



MEET YOUR TEACHER 2017 - Important Reminders and Policy Updates

AFTER SCHOOL POLICY CHANGES

- All students, parents and visitors should exit the building by 4:00, unless participating in a designated and approved after-school activity.
- **Students are not allowed on campus unsupervised after school at any time, including middle school students.**
- During dismissal, parents and visitors are not allowed in the building beyond the mural hallway near door 2.
- Parents and visitors arriving after dismissal ends (4:00 p.m.) must check in with Aftercare staff at door 2 before going past the mural hallway. **However, students, parents and visitors are not allowed past the cafeteria and gym foyer on first floor after school unless - A) they are involved in approved after-school activities, clubs, sports, Enrichment classes, Music Conservatory or Aftercare, or B) they have permission from a YA staff member.**
- Students waiting for an afterschool event that starts after 4:00 must be checked into aftercare or be supervised by a parent or the activity leader. For example, a student waiting to watch a sporting event that starts at 4:30, or a student waiting for their music concert that starts at 5:00.
- Students and parents waiting for a family member to finish their after-school activity should wait in the open area in front of the Main Office (commonly referred to as the “Fish Bowl”) or the hallway in front of Door 2.
- Parents should pick up their children no later than 15 minutes after the conclusion of any after-school activity.
- Unsupervised students still waiting for pick-up after the 15 minute window will be checked into Aftercare and will be billed a \$10 Aftercare fee.
- Parents and students may go to their lockers to retrieve their belongings after being checked out of Aftercare and/or picked up from their club, sport or activity.
- All rooms are locked and closed to students and parents without prior permission from YA administration.
- Students/parents will not be allowed into classrooms to retrieve forgotten items such as instruments, homework, etc., after 4:00. Musical instruments should be stored in music room 157 and not in classrooms, cubbies or hallways. Students should collect their instruments from room 157 during PM homeroom before dismissal if they need to take them home.

SILENT DISMISSAL

- **QR Codes** – Dismissal cards now have QR codes! For safety, dismissal cards will be required when picking up children after school. A scan or picture of the card in your mobile device will also work. School staff will scan the QR codes when you come to Door 2 for pick up. Staff will continue to manually enter dismissal numbers in the carpool line. Be sure to share a copy of the picture, or one of your dismissal cards, with every authorized pick up person in your family.



- **Temporary Authorization Numbers** – Parents may now give temporary authorization to another family to pick up their children by using an “Alternate Pick-up Number”. Simply log into your online account and enter the other family’s dismissal number for each of your children. When staff enters that family’s number, your children will also be called. The temporary number must be entered by 3:00 the day of and will expire after dismissal.
- **Bike/Walk Students** – If you wish to allow your child to bike or walk home, be sure to select this option in Silent Dismissal. For safety, the school will not release bikers or walkers unless a parent has selected this option.
- **Bus Riders** – Over the summer, we set up all bus riders to ride the bus home M-F in Silent Dismissal. Please adjust your Silent Dismissal settings by 3:00PM on August 30 if you do not want your child to ride the bus home.
- **Bus Book Bag Tags/Badges** – All bus riders in grades K-8 will be issued a bus book bag tag on the first day of school. The tags will include a QR code and the student’s bus information. These tags should remain attached to the student’s bag/pack for the entire year. Staff will scan the QR codes as students board the bus. If your child loses their bus tag, contact the school office.

MUSICAL INSTRUMENTS

For safety and security, instruments should be stored in the cubbies in music room 157 and may no longer be stored in classrooms or on top of cubbies.

ATTENDANCE

Parents should always notify the school when their child is going to be absent or tardy. Unexcused absences can quickly become a serious issue. Unexcused tardies count towards unexcused absences. Three unexcused tardies equal one unexcused absence. When a student accumulates seven unexcused absences, they are considered truant. The school is required to report truant students to the student’s home county attorney’s office which can lead to child services becoming involved and potentially serious legal ramifications.

UNIFORMS

Hair should be natural color. Sweatshirts, fleece and sweaters must be entirely white, or black, or light blue, or red (red is for middle school students only) and may not have colored highlights, stripes or writing. Black spirit wear sweatshirts from a school source, such as athletics or YACA, may be worn every day if the words “Yinghua Academy” appear on the sweatshirt in black, white or red letters.

Please see the Student & Family Handbook on the school website for more information and clarification regarding these and many more school policies.