



## 2018-19 STUDENT AND FAMILY HANDBOOK

YINGHUA ACADEMY | District 4140  
1616 BUCHANAN STREET NE  
MINNEAPOLIS, MN 55413  
TELEPHONE: 612.788.9095  
FAX: 612.788.9079  
[www.yinghuaacademy.org](http://www.yinghuaacademy.org)

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## HOW TO USE THE STUDENT AND FAMILY HANDBOOK

Updated annually, the **Student and 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, posted on the Yinghua website and linked when referred to on these pages. We ask Yinghua families to read the Handbook each year and discuss behavior expectations with their children. New in 2018, we ask that a parent or guardian of each Yinghua student complete the [Student and Family Handbook Acknowledgement of Receipt](#).

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 that may arise between Kindergarten Roundup and eighth grade graduation. Please refer to the Handbook as school questions arise throughout the year. The “find” function (Control 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 parents; 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.

**Parents and guardians** 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. Please 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 that 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 | 核心价值

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 | 行为规范

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. 不断努力 Always try.
2. 尽力而为 Do your best.
3. 互助合作 Cooperate and help others.
4. 尊重他人 爱护公物 Respect people and property.
5. 管好自己 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](#) 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 School 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 is needed. Committee and Board meetings are open to the public in accordance with the [Minnesota Open Meeting Law](#).

The School Board holds regular meetings, typically at 6 p.m. on the third Monday of the month at school. 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 School Board. 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 the spring, and a call for candidates is sent 60 days prior to the election date.

#### **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**. Read more here:

<https://www.yinghuaacademy.org/volunteer/general-information/> and check the school newsletter for current volunteer needs.

## **ACADEMIC EXPECTATIONS**

Yinghua Academy students are expected to come to school prepared to learn. Yinghua teachers and staff believe it is their responsibility not only to teach academic content, but also to instruct students in good study habits. These habits include attending school daily unless one is ill, paying careful attention in class, completing homework on time and daily reading. 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 Responsive Classroom "buddy room" 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 may 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 immersion education best practices such as language separation in time and place. 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, staff, parents and other visitors 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 use Chinese in interactions with teachers, staff and friends. 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 positive 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 and learning to be a global citizen.

## **Homework**

Homework gives students the opportunity to practice new skills and builds upon classroom work. It can have a positive effect on achievement and helps develop life-long skills of self-discipline, motivation, curiosity and confidence. Parents can support children by providing a well-supplied, quiet and well-lit space for homework. Offer encouragement and show appreciation for knowledge and skills. 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 daily homework. 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 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, again both English and Chinese speakers, are on hand to help with assignments.

### **Consequences of Missed Homework**

Homework is a reinforcement of learning that has taken place in class and reinforces time management skills, as well. It also teaches students to be responsible for their own learning. Students are expected to submit their completed homework by the due date. Lower School students may use afternoon homework time or morning Homework Help to complete missing work. On occasion, teachers may use their own prep time to help students solve problems they are unable to resolve on their own. Middle School students who do not complete homework on time will be assigned to Homework Lab during the Student Life (SLO) activity period. The Homework Lab is designed to support students in studying and learning, and to help students to take responsibility for their own learning

For extenuating circumstances outside of the student’s control, exceptions may be considered on a case-by-case basis. Questions should be directed to the Academic Director.

### **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 math and reading progress throughout the year. Yinghua parents and guardians who refuse to have their children participate in state-required standardized assessments should read this and complete the form on the guide’s third page: [Parent/Guardian Guide and Refusal for Student Participation](#). Return completed forms to the Assessment Coordinator and the Executive Director of Yinghua Academy. (Minnesota Statutes, section 120B.31, subdivision 4a. Student Participation) To assess Chinese oral proficiency, students in kindergarten and grades two and four take the Student Oral Proficiency Assessment (SOPA) and students in grades six and eight complete the Oral Proficiency Interview (OPI) assessment. We ask you to ensure that your children receive a healthy breakfast and adequate sleep. It is extremely important that students attend school 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 our conference period, contact teachers to schedule a meeting at an alternative 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.

## ACH

Some Yinghua families find that ACH, which stands for Automated Clearing House, is a convenient method for paying fees such as for Aftercare, field trips, busing and the like. Complete the school's [ACH Form](#) at the start of each school year to facilitate payments through your own checking or savings account. Attach a voided check or savings deposit slip to your Yinghua ACH Form and submit the form to the school's Business Manager.

## AFTER SCHOOL GUIDELINES

The following After School Guidelines serve two purposes. First, they help ensure student and staff safety in and around our facility. Second, they help protect teacher preparation times—after dismissal, teachers are relieved of student supervision duties and may focus on teaching preparation.

- **Unsupervised students are not allowed on campus after 3:45 p.m.** This includes Middle School students.
- **Exit the building by 3:45 p.m.** Unless participating in school-approved after-school activities, students should exit the building by 3:45 p.m. Likewise, parents and visitors should exit the building by 3:45 p.m. unless they are assisting with a school-approved after-school activity.
- **Classroom doors are closed and locked** at 3:45 p.m. Students are not allowed into classrooms to retrieve forgotten items such as instruments or homework. Students who need to bring home instruments, should retrieve them from room 157 before dismissal.
- **Retrieving belongings after 3:45 p.m.:** Aftercare students and parents may retrieve items from lockers after checking out from Aftercare. They will not be allowed into classrooms to retrieve items. Ask for Aftercare staff assistance to retrieve instruments from room 157.
- **Pick up students within fifteen minutes:** Parents must pick up their children from after school events no later than fifteen minutes after the published ending time of the event.
- **\$10 Aftercare fee for late post-activity pickups:** Unsupervised students waiting for parents or guardians to pick them up fifteen minutes after the concluding time of a non-Aftercare after-school event (such as athletics) will be checked into Aftercare and families will be billed \$10, a discounted Aftercare fee.
- **Parents and visitors:** Parents and other visitors arriving to pick up children after 3:45 p.m. must check in with Aftercare staff at Door 2. Activity leaders will escort students to Door 2, or Aftercare staff will call for students. Please wait in the Door 2 area for your children to arrive. Parents and visitors are not allowed to wait for students in the cafeteria and gym foyer on the first floor unless they are involved in an approved after-school activity or have Aftercare staff permission. Siblings and parents waiting for another family member or carpool member to finish an after school activity must wait in the Door 2 area.
- **Check out at Door 2:** At the conclusion of a non-Aftercare activity such as Debate or Girl Scouts, the supervising adult will escort students to Door 2 to check out and meet parents. Students may not remain in classrooms after activities conclude.
- **Students attending events:** Students who wish to attend an after-school event that begins after 3:45 p.m., such as a volleyball game or a school orchestra concert, must check into Aftercare prior to the event. For example, a student waiting to attend a 4:30 p.m. sporting event or a student waiting to perform in a 5:00 concert must be checked into Aftercare prior to the beginning of the

event. Students who are **preregistered as helpers** for an after school event (such as a Middle School Dance) will be closely supervised by staff and may stay at school between 3:45 p.m. and the starting time of the event without signing into Aftercare. If a parent or guardian will attend an after school event along with a student, they may wait together in the Door 2 area for the event to begin.

- **Using Yinghua facilities:** Anyone who wishes to use Yinghua facilities such as classrooms for an organized after-school event such as a club (Battle of the Books, Scouts, Model UN, etc.), special event, or meeting must read the [After School and Facilities Use Guidelines](#) and complete this [form](#).

## AFTER SCHOOL GYM GUIDELINES

- A parent, coach, or Enrichment teacher must supervise students in or near the gym after school. All other students must check into Aftercare.
- Aftercare students may not linger in the gym, in the gym foyer, or near the concessions tables without Aftercare staff permission and supervision.
- Only student helpers with direct permission from PE staff or coaches are allowed in the gym before a game or a practice.
- Students may watch a game in the gym only if they are under the supervision of a parent, coach, or Aftercare staff.
- Student spectators must stay in the bleachers unless they are leaving for a restroom break or going home. Students may not repeatedly enter and exit the gym, nor enter the athletes' area of the gym floor.
- Students may not touch PE equipment without permission.
- Student spectators should not interact with, nor distract athletes.

## 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.**

## ARRIVAL, SEE MORNING ARRIVAL

## ATTENDANCE

Parents and guardians should take daily attendance seriously because law requires daily attendance and attendance information is part of each student's permanent school record. It is your responsibility to ensure that your child attends school and to communicate with Yinghua about absences and tardiness. Unless your child is ill or there are other emergency circumstances, your child should be at school. While students can make up some missed schoolwork, daily learning experiences and Chinese language practice cannot 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 and Make-Up Work, and Extracurricular Activity Restrictions Due to Absence.*

### **Automated Attendance Alerts via Phone and Email**

The school uses an automated message distribution system through Infinite Campus. Alerts, via phone and email, are generated for unexcused absences and for pre-reported absences that are unexcused according to Minnesota attendance 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 the 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, attend class regularly and arrive on time. [MN Stat. 120A.22](#)
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. [MN Stat. 120A.34](#)
3. Parents are required to notify the school when a child is absent or running late (tardy).
4. Yinghua Academy, a Minnesota charter public school, is required to keep accurate attendance records and report truant students to the Minnesota Department of Education and the office of the county attorney.
5. The term *continuing truant* is defined as a student under the age of sixteen who is absent from school without lawful excuse in a single year for three days if the student is in elementary school or three or more class periods on three days if the student is in middle school. [MN Stat. 120A.22](#)
6. The term *habitual truant* is defined as a student under the age of sixteen 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. [MN Stat. 260C.007, Subd. 19](#)

### **Daily Attendance and Tardy Arrival Procedures**

Students should arrive in the building by 8:25 a.m. in order to be on time. 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. via the Infinite Campus database.
2. Students arriving in homeroom after 8:30 a.m. are tardy. Teachers send tardy students to the office to receive a tardy pass before they are allowed into their classroom.
3. A student arriving at school after 8:30 a.m. enters the school via Door 1 (17<sup>th</sup> Avenue NE) and receives a tardy pass from the main office. Door 14, the usual arrival door, is locked at 8:30 a.m.
4. Late-arriving kindergarten through 4<sup>th</sup> grade students should be accompanied by you to the main office to check in with office staff and receive a tardy pass.
5. After 9 a.m., students of all ages must be accompanied into the building, signed in at the computer by a parent or guardian and issued a tardy pass by staff.
6. Infinite Campus generates an automated phone call and email to you if your student was marked absent, unexcused. *Also see Unexcused Absence.*
7. 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 9:00 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 become a serious 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**

Leaving school early means missing instructional time. Keep early dismissals to a minimum by using teacher professional development days for dental appointments, for instance. Avoid appointments on exam days, noted on the school's 12-month wall calendar.

Parents and guardians may request an early dismissal by phone (612-788-9095), via handwritten note delivered to the school office, or by using the online form called “[Absent/Tardy or Request Early Dismissal](#),” which is linked in a teal box on the top right of the Yinghua website and is in the Quick Links at the bottom of the website. Submit your request as soon as you know you will need your child to miss school time. The deadline for such requests is two hours before the time when you will pick up your child unless it is an emergency.

### **2018 NEW EARLY DISMISSAL PROCEDURES** Updated in 2018

1. A dismissal is an “early dismissal” if it occurs between 8:30 a.m. and **2:50 p.m.**
2. **2:44 p.m. is the cutoff for you to alter today’s dismissal plan in Silent Dismissal.**
3. There are no early dismissals between 3:00 and 3:30 p.m.

As of August 2018, the latest possible early dismissal time is 2:50 p.m. Following is background information about this change. Silent Dismissal will lock down at 2:45 daily. During the frozen time, no dismissal alterations can be made. Except in the case of an emergency, there will be no student early dismissal between 3:00 and 3:30.

If you need to pick up your child before 3:30 p.m., your deadline to submit the early dismissal request is 12:50 p.m. for a 2:50 p.m. pick-up time. If you miss this timing window, you must wait for regular dismissal. Staff will begin taking dismissal numbers at Door 2 and on Fillmore at 3:15 p.m. If you arrive between 3:00 and 3:30 p.m. and request that your child be dismissed, the office staff will not be able to abide by your request. Instead, you will be invited to go to Door 2 so that staff may enter your child’s dismissal number. Your child will meet you at Door 2.

### **Excused Absences and Excused Tardies**

An excused absence or tardy is one for which no consequence is assessed to a student, and, in the student's official attendance record, the school codes this as "absence excused" or "tardy excused." 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 non-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 school may request a written note from a health care provider in order for the appointment to be excused.
4. Family emergencies requiring immediate action.
5. Religious holidays and functions.
6. School-related functions such as Yinghua Athletics, field trips and the like.
7. Trips approved by a school administrator to high schools and colleges.
8. School buses that are running late.

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 and 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 Yinghua may decide not to apply consequences for the absence, though the absence may still be recorded as unexcused. The following are not legal reasons for arriving late or 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 or to assist you with the care of a family member.
4. Missing the bus.
5. Vacations (some exceptions apply; *see Extended/Routine Absences*).
6. Traffic (some exceptions apply; 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. Continuing patterns of unexcused absence will result in the following consequences:

1. **Grades K-5** – After **three** unexcused absences, the student’s parent or guardian will be notified in writing.
2. **Grades 6-8** – After **three** unexcused *period* absences on three days, the student’s parent or guardian will be notified in writing.
3. After **six** unexcused absences (six **days** for grades K-5 or six **periods** for grades 6-8), the student is considered “habitually truant,” and the school is legally bound to report the student to the family’s county attorney’s office.
4. After a report of habitual truancy to the county attorney’s office, the attorney’s office will write to the student’s parent or guardian.
5. Parents or guardians of truant students aged 0-12 may be found guilty of a misdemeanor and may be charged with educational neglect or face a Child In Need of Protective Services petition. [MN Stat. § 120A.22](#) and [120A.34](#)
6. Middle school students who are truant may need to go to juvenile court and authorities may begin a Child In Need of Protective Services petition. [MN Stat. § 120A.22](#) and [120A.34](#)
7. If the pattern of unexcused absence continues, further administrative action may be taken by the school.

### **Skipping Class**

Skipping class is considered an unexcused absence and counts toward a student’s truancy record. See Unexcused Absences/Consequences. Skipping class will also result in an after school detention from 3:30-4:30 p.m. 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. Unexcused tardies count towards a student’s truancy record.

1. Three unexcused tardies equals one unexcused absence.
2. Six unexcused tardies equals two unexcused absences.
3. Nine unexcused tardies equals three unexcused absences.
4. A student is *continually truant* when he or she accumulates nine unexcused tardies, and the student’s parent or guardian will be notified in writing.
5. A student is *habitually truant* when he or she accumulates 21 unexcused tardies, and the student will be reported to the family’s county attorney’s office.
6. If the tardy pattern continues, further administrative action may be taken by the school.

### **Extended Absences/Family Days**

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. Use this form: [Family Day Absence Request Form](#). These five excused absences may not be used at the end of a term or on final exam days. Additional days of absence may be approved by the school. Extra school work may be required in order for absences to be approved.

Notify the school in advance of planned school absences (such as vacations) also by using the [Family Day Absence Request Form](#). Approved forms are circulated to your child’s teachers.

- For absences of 1-14 consecutive days, **submit the form at least ten days prior** to the first day. Up to five days may be granted as excused Family Days. Additional excused days may be granted on a case-by-case basis.
- Absences of 15 or more consecutive days are considered **leaves of absence** (unless for medical reasons) and qualify as withdrawal from school unless they are pre-approved by the Yinghua Academy School Board. To obtain School Board approval for a leave of absence, submit your form at least **six weeks prior to the first day**. [Review Yinghua Academy Policy 005](#). Contact the [Academic Director](#) for more information.

### **Routine Absences**

Notify the school in advance of routine absences (including routine early dismissals) by using this form: [Recurring Absence Request Form](#). Approved forms are circulated to your child's teachers. Routine absences due to non-school events, sports, performing, modeling, music, Scouts and the like may be pre-approved and excused at the discretion of an administrator. Submit the form at least ten school days before the start of a routine 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 extracurricular activities during the suspension.
- Students who are absent for school-initiated events are allowed to participate in extracurricular activities that day.
- A student who receives a failing grade at the end of a term will be placed on academic probation. The Academic Director, or designee, will develop for the student an academic improvement plan which may limit the student's participation in extracurriculars.
- 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 the 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 extracurricular activities.

### **AUTHORIZED AND 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 an official colored copy of your dismissal card or a digital photo of it to the authorized person. For security and safety, dismissal cards are required when picking up students. Cards are distributed during the Meet Your Teacher event before the school year starts. Keep track of them! A person who presents a dismissal card or photo of the card to Yinghua staff has permission to pick up the student. Do not reproduce cards by making photocopies. If you need extra cards, ask for help in the school's main office.

If you are not able to share a dismissal card, or photo of the card on an electronic device, to the adult picking up your child (such as in the case of a last-minute emergency or change of plans) contact the office via email to give authorization to the adult picking up your child. 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 may also use the [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 court 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 student cubbies or lockers during the school day. Backpacks left unattended will be confiscated. For safety, students are asked not to bring backpacks with wheels, unless required for medical reasons or special needs
- **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.
- **Cinch Packs** – The school gives one free Yinghua cinch pack to each Middle School student. Cinch packs are distributed to 5<sup>th</sup> grade students at the annual middle school Meet Your Teacher event. Students should write their names on their packs immediately. Students may use these to carry light loads with them throughout the school day. Replacement packs cost \$15 and may be purchased from the Dean of Students. Remember, all school-issued cinch packs look the same—remind your children to label the pack right away with first and last names.
- **Athletic Bags or Equipment and Musical Instruments** – Athletic or sporting equipment bags should be stored in the student’s locker or cubby. Musical instruments should be stored in the cubbies or racks in room 157. For safety and security, these items may not be left on the floor in the hallways nor in classrooms. Unattended bags, sports equipment and instruments will be confiscated. If a Middle School student’s athletic bag or equipment does not fit in the locker, he or she may store it in the office of the Dean of Students. If a Lower School student’s athletic bag or equipment does not fit inside the cubby, it may be stored on top of the cubby.





## BEHAVIORAL EDUCATION

In Chinese, the word for education is 教育 (jiào yù), 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 our five guiding principles and Great Expectations. 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 them into proactive programming and instruction every day. Golden Tickets, recognizing good behavior and 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 helps decrease disruptive behavior in schools.

While classroom management is the responsibility of the teacher, it is the responsibility of the Dean of Students 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 that are 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 roughhousing with friends.

### Discipline

Every student and employee of Yinghua Academy is entitled to learn and work in a safe school environment. 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; school policies; and appropriate school behavior as outlined in this Student and Family Handbook. Students with inappropriate behavior will be reported to the Dean of Students. Inappropriate behavior and disruptions are viewed seriously because they prevent teachers from teaching and classmates from learning to 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 may remove the students 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 should be reported to the Dean of Students as soon as possible 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:

Academic (e.g., repeatedly not completing homework, missing materials or not completing assignments), Behavioral (e.g., class disruptions, inappropriate behavior, arriving at school out of uniform or excessive tardies). These incidents may be documented in Infinite Campus at the discretion of the administration. This information is used to track patterns of behavior or academic performance in order to provide help, guidance, intervention and disciplinary consequences when needed. Incidents are tallied per term and per year and are noted on report cards.

### When Teachers Engage an Administrator’s 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, 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 may receive disciplinary consequences when appropriate, and the incidents may 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 recommended consequences. 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 a behavior incident or behavior concern has been reported to a school administrator—usually the Dean of Students and/or Executive Director. Referrals include violations of school rules and codes of conduct anywhere in the school, on school property, on the school bus, and during school events such as field trips and sporting events.

When possible, the referral process follows these three steps:

1. A teacher or member of the staff refers the student(s) to the Dean of Students.
2. The Dean of Students decides on a course of action which may include meeting with the student(s) at their current location or in the Dean's office to address the concern and review the incident with the student (or students). Sometimes the response involves removing the student(s) from the classroom because their behavior is disrupting learning or because the discussion would prove disruptive to the classroom or requires privacy.
3. After reviewing the incident and collecting pertinent facts, the Dean determines the next steps which may include 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Level actions. See the next section, Options, Procedures and Consequences.

### **Options, Procedures and 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 is in 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 a course of action which may include the following:

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

The student will meet with the Dean. A warning or other appropriate consequence(s) may be given. In addition, a Student Behavior Incident 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 may be notified by phone call, email and/or letter, and a Student Behavior Incident Form may be sent home to be signed by a parent or guardian and returned to the Dean to be kept on file. The incident also may be documented in Infinite Campus, and an automated email report may be sent to the student's parents through Infinite Campus. The incident may be referred to the Executive Director and the Academic Director if needed. If a student is dismissed or suspended from school, a parent conference may be required to readmit the student to school.

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

A serious behavior incident has taken place or a serious pattern of repetitive negative behavior has been established. Serious action will be taken, possibly including a parent conference, community service, Behavior 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 behavior incident 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 Plans, detention, in-school suspension, suspension or expulsion. Review [Policy 506](#).

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

Students may walk or bike to school at your discretion. Parents who allow their children to walk or bike home after dismissal, need to select this option in Silent Dismissal. Selecting this option helps the school safely track the location of every student during dismissal and gives 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 cautious in the presence of vehicles and pedestrians and should be courteous and respectful 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 with ingredients listed, 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.

To avoid misunderstandings, if your child is having a birthday party outside of school and will invite Yinghua friends to the gathering, do not distribute the invitations at school. Please also exercise sensitivity when planning guest lists so that feelings are not hurt.

## 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.

Review [Policy 514](#). 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 and 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 child and 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 and 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, 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 name-calling.
2. Bullying through social exclusion or isolation—intentionally and blatantly excluding someone from a group.
3. Physical bullying such as hitting, kicking, shoving, or spitting.
4. Character assignation and sabotaging relationships by triangulating or spreading lies, cruel gossip, or false rumors.
5. Inappropriate, cruel, intimidating, or threatening letters or notes.
6. Having money or other possessions taken or damaged by another.
7. Being threatened, intimidated, or forced to do things by another.
8. Racial bullying.
9. Sexual bullying. *Also see Sexual Harassment.*
10. Cyber Bullying. *Also see Cyberspace.*

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

1. During any school-sponsored or school-sanctioned programs, activities, events or trips;
2. 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;
3. Through off-campus communication and use of electronic technology which seriously disrupts any student's education;
4. Any act of retaliation against a victim, good faith reporter or witness of bullying is prohibited; and
5. 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 immediately. 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 alleged bullying, and a report will be completed within ten school days unless the Executive Director or Dean of Students grants, in writing, a 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.

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; 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 laws governing data access; take steps to ensure the safety of the targeted individual 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, video 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 of another person, also called dissing.
- Character assassination/relationship sabotage—sending or posting cruel gossip or rumors about a person to damage his or her reputation or friendships.
- Impersonation—logging 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 other schools—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 with consideration for riders’ home addresses as much as possible, 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: <https://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 most do 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. Non-Minneapolis residents qualify for free busing if they pre-register for a Minneapolis stop and use that stop every time they ride; otherwise, busing 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 Operations Coordinator. Students may not switch buses after being registered and non-registered students may not ride the bus for special occasions (i.e. – riding a friend’s bus home on Friday for a sleepover or party). Parents are not allowed to ride school buses.

## CHEATING AND ACADEMIC DISHONESTY

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

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 or with the teacher, 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 or under direct teacher supervision. 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 – Viewing notes, study guides or “cheat sheets” during 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 fall and spring conferences are a very important component of communication between teachers and parents. Infinite Campus is also often used to communicate behavior and attendance alerts to parents. 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: <https://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.

## 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 for three school days, after which time the student or a parent may 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.
- **Five or More 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 are clear and unconcealed indications that someone may 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 AND 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. They add accountability for repetitive or serious behaviors that violate school policy, go against general YA behavior expectations, or are illegal. When assigned, a detention, in-school suspension and suspension is *mandatory*, and the student may be required to serve the detention or suspension before being allowed to resume classes.

### Detention

After-school detention is given in response to disciplinary issues such as chronic behavior incidents 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 Incident Form or an Infinite Campus electronic alert 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 or office. Students serving ISS are 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, change commitments, special projects, behavior plans, restitution, detention, in-school suspension, suspension or expulsion. Review [Policy 506](#).**

## **DISMISSAL AND SILENT DISMISSAL**

How is your child getting home today? Our students ride school buses, join carpools, walk home, or stay for after-school activities. Some students do the same thing every day, some don't. To keep track of what *your* family is doing daily, Yinghua uses the online database **Silent Dismissal (SD)**. [See a flowchart of our dismissal process](#). Through SD, you have the ability to make changes until 2:44 p.m. each day from your computer or other device.

SD's name comes from the fact that computer screens, rather than bells and intercom announcements, deliver dismissal instructions about where to go and when a carpool arrives. Teachers and students remain in their homerooms and watch for student names and dismissal instructions to appear on classroom projector screens.

**Yinghua dismissal is from 3:30 to 3:45 p.m.** When the 3:30 bell rings, staff supervises the dismissal process inside and outside the school. SD helps us ensure building and student safety and enables us to keep track of where students are. It also manages Aftercare registration and billing.

### **SD Dismissal Settings**

Every Yinghua student is assigned an SD account. Parents use a secure code to set up a parent account to access their children's schedules, either online or through a mobile application. [Learn how to manage Silent Dismissal Account](#). You have eight daily settings to choose from:

1. **Pick-Up** Use this setting if your child will be picked up from school by a parent or guardian. **You have two pick-up location options. You can park in the Northeast Park parking lot and walk to Door 2 on 17<sup>th</sup> Avenue NE, or you can join the curbside car queue on Fillmore Street NE.**
2. **Bus** Use this setting if your child will ride home on one of the nine Yinghua school buses. Only pre-

registered students may ride the school bus. Bus riders are dismissed at 3:30 p.m. and exit the building via Door 5 to board their buses on Buchanan Street NE. Students are not allowed on the bus unless this option has been selected in Silent Dismissal, including Middle School students (grades 5-8). Buses leave the school at 3:40 p.m.

3. **Aftercare** Use this setting if you signed up for Aftercare including Enrichment Classes, Tutoring (one student, one staff) and Music Conservatory lessons. Students will be dismissed to Aftercare at 3:30 p.m.
4. **Club** This includes routine activities that are not part of the Aftercare program. These activities use school facilities during or after school hours. Examples include Battle of the Books, Debate, sister school video conferences, Girl Scouts and Lego League.
5. **Walk or Bike Home** Students whose parents allow them to walk or bike home without adult supervision will be dismissed at 3:30 p.m. When parents select this option in SD, they grant their children permission to leave the school without a supervising adult.
6. **Athletics** This includes students registered for Yinghua Athletics programs and teams that are not associated with Aftercare or Enrichment. Alert, some Lower School sports are organized through the Enrichment Program—ask [Libby Pomroy](#) to help you select the proper setting.
7. **Other** This SD category includes students registered for occasional or one-time school-related after-school activities that are not associated with Aftercare, Enrichment or Yinghua athletics. For instance, in late spring, some students may be invited to rehearse music to perform at the eighth grade graduation ceremony in June.
8. **Test Prep** Use this setting if your child is signed up for small group MCA testing preparation. The group test prep sessions are open only to students by recommendation of a teacher or Dr. Lien.

### Dismissal Numbers and Cards

- Via Silent Dismissal, numbers are assigned to each student. Families with multiple children receive one dismissal number per family. Typically, families will keep the same number from year to year.
- Through Silent Dismissal, the school prints dismissal cards for all students. The cards display students' dismissal numbers and QR codes. Dismissal cards are distributed to parents during Meet Your Teacher. Cards that are not picked up are sent home with students on the first Friday of school.
- Parents or other adults picking up Yinghua students are required to show their valid dismissal cards when picking up. Anyone without a card, **or a photograph of the card on a mobile device**, must go to the school office to present a legal ID, and parents will be contacted. Only authorized adults may pick up a Yinghua student. Share the card with sitters, grandparents, and any other adults whom you authorize to pick up your child from school.
- **Hint: Use a mobile phone to photograph your dismissal card. Keep the photo on the mobile device in a place that is easy for you to find when you need it. Share the photo with others who are approved to pick up your child.**
- If your child may occasionally ride home with another student, as for a play date, share copies of your school-issued dismissal cards, or share the photo of the card. If you need extra copies of your dismissal card, you may request them in the school office. You may also use the current day override function in Silent Dismissal to designate a different dismissal number for the day—your child's name will come up on the screen when the friend's dismissal number is entered. This way, they will both leave the classroom at the same time.
- For occasional carpooling, the parent who picks up the group will need to show all riders' dismissal cards (or photos of the cards) to staff when they arrive for pick-up.
- Accessibility: There is a designated parking area in front of the school on 17th Avenue NE for any adult or student with accessibility needs. Display proper accessibility signage on your vehicle.

### **Timing of Dismissal**

- 2:45 – Silent Dismissal locks down and prohibits changes for the rest of the afternoon.
- 3:00-3:30 – Early dismissals end; students are no longer pulled from class for early dismissals. You will need to wait at Door 2 for your child if you arrive at this time and request your child be pulled early.
- 3:15 – Staff begin entering dismissal numbers at Door 2 and on Fillmore St. To pick up your child, show staff your Silent Dismissal Card at either dismissal location; staff will enter your number into an iPad or smart phone. Teachers begin releasing students whose dismissal numbers have been entered at either dismissal location. Your child will be sent to meet you.
- 3:30 - 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.
- 3:30-3:45 Teachers dismiss students to Door 2 or Door 14 when their names appear on the computer screen in the homeroom. Your child will be sent to meet you.
- 3:40 Buses leave school. Buses cannot be held after 3:40 for late students. Staff will track down late bus riders in grades K-4 until 3:40. Staff will not track down late students in grades 5-8. Students who miss the bus will be sent to the main office to call parents and may be checked into Aftercare until a parent arrives to pick them up.
- At 3:45 p.m., any students still waiting to be picked up are sent to Aftercare and their parents are billed.

### **Pick up at Fillmore Curbside**

- 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. When the line is long, you may also queue up on the westbound side of 14<sup>th</sup> Ave, along the southern side of Northeast Park. Approach 14<sup>th</sup> Ave by driving south on Johnson St. See the blue areas on the Traffic Map.
- Stay in your vehicle and wait for your child to arrive. Unattended vehicles are not allowed along this curb because they block the flow of the line, and cars may be ticketed
- Dismissal cards are required when picking up students at the curb. Hold up your dismissal number, tape it to the lower passenger side corner of the front windshield (like a park pass), or hang it on your rearview mirror so staff can see it.
- 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 or smart phone 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 called to Fillmore, students exit via Door 14 and cross the park on the path under the trees to meet you at your vehicle.
- 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 children via the curbside doors of your vehicle. Avoid loading via the road side of your vehicle. 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 14TH AVENUE.
- The average wait time after 3:15 from the moment a student's number is entered to their arrival at your vehicle is 5-10 minutes. During the first few days of school, your wait time may be longer as we all become accustomed to new routines.
- 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 swift and safe during dismissal.
- Hint: 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 example, you may want your 3<sup>rd</sup> grader to fetch your 1<sup>st</sup> grader before exiting via Door 14 and walking to find your car at the curbside on Fillmore.

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

- Parking near the school is very limited, and traffic is thick during dismissal. Curbside pick up on Fillmore (described above) is the way that we prefer for you to pick up your child if you are traveling by car.
- Any parent or guardian who does wish to walk to the building to pick up a child from 3:30 to 3:45 should park in the Northeast Park lot off of Fillmore Street (adjacent to the Yinghua staff lot) or the Northeast Park lot located at the corner of Fillmore Street NE and 14<sup>th</sup> Avenue NE. See the green areas on the map for the locations of these two parking lots.
- Walk to Door 2 on 17th Avenue NE. You only will be allowed to enter via Door 2.
- Show your dismissal card to staff. You may be asked to show a piece of legal identification if you do not have your dismissal card.
- Staff enters dismissal number into an iPad, your child’s name appears on the screen in the homeroom, and the teacher dismisses the student to Door 2.
- Wait patiently near Door 2 for your child to arrive 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.
- Hint: 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 example, you may want your 3<sup>rd</sup> grader to fetch your 1<sup>st</sup> grader before coming to find you at Door 2.
- After you pick up your child, exit the building. Please do not stay at Yinghua to wait for another child in an after-school activity or do homework with a child.

**DISMISSAL DURING SPECIAL EVENTS**

Special school-wide events, such as the October Storybook Character Parade, May Academic Performances, and June Field Day are very busy and attract crowds of parents, volunteers, and visitors. Often these events conclude at the end of the school day and disrupt our school’s normal dismissal procedures. In order to maintain a smooth and safe dismissal process, we modify our school dismissal procedures on these days. New in 2018, we will use the wording “Special Event Dismissal” on days when the modified dismissal practices will be followed. Families will be notified in advance whenever these modifications are required.

**Special Event Dismissal**

Homeroom teachers will keep track of their students throughout the day on a paper class roster. Parents/guardians who wish to pick up their children early may do so by signing out their children directly with the homeroom teacher. Non-parent/guardian guests who wish to sign out a student early must first visit the main office before the student will be released into their custody. At 3:00, preparation for regular dismissal will begin. All parents and visitors who are in the building for the special event will be asked to depart from classrooms and hallways, and move to the mural hallway near Door 2. This is necessary so that teachers and students can safely organize and prepare for dismissal without distractions. Typically, we begin dismissing students from class around 3:15 rather than 3:30.

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

Leaving school early means missing instructional time. Keep early dismissals to a minimum by using teacher professional development days for dental appointments, for instance. Avoid appointments on exam days, noted on the school's 12-month wall calendar.

Parents and guardians may request an early dismissal by phone (612-788-9095), via handwritten note delivered to the school office, or by using the online form called "[Absent/Tardy or Request Early Dismissal](#)," which is linked in a teal box on the top right of the Yinghua website and is in the Quick Links at the bottom of the website. Submit your request as soon as you know you will need your child to miss school time. The deadline for such requests is two hours before the time when you will pick up your child unless it is an emergency.

Updated in 2018

1. A dismissal is an "early dismissal" if it occurs between 8:30 a.m. and 3:10 p.m.
2. 2:44 p.m. is the cutoff for you to alter today's dismissal plan in Silent Dismissal.
3. There are no early dismissals between 3:10 and 3:30 p.m.

As of August 2018, the latest possible early dismissal time is 3:10 p.m. Following is background information about this change. Silent Dismissal will lock down at 2:45 daily. During the frozen time, no dismissal alterations can be made. Except in the case of an emergency, there will be no student early dismissal between 3:10 and 3:30.

If you need to pick up your child before 3:30 p.m., your deadline to submit the early dismissal request is 1:10 p.m. for a 3:10 p.m. pick-up time. If you miss this timing window, you must wait for regular dismissal. Staff will begin taking dismissal numbers at Door 2 and on Fillmore at 3:15 p.m. If you arrive between 3:10 and 3:30 p.m. and request that your child be dismissed, the office staff will not be able to abide by your request. Instead, you will be invited to go to Door 2 so that staff may enter your child's dismissal number. Your child will meet you at Door 2,

### Early Dismissal Passes

Teachers of Lower School students who have been granted an early dismissal are given a paper pass which will allow the student to leave the class at an appointed time. If a Lower School student does not arrive in the office to meet you at the appointed time, office staff may be able to help locate the student. However, parents should talk with their children about changes in dismissal routines so that students are prepared to pack up and depart earlier than usual.

Middle School students, grades 5-8, receive their early dismissal passes directly from the office, not through a teacher. It is the student's responsibility to keep the pass throughout the day, show it to a teacher at the appointed time, gather belongings, and bring the pass to the office to be ready for departure with you. Middle School teachers release students from class at the time written on the pass. Parents must coach Middle School students about being prepared and prompt for an early dismissal. It is the student's responsibility to keep track of the pass and arrive in the office at the appointed time. **Staff will not abandon their office responsibilities to search for Middle School students who have not arrived in the office for a scheduled early dismissal.** Remind your Middle School child that it is a student's responsibility to remember what to do on these occasional early dismissal dates.



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

Students may not eat food in classrooms, outside during recess or Aftercare, or in hallways, unless it is their official snack period, or they are receiving their Aftercare snacks, or 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**

All Middle School students (grades 5-8) are given a school email account for educational purposes. 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.*

1. 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.
2. The school takes no responsibility for information or materials transferred through the internet.
3. The school makes no guarantees, implied or otherwise, regarding the reliability of the data connection.
4. The school is not liable for any loss or corruption of data resulting from internet use.
5. 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.
6. School issued student email accounts are for school and academic purposes only. This includes communication with teachers and classmates regarding homework and the like.
7. Social and personal use of school email accounts is not allowed.

## **EMERGENCY PREPAREDNESS**

Student safety is a top priority at Yinghua. In the event of a school-wide emergency, Yinghua will initiate its Emergency Management Plan, which includes the swift and secure sheltering of, accounting for, and care of students, and, if necessary, safe evacuation to a designated evacuation site. Yinghua Academy's response plan includes the appropriate emergency communication and subsequent notification of parents and guardians. This includes the use of an automated contact function through the Infinite Campus messaging system, which generates automated calls, emails, and text messages sent to the contacts you have provided in the database.

Yinghua's Emergency Management 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. If your child has special mobility needs that require an individualized evacuation plan, please contact the school nurse.

## **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 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 Morning Care or Aftercare. Fees are as follows:

- Morning Care, 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 Morning Care 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.**

### **Morning Care**

Morning Care is a drop-in program. No advanced sign-up is needed. You may ring the doorbell near Door 2 (on 17th Avenue NE) and sign in for Morning Care 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 Morning Care. 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. Early-arriving kindergarten students gather in the library from 7:45 to 8:15 a.m. for reading; at 8:15 they are escorted to their classrooms by staff. Likewise, students in 1<sup>st</sup> grade have morning reading in room 158, the lower school music room.

## **Aftercare**

All Yinghua students are eligible to use Aftercare, which you register for through Silent Dismissal. Students must be signed up for each day they attend Aftercare. There is no further registration required. Also see Aftercare Scheduling.

Aftercare begins when school ends at 3:30 p.m. Before dismissal, Aftercare staff deliver snacks to Lower School Aftercare students in homeroom. At 3:30, students in kindergarten and 1st 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. Middle School students pick up their Aftercare snacks in the cafeteria. Older students may 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 must be picked up by 6 p.m. via Door 2 at the front of the school on 17th Avenue NE.
- Enter your child's dismissal number into the iPad near Door 2. You may be asked to show your dismissal card and/or a legal ID.
- If your child is registered for Aftercare but you arrive for pick up before 4 p.m., you still will be billed for Aftercare and should contact the Aftercare and Enrichment Coordinator who will connect you with your child.

## **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. 3 p.m. is the cutoff time for changes in Silent Dismissal. You will be billed for Aftercare on days when you are signed up for it even if you pick up before 4 p.m. If your plans change and you can pick up your child earlier than planned, make your change in Silent Dismissal before 3 p.m. See the Aftercare Scheduling Silent Dismissal Guide.

## **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 Aftercare and Enrichment 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 (\$10 per day) 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 (\$10 per day) for Aftercare will be bundled with your lesson fees.

- Instruments offered include: piano, violin, erhu, cello, string bass, guitar/ukulele and drums.
- Music lessons last 30 minutes once per week. Hour-long lessons are 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).
- 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.

On field trip days, if the field trip includes the lunch hour, students who eat home lunch should bring their meals in disposable containers. Keeping track of lunch boxes and food containers is very difficult for students to do when they are on field trips. Students signed up for school lunch on the day of a field trip will receive a school lunch in a disposable bag or box that includes cold options such as a sandwich, fruit, vegetable, yogurt and juice box.

## FINANCIAL POLICIES

### Records, Fees and Bill Requests

In the presence of the Executive Director or Academic Director, parents and guardians may view their child's permanent school records. Please give the school one day's notice so that records may be prepared. [[Review school policy 515, 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 (Morning Care and Aftercare), after school Enrichment classes, music lessons, athletics, MS Retreats, 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:

- Scholarships 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, complete the current year's [Application for Educational Benefits](#), mailed to families each summer. An automated form is available online via Infinite Campus, and additional printed applications are available in the school office. The application is also available in several languages on the Minnesota Department of Education website.

## **GAMES AND TOYS AT SCHOOL**

Toys such as playing cards or action figures or other disruptive objects should not be brought to school. Occasionally, teachers may allow a toy to be brought for show and share time or as part of an Enrichment Class, but it must remain in a student's locker or cubby when not being shown in class or used in Enrichment. 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 Period Club. Laser pointers are not toys and are not allowed. Fidgets, such as spinners or cubes, are considered toys and are not allowed at school unless part of a student's IEP or 504 plan. 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 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 AND 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.

The 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 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, significant 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, should not attend school. Please follow the criteria below:

**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. Keep your child home for 24 hours after the temperature has returned to normal (98.6°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 physical education (PE) class. Students go outside for recess every day and often during PE class. Students may not stay in the classroom or Health Office at these times ***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 AND 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, handheld Sony Playstations, 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. In general, toys are also not allowed on campus. A toy may be brought to school for sharing time but should remain in a student locker or cubby when not being shown in class. Fidgets, such as spinners or cubes, are considered toys and are not allowed at school unless part of a student's IEP or 504 plan.

## LEAVING THE CLASSROOM DURING CLASS

Students are not allowed to leave the classroom during class or testing periods without permission and a hallway pass or adult escort 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 AND MEDIA CENTER

Supporting learning is the primary mission of the Yinghua Academy library, dedicated in honor of Dr. Debra Hua Lu 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 stored 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. Fifth 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 school appropriate and removed after five days; school spirit decorations may remain longer. Students should not tamper with name labels or other school-issued stickers.

Locker cubes near the art room are for iPad and cinch sack storage while students are in art class.

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 AND FOUND

Lost and 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 AND SNACK

### Ordering School Lunches and Milk

Yinghua Academy has partnered with Boonli, a company that provides an online site for viewing menus, ordering and paying for school lunch: <http://yinghua.boonli.com>. Every Yinghua family should set up a Boonli account—even if your child does not plan to eat school lunch. Follow the directions on this fact sheet: [Purchase School Lunches Online, How To](#). Contact [Helen Hindrawati](#) for assistance.

We are pleased to continue to offer Free and Reduced Price Lunches to families in need. Per Minnesota law, students that qualify for reduced-price meals will receive free school lunches. To apply, complete the Application for Educational Benefits which can be found on the Yinghua website: Current Families >> Lunch. An automated version of the same form also may be submitted via Infinite Campus—in the Parent Portal, look for “Applications/Forms” in the left sidebar.

### 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 attempt to contact a parent or guardian in the morning on any days when a lunch is forgotten. If the family is not able to bring a lunch to school for the child, an alternative entrée will be provided at a fee of \$5 charged to the student's online lunch account. Please process the

charge within three days. If the family is able to bring a lunch to school, it will be placed in the cafeteria for the student to pick up during lunch time.

### **Lunch ID Cards**

The school uses an electronic scanning system to manage lunch distribution. This system is part of the online lunch ordering process. Yinghua students are issued personal ID cards including their own bar codes and photographic portraits. In the lunch line, the cards are scanned to identify the student's pre-ordered meals. Students may not bring home their lunch ID cards. Homeroom teachers keep the ID cards for students in kindergarten through 5<sup>th</sup> grade and distribute them each day, just before lunch. Cards are returned to the homeroom teachers after they are collected by lunch staff.

### **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 (\$4.25 per adult meal) by contacting the food service staff at least ten 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 \$3.95 (including one carton of milk). On Fridays, which are pizza days, an extra slice of pizza may be ordered for \$2 per slice. 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 regular milk for 50 cents per carton or lactose-free milk for 65 cents per carton. Complete the [Milk Substitution Form](#) if lactose-free milk is needed.

### **Field Trips and 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.

## **MEDIA CENTER—SEE LIBRARY AND MEDIA CENTER**

## **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 timing has changed.
6. All medications must be kept in the Health Office and managed by Health Office staff unless Health Office Staff approve another arrangement.

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

Unless the school has pre-approved the self-carrying of medication—including drugs, herbals, supplements, essential oils and traditional medicines—these are 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, a properly completed [Medication Authorization Form](#) must be 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. It 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. If you prefer that your child not have access to Minecraft during Aftercare, contact [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 AND 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.*

## MORNING ARRIVAL Updated in 2018

It is essential for everyone's safety, the good flow of traffic, and efficient arrival and dismissal that our parking and traffic policies be followed by every member of the Yinghua community. Our traffic guidelines incorporate safety and security, efficiency, respect for our neighbors, limited parking space and state and city traffic regulations. See Current Families --> Transportation & Silent Dismissal for maps and additional parking information. *See also Parking Guidelines in this Handbook.*

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

Morning Care students may be dropped off between 6:45 and 7:45 a.m. at Door 2 on 17th 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.)**

Updated in 2018: After a brief grace period at the beginning of the 2018 school year, parents and guardians will be invited to exchange morning goodbyes outside Door 14 in lieu of entering the school with students. Yinghua adopted this new procedure recommended to us by professionals from the Safe Schools division of the Minnesota Department of Public Safety who visited Yinghua to assess our building safety and safety procedures. September 7, 2018, is the final day for parents of students in 1<sup>st</sup> through 8<sup>th</sup> grade to escort students into the building, and September 14 is the final day for kindergarten parents to escort students into the building. After these dates, parents should say goodbye at the Fillmore Avenue curb or outside of Door 14.

Students not attending Morning Care may be dropped off between 7:45 and 8:25 a.m. All 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 to the door. As always, staff will greet students and supervise arrival on Fillmore Street NE, and staff will be on hand at Door 14 to escort our youngest children to morning reading sites if they arrive between 7:45 and 8:15 a.m.

If you have business in the school, first drop off your children at Door 14 before checking in at Door 1 and registering in the main office. Guests and volunteers must wear a dated badge.

To drop off your child off at school, pull up facing north along the Fillmore curb, on the west side of Northeast Park. You will need to approach from the south in order to access this area along Fillmore. The drop off zone along Fillmore Street should operate like an airport drop off area. After exiting the

car, students walk along the path under the trees to enter at Door 14. It is important to keep traffic moving, so please drop off your child and depart as quickly and safely as possible. The city does not allow parking along the Northeast Park curb, and unattended vehicles will be ticketed. There will be staff supervising the curb, the path, and Door 14 from 7:45 to 8:30 a.m. You do not need to watch your child walk into the building. To walk your child to Door 14, park in the parking lot near the tennis courts off Fillmore or the parking lot off 14<sup>th</sup> Ave.

**Do not:**

1. Park in front of the school on 17th Avenue during school hours. This is an accessibility area. Only cars with proper accessibility signage may park here.
2. Drop off students in front of the school on 17th Avenue NE (unless for accessibility reasons).
3. Drop off students on Buchanan Street NE from 7:45 a.m. to 8:30 a.m. This area is for buses.
4. Drop off students in front of the garbage dumpsters or in the staff parking lot.
5. Park in the staff parking lot between 7 a.m. and 4 p.m.
6. Drop off students off on the southbound (west) side of Fillmore Street.
7. Leave your vehicle unattended on Fillmore Street.

See the [Morning Arrival Flow Chart](#) for most information. Due to construction, do not park on any neighborhood streets north of the school between 16<sup>th</sup> Avenue NE and 18<sup>th</sup> Avenue NE. For safety, please do not send unescorted children across any streets or through the staff parking lot.

Students arriving between 7:45 and 8:15 a.m. are assigned by grade to supervised areas of the school. Locations may be changed to accommodate the size of a group, and staff will guide students when any locations changes are made

- Kindergarten – Room 102
- Grade 1 – Room 101, or Homework Help in the Art Room
- Grade 2 – Room 110 or Homework Help in the Art Room
- Grades 3-4 – Computer Lab/Library (AR, Pinyin, iChinese Reader, Type to Learn) or Homework Help in the Art Room
- Grades 5-6 – Cafeteria/Playground/Gym
- Grades 7-8 – Cafeteria/Playground/Gym or Science Lab (Study Hall)

All students are released to homeroom at the sound of the 8:15 a.m. bell.

**Students should 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 17th 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 and unexcused tardies can quickly add up to a serious truancy issue.**

**What about buses?**

1. Buses are scheduled to arrive daily at 8:20 a.m. on Buchanan Street.
2. Bus riders enter the school via Door 5.
3. Staff supervises 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.

## NOISE/EXPECTATIONS AT SCHOOL

Everyone should make a deliberate effort to control noise at school. During breaks, students should keep noise to a minimum—no shouting, running, roughhousing, 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. [[Review school policy 102, Equal Educational Opportunity](#)] The following policies also apply:

- **Student 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.](#)
- **Student Parental, Family and 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.](#)
- **Gender Inclusion** Students' gender identity is treated the same as sex for purposes of Title IX and other guidelines and policies prohibiting discrimination. Yinghua is committed to providing a respectful and gender inclusive learning environment for all students. [Review school policy 599.](#)

## 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 and see *Morning Arrival* and *Dismissal/Silent Dismissal* for more guidelines for each time of the day:

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. The school parking lot is for staff only.
6. Follow the instructions outlined on our traffic instruction map during morning arrival and afternoon dismissal.
7. 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.

## **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.*

## **PROTECTION AND PRIVACY OF PUPIL RECORDS**

Yinghua Academy recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Yinghua Academy has adopted procedures and policies regarding the protection and privacy of parents and students, pursuant to the requirements of 20 U.S.C. § 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000. State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder. [Review school policy 515.](#)

## **PUBLICITY/SCHOOL PUBLICITY**

Yinghua participates in the furthering of language immersion by participating in professional conferences. Your child may be recorded photographically or on video but will not be identified by name without your permission. Contact Abigail Pribbenow ([abigail.pribbenow@yinghuaacademy.org](mailto:abigail.pribbenow@yinghuaacademy.org)) with questions and concerns.

## **RACIAL SLURS, VERBAL ABUSE, OBSCENITY AND 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 breach of school discipline and may lead to serious and immediate disciplinary action, including suspension or expulsion. This policy applies everywhere on the school campus, on buses and during off site school-sponsored functions such as field trips, sporting events and retreats.



## SCHOOL DAY, OFFICE HOURS AND 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 3:45 p.m. for no charge. Students dropped off earlier than 7:45 a.m. are sent to Yinghua's fee-based Morning Care program. Students picked up later than 3:45 p.m. are sent to Yinghua's fee-based Aftercare program. See the following table for details. *Also see TRAFFIC, TRANSPORTATION, ARRIVAL and DISMISSAL.*

Activity / Time of Day	Hours	Door
Morning Care	6:45-7:45 a.m.	Door 2 (front of school on 17th Avenue NE)
Morning Arrival	7:45-8:25 a.m.	Door 14 (Fillmore Street NE)
School Day	8:30 a.m.-3:30 p.m.	Door 1 (front of school, 17th Avenue NE)
Dismissal	3:30-3:45 p.m.	<ul style="list-style-type: none"> <li>• Parents may begin arriving at 3:00; staff begin entering numbers at 3:15.</li> <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 17th Avenue NE. Please wait patiently in the mural hallway for your child to arrive.</li> <li>• Pick Up at Door 14: You pull your vehicle up on northbound 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, 17th 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. Sexual harassment is a major breach of school discipline and may lead to serious and immediate disciplinary action, including suspension or expulsion. Any student who believes that he or she is a victim of sexual harassment should talk to a parent or to an adult in a position of authority at the school such as a teacher, the Dean or the Executive Director. 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 will develop and track interventions. 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).

## **SPIRIT WEAR**

Every Friday, in addition to regular uniform tops and bottoms, all students have the option to wear Yinghua spirit wear tops, such as T-shirts, pullovers and sweatshirts, with their regular uniform bottoms. When wearing a spirit wear top layer, such as a hoodie, pullover or sweatshirt, students must wear a uniform or spirit wear shirt as a base layer in case the top layer needs to be removed during the day. Spirit wear is defined as a non-uniform garment sold by YACA, or from Yinghua special events, athletic teams, or otherwise issued by the school, which includes the words Yinghua Academy or on which a Yinghua-related emblem or wording 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. All students are encouraged to play an active role in the life of the school, and those who wish to serve as student body leaders may apply to be a SLO Prefect. Working in cooperation with and complementing the efforts of the administrative and academic staff, Prefects are valuable assets to the school. Prefects help uphold high standards of behavior and encourage participation in school activities. School staff and administrators support student prefects as they perform real jobs, complete valuable tasks and plan important events for the school.

SLO empowers students to make a difference by giving them the opportunity and responsibility to develop

leadership, cooperation, confidence, creativity, problem solving, communication and global citizenship. While engaging in SLO activities such as service projects and “late nights” students acquire and refine skills and perspectives that will help them in high school, college and beyond.

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 roles and tasks exists throughout Student Life to 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, emails, 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/PERSONAL ELECTRONICS**

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 desktop computer lab in the media center adjacent to the library as well as several mobile technology labs (MacBooks and iPads) for use in classrooms. Teachers use the mobile labs for academic

purposes in class. Students use family-supplied headphones when using the mobile lab equipment in class.

- Students in kindergarten through 8<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 keep them safe and treat them with care. The school will contact parents of students who do not exercise appropriate respect for equipment.
- 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 (K through 4) are not allowed to bring personal audio devices to school. If a Lower School student brings such a device to school, staff will confiscate it and give it to the Dean. Middle School students (5 through 8) may use personal audio devices before and after school only. During the school day these are to be kept in lockers. When in use, the volume must be kept at a reasonable level so it does not disturb others. Middle School students who use their personal audio devices inappropriately will have them confiscated by staff and given to the Dean.

#### **Cell Phones, iPhone Watches/Smart Watches at School**

Lower School students, in grades K through 4, are not allowed to have cell phones or smart watches at school. If they do bring these to school, they will be confiscated and given to the Dean, and parents will be contacted.

Middle School students are permitted to bring cell phones and smart watches to school. However, Yinghua recommends against it for younger Middle School students in grades 5 and 6. These students may lack the maturity to properly manage and navigate potential challenges and risks.

Students in grades 5 through 8 who do bring cell phones and smart watches to school may use them before or after school only and should silence them and keep them in their lockers during school hours. Students may not send or receive calls or messages during school hours for any reason. Any student who needs to contact parents during the school day may request a pass to the office where a short phone call may be made. Cell phones seen during the school day will be confiscated by staff and given to the Dean. *Also see the section on Confiscated Items.*

#### **Cell Phone Cameras and Digital Cameras**

Students are not allowed to take pictures of or record anyone on school grounds without first asking the subject of the photo for permission. No cameras or devices with cameras may 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**

Students in grades K-4 may not bring electronic readers to school. Middle School students in grades 5 through 8 may use electronic readers before and after school and during Aftercare. During the school day, they are to be kept in lockers. Electronic readers are not allowed in class unless specific permission is granted by a teacher for academic purposes. Electronic readers are not allowed in classrooms during exams. Students who violate these procedures will have their devices confiscated and given to the Dean.

### **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 Students in Grades 7 and 8**

Yinghua students in grades 7 and 8 are issued school iPads which are designed to enhance the educational experience. They may be used for academic work such as note-taking, creating study-guides, writing papers, developing projects and other school-related tasks. It is a privilege for students to have access to school-issued iPads, and they are not to be used during the school day for games, TV, movies or social networking. 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. Students should not leave iPads unattended in unsecure locations.

**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 electronic devices or cell phones. Students bring personal electronics to school at their own risk.**

## **THEFT AND VANDALISM**

Theft or vandalism of school property, or the property of others, is a major breach of school discipline and may lead to serious and immediate disciplinary action, including suspension or expulsion, as well as a requirement of restitution.

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

Threats of any kind—to faculty, staff, administrators, school officials and visitors—are damaging to the learning environment, are a major breach of school discipline and will not be tolerated. Threats of any kind may lead to serious and immediate disciplinary action, including suspension or expulsion. All threats will be taken seriously including verbal, written and electronic threats via cell phone, text message, instant message, Facebook, Myspace, other social media, personal web pages, videos and emails.

## TOBACCO, ALCOHOL AND 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. Student possession of any of these items is a major breach of school discipline and may lead to serious and immediate disciplinary action, including suspension, expulsion and referral to law enforcement. Students concerned about or struggling with tobacco, alcohol or drug use may consult with a school administrator. Students who confide in the Dean of Students, or any other staff member, 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.

## UNIFORMS AND 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 the [Uniform Policy](#). In brief, Lower School (kindergarten through grade 4) students wear a light blue top and black bottom; Middle School students (grades 5 through 8) wear either a light blue or a red top and black bottom. Middle School students may not wear un-collared T-shirts unless they are worn as undershirts. On Fridays, school spirit wear tops may be worn by all students in all grades.

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.*

### Physical Education (PE) Attire—For Grades 6 Through 8

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 are encouraged to change into athletic clothing for PE Class, and must change into regular uniform clothing after PE class. Approved Middle School PE attire 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.

### 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 or there is snow on the ground. 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.

### **Uniform Sources**

The school is sensitive to concerns about the affordability of uniforms and has partnered with vendors to provide convenient options 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)
- Lands' End, school code **900120379** <https://www.landsend.com>

### **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.

### **Spirit Wear**

Every Friday, in addition to regular uniform tops and bottoms, all students have the option to wear Yinghua spirit wear tops, such as T-shirts, pullovers and sweatshirts, with their regular uniform bottoms. When wearing a spirit wear top layer, such as a hoodie, pullover or sweatshirt, students must wear a uniform or spirit wear shirt as a base layer in case the top layer needs to be removed during the day. Spirit wear is defined as a non-uniform garment sold by YACA, or from Yinghua special events, athletic teams, or otherwise issued by the school, which includes the words Yinghua Academy or on which a Yinghua-related emblem or wording appears.

## **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 in school, on school grounds, on buses or at school-related activities, including field trips, sporting events and retreats. Any form of physical violence is a major breach of school discipline and may lead to serious and immediate disciplinary action, including suspension or expulsion. 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 at Yinghua. *Also see No Physical.*

## VISITORS, GUESTS AND 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 at all times. Parent and visitor access to the building is restricted and closely monitored before, during and after school.

**School begins at 8:30 a.m.** Parents and visitors may not enter the building past the school office during morning arrival and the mural hallway near Door 2 during dismissal. **Parents should drop off their children following the procedures explained in *Morning Arrival*.**

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 and must register in the office. 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 have business in the school 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 must contact the main office or the Dean of Students to have the message relayed to a child. *Parents who wish to request and early dismissal should also see Attendance Procedures.*

Likewise, our campus is closed and secure during after-school hours. Pick up from Aftercare and Athletics is through Door 2 only, and parents sign out students. Parents are encouraged to wait for students in an after-school activity someplace other than at school (take advantage of your free time by running errands or visiting a local coffee shop!) If parents choose to wait at school, they may wait in the vestibule outside of the school office.

Individuals wishing to volunteer for the school, including parents and guardians attending classroom field trips, must first complete 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. The background check process should be completed every five years.

## 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 [yaca-volunteer@yinghuaacademy.org](mailto:yaca-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. For safety, glass bottles, even those wrapped in another material, are not allowed on campus. Glass lunch containers are not allowed.

## **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, on buses or at school-related activities, including field trips, sporting events and retreats. Bringing a weapon to school is a major breach of school discipline and may lead to serious and immediate disciplinary action, including 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 radio, 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).

## **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.