick up *during school dismissal* from 3:30 to 4 p.m., go to Door 2 to show your dismissal card to the staff person entering numbers just as you would for regular dismissal.

### **AfterCare Billing**

Students are checked into AfterCare, tracked throughout the afternoon and signed out through Silent Dismissal. Billing for morning and afternoon Extended Care also is handled through Silent Dismissal. At the end of each month, invoices are available for you to review. Payment information is provided on the invoices.

Students signed up in Silent Dismissal for AfterCare at 3 p.m. each day are billed for the day, even if they are picked up before 4 p.m. If your plans change and you can pick up your child earlier than planned, be

sure to make a change in Silent Dismissal before 3 p.m. For more information on the billing process, see Silent Dismissal Guide: Extended Care Billing.

### **Enrichment Classes**

Yinghua offers a fabulous Enrichment Program after school that features a variety of academic, athletic, cultural and arts classes. Enrichment programming is offered during the three Yinghua terms—fall, winter and spring—and course catalogues, available online prior to registration, include class descriptions and fees for these 8-week offerings. Enrichment is a pre-pay program. If payment is not received before the class begins, students will not be allowed to participate. In the event that a teacher misses a class, there is a make-up week at the end of each term. Please contact the Yinghua Extended Care Coordinator, Libby Pomroy, at [libby.pomroy@yinghuaacademy.org](mailto:libby.pomroy@yinghuaacademy.org) for details or the Business Office for basic questions.

Every student enrolled in an Enrichment class is also enrolled in the AfterCare program. This offers families unprecedented schedule flexibility. No matter what time students have a class, they'll be part of AfterCare that day, before the class *and* after, until 6:00 p.m. Your student will be a full participant in the AfterCare program, with a snack, and options for outside play, homework lab, the game room and any other special activities offered through AfterCare. Of course, you may pick up your children any time after class, but they are allowed to stay as late as 6 p.m. A reduced-rate fee for AfterCare is bundled with your class fee.

In Term I, the only after school choice for kindergarten students is AfterCare. These youngsters will not be able to register for Enrichment Classes or music lessons (described next). Past experience tells us that kindergarteners typically are tired after a full day of immersion kindergarten as they become acclimated to school, Chinese and the many new faces of Yinghua Academy. By the start of Term II Enrichment in January or Term III in March, many kindergarteners are ready for the excitement and challenge of Enrichment classes or music lessons, and they are welcome to enroll.

### **Conservatory of Music**

Yinghua Academy offers music lessons in 8-week terms. All students are eligible to register for music lessons although kindergarten students must wait until Term II in January to sign up. Lessons, paid in advance each term, are \$35 per 30-minute lesson which includes a reduced-rate AfterCare fee.

Students enrolled in the Yinghua Academy Conservatory of Music are also automatically enrolled in Yinghua's AfterCare program. This provides schedule flexibility to families—no matter what time your children have music lessons, they will be supervised and cared for, before *and* after the lesson, until 6 p.m. Your student will be a full participant in the AfterCare program with a snack, and options for outside play, homework lab, the game room and any other special activities offered through AfterCare. Of course, you may pick up your children any time after lessons, but students are allowed to stay as late as 6 p.m. A reduced-rate fee for AfterCare will be bundled with your lesson fees.

- Music lessons meet for 30-minutes once per week with hour-long lessons available on request.
- Teachers are qualified, excellent professional musicians.
- Registration is online, open before each term.
- You can request a teacher and lesson day on your registration form; lesson assignments will be made on a first-come, first-served basis based on the time of your registration.
- We assume when you sign up for lessons that you will CONTINUE for the full school year unless you notify us. You will NOT need to re-register for each term, but you do pay each term.



- If you drop lessons before the end of a term, you forfeit the remaining fees for that term.
- Younger and new students will be escorted to and from their music lessons by AfterCare staff.
- Students can register for more than one lesson per week (for example, erhu lessons and piano lessons).
- The lessons offered include: piano, violin, erhu, cello, string bass, guitar/ukulele, drums and voice.
- After each term's 8-week session there will be a make-up week for any students who missed a lesson.
- All students who participate in the Conservatory of Music are expected to perform in a year-end recital in May.

## **FIELD TRIPS**

Field trips are occasional educational trips planned by teachers for their students during the school year. Field trips are important because they connect students with the surrounding community and engage them in new learning processes. Classes usually take one field trip during each of the school's three terms. Permission slips are sent home in advance and accommodations to the timing of the school day are made and communicated. Field trip volunteers must submit and pass a [background check](#) at their own expense.)

Students should bring a disposable sack lunch on class field trips that take place over the lunch hour (rather than a lunch box or reusable sack). If a child is signed up for school lunch on the day of the field trip, the child will receive a school lunch in a bag or box that includes cold options such as a sandwich, fruit, vegetable, yogurt and drink. Children who bring a bag lunch from home should bring an entirely disposal lunch.

## **FINANCIAL POLICIES**

### **Records, Fees & Bill Requests**

In the presence of the Executive Director or Academic Director parents and guardians may view a child's permanent school records. Please give the school one day's notice so that records may be prepared. [\[Protection and Privacy of Pupil Records\]](#)

There will be occasions when Yinghua Academy finds it necessary to charge families fees. Examples of these instances include lunch, field trips, Extended Care (MorningCare and AfterCare), after school Enrichment classes, music lessons, athletics, lost materials, late payments, damaged equipment, returned checks/ACH fees and additional educational services.

Yinghua Extended Care bills may be used for IRS documentation and pre-tax childcare expense accounts. Through your online Silent Dismissal account, you may login and print payment records. Please provide two weeks' notice for a year-end statement of fees paid for Enrichment classes, music lessons, and all other educational expenses. Statements are available for free in January and July. At other times a \$5 processing fee is assessed.

### **Educational Benefits for Families Displaying Economic Need**

Yinghua Academy is passionate about educating all children, regardless of socio-economic status. In order to provide a high quality education to every student, Yinghua Academy participates in the National

Food and Lunch Program which provides free and reduced price lunches to qualifying students. Families who qualify for free or reduced price lunches also receive:

- Discounted rates for field trips or retreats
- Discounted rates for Yinghua Extended Care
- Discounted rates for Yinghua Athletics
- Free AfterCare for Enrichment classes
- Free AfterCare for music lessons

To apply for Educational Benefits, please complete the application mailed to all families in July and available online via Infinite Campus. Copies of the application can also be picked up in the office, and the application is available in several languages on the MN Department of Education website. Please contact the Business Office if you have any questions about these programs.

### **GAMES & TOYS AT SCHOOL**

Toys such as playing cards or action figures or other disruptive objects should not to be brought to school unless they are part of a show and share period or to be used during an Enrichment Class. Kindergarten students may bring one small stuffed animal to school for daily rest time. Card games such as Pokémon or Magic are not allowed unless an exception has been granted for a Middle School Student Life Club. Laser pointers are not toys and are not allowed. Student belongings that cause learning disruption or interruption will be given to the Dean of Students. Toys from home are not allowed in AfterCare. *Also see the section on Confiscated Items.*

### **GIFTS FOR STAFF**

Yinghua Academy recognizes that students, parents, and others may wish to show appreciation to school staff, including teachers. While the school encourages notes of appreciation, letters or small tokens of gratitude, the school also recognizes that gift-giving is an important part of Chinese culture. Therefore, it is the policy of the school to neither encourage nor discourage the practice of giving gifts. Parents, students, and others are cautioned to avoid the appearance of impropriety or conflict of interest when giving gifts. If you have questions about giving a gift or donation to the school or school staff, please contact an administrator. If students, parents and others wish to give a gift to a teacher or other staff member, the following policy applies:

1. A gift shall not exceed a \$20 maximum value.
2. If students, parents or others wish to make a joint gift, the gift shall not exceed a total of a \$20 per student in maximum value.

### **GOLDEN TICKETS**

All students have the responsibility to conduct themselves respectfully with school administration, teachers and fellow classmates. When an adult in the Yinghua community notices a student doing something particularly special, a token of recognition, called a Golden Ticket, may be given. Homeroom teachers keep track of the Golden Tickets issued to their students. At the end of the month, Golden Tickets are collected from each homeroom and shared with the school's Executive Director who draws a four tickets from each homeroom. The students named on the drawn tickets are invited to an Ice Cream Sundae celebration with the Executive Director and Dean of Students.

Yinghua community members may issue Golden Tickets to recognize staff, teachers and students for extraordinary acts. To award a Gold Ticket to someone, click on the [Golden Ticket](#) at the top right of the Yinghua webpage.

## **GRIEVANCES**

In school settings, parents occasionally may have concerns, may need clarification regarding school policies, or may wish to discuss a grievance. If you have a concern or suggestion, or if you need a more thorough explanation of a school policy, action or situation, we encourage you to first discuss the concern with your child's classroom teacher, if appropriate. If you feel you need further assistance, contact the Dean of Students or the Academic Director. School administrators will make every effort to explain and resolve any issues or concerns. If the issue or concern cannot easily be resolved, it will be brought to the Executive Director for discussion, support and resolution.

## **HALLWAY PASSES**

Students not in their assigned rooms for the period must have a hallway pass from a teacher or staff member, or be accompanied by a teacher or staff member.

## **ILLNESS & INJURY/STUDENTS**

Yinghua Academy makes every effort to promote the general health and well-being of all students while minimizing absences and missed learning time. Staff members receive annual first aid training, including concussion identification, and are expected to be sensitive and prepared if any of their students require special medications or accommodations, such as inhalers or Epi-Pens. Parents should bring special health problems to the attention of the Health Office, office personnel, and teachers. The licensed school nurse will work with families to create a health plan to be distributed to appropriate staff as needed.

Health Office and other trained staff will provide routine first aid to sick or injured students. If a student is too ill to remain at school, the Health Office will contact a parent, guardian, or designated adult as soon as possible. The student will then be attended to by staff and rest in the Health Office until pick-up. For safety reasons, students who do not feel well during the school day are not allowed to call parents on their own to request to go home.

**It is essential that a parent or guardian be available and prepared to pick up a child in the event of a more serious illness or injury within one hour after being contacted.** This is for the health and safety of the individual student and the rest of the student body. If you are not able immediately to pick up your child, emergency contacts will be notified. Parents should designate emergency contacts via Infinite Campus under Demographics, Non-Household Contacts. The school asks all parents to anticipate possible delays they may experience and have a backup plan in place in case they are not able to come within the hour.

All serious injuries that occur on school grounds and receive first aid attention will be reported to the Health Office, and an Injury/Incident Report will be completed within 24 hours by the supervising teacher or staff member. Parents/guardians will also be notified immediately, and 911 will be called in

the event of an emergency situation such as a break or fracture, head or neck injury, unconsciousness, blood loss or Epi-Pen use.

Parents are asked to report all illnesses to the Health Office by phone, email or via the online form called [Absence/Tardy or Request Early Dismissal](#) (a Quick Link at the bottom of the homepage) in order to protect the school community from communicable ailments such as strep throat, pink eye or head lice. Your child's name will be kept confidential and the Health Office will use discretion in deciding when to inform other families of a particular communicable condition within a classroom. Children who show signs of a contagious condition, including fever, diarrhea, vomiting or severe cough, should not attend school.

**A child with the following symptoms is too ill to attend or remain at school and should be at home:**

- Fever of 100°F/37.7°C or higher as measured by a thermometer under the arm or orally. Keep your child home for 24 hours after the temperature has returned to normal (98°F/37°C).
- Vomiting or diarrhea. Keep your child home for 24 hours after the final episode.
- Severe or uncontrollable cough.
- A rash that may be disease-related or for which the cause is unknown.
- Yellow or green mucous coming from the nose or mouth.
- Untreated head lice. Your child should remain home until treated.
- Too ill to go outside during recess or gym class. Your child is too sick to be at school and should stay home. Students go outside for recess every day and may not stay in the classroom ***unless activity has been restricted, in writing, by a doctor or parent.***

If a student is absent due to illness or injury for five (5) or more consecutive days, parents or guardians must produce a doctor's note in order for the absence to be excused. For detailed information regarding Yinghua's Health Policies and Procedures, please visit [Health Services](#) under the Current Families tab of the school website.

## **IMMUNIZATION REQUIREMENTS/STUDENTS**

In order to be compliant with immunization law in Minnesota (Statute 121A.15), no student may stay enrolled in school without complete and proper immunization documentation submitted. Therefore, any child not in compliance by the first day of school will be excluded from attending classes until missing immunizations are completed and documentation is provided to the school. A medical exemption form, conscientious objection exemption form, or documentation of immunity by titers to certain viruses requiring vaccination is also acceptable. If you are unsure if your child's record is complete, you can check with your primary care clinic or contact the Health Office.

## **INTERNET & CYBERSPACE ACCEPTABLE USE**

The school's internet connection is intended for educational purposes, and access to the internet is a privilege through which students have an unparalleled opportunity to participate in a global community of information and learning. With this privilege comes responsibility. Students who will use the internet and access cyberspace at school must agree to internet and cyberspace appropriate use; a form is sent home for you and your child to review, sign and return to school. Inappropriate use and behavior reflect upon the school, and may be unsafe and lead to user penalties, including revocation of privileges, disciplinary action and, if warranted, legal action. Students must comply with the following internet and

cyberspace use restrictions designed to provide both safe and acceptable use. *Also see Technology section.*

Yinghua Academy takes seriously all issues of cyber abuse. Issues involving the abuse and misuse of cyberspace, even at home or outside of school, may influence the physical, social, psychological, and educational well-being of our students and staff. Parents and students should report to the Dean of Students or Executive Director any concerns regarding abuse or misuse of cyberspace. A report may be made anonymously though anonymous reports may limit the school's ability to respond effectively. Yinghua staff are required immediately to report all concerns regarding cyber bullying to the Dean of Students or Executive Director. Whenever possible, parents, students and staff are asked to save evidence of cyber abuse to help the school investigate. [Review school policy 524.](#)

The following are unacceptable internet and cyberspace uses and practices:

- Using the internet at school for non-school activities.
- Knowingly using another person's password, misrepresenting your identity, or giving your password to others.
- Violating federal, state or local laws while on the internet. This includes sending or receiving copyrighted information without permission.
- Commercial use.
- Sending patently harassing, intimidating, abusive or offensive material to or about others in messages both public and private.
- Sending chain letters or pyramid schemes, broadcasting inappropriate messages to lists or individuals, and any other use that would congest the Internet or otherwise interfere with the work of others.
- Sending or receiving pornographic material, inappropriate text files or files dangerous to network integrity.
- Vandalism such as deliberately attempting to change files not belonging to you or to harm or destroy the work, systems, or data of another user, including uploading or creating a computer virus.
- Engaging in illegal distribution or receipt (pirating) of software, music, video or other copyrighted material.
- When downloading information, failing to comply with any associated terms or conditions specified by the supplier of that information.
- Circumventing security measures on school or remote computers or networks.

#### **ITEMS NOT ALLOWED AT SCHOOL**

The following items are not allowed at school: glass drink containers (including water bottles wrapped in another substance), gum, laser pointers, nuts, personal gaming devices (such as Gameboys, PSPs or Nintendo DS) weapons (such as knives and guns of any kind including imitations, toys or imposter weapons of any kind), alcohol, tobacco and chemical substances.

#### **LEAVING THE CLASSROOM DURING CLASS**

Students are not allowed to leave the classroom during class or testing periods except in cases of emergency. Except in cases of illness or other dire circumstances, students are expected to use the

restroom or get a drink of water between classes or during other breaks in the day. *Also see the section on Hallway Passes.*

## LIBRARY

Supporting learning is the primary mission of the Yinghua library. Students, teachers and staff are encouraged to use the library on a regular basis. Library staff, classroom teachers and parent volunteers help students select materials appropriate to their reading levels and interests. Classes visit the library weekly. During a visit, students may read silently, check out books or participate in a Library Skills Lesson. Following are the main rules governing use of the library and checking out books:

1. Two books may be checked out at once, and the preference is for one to be in English and one in Chinese.
2. Books are due two weeks after the check-out date.
3. Books are **overdue** three weeks after their check-out date. **Lost books** are six weeks overdue. Overdue notices are sent home prior to the end of each term with an explanation of replacement fees and procedures.
4. Students may renew a book up to two times if it has not been requested by another library user.
5. Students should return Yinghua library books during the class library visit or via the Yinghua book return box at any time.
6. New books may not be checked out until the old ones are returned. Please remind your child of library book due dates.
7. The minimum replacement fee for a lost or damaged book is \$10. A damaged book is a book returned in an unusable condition.
8. Library fees must be paid in full before the school will mail your child's end of term report card.

## LOCKERS

Yinghua students in 5<sup>th</sup> through 8<sup>th</sup> grades will be assigned hallway lockers for storing coats, hats, boots, PE shoes, school supplies, books and such. Lunch boxes or bags may be stored in lockers but no food should be store in a locker for more than one day, and open food and drink are not allowed in lockers.

Each student in 6<sup>th</sup> through 8<sup>th</sup> grade receives a lock with a combination to be kept confidential. 5<sup>th</sup> graders' lockers do not have locks. Students should keep lockers clean and locked, and failure to do so may result in loss of locker privileges. Birthday posters and similar decorations on the outside of a locker door should be removed after five days; school spirit decorations may remain longer. Students should not tamper with name labels or other school-issued stickers.

Lockers are the property of the school, and the Dean of Students has custody of all combinations and copies of keys to all locks on lockers. Only locks owned by the school may be used on Yinghua lockers. Unknown locks will be discarded. The lockers and their contents may be searched at any time for health or safety without notice and without student consent. The school is not responsible for student belongings brought to school. There is a \$50 fee for vandalized lockers. *Also see Student Searches.*

## LOST & FOUND

Lost & Found items are collected and displayed in the first floor hallway near the music rooms. Volunteers attempt to return items, but unclaimed items are donated to charity on the last Friday of the month.

## LUNCH & SNACK

### Ordering School Lunches & Milk

Yinghua Academy has partnered with an online company to provide a secure online ordering system that allows parents online access to viewing the school lunch menu, ordering lunches and managing payments and billing. Paper menus and paper order forms are no longer used. Every family will need to register online for each child to be enrolled in the school lunch program. Contact [Helen Hindrawati](#) for assistance. Follow the directions on this fact sheet: [Purchase School Lunches Online, How To](#). The link to the online ordering system is: <https://yinghua.orderlunchesexpress.com/>.

We are pleased to continue to offer Free and Reduced Price Lunches to families in need. To apply, complete the [Application for Educational Benefits](#) on the school's website or via Infinite Campus. Per Minnesota law, students that qualify for reduced-price meals will receive free school lunches.

### Forgotten Lunches

Students who forget to bring a lunch must inform the main office, food coordinator or classroom teacher by 9:30 a.m. Yinghua will provide an alternative entree, and a \$5 fee for this emergency meal will be added directly to your next month's online lunch order. If your child does not have an online lunch account, you will be billed separately.

### Lunch ID Cards

The school uses an electronic scanning system to manage lunch distribution. This system is part of Infinite Campus and works in conjunction with the online lunch ordering system. Every student in the school is issued a personal ID card that includes a personal bar code with their picture. The cards are scanned when the students go through the lunch line. Middle school students in grades 6-8 are expected to keep their ID cards in their lockers when not in use. To prevent loss or damage, middle school students should not bring their ID cards home. Homeroom teachers will keep the ID cards for students in kindergarten through 5<sup>th</sup> grade and will distribute them each day, just before lunch. The cards will be returned to the homeroom teachers after they are collected by lunch staff. **There is a \$10 fee to replace a lost or damaged ID card.**

### Parents/Guardians Eating Lunch with Their Children

Parents/guardians may visit and eat lunch with their children but must follow the visitor and guest procedures listed above. In addition, parents wishing to eat the school lunch will need to order a lunch (\$3.75 per adult meal) by contacting the food service staff at least seven days prior to the visit. If a school lunch is not ordered, parents and guardians may bring their own nut-free food (see below). Visiting parents and guardians may only share food with their own children.

### Student Lunches

Yinghua Academy provides a school lunch program catered by Taher, Inc., with healthy food choices. Taher-prepared school meals are peanut-free and nut-free although nuts *are processed* in their facility. A school lunch costs \$3.75 (including one carton of milk). Students also are welcome to bring lunch from

home, but they will not have access to refrigerators or microwaves, so please plan accordingly. Students who bring a lunch from home may pre-order milk for 50 cents per carton.

### **Field Trips & Lunch**

Students should bring a disposable sack lunch on class field trips that take place over the lunch hour (rather than a lunch box or reusable sack). *Also see Field Trips.*

### **Snacks**

Snack times are incorporated into each school day. Except in the case of special occasions such as class parties, students may not eat food in classrooms unless it is during the designated snack period or when they are receiving an AfterCare snack. Food may not be eaten in the hallways. We rely on each family to provide a healthy, nutritional snack each day. Please realize that snack time is brief, so consider something tasty but easy. **As is the case with lunch, we do not allow any snacks with peanuts or nuts.** Fresh and healthy foods such as vegetables, fruit or cheese and crackers are encouraged.

## **MEDICATION/STUDENT MEDICATION**

Parents should give medication at home and avoid scheduling doses of medication during school hours. If medication must be given at school, it will be dispensed by Health Office staff or other trained staff. Teachers will only administer medication during field trips or in emergency situations.

### **Administering Medication at School**

When it becomes necessary for medication to be administered at school, the following procedures must be followed:

1. The school must receive written permission from a parent or guardian **as well as** a medical doctor in order to administer any medication (prescription **or** non-prescription) at school.
2. Complete the [Medication Authorization Form](#).
3. All prescription medications must be transported to the school **by an adult** in the original, pharmacy-labeled container that includes the student's name, medication name and dose, and physician's name printed on the label, unless a physician's written order recommends otherwise. Upon request, pharmacies can divide the medication in two bottles—one for home and one for school.
4. Parents must provide a copy of all relevant information related to the medication, including an emergency plan for all life-threatening conditions, such as asthma or anaphylaxis.
5. Parents must notify the Health Office when a medication is discontinued or the dosage or time has changed.
6. All medications must be kept in the Health Office and managed by Health Office staff.

### **Self-Carrying of Medications**

Unless the school has pre-approved the self-carrying, medication, including drugs, herbals, supplements, essential oils and traditional medicine, is not allowed in a student's cubby, locker, desk, backpack or the like.

If you would like permission for your child to self-carry a medication, it will require a [Medication Authorization Form](#) properly filled out and on file. The appropriate boxes on the form must be checked by a physician **and** parent with both signatures allowing the student to self-carry. As a general rule, medications approved for self-carry are emergency medications, including, but not limited to, rescue



inhalers or epinephrine. In addition, the school recommends that only students in 5<sup>th</sup> grade or higher, who show the necessary responsibility and maturity, carry their own emergency medications—this is in order to keep our younger students safe and to prevent accidental access to medications. Each year, according to state law, the school nurse also will evaluate the knowledge and skill of each student to assess the ability to appropriately self-administer a medication. The school reserves the right to intervene if a student is found mismanaging a self-carry medication and/or putting others at risk.

## **MINECRAFT**

Minecraft is a downloadable computer game that allows players to construct buildings, cities and landscapes using textured cubes in a three dimensional computer-generated world. AfterCare students in 2<sup>nd</sup> grade and older may play the individual and private versions of Minecraft during AfterCare under staff supervision unless you object to this by contacting AfterCare coordinator Libby Pomroy ([libby.pomroy@yinghuaacademy.org](mailto:libby.pomroy@yinghuaacademy.org)). Yinghua does not allow students to play the public server version of Minecraft. Tell your child if you do not want your child to use Minecraft.

## **MISSED CLASSES & MAKE-UP WORK**

Students who are absent from school are expected to complete missed school work and exams. In the case of a planned absence, students are asked to complete as much work as possible before leaving or during the absence. In the case of illness or another unplanned absence, contact teachers as soon as the child returns to school to obtain make-up work, submit completed assignments and schedule make-up exams. If possible, students should submit work within two days of their return to school.

## **MOBILITY AIDS SUCH AS CRUTCHES OR WHEEL CHAIRS**

Please notify the Health Office if your child needs the assistance of mobility devices, such as crutches or wheel chairs. The school requires a doctor's note explaining the reason for the mobility aid and the estimated length of time needed. Mobility devices are considered tools, not toys, and can increase the risk of further injury or falls if not used correctly. They are the responsibility of the person who needs them, and they are not to be shared with friends, used as toys, or played with. The only person who may use them while on school grounds is the person who needs them. Students using mobility aids will also use the elevator. If they need assistance carrying their belongings to class, they may ask one classmate at a time to assist them. The helper may also accompany the student in the elevator as needed. If your child has ongoing mobility needs, please contact the Licensed School Nurse to create a confidential Emergency Evacuation Plan to be used during drills and emergencies to keep your child safe. *Also see Elevator.*

## **NOISE/EXPECTATIONS AT SCHOOL**

Everyone in the school should make a deliberate effort to control noise. During break times, students are expected to keep noise to a minimum—no shouting, running, rough housing, slamming locker doors or like behavior. When classes are in session, students and teachers passing in the hallway are asked to keep their voices down.

## NON-DISCRIMINATION

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Yinghua Academy takes seriously any and all claims of harassment and will respond accordingly. [[Equal Educational Opportunity](#)]

- **udent Sex Non-Discrimination (Title IX) Policy** Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendment of 1972 and the Minnesota Human Rights Act. [Review school policy 522](#). St
- **udent Parental, Family & Marital Status Nondiscrimination** Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. [Review school policy 528](#). St
- **ender Inclusion** Students' gender identity is treated the same as sex for purposes of Title IX and other guidelines and policies prohibiting discrimination. Yinghua Academy is committed to providing a respectful and gender inclusive learning environment for all students. [Review school policy 599](#). G

## PARKING GUIDELINES

Yinghua families and visitors are asked to keep student safety and neighborhood courtesy in mind when driving near the school. The presence and growth of our school has brought change to our neighborhood. The actions of Yinghua community members have an impact on the manner in which Yinghua Academy is perceived in Northeast Minneapolis. It is important to the school's relationship with the City of Minneapolis, the Minneapolis Parks and Recreation Board, Northeast Park neighbors and area businesses that everyone affiliated with Yinghua strive to be respectful of property, roads and residents in our area. Complaints that are forwarded to the City of Minneapolis greatly hinder our school's ability to work with the City and other stakeholders. Your actions make a difference!

Please remember these guidelines as you travel in our area:

1. Do not block alleys or private driveways. Neighborhood residents have the right to enter or exit their alleys and driveways at all times including during Yinghua arrival and dismissal periods.
2. Do not use alleys to exit the school area; this is unsafe for neighbors and students. Alleys are for resident traffic only, not for public use.
3. Do not make U-turns or use private driveways or alleys to turn around. Instead, please circle a city block to safely reorient your vehicle.
4. SLOW DOWN! Do not speed in our residential area. This is a serious safety concern. Violators will be reported to the police. This is not only for the safety and courtesy of our neighbors, it is also imperative for the safety of our students.
5. Follow the instructions outlined on our traffic instruction map during morning arrival and afternoon dismissal.
6. Fender benders—if you accidentally tap a parked car, leave a note with your contact information and contact the school so the office has a record if there is an inquiry.

## **PHYSICAL EDUCATION (PE) ATTIRE—FOR 6<sup>TH</sup>-8<sup>TH</sup> GRADE**

Students in all grades must wear or bring gym or athletic shoes for PE class. Gym shoes may be kept at school. Students in 6<sup>th</sup> through 8<sup>th</sup> grade encouraged to change into athletic clothing for PE Class, and must change back into regular uniform clothing afterwards. Approved Middle School athletic clothing includes:

1. Plain black mesh or cotton gym shorts or athletic shorts
2. Plain black sweat pants
3. Plain gray T-shirt or gray Yinghua Spirit Wear T-shirt
4. Plain black, white, light blue or red sweatshirt or Yinghua Spirit Wear sweatshirt

## **PROPERTY/SCHOOL PROPERTY**

Student lockers, cubbies, desks, computers and iPads are for the use of students but remain the property of Yinghua Academy. Yinghua exercises exclusive control over school property. *Also see Lockers.*

## **PUBLICITY/SCHOOL PUBLICITY**

Yinghua participates in the furthering of language immersion teaching by participating in professional conferences. Your child may be recorded photographically or on video but will not be identified by name without your permission. If you prefer not to have your child's image used, please contact Abigail Pribbenow ([abigail.pribbenow@yinghuaacademy.org](mailto:abigail.pribbenow@yinghuaacademy.org)).

## **RACIAL SLURS, VERBAL ABUSE, OBSCENITY & PROFANE LANGUAGE OR GESTURES**

Racial slurs and other abusive, obscene or profane language (whether verbal, non-verbal, written or in drawings or pictures) toward students, teachers, staff or other community members are a major infraction and may lead to suspension or expulsion.

## **SCHOOL DAY, OFFICE HOURS & WHICH DOOR TO USE**

The office is open Monday through Friday, 7:30 a.m. to 4:30 p.m. on school days. Office hours are subject to change during school breaks and on teachers' professional development days which are listed on school calendars.

### **Arrive by 8:25 a.m.**

Regular school day hours are from 8:30 a.m. to 3:30 p.m. Students not in their homerooms by 8:30 a.m. are tardy. **In order to be in homeroom, ready to learn, students should plan to arrive in the building no later than 8:25 a.m.**

Students may be dropped off as early as 7:45 a.m. and picked up as late as 4 p.m. for no charge. Students dropped off earlier than 7:45 a.m. are sent to Yinghua's fee-based MorningCare program. Students picked up later than 4 p.m. are sent to Yinghua's fee-based AfterCare program. See the following table for details. *Also see TRAFFIC, TRANSPORTATION, ARRIVAL & DISMISSAL.*

| Activity/Time of Day | Hours               | Door  |
|----------------------|---------------------|---|
| MorningCare          | 6:45-7:45 a.m.      | Door 2 (front of school on 17 <sup>th</sup> Avenue NE)  |
| Morning Arrival      | 7:45-8:30 a.m.      | Door 14 (Fillmore Street NE)  |
| School Day           | 8:30 a.m.-3:30 p.m. | Door 1 (front of school, 17 <sup>th</sup> Avenue NE)  |
| Dismissal            | 3:30-4 p.m.         | <ul style="list-style-type: none"> <li>• Pick Up at Door 2: You park your car on a side street in a legal spot and meet your child at Door 2 on 17<sup>th</sup> Avenue NE. Please wait patiently for your child to arrive.</li> <li>• Pick Up at Door 14: You pull your vehicle up on Fillmore Street NE. With staff supervision, your child walks to meet you there. Please wait patiently, and do not leave your car.</li> <li>• Buses load on Buchanan Street NE.</li> </ul> |
| AfterCare            | 3:30-6 p.m.         | Door 2 (front of school, 17 <sup>th</sup> Avenue NE)  |
| Building Closes      | 6 p.m.              |   |
| M-F Office Hours     | 7:30 a.m.-4:30 p.m. | Hours are adjusted during breaks and on non-school weekdays such as teacher professional development days.  |

## SEXUAL HARASSMENT

Sexual harassment in any form is strictly forbidden in school, on school grounds, on buses or at school-related activities. **Any student who believes that he or she is a victim of sexual harassment should talk to a teacher, the Dean of Students, the Executive Director, or another adult in a position of authority in the school as soon as possible.** Students should not try to solve sexual harassment issues alone. Any complaints or reports of sexual harassment shall be thoroughly investigated by the Executive Director or a designee.

## SPECIAL EDUCATION

Yinghua strives to serve all students. Academically or behaviorally-challenged students have every opportunity to succeed at Yinghua. Per law, Yinghua makes every effort to meet each child's needs through general education before seeking special education services.

Families with any concerns should connect with the child's primary teacher first. If there are significant concerns about a child's progress or ability to function similarly to typical peers at school, the teacher will consult with grade level or subject peers as well as with the Academic Director. In addition, the teacher may seek support from the Academic Support Team (AST) which consists of experienced teachers who suggest intervention techniques. A referral to the AST does not mean the child needs or will receive special education services.

From the baseline data provided by the teacher, the AST will discuss the child's strengths and weaknesses and determine the highest priority area(s) of need for the student. Then the team will help develop two interventions (each lasting at least 3-weeks) targeted at improving the specific area(s) of need. If the interventions are successful, the AST continues to check with the child's teacher as needed to ensure that interventions continue to be successful.

If the child is not able to make sufficient progress, even with targeted interventions in place, the AST refers the child to the Child Study Team (CST). The CST and teachers meet with the family to develop an evaluation plan to determine if the child qualifies for special education services. Once an evaluation plan is signed, the special education team completes the evaluation within 30 school days and reports the results to the family. If the child qualifies for special education services, the special education team (including parents) develops an Individualized Education Program (IEP) for the child and begins providing special education services.

It is important to note that there are no federal eligibility criteria for qualifying a student for special education services in deficits of a second language (Mandarin Chinese, in this case) when there are no demonstrated student needs in the student's first language (English, in most cases). Although the AST supports students who may be struggling in Chinese class, if Chinese is the only area of concern, the child will not be referred to the CST and will not be eligible for special education services.

## **SPIRIT WEAR**

Every Friday, all students have the option to wear Yinghua Spirit Wear tops (T-shirts, pullovers and sweatshirts) in addition to regular uniform tops and bottoms. When wearing a spirit wear hoody, pullover or sweatshirt, students also must wear a uniform or spirit wear shirt underneath. Non-uniform clothing with Yinghua's name on it from Yinghua special events and athletics teams is approved spirit wear. Special Yinghua T-shirts and other tops sold as spirit wear also is spirit wear. Spirit wear is defined as a top issued by the school which includes the words Yinghua Academy or on which or Yinghua logo appears.

## **STUDENT LIFE ORGANIZATION**

The **Student Life Organization (SLO)** at Yinghua Academy gives students the opportunity to develop life skills that empower them to make a difference. SLO is the students' mini-society. Students who are selected—not elected—help manage SLO and are called Prefects. All students are encouraged to join SLO to play an active role in the life of the school. Working in cooperation with and complementing the efforts of the administrative and academic staff, Prefects are valuable assets to the school. Student Life Prefects help raise the general standard, promote high social and moral values and encourage participation in a wide range of activities. The Dean of Students allocates real-life tasks to students, and advises and supports them in all their efforts. [Click here for the SLO organizational chart.](#)

Student Life is the means to empower students to make a difference by giving them the responsibility and opportunity to develop important life skills including leadership, cooperation, confidence, creativity, problem solving, communication, and global citizenship. While engaging in activities and having a good time, students also acquire and refine the skills, attitudes and attributes that give them an edge. They acquire a broad base of skills and experiences and become effective team players.

The goals of the Student Life Organization are as follows:

1. Reverse negative attitudes and promote a positive outlook on life.
2. Complement the academic portion of our students' education.
3. Allow the students the opportunity to experience real-life work, responsibility and accountability.
4. Involve students in their own education through ownership and investment.

5. Promote the highest standards of ethical and moral values.
6. Model “The Great Expectations” for the whole school.

Students in 5<sup>th</sup> through 8<sup>th</sup> grade are encouraged to volunteer to participate in the leadership of Student Life and help make Yinghua Academy the best school it can be. A variety of tasks exist throughout Student Life and cater to the different interests and skills of the students. Tasks fall into Student Life Departments, which mirror the structure of the school.

## **STUDENT SEARCHES**

Yinghua Academy staff and faculty may conduct searches of students at any time, without notice, without student consent, and without a search warrant when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Students should have no expectation of privacy in lockers, desks, computers, iPads, backpacks, pocketbooks and the like. Inspections of lockers, backpacks and desks may be conducted periodically to ensure safety, cleanliness and adherence to rules. Such searches will be reasonable in scope and intrusiveness, while taking into account the age and sex of a student and the nature of the concern leading to the search. A particular student’s effects are also subject to being searched by school officials and are subject to the same rules. Students will be notified as soon as possible at the conclusion of a search. [Review school policy 502.](#)

## **TECHNOLOGY**

Technology is utilized to enhance learning at Yinghua, and some student-owned technology is permitted at school. Yinghua takes seriously internet safety and appropriate use and monitors and supervises internet, media, and technology use though it cannot and does not guarantee that students will never be exposed to internet content, games, or technology that may be contrary to individual parental wishes. This section describes what is allowed, what is not allowed and how technology is used at school. If parents ever have concerns about a technology-related issue, they should contact the school immediately.

The use of personal electronic devices while on campus is a privilege which may be revoked at any time at the discretion of an administrator. Students bring personal electronics to school at their own risk, and the school is not responsible for their loss or theft. Exceptions may be granted for special events such as class parties, Student Life Period Clubs, field trips, retreats and like. For safety, personal electronic devices may not be used to browse the internet or send messages through the internet while on campus unless for teacher-approved academic purposes. Cell phones may be used to send text messages before and after school, and school-issued iPads and laptop computers may be connected to the internet for school purposes only.

Yinghua has a Media Center desktop computer lab and four mobile technology labs—two for MacBooks and two for iPads. Teachers use the mobile labs for academic purposes in class. Students use family-supplied headphones when using iPads in class.

- Students in kindergarten through 6<sup>th</sup> grade may not bring personal laptops or notebooks to school.
- School-owned desk top computers, laptop computers and iPads are the school’s property, and it is the responsibility of users to treat them with proper care and safekeeping.

- Computers not owned or approved by the school may not be attached to the network without approval from the school's IT Manager.
- School computers may not be moved, opened, unplugged or physically changed without prior approval from the IT Manager.

### **Audio Devices Such as iPods, MP3 Players or CD Players**

Lower School students are not allowed to bring personal audio devices to school. Middle School students may use personal audio devices before and after school only, and during the school day they are to be kept in lockers. When in use, the volume must be kept at a reasonable level so it does not disturb others.

### **Cell Phones at School**

Students in grades 5-8 may use cell phones before or after school only and should silence them and keep them in their lockers during school hours. Although Middle School students are permitted to bring cell phones to school, they may lack the maturity to properly manage and navigate potential challenges and risks, and the school advises against cell phone use by 5<sup>th</sup> and 6<sup>th</sup> graders. Students may not call out or receive incoming messages or phone calls during school hours for any reason. Cell phones seen during the school day will be confiscated by the teacher or administrator and given to the Dean. Younger students are not allowed to have cell phones at school; cell phones will be confiscated if seen with younger children, and we will contact parents. *Also see the section on Confiscated Items.*

### **Cell Phone Cameras & Digital Cameras**

Students are not allowed to take pictures of or record anyone on school grounds without first asking that person for permission. Cell phones and cameras may not be used in bathrooms or locker rooms. Students who take inappropriate pictures or make inappropriate recordings of others will be subject to disciplinary action.

### **Electronic Readers Such as Kindles or Nooks**

Electronic readers may be used before and after school and during Extended Care. During the school day they are to be kept in lockers. Electronic readers are not allowed in class unless specific permission is granted by the teacher for academic purposes. Electronic readers are not allowed in classrooms during exams.

### **Electronic Translators**

Electronic translators may be used in classes if approved by the teacher.

### **iPads or Tablets**

Students in grades K-4 are not allowed to bring iPads or tablets to school. These devices will be confiscated if seen with younger children and parents will be contacted. Students in grades 5-8 may use personal iPads or tablets before and after school only. Personal iPads or tablets may not be used during the school day and must be kept in the locker. Personal iPads and tablets seen during the school day will be confiscated by the teacher or administrator and given to the Dean. *Also see the section on Confiscated Items.*

### **iPads, School-Issued for 7<sup>th</sup> & 8<sup>th</sup> Grade**

Yinghua students in 7<sup>th</sup> and 8<sup>th</sup> grade are issued school iPads for academic use. Note-taking, creating study-guides, writing papers, developing projects and other school-related tasks are appropriate uses of the school-issued iPad—they are a privilege designed to enhance the educational experience for

students and are not to be used for games, TV, movies or social networking during the school day. The privilege of using a school iPad may be revoked at any time at the discretion of the school.

This program is monitored by the Yinghua Information Technology (IT) Manager, teachers and administrators. Students and parents receive an iPad Handbook when the device is issued and are expected to abide by the outlined rules. In addition, school-issued iPads are subject to the internet and cyberspace policies outlined in this Handbook. In summary, students may only use school-installed apps and games; students may not upload or delete apps or games; only the IT Manager may install apps on iPads; students may only use school-issued email accounts on school iPads; students may not use personal Apple IDs on school iPads or other school technology; students may not use iMessage on school-issued iPads at any time; students are required to have a lock-code for their iPads, but must unlock their iPads for a teacher if asked; students may not be gaming, emailing or iMessaging during class or instruction time; students should not use or have out in the open their iPads in a class that does not require it; students may not delete their search history on their iPads, nor on school computers.

**The privilege to use personal audio devices, cell phones and other family-owned technology on campus may be revoked at any time at the discretion of an administrator. The school is not responsible for lost or stolen personal audio devices or cell phones. Students bring personal electronics to school at their own risk.**

#### **THEFT & VANDALISM**

Theft or vandalism of school property, or the property of others, may lead to suspension or expulsion, as well as a requirement of restitution.

#### **THREATS TO FACULTY, STAFF, STUDENTS & VISITORS**

Threats of any kind to faculty, staff, administration, school officials, and visitors will not be tolerated and will be subject to immediate disciplinary action and may lead to suspension or expulsion. Due to the severe nature of threats and how they can impact the learning environment this policy includes verbal, written and electronic threats such as cell phone calls, text messages, instant messages, Facebook, Myspace, personal web pages, videos and emails.

#### **TOBACCO, ALCOHOL & CHEMICAL SUBSTANCES**

Chewing tobacco and smoking are not allowed on school property including both inside and outside areas. Alcohol, tobacco and chemical substances are strictly forbidden at Yinghua Academy. Students in possession of any of these items may be suspended or expelled. Students concerned about or struggling with tobacco, alcohol or drug use may consult with a school administrator. Students who go to the Dean of Students, or any other staff member, for help will be given support and will be treated with respect. They will be informed about what steps they can take to help themselves regarding substance abuse or any other personal problems they may have, and discipline consequences will be avoided if possible and appropriate.

#### **TRAFFIC, TRANSPORTATION, ARRIVAL & DISMISSAL**

It is essential for everyone's safety, the good flow of traffic and efficient arrival and dismissal that these policies be followed by every member of the Yinghua community. The school's traffic, transportation



arrival and dismissal policies incorporate safety and security, efficiency, respect for our neighbors, limited parking space and state and city traffic regulations. *Also see Parking Guidelines.*

**Arrival for MorningCare (6:45-7:45 a.m.)** Click for an illustration: [Arrival Procedures](#).

MorningCare students may be dropped off between 6:45 and 7:45 a.m. at Door 2 on 17<sup>th</sup> Ave NE. There is no registration—this is a drop-in program. You sign in, and you are billed for the day (\$9) at the end of the month. For questions, please contact [Libby Pomroy](#).

**Regular Morning Arrival for the School Day (7:45-8:25 a.m.)**

Students not attending MorningCare may be dropped off between 7:45 and 8:25 a.m. All parents and students should enter through Door 14 during these hours. This includes walkers, bikers, students dropped off on Fillmore Street NE, and parents who park and escort their children into the building.

Students arriving between 7:45 and 8:15 a.m. will be sent to the following areas:

- Kindergarten to the Library.
- Grade 1 to the Lower School Music, Room 158.
- Grades 2-8 to the playground, gym or cafeteria.

All students are released to homeroom at the sound of the 8:15 a.m. bell. Students and parents are not allowed past the cafeteria or on the second floor until 8:15 a.m. because this is teachers' preparation time.

**Be in the building by 8:25 a.m. because school begins at 8:30 a.m.** Door 14 (and all other external doors) will be locked at 8:30 a.m., and students arriving after this time must walk around to the front of the building to enter via Door 1 on 17<sup>th</sup> Avenue NE. Students arriving in homeroom after 8:30 a.m. are tardy and must go to the main office to request a tardy pass from office staff. **Tardies are entered in the student's permanent attendance record in Infinite Campus.**

**Morning Traffic Procedures**

[Click here for a map indicating drop-off and pick-up locations.](#)

*What is allowed and preferred?*

1. All parents who wish to drop their children at the curb are instructed to queue on the northbound side of Fillmore Street NE, which runs along the western side of NE Park. Yinghua refers to this drop-off method as **"Curbside Drop-Off."** **This is the recommended manner for dropping off your child at school.**
  - A. Approach the unloading area from the south.
  - B. Stay in your vehicle.
  - C. Dropping off students on the southbound (west) side of Fillmore is unsafe and not allowed.
  - D. Keep traffic moving. Drop off and move forward as safely and swiftly as possible (such as at an airport curb).
  - E. There will be staff supervising the curb and the path from 7:45AM-8:30AM so there is no need to wait and watch your child walk away.
  - F. Students will use the tree-lined path to walk to Door 14 and enter the school.
2. Parents wishing to park and escort their children into the building must park in legal side street locations or in the Park and Recreation parking lot on Fillmore Avenue. Legal street parking is

marked in green on the Traffic Map. Remember, parking is limited—**Curbside Drop-Off on Fillmore is strongly preferred.**

*What is not permitted?*

1. Dropping students at the curb in front of the school on 17<sup>th</sup> Ave, or along Buchanan Street from 7:45 to 8:30 a.m. is not allowed.
2. Parking/unattended vehicles are not allowed on 17<sup>th</sup> Ave in front of the school on school days.
3. Dropping off students in front of garbage dumpsters or in the staff parking lot is not allowed.
4. Parents may not park in the staff parking lot between 7 a.m. and 4 p.m. unless they are using the handicapped parking spaces.
5. Dropping students off on the southbound (west) side of Fillmore Street is very dangerous and not allowed.
6. Leaving your vehicle unattended on Fillmore Street is not allowed.

*What about buses?*

1. Buses arrive at 8:20 a.m. on Buchanan Street, next to the school.
2. Bus riders enter the school via Door 5.
3. Staff supervise the unloading of buses in this area.
4. Bus riders should go directly to homeroom after arriving.
5. No cars may park in the bus area during the school day.

## **UNIFORMS & OTHER SCHOOL ATTIRE**

At Yinghua, we value students for who they are, not how they look or what they wear. Students are expected to dress modestly and appropriately for an educational setting as outlined in this section of the Handbook. In brief, Lower School (K-4) students wear a light blue top and black bottoms; Middle School students (5-8) wear either a light blue or a red top and black bottoms. Middle School students may not wear un-collared T-shirts unless they are worn as undershirts. On Fridays, school Spirit Wear may be worn.

Teachers and staff check to confirm that students are in compliance with the uniform policy. Decisions about the appropriateness of attire are made by members of the administration. Note, Lower School light blue is *not* dark blue, turquoise, teal or royal blue; and Middle School red is *not* pink, fuchsia, maroon or burgundy. *Also see PE Attire and Winter Clothing.*

### **Approved Uniform Clothing by Grade**

What students may wear to school is outlined below. **Items not listed may not be worn.** Clothing must fit appropriately for school dress. Excessively tight or baggy clothing is not permitted, including tight pants or leggings (unless worn under a skirt or skort). If a classroom is too cool, students should wear layered, approved uniform pieces. They may not wear their outdoor coats in the classroom.

#### **Lower School (Kindergarten through 4<sup>th</sup> Grade)**

1. Plain light blue T-shirt, polo, turtle neck or mock turtle neck
2. Plain light blue Oxford cloth dress shirt or blouse
3. Plain light blue sweatshirt, sweater, fleece or vest
4. Plain white sweatshirt, sweater, fleece or vest
5. Plain black sweatshirt, sweater, fleece or vest

6. Black Yinghua Spirit Wear sweatshirt
7. Plain, solid black pants, shorts or skorts
8. Plain, solid black skirts or blue and black plaid skirts from Donald's Uniform
9. Plain black or light blue jumper-style dresses with an approved uniform shirt underneath
10. Plain light blue knit or polo style dresses
11. Blue plaid jumper, skirt or skort from [Donald's Uniform](#).
12. Black yoga pants (provided they are knit, clean, un-altered, not too tight and fit well)
13. Plain white, black or light blue socks
14. Shoes must be athletic/sport or tennis shoes with **closed-toes** and **closed heels** for safety but may be any color
15. Sweatshirts, sweaters and fleece must be worn over an approved uniform shirt
16. Skirts, jumpers and dresses must be worn with plain black or light blue modesty shorts, tights or leggings
17. Not allowed: Boots, dress shoes, sandals and flip-flops may not be worn during the school day
18. Black sweat pants, **kindergarten ONLY**
19. Black cotton-mesh gym shorts, **kindergarten ONLY**

### **Middle School (5<sup>th</sup>-8<sup>th</sup> Grade)**

Middle School students may wear Lower School items except for T-shirts, and they also may wear the following items:

1. Plain red polo, turtle neck or mock turtle neck
2. Plain red Oxford cloth dress shirt or blouse
3. Plain red sweatshirt, sweater, fleece or vest
4. Plain red socks
5. Red Yinghua Spirit Wear sweatshirt
6. Lands' End Red Plaid Skirt, A-line Skirt or Side-Pleat Skort
7. Red, Blue, Black, or White T-shirts may be worn only as undershirts (they may not be worn alone in Middle School)
8. Shoes may be any style or color, but must be **close-toed** and have **closed heels** for safety.
- A. Shoes and boots may not have heels that are more than ½ inch high.
- B. Fashion boots may not rise above the knee.
- C. Winter and outdoor boots of any kind may not be worn during the school day.

### **The Following Uniform Policies Apply to All Students in All Grades**

1. Black leggings, black tights, black bike shorts and black compression-style bottoms may be worn as modesty garments under skirts and dresses, **but may not be worn alone**.
2. Shorts must be black, chino-type, also known as walking shorts, flat-front or cargo shorts.
3. Shorts and skirts may not be more than 2-inches or 3 finger-widths above the knee.
4. School logos are preferred on shirts and tops but are not required.
5. Black sweatpants and mesh/athletic/gym shorts may not be worn (except in kindergarten), but loose fitting yoga-style pants are allowed.
6. Black jeans may not be worn. Jeans are any color or any fabric trouser with metal rivets and pockets sewn on the outside of the garment.
7. Uniform clothing should be neat, in good shape and clean.
8. Uniform clothing may not be altered, cut or torn.

9. Clothing must fit well. Excessively baggy or tight clothing is not permitted including tight pants or leggings (unless they are worn under a skirt).
10. Long-sleeved shirts may not be worn under short-sleeved shirts.
11. Hats, caps, kerchiefs, bandanas and scarves are not allowed.
12. Hair may only be dyed natural hair colors. Feathers and hair extensions are not allowed.
13. Outerwear (non-uniform coats, jackets, snow pants, boots and the like) may not be worn inside during school.
14. Athletic cleats may not be worn indoors. Students should take them off before entering the building and change into other shoes to avoid injury, damage to floors and tracking dirt inside.

### **Spirit Wear**

Every Friday, all students have the option to wear Yinghua Spirit Wear tops (T-shirts, pullovers and sweatshirts) in addition to regular uniform tops and bottoms. When wearing a spirit wear hoody, pullover or sweatshirt, students also must wear a uniform or spirit wear shirt underneath. Non-uniform clothing with Yinghua's name on it from Yinghua special events and athletics teams is approved spirit wear. Special Yinghua T-shirts and other tops sold as spirit wear also is spirit wear. Spirit wear is defined as a top issued by the school which includes the words Yinghua Academy or on which or Yinghua logo appears.

### **Uniform Sources**

The school is sensitive to concerns about the affordability of uniforms and has partnered with vendors to provide a convenient option for families to find approved uniform clothing. However, families are not required to purchase items from these vendors. If nothing else, these companies are a good source to view approved examples of what students may wear to school. They also may offer sales, return policies, occasional free shipping and logo embroidery. Families are welcome to shop to find the best options to fit their budgets. Any source is acceptable as long as the clothing meets the school's uniform requirements.

Yinghua Academy uniform vendors include (in alphabetical order):

- Donald's Uniform [www.donaldsuniform.com](http://www.donaldsuniform.com)
- French Toast Uniforms, school code QS5GFNU <http://www.frenchtoast.com/>
- Lands' End, school code **900120379** <http://www.landsend.com/ix/schooluniforms/>

### **Used Uniform Sales**

Several times per year, YACA sells gently used, clean uniforms at affordable prices. Proceeds help support YACA programming. You may donate your clean, out-grown uniform items to school any time—bring them to the school office.

### **UNITED STATES PLEDGE OF ALLEGIANCE**

In accordance with school policy, students and staff at Yinghua say the US Pledge of Allegiance once a week, typically during Morning Meeting. US flags are properly hung in classrooms and public spaces at Yinghua. [Review school policy 531.](#)

## **VIOLENCE/PHYSICAL VIOLENCE**

School policy prohibits violence of any kind. Any form of physical violence is considered a major infraction and will be dealt with accordingly and promptly. Physical violence is defined as using physical force, no matter how minor, in anger or with the intent to hurt. In addition, physical horseplay, such as pushing, pulling, shoving playfully, hitting, kicking, tripping or wrestling, may be a precursor to physical violence and therefore is not allowed in at Yinghua. *Also see No Physical.*

## **VISITORS, GUESTS & ACCESS TO THE FACILITY**

Yinghua Academy is a **closed campus** which means all external doors and the two sets of security doors on either side of the entrance to the main office remain closed and locked during the school day. Visitors, including parents and guardians, may not enter or exit the building through any door other than Door 1, on 17<sup>th</sup> Avenue NE. However, under staff supervision, students may be released through alternate exits for recess, class functions such as gym class, and at dismissal time. Visitors, including parents and guardians, are asked never to approach a school door to ask a student or staff member to open the door for them (by knocking on the door or otherwise). Students are not authorized to give visitors access to the building. [Review school policy 903.](#)

**All visitors, including parents and guardians, volunteers, contractors and workers, who enter the building between 8:30 a.m. and 3:30 p.m. must sign in and out in the school office and wear a dated “visitor’s badge” while at school.** In addition, visitors, including parents and guardians, may be asked to show a valid ID and state the reason for a visit before being allowed beyond the main entrance. In order to avoid disruptions, all visitors, including parents and guardians, are asked not to approach or enter classrooms during the school day without first gaining permission from an administrator. Parents who need emergency messages delivered to their children during the day, or who wish to request an early dismissal must contact the main office or the Dean of Students to have the message relayed to a child. *Also see Attendance Procedures.*

Individuals wishing to volunteer for the school, including parents and guardians attending classroom field trips, must first take and pass a background check. The [background check form](#) may be found on the school website and in the main office and must be accompanied by a \$20 payment. Per state law, the school cannot pay for volunteer background checks.

## **VOLUNTEERING**

Yinghua Academy asks parents and guardians of current students to contribute four hours or more of volunteer work to the school each year. The school regularly needs volunteers for the library, cafeteria, playground, special events and office support. Volunteers should be aware of and willing to help *all* students. The time commitments for volunteer opportunities vary, and we ask that volunteers arrive promptly and stay for the entire scheduled time. Volunteering at Yinghua is contingent on the successful completion of a background check. The [background check form](#) can be found on the school website or in the office and must be accompanied by a \$20 payment. (Per state law, the school cannot pay for volunteer background checks.) Volunteering is coordinated jointly by a YACA volunteer and school staff. If you would like to volunteer, please email your availability and interests to the YACA Volunteer Coordinator at [volunteer@yinghuaacademy.org](mailto:volunteer@yinghuaacademy.org).

## **WATER BOTTLES/GLASS CONTAINERS**

Keeping well-hydrated is important. Students should bring a (non-glass) bottle filled with fresh water to school every day. Glass bottles, even those wrapped in another material, are not allowed on campus.

## **WEAPONS**

Weapons such as knives and guns of any kind including imitations, toys or imposter weapons of any kind are not allowed on school grounds. Bringing a weapon to school is a major infraction and may lead to immediate suspension or expulsion. [Review school policy 501.](#)

## **WEATHER/SEVERE WEATHER**

Yinghua Academy is an independent school district and makes its own policy decisions regarding severe weather. Yinghua does not automatically follow the Minneapolis Public Schools weather decisions. The school will close if weather-related conditions necessitate it. A Yinghua closing or alteration in Yinghua school hours will be announced by 6 a.m. via the media (WCCO 830, WCCO-TV, KSTP-TV and KARE-11 TV); email and automated voice messages from the school to the contacts you provide us via Infinite Campus; and postings on the Yinghua website.

If the school is not closed, but the schools in your home district are closed, your child may stay home and receive an excused absence that day. Use the [Absence/Tardy or Request Early Dismissal](#) form on the school website (a Quick Link at the bottom of the homepage) or call to report the absence (612-788-9095, x 126).

## **WINTER CLOTHING**

Parents are responsible for making sure their children are always dressed appropriately for the weather. Students, teachers and staff go outside every day for recess, PE class and after school unless the temperature with wind chill is below zero Fahrenheit. A coat or jacket (sweatshirts are not sufficient), warm hat and mittens or gloves are required when the weather is 40 degrees Fahrenheit or colder. In addition, snow pants and snow boots are required for students in kindergarten through 5<sup>th</sup> grade whenever the temperature is 30 degrees Fahrenheit or colder. Students who are not dressed properly will not be allowed outside for recess, PE or after school.

Always send weather-appropriate clothing with your children, even on the coldest days when students will not be going outside for recess. Dressing for the weather is always important. Students must be prepared in case an emergency situation arises which requires students to exit the building and remain outside for an extended period of time.

## **YOUTUBE**

Yinghua does not block YouTube which can be a powerful educational tool. Our teachers and older students often use YouTube in class for teaching, demonstrations, research, presentations and projects. Students may only access YouTube for academic purposes, and students use it under teacher supervision. Students may not access YouTube before or after school or in AfterCare, although older students may be given limited permission to access YouTube outside class to continue academic work.