

英華

**YINGHUA
ACADEMY**

2019-20 STUDENT & FAMILY HANDBOOK



YINGHUA ACADEMY | District 4140

1616 BUCHANAN STREET NE

MINNEAPOLIS, MN 55413

TELEPHONE: 612.788.9095

FAX: 612.788.9079

www.yinghuaacademy.org

Table of Contents

HOW TO USE THE STUDENT & FAMILY HANDBOOK	8
INTRODUCTION	8
Mission	8
Commitments.....	9
The administration commits to:.....	9
Teachers commit to:	9
Parents and guardians commit to:	9
The Six Principles of Yinghua Academy 核心价值	10
The Dragon Code 行为规范	10
What Is a Charter School?.....	10
Board of Directors	11
Yinghua Academy Community Association (YACA).....	11
ACADEMIC EXPECTATIONS.....	12
Chinese Immersion.....	12
Happiness.....	12
Homework.....	13
Consequences of Missed Homework.....	13
Standardized Tests	13
Parent-and-Teacher Conferences.....	14
Report Cards.....	14
ACH.....	14
AFTER SCHOOL GUIDELINES.....	15
AFTER SCHOOL GYM GUIDELINES.....	16
ALLERGIES.....	16
ARRIVAL, SEE MORNING ARRIVAL	16
ATTENDANCE	16
Unexcused Absence Automated Alert via Phone and Email <i>Also see Unexcused Absence</i>	16
Minnesota Attendance Law	17
Daily Attendance and Tardy Arrival Procedures	17
Reporting an Absence or Tardy	18
Early Dismissal and Requesting an Early Dismissal	18
Excused Absences and Excused Tardies.....	19
Unexcused Absences and Unexcused Tardies	19

Unexcused Absences/Consequences.....	20
Skipping Class	20
Tardiness/Consequences	20
Extended Absences/Family Days.....	21
Routine Absences.....	21
Attendance-Related Extracurricular Activity Restrictions.....	21
AUTHORIZED AND RESTRICTED RELEASE	22
BACKGROUND CHECKS—EMPLOYEES, SERVICE PROVIDERS, CONTRACTORS, VOLUNTEERS	22
BAGS, TRANSPORTING ITEMS TO AND FROM SCHOOL	23
BEHAVIORAL EDUCATION	23
Seven principles guide the RC approach:	24
At the heart of the RC approach are ten classroom practices:	24
BEHAVIOR MANAGEMENT	24
No Physical	24
Discipline	25
Disrespectful behavior is unacceptable and will be reported to the Dean of Students.	25
Classroom Behavior	25
When Teachers Engage an Administrator’s Help for Behavior.....	25
Behavior Referrals.....	26
Options, Procedures and Consequences	26
1 st Level Action	26
2 nd Level Action	26
3 rd Level Action.....	27
BIKE OR WALK TO OR FROM SCHOOL.....	27
BIRTHDAYS	27
BULLYING	28
Definitions of Bullying	28
The Safe and Supportive Schools Act offers the following definitions of bullying:	28
Intimidating, threatening, abusive, and harming conduct may involve, but is not limited to:.....	28
Types of bullying include, but are not limited to:.....	29
Bullying of any kind will not be tolerated and is prohibited:.....	29
Reporting Bullying	29
Response to Bullying.....	29
Consequences of bullying may include but are not limited to the following:.....	30

BULLYING/CYBER BULLYING.....	30
BUSES	31
Cost of Busing.....	31
Bus Registration	31
CHEATING AND ACADEMIC DISHONESTY.....	31
Examples of academic dishonesty include but are not limited to:	32
CHILD ABUSE, SUSPECTED CHILD ABUSE, OR CHILD NEGLECT.....	32
CLEAN SCHOOL/NO LITTERING	32
COMMUNICATION WITH PARENTS.....	32
CONFISCATED ITEMS.....	33
CYBER THREATS.....	33
DETENTION, IN-SCHOOL SUSPENSION, SUSPENSION AND EXPULSION.....	33
Detention	33
In-School Suspension	34
Suspension	34
Expulsion	34
DISMISSAL AND SILENT DISMISSAL	34
SD Dismissal Settings.....	35
Dismissal Numbers and Cards.....	36
Timing of Dismissal.....	36
Pickup at Fillmore Curbside.....	36
Pickup at Door 2 (you park legally and walk to our front door)	37
DISMISSAL DURING SPECIAL EVENTS.....	37
Special Event Dismissal	37
EARLY DISMISSAL and REQUESTS FOR AN EARLY DISMISSAL	37
Early Dismissal Passes	37
EATING, WHERE IS IT ALLOWED?	38
ELEVATOR.....	38
EMAIL	38
EMERGENCY PREPAREDNESS	39
Drills, Closed Campus, and Signing In and Out	39
EXTENDED CARE—MORNINGCARE AND AFTERCARE.....	40
Morningcare.....	40
Aftercare	40

Homework First.....	41
Computer Access during Aftercare	41
Aftercare Pickup	41
Aftercare Billing.....	41
Enrichment Classes	41
Conservatory of Music	42
FIELD TRIPS.....	43
FINANCIAL POLICIES.....	43
Records, Fees, and Bill Requests	43
Educational Benefits for Families Displaying Economic Need	43
GAMES AND TOYS AT SCHOOL.....	44
GIFTS FOR STAFF	44
GOLDEN TICKETS	44
GRIEVANCES.....	45
HALLWAY PASSES	45
ILLNESS AND INJURY/STUDENTS	45
A child with the following symptoms is too ill to attend or remain at school and should be at home:	46
IMMUNIZATION REQUIREMENTS/STUDENTS.....	46
INTERNET AND CYBERSPACE ACCEPTABLE USE	46
ITEMS NOT ALLOWED AT SCHOOL.....	47
LEAVING THE CLASSROOM DURING CLASS	47
LIBRARY AND MEDIA CENTER.....	48
LOCKERS	48
LOST AND FOUND	48
LUNCH AND SNACK	49
Ordering School Lunches and Milk.....	49
Forgotten Lunches	49
Lunch ID Cards.....	49
Parents/Guardians Eating Lunch with Their Children	49
Student Lunches.....	49
Field Trips and Lunch.....	49
Snacks.....	50
Shift Day Procedure	50
MEDIA CENTER—SEE LIBRARY AND MEDIA CENTER	50

MEDICATION/STUDENT MEDICATION	50
Administering Medication at School.....	50
Self-Carrying of Medications.....	51
MINECRAFT	51
MISSED CLASSES AND MAKE-UP WORK.....	51
MOBILITY AIDS SUCH AS CRUTCHES OR WHEEL CHAIRS.....	51
MORNING ARRIVAL.....	52
Car Drop-Off Safety.....	52
Visiting the Office.....	52
What about bus arrival?.....	52
NOISE EXPECTATIONS AT SCHOOL.....	52
NON-DISCRIMINATION	53
PARKING GUIDELINES.....	53
PROPERTY/SCHOOL PROPERTY	54
PROTECTION AND PRIVACY OF PUPIL RECORDS.....	54
PUBLICITY/SCHOOL PUBLICITY	54
RACIAL SLURS, VERBAL ABUSE, OBSCENITY, AND PROFANE LANGUAGE OR GESTURES	54
SCHOOL DAY, OFFICE HOURS, AND WHICH DOOR TO USE.....	55
SEXUAL HARASSMENT.....	55
SPECIAL EDUCATION	55
SPIRIT WEAR.....	Error! Bookmark not defined.
DRAGON LIFE ORGANIZATION.....	56
STUDENT SEARCHES.....	57
TECHNOLOGY/PERSONAL ELECTRONICS.....	57
Audio Devices Such as iPods, MP3 Players or CD Players.....	58
Cell Phones, Apple Watches/Smart Watches at School.....	58
“Away for the Day” Policy.....	58
Cell Phone Cameras and Digital Cameras	58
Electronic Readers Such as Kindles or Nooks.....	59
Electronic Translators.....	59
iPads or Tablets.....	59
School-Issued iPads, Grades 7 and 8.....	59
THEFT AND VANDALISM.....	59
THREATS TO FACULTY, STAFF, STUDENTS AND VISITORS.....	60

TOBACCO, ALCOHOL, AND CHEMICAL SUBSTANCES 60

UNIFORMS AND OTHER SCHOOL ATTIRE 60

 Oops! Dress Code Violation 60

 Physical Education (PE) Attire—For Grades 6 Through 8..... 61

 Winter Clothing 61

 Uniform Sources..... 61

 Used Uniform Sales..... 61

 Spirit Wear **Error! Bookmark not defined.**

UNITED STATES PLEDGE OF ALLEGIANCE 62

VIOLENCE/PHYSICAL VIOLENCE 62

VISITORS, GUESTS, AND ACCESS TO THE FACILITY 62

VOLUNTEERING 62

WATER BOTTLES/GLASS CONTAINERS 63

WEAPONS..... 64

WEATHER/SEVERE WEATHER..... 64

YOUTUBE 64

HOW TO USE THE STUDENT & FAMILY HANDBOOK

Updated annually, the **Student & Family Handbook** is a resource about how the school’s mission, principles and expectations translate into everyday life at Yinghua and how the school implements School Board policies. We ask Yinghua families to read the Handbook each year, discuss behavior expectations with their children, and complete the [Student & Family Handbook Acknowledgement of Receipt](#) to indicate that they have done so.

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

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. 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.

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; maintaining a program rooted in Chinese immersion best practices; 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 commit to:

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 Dragon Code | 行为规范

Following the Dragon Code helps students to achieve the Five Principles. The Dragon Code is discussed in English and Chinese and modeled daily throughout the school. All Yinghua community members are expected to conduct themselves according to these six expectations: :

1. 拒绝暴力 No physical.
2. 不断努力 Always try.
3. 尽力而为 Do your best.
4. 互助合作 Cooperate and help others.
5. 尊重他人 爱护公物 Respect people and property.
6. 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 PTA and 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**. Click here for [Current Volunteer Opportunities](#), and read the school's weekly e-newsletter, Yinghua News & Announcements, to keep up to date regarding volunteer needs. Learn about YACA: <https://www.yinghuaacademy.org/volunteer/yaca/>.



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. 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 Middle School (grades 5-8), speaking Chinese may be required in certain 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 Morning Meeting 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 lifelong 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, teachers will work with them and may communicate with you about it. 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 an extension of what students have already learned and reviewed in class. Assignments do not require skills that students have not yet begun to practice.

Kindergarten students receive homework each weekend, while all other students should expect 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 as part of the 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 are present to assist students. Middle School students may opt to do homework at noon. In afternoon homeroom, from 3:06-3:30 daily, students are encouraged to work on homework before leaving school. If your child participates in Aftercare (our fee-based childcare program), you may ask staff to have your child go to “Homework First” where staff who speak English and staff who speak Chinese are on hand to help.

Consequences of Missed Homework

Homework reinforces learning that has taken place in class as well as time-management skills. 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 homeroom time or morning Homework Lab to complete missing work. Teachers also may use their own teaching preparation time to help students with homework. Middle School students who do not complete homework on time will be assigned to Homework Lab during 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.

On a case-by-case basis, the school may consider homework exceptions if there are extenuating circumstances outside of a student’s control. Direct questions about homework 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 on test days, and it is important that students attend school during testing periods.

Parent-and-Teacher Conferences

Yinghua holds Parent-and-Teacher Conferences in October and April. Check school calendars for dates. **Conferences are important, and you are strongly encouraged to attend.** We will prompt you to register for conference appointments by signing up electronically (online). Watch for an email message sent via Infinite Campus messenger and for notices in Yinghua News & Announcements several weeks prior to conference dates. **If you are unable to meet with teachers during the designated conference period, contact them to schedule a time to meet.**

In addition to conferences, parents may request meetings with teachers and administrators, for instance, if there are academic or behavioral questions or concerns. The best way to reach staff is via email (see <https://www.yinghuaacademy.org/about/employee-directory/>), and they may be available before and after school, by appointment, and via telephone. Please allow 24 hours for staff to respond to messages.

Report Cards

Yinghua Academy follows a trimester calendar with three terms and three grading periods per year. Trimesters end in November, March, and June. We mail home report cards at the end of each trimester on dates published in the school's printed 12-month calendar (distributed at Meet Your Teacher). We publish information about grading rubrics in Infinite Campus, the school's database for student records. Address questions 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 teaching preparation time after dismissal when teachers are relieved of student supervision duties.

- **Unsupervised students are not allowed on campus after 3:45 p.m.** This includes Middle School students.
- **Students must exit the building by 3:45 p.m.** unless they are participating in school-approved after-school activities. 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 conclusion 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, 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 p.m. 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. Use the Dragon Life Organization – MS Helpers setting in Silent Dismissal. If parents or guardians will attend an after-school event along with a student, they may wait in the Door 2 area with their child for the event to begin.

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 that daily attendance and attendance information be 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 all day. Time spent in class interacting with teachers and other students in Chinese is essential to maintaining progress in all subject areas. While students can make up some missed schoolwork, daily learning experiences cannot be replicated at home. *Also see Missed Classes and Make-Up Work, and Extracurricular Activity Restrictions Due to Absence.*

[Unexcused Absence Automated Alert via Phone and Email](#) *Also see Unexcused Absence*

The school uses a database called Infinite Campus. This is where we record student attendance and grades, and it is through this system that Yinghua compiles and sends required attendance reports to the State of Minnesota.

Infinite Campus automatically sends unexcused absence alerts to you via phone and email. These alerts are for student safety, and they remind you about whether our records show that an absence is *excused* or *unexcused*. If you receive an automated call, contact the school to fill us in on any missing information related to the absence. Note that Infinite Campus treats the unexcused absences you report to us ahead of time the same as unexcused absences that are not pre-reported. As a result, even after you appropriately alert us to an upcoming family vacation day, you will receive the automated call. If you've already told us about the day of absence, you do not need to contact the school.

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. Before the 8:30 bell rings, students should be in homeroom, ready for Morning Meeting, and in assigned seats with folders, notebooks, planners, writing utensils, and other necessary materials.

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 will send a tardy student to the office to receive a tardy pass.
3. A student arriving at school after 8:30 a.m. enters the school via Door 1 (17th Avenue NE) and receives a tardy pass. Door 14, the usual arrival door, is locked at 8:30 a.m.
4. Late-arriving kindergarten through 4th grade students should be accompanied by you to the 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 main office staff by 9:00 a.m. if your child will be late or absent. Communicating with your child's teacher about an absence or tardy is not sufficient. Failure to report an absence using one of the three options below will result in your child being recorded unexcused. Unexcused absences add up and may become a truancy issue if disregarded. Communicate with the school about absences and tardies in one of three ways:

1. By phone 612-788-9095
2. Online via the "[Quick Link](#)" at the bottom of the Yinghua Website
3. Via handwritten note to the Attendance Clerk delivered to the school office

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 and Requesting an Early Dismissal

- Regular dismissal runs from 3:15 to 3:45 p.m.
- A dismissal is an "early dismissal" if it occurs between 8:30 a.m. and 3:10 p.m.
- There are no early dismissals from 3:10 to 3:30 p.m. (except in emergencies).

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 "[Report an 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 latest moment for you to request an early dismissal is two hours before the time you wish to pick up your child. For instance, if you need to pick up your child at 3:10, submit your request by 1:10 p.m. If you miss this timing window for a 3:10 dismissal, you must wait for regular dismissal to begin at 3:15 p.m. Note that if you arrive in the office between 3:10 and 3:30 p.m. to request that your child be dismissed, you will be directed to Door 2 where staff begin taking dismissal numbers at 3:15 p.m. Your child will meet you at Door 2.

At 2:45 daily, Silent Dismissal stops accepting changes and locks students' dismissal plans into place for review by homeroom teachers and bus captains and other staff who manage dismissal. During the locked period, parents and staff cannot make dismissal alterations.

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. Healthcare 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 healthcare 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. After **three** cumulated unexcused absences, a parent or guardian will receive a notification in writing.
2. After **five** cumulated unexcused absences, the student's parent or guardian will receive a second notification in writing.
3. After **six** cumulated unexcused absences, the student is considered truant, and the school is legally bound to report the student to the family's county attorney's office.
4. After a report of truancy to the county attorney's office, the attorney's office will write to the student's parent or guardian. Additional unexcused absences will result in additional and potentially more serious consequences.
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) 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**.
- **See Policy 005** at <https://www.yinghuaacademy.org/about/school-policies/>. 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

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

- Students with unexcused absences may not participate in extracurricular activities 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 absent for school-initiated events may 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 extracurricular activities.
- 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.

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 presenting the current year's school-issued 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 Meet Your Teacher events before the school year begins. Keep track of your cards! 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. You may request extra cards in the school office.

If you are not able to share a dismissal card, or photo of the card on an electronic device, with 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, they should come to the school office where 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 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, Academic Director, Dean of Students, teachers, assistant teachers, administrative staff, and Extended Care staff. All volunteers who come into contact with students must have on file at school the Yinghua background check; this is due every five years for volunteers, and the \$20 processing fee is paid for parents by the Yinghua Academy Community Association. Volunteers should submit this form: [Volunteer Background Check](#). 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.

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 5th 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, or teaching and nurturing, is 教育 (jiào yù). 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 Dragon Code. 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. The Minnesota Department of Education endorses this program developed by classroom teachers and consisting 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 and general student management are the responsibilities of the teacher, the Dean of Students and Executive Director 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
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 8th grade. No physical means 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, jabbing, throwing an object (such as a snow ball or rock), and hitting another 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 & 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 the Dragon Code 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. Incidents in the classroom that may result in the involvement of an administrator fall into two categories: Academic and Behavioral. Academic incidents include repeatedly not completing homework, missing materials, and not completing assignments. Behavioral incidents include class disruptions, inappropriate behavior, arriving at school out of uniform, and 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, 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 student whose misbehavior is related to a disability. See Policy 506 at <https://www.yinghuaacademy.org/about/school-policies/>.

Behavior Referrals

A “behavior referral” is a consequence for inappropriate behavior and means that a behavior incident or concern has been reported to a school administrator—usually the Dean of Students 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 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 behavior is disrupting learning, because a discussion would prove disruptive to the classroom, or for privacy.
3. After reviewing the incident and collecting pertinent facts, the Dean determines the next steps, which may include 1st, 2nd or 3rd 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 communicates and consults regularly with the Executive and Academic Directors regarding behavior concerns. The Dean consults with the Executive Director in severe cases before determining a course of action, which may include the following:

1st Level Action

The student meets with the Dean. A warning or other appropriate consequences may be given. In addition, a parent or guardian may be notified by phone call or email, and a Behavior Detail Report may be sent home or emailed to be signed by a parent or guardian and returned to the Dean to be kept on file. The incident may also be documented in Infinite Campus and may include an automated email report sent to parents or guardians through Infinite Campus.

2nd Level Action

Community service or other appropriate consequences may be given, and/or behavior contracts and plans may be written. A parent may be notified by phone call or email, and a Behavior Detail Report may be sent home or emailed 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 parents or guardians 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.

3rd 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 involved parties 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 at <https://www.yinghuaacademy.org/about/school-policies/>.

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 may bring to school birthday treats as long as there are enough for each student in the class. Edible birthday treats must be store-bought, include the printed ingredient list, nut-free and peanut-free, and ready to serve. Fruits that can be eaten whole and individually-packaged treats, such as ice cream bars or cupcakes, are preferred. Parents should not bring in birthday snacks that require preparation, such as cutting fruit or cake or serving ice cream, which can take away from class time. Simple favors such as stickers, pencils, or erasers for each child are appropriate celebratory treats; however, avoid sending toys because many students find it challenging to pack them in their backpacks for later enjoyment.

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 wellbeing of our students, Yinghua Academy takes all bullying 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. See Policy 514 at <https://www.yinghuaacademy.org/about/school-policies/>.

Yinghua's bullying policy complies with the Safe and Supportive Schools Act passed into law on April 9, 2014, and helps the school prevent and respond to acts of bullying in order to keep our students safe, healthy, and academically successful.

Definitions of Bullying

Bullying is different from interpersonal or social conflict that occurs from time to time amongst students. Interpersonal conflict can be discomfoting 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, Dragon Life Mentors and counseling.

The Safe and Supportive Schools Act offers the following definitions of bullying:

1. Intimidating, threatening, abusive, or harming conduct that is objectively offensive *and* in which 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**;
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, 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.*
11. Any act of retaliation against a victim, good faith reporter, or witness of bullying.
12. False accusations or reports of bullying against another student.

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

1. During school-sponsored and school-sanctioned programs, activities, events, and trips;
2. In school buildings, on school property, on buses or other school-provided transportation, and at designated locations where students wait for buses and other school-provided transportation; and
3. Through off-campus communication and use of electronic technology which seriously disrupts any student's education.

Reporting Bullying

Parents, students and staff should immediately report bullying concerns to the Dean of Students or Executive Director. 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 bullying reporters; 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. *Also see Bullying.* 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.

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 information about Yinghua’s bus service 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 (e.g., 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 redo 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 Policy 414 at <https://www.yinghuaacademy.org/about/school-policies/>. 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. Refuse should always be thrown in appropriate recycling, organics, or trash 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. Fall and spring conferences also are an important component of communication between teachers and parents. Infinite Campus issues attendance alerts to parents and guardians and also may be used to communicate about behavior. Via email, the school sends an electronic newsletter, Yinghua News & Announcements (<https://www.yinghuaacademy.org/current-families/newsletters/>), including announcements, pictures, links to forms, 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 our trend is to move 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 online directory is published

annually, and those who wish not to be included in the current year's directory must indicate so each year by submitting the [Directory Non-Release Form](#).

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 these 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, 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 Yinghua 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 resuming 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 a Behavior Detail Report 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 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. The Dean of Students informs the student's family of the ISS and sends home a Behavior Detail Report or an Infinite Campus electronic alert.

Suspension

Suspension is an action taken by the school administration that prohibits a student from attending classes or school for a specified period. 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. The Dean of Students informs the student's family of the suspension and sends home a Behavior Detail Report or an Infinite Campus electronic alert.

Expulsion

Expulsion is the exclusion of a student from school either permanently or for a specified period such as the remainder of a school year, an entire semester, or one calendar year. An expulsion requires the involvement of the School Board.

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 parent or guardian has arrived for pickup. 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 3:15 to 3:45 p.m. Staff supervise 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 nine daily settings to choose from:

1. **Pickup** Use this setting if your child will be picked up from school by a parent or guardian. You have two pickup location options: Door 2 on 17th Avenue NE or the curbside car queue on Fillmore Street NE. Review these useful documents which are posted on the Yinghua website (Current Families → Transportation and Silent Dismissal).
 - A. [Picking Up Your Child at Yinghua \(with map\)](#)
 - B. [Fillmore Curbside Lineup Instructions](#)
 - C. [Dismissal Illustration](#)
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. No students are allowed on the bus unless this option has been selected in Silent Dismissal. Buses should leave the school at 3:40 p.m. If a bus does not depart from school on time, the school will send you a message via Infinite Campus.
3. **Aftercare Only** Use this setting if you signed up for Aftercare. Students are dismissed to Aftercare at 3:30 p.m.
4. **Aftercare + Classes/Music Lessons** Use this setting if you signed up for Enrichment Classes, Tutoring, or Music Conservatory lessons. Students are dismissed to Aftercare + Classes/Music Lessons at 3:30 p.m.
5. **Club** This refers to routine after-school activities that are not part of our Aftercare program such as Battle of the Books, Debate, or sister school video conferences.
6. **Walk or Bike Home** Students whose parents allow them to walk or bike home without adult supervision are dismissed at 3:30 p.m. and must depart from school at that time. When parents select this option in SD, they grant their children permission to leave the school without a supervising adult.
7. **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 the Extended Care and Enrichment Coordinator to help you select the proper setting.
8. **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, a few students may be invited to rehearse music to perform at the eighth grade graduation ceremony in June.
9. **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. Use the current day override function in Silent Dismissal to designate an alternate pickup 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 pickup.
- 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 and prohibits changes for the rest of the afternoon.
- 3:10-3:30 – Early dismissals end; students are no longer pulled from class for early dismissals. If you arrive during this time period and ask for your child to be released to you in the office, you will be directed to Door 2 where staff begin taking dismissal numbers at 3:15 p.m. Your child will meet you at Door 2.
- 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.
- 3:15-3:45 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.
- 3:30 - Bus riders, Aftercare students, Enrichment students, students who walk or bike home, and students involved in Yinghua Athletics are dismissed from their classrooms via Silent Dismissal.
- 3:40 Buses leave school. Buses will not be held after 3:40 for late-arriving students. Staff will track down late-arriving bus riders in grades K-4 until 3:40 only. Staff will not track down late students in grades 5-8—it is their responsibility to be on the bus by 3:40. Students who miss the bus will be sent to the office to call you and may be checked into Aftercare.
- At 3:45 p.m., students still waiting for pickup are sent to Aftercare, and Aftercare billing applies.

Pickup 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. Read these helpful instructions: [Fillmore Curbside Lineup Instructions](#).

Pickup 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 pickup 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 3:15 to 3:45 should read and follow the directions on this helpful worksheet: [Picking Up Your Child at Yinghua](#).

DISMISSAL DURING SPECIAL EVENTS

Special school-wide events, such as the late-October Storybook Character Parade, mid-May Academic Performances, and June Field Day are busy occasions 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. We use the term "Special Event Dismissal" on days when modified dismissal practices will be followed. Families will be notified in advance whenever these modifications are required.

Special Event Dismissal

Teachers will keep track of their students throughout the day on paper rosters. Parents/guardians who wish to pick up their children early may do so by signing out their children directly with the homeroom teacher. Guests who are not parents or guardians who wish to pick up a student early must visit the school office to do so. When preparation for dismissal begins (around 3 p.m.), all parents and visitors who are in the school for the event must depart from classrooms and hallways, and move to Door 2. This is necessary so that teachers and students can safely organize and prepare for dismissal without distractions.

EARLY DISMISSAL and REQUESTS FOR AN EARLY DISMISSAL

Leaving school early means missing instructional time. Minimize your need for early dismissals 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 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.

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. Silent Dismissal locks at 2:45 daily. During the locked period, dismissal alterations can't be made.
3. There are no early dismissals between 3:10 and 3:30 p.m.
4. The time for the latest possible early dismissal is 3:10 p.m. If you miss the 1:10 p.m. cutoff for requesting a 3:10 dismissal, pick up your child at 3:15 at Door 2 when staff begin taking dismissal numbers.

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 should discuss with their Middle School children the importance of being prepared and prompt for an early dismissal. **Office staff cannot abandon responsibilities to search for Middle School students who have not arrived in the office for a scheduled early dismissal.**

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 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 Dragon Life activities. *Also see the section Mobility Aids Such as Crutches or Wheel Chairs.*

EMAIL

All Middle School students (grades 5-8) are assigned a school email account for educational purposes. The rules which apply to internet usage and technology in the classroom also apply to student email accounts. 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 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

Drills, Closed Campus, and Signing In and Out

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 office. If your child has 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 apply during Extended Care. Athletics programs, though not managed through Extended Care, also are posted online prior to each new school term. For details see <https://www.yinghuaacademy.org/current-families/extended-care/> and contact the Extended Care and Enrichment Coordinator.

We use the Silent Dismissal system to manage schedules, fees, and billing. See these guides for detailed information:

1. Silent Dismissal 1--[Setting Up Your Account](#)
2. Silent Dismissal 2--[Setting Your Schedule in Silent Dismissal](#)
3. Silent Dismissal 3--[Scheduling Aftercare](#)
4. Silent Dismissal 4--[Aftercare Billing](#)
5. Silent Dismissal 5--[How to Set An Override](#)

Fees are as follows:

- Morningcare, 6:45-7:45 a.m. \$9 per morning, billed at the end of each month.
- Aftercare, 3:30-6:00 p.m. \$15 per day, billed at the end of each month.
- A fee is charged for returned checks.
- A late fee of \$1 per minute per student is charged for late pickups.
- Families who qualify for free- or reduced-price school lunch will receive a discount for Extended Care on the monthly billing statement if they have completed the Waiver of Confidentiality and indicated to us that we may share information with Aftercare and Enrichment and/or Athletics.
- Students dropped off before 7:45 a.m. or picked up after 3:45 p.m. are subject to Morningcare and Aftercare charges. This is to ensure that all students are accounted for and are in a safe environment.
- **Students staying after school for evening events such as dances, activity nights or parent meetings will be enrolled in Aftercare, and you will be billed.**

Morningcare

Morningcare is a drop-in program. No advanced sign-up is needed. You may ring the doorbell near Door 2 (on 17th Avenue NE) and sign in for Morningcare between 6:45 and 7:45 a.m. You’ll be billed via Silent Dismissal at the end of the month for each day you use Morningcare. Students will be offered a morning snack and may choose between quiet study time or indoor games and activities in the cafeteria. Students are released to staff-supervised grade-by-grade locations at 7:45 a.m. when regular student arrival begins. When the bell rings at 8:15 a.m., students make their way to their homerooms to prepare for the start of school at 8:30 a.m.

Aftercare

All Yinghua students are eligible to use Aftercare. Signup is 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 at 3:30 p.m. Aftercare staff deliver snacks to Lower School Aftercare students during Afternoon Homeroom. 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 3rd floor loft. 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 that staff know student whereabouts at all times. Aftercare plans special activities including art projects, Friday movie day, and occasional guest presenters.

Homework First

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 until 4 p.m. and Yinghua teachers providing homework help between 4 and 5 p.m. To request that their children attend Homework First each day they are in Aftercare parents should contact sherry.edwards@yinghuaacademy.org.

Computer Access during Aftercare

Aftercare students in 2nd 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, contact sherry.edwards@yinghuaacademy.org.

Aftercare Pickup

- Aftercare students must be picked up by 6 p.m. via Door 2 at the front of the school on 17th Avenue.
- Show your dismissal card and enter your child's dismissal number into the iPad near Door 2. You may be asked to show a legal ID.
- If your child is registered for Aftercare but you arrive for pickup before 3:45 p.m., you still will be billed for Aftercare. Contact the Aftercare and Enrichment Coordinator when you arrive.

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. **The deadline for you to make any needed changes in today's dismissal plan is 2:44 p.m.** You will be billed for Aftercare on days when you are signed up for it even if you pick up before 3:45 p.m. If your plans change and you can pick up your child earlier than planned, make your change in Silent Dismissal before 2:44 p.m. See [Aftercare Billing](#).

Enrichment Classes

Yinghua offers a robust after-school Enrichment Program featuring creative, 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, Sherry Edwards at sherry.edwards@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. A reduced-rate fee (\$10 per day) for Aftercare is bundled with your class fee. 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. Enrichment students are full participants in the Aftercare program which includes a snack, options for outside play, Homework First, 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.

During Term I, the only after-school option 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 are tired after a full day of school. Use your judgement to decide if your kindergartener may be ready for the excitement of Enrichment classes or music lessons during Terms II and III.

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—\$25 for the 30-minute music lesson plus a \$10 reduced-rate Aftercare fee.

Students enrolled in the Yinghua Academy Conservatory of Music are also automatically enrolled in Yinghua's Aftercare program. A reduced-rate fee (\$10 per day) for Aftercare will be bundled with your \$25 lesson fees. 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 First, 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.

- 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 makeup 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. You will receive a permission slip to be completed and returned to school. The slip will include information about timing and transportation. If field trip chaperones are needed, the form will indicate so. Note that chaperones are assigned first-come, first-serve—submit your form quickly for the best odds of being selected! Field trip volunteers must submit and pass a [background check](#) prior to a trip; allow at least seven working days for this process.

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 and vegetable, and milk.

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. See Policy 515 at <https://www.yinghuaacademy.org/about/school-policies/>.

There will be occasions when Yinghua Academy finds it necessary to charge families fees. Examples of these instances include lunch, field trips, Extended Care (Morningcare and Aftercare), after school Enrichment classes, music lessons, athletics, 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 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- and reduced-price lunches may receive the following benefits if they complete the Waiver of Confidentiality which is distributed with the form Application for Educational Benefits:

- 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, which is linked on the school website (<https://www.yinghuaacademy.org/current-families/forms/>) and mailed to families each summer. Complete this process annually; the previous year's benefits extend into the new school year only for 30 school days. 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 Dragon 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 applies:

- A gift shall not exceed a \$20 maximum value.
- 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 an academic 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 strives to promote the 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 staff. The licensed school nurse will work with families to create a health plan to distribute to appropriate staff as needed.

Health office staff and other staff who have received training 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 pickup. 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.

For the health and safety of the individual student and the rest of the student body, the school asks all parents to have in place a plan and back-up plan for picking up a child within the hour in the case of serious illness or injury. Anticipate possible delays and figure these into your backup plan. If you are not able immediately to pick up your child, the school will contact the emergency contacts you designate via Infinite Campus under Demographics, Non-Household Contacts.

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, fracture, head or neck injury, unconsciousness, significant blood loss, or Epi-Pen use.

In order to protect the school community from communicable ailments such as strep throat, pink eye, or head lice, parents are asked to report all illnesses to the health office by phone or email or via the online form [Absence/Tardy or Request Early Dismissal](#) or by clicking the Quick Link at the bottom of the homepage. 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 these criteria:

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. If your child is unable to participate in physical education or recess due to injury or illness, you must send Yinghua a doctor's note and notify the health office. The health office will apprise appropriate school staff members of the situation.***

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 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 Policy 524 at <https://www.yinghuaacademy.org/about/school-policies/>.

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. 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. Lower School 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 checkout date.
3. Books are **overdue** three weeks after their checkout date. **Lost books** are six weeks overdue.
4. Overdue notices are sent home prior to the end of each term with an explanation of replacement fees and procedures.
5. Students may renew a book up to two times if it has not been requested by another library user.
6. Students should return Yinghua library books during the class library visit or via the Yinghua book return box at any time.
7. New books may not be checked out until the old ones are returned. Please remind your child of library book due dates.
8. The minimum replacement fee for a lost or damaged book is \$10. A damaged book is a book returned in an unusable condition.
9. If you receive a notice, please pay the fee within two weeks.

LOCKERS

Yinghua students in 5th through 8th grades are assigned hallway lockers for storing books, PE shoes, school supplies, coats, hats, boots, 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. Fifth graders have hallway hooks for coats and other outdoor clothing.

Each student in 6th through 8th 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: <https://yinghua.boonli.com/login>. 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: [How to set up your Yinghua Boonli lunch account](#). 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 who 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.

Forgotten Lunches

Students who forget to bring a lunch must inform the school 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 lunchtime.

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. Lunch ID cards are kept at school and are not sent home with students. Homeroom teachers keep track of the cards for younger students and distribute them each day just before lunch.

Parents/Guardians Eating Lunch with Their Children

Parents/guardians may visit and eat lunch with their children but must follow the school's visitor and guest procedures. In addition, parents wishing to eat the school lunch will need to order a lunch (\$4.40 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. Visiting parents and guardians may only share food with their own children.

Student Lunches

Yinghua Academy provides a school lunch program catered by CKC Good Food with healthy food choices. CKC-prepared school meals are peanut-free and nut-free although nuts *are processed* in their facility. A school lunch costs \$4:10 (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 do 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.

Shift Day Procedure

CKC Good Food follows a procedure called "Shift Day" in the event of bad weather and an unexpected no-school day. If bad weather forces the school to be closed on a Monday, Monday's menu shifts to Tuesday, and Tuesday's menu shifts to Wednesday. The food from the Wednesday menu will be cancelled, and everyone who had placed a Wednesday order will need to bring a home lunch! However, if the day for the cancelled menu is a Friday (pizza day), there will be no change to the day's menu or orders. Contact helen.hindrawati@yinghuaacademy.org with questions.

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 5th 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 2nd 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 sherry.edwards@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 schoolwork 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

If your child has an injury requiring any adaptive equipment such as crutches, braces, splints, or a wheelchair, send Yinghua a doctor's explanation of the situation including the length of time the equipment will be needed. Because mobility devices may increase the risk of further injury or falls if not used correctly, counsel your child on proper use of the equipment. Such equipment is the responsibility of the user and should not be shared, used as a toy, or played with. The only person who may use the equipment while on school grounds is the person who needs it. Students using mobility aids may 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

We ask all Yinghua community members and visitors to abide by these parking and traffic guidelines to ensure safety, good traffic flow, and efficient arrival and dismissal. We prioritize safety and respect for our neighbors while coping with limited parking space and abiding by state and city traffic regulations. See [Drop-Off, No Drop-Off, Safety, Parking & Map](#) on the Yinghua website under Current Families → Transportation & Silent Dismissal. *See also Parking Guidelines in this Handbook.*

Car Drop-Off Safety

Car drivers, to drop off your child off at school between 7:45 and 8:30 a.m., follow the directions as outlined in [Drop-Off, No Drop-Off, Safety, Parking & Map](#). **Approach the drop-off area only from the south**, drop off your children, and depart as quickly and safely as possible. After exiting the car, students walk along the sidewalk and path to enter at Door 14. The city does not allow parking along the Northeast Park curb and will ticket unattended vehicles. Staff supervise this area—you do not need to watch your child enter the school. If you wish to walk your child to the door, park in the Fillmore lot near the tennis courts, in the large lot on 14th Avenue, or in another legal parking place and walk your child to Door 14. For safety, do not send unescorted children across any streets nor through the staff parking lot.

Visiting the Office

If you have morning business in the school, drop off your children at Door 14, and then walk along the outside of the building to enter the office at Door 1. Visitors and volunteers must wear a dated badge.

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 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 bus arrival?

- Buses are scheduled to arrive daily at 8:20 a.m. on Buchanan Street.
- Bus riders enter the school via Door 5.
- Staff supervises the unloading of buses in this area.
- Bus riders should go directly to homeroom after arriving.
- 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

Yinghua Academy does not discriminate on the basis of race, color, national origin, sex, age, or disability in accordance with Federal law and U.S. Department of Agriculture policy. Yinghua Academy takes seriously any and all claims of harassment and will respond accordingly. Review Policy 102, Equal Educational Opportunity at <https://www.yinghuaacademy.org/about/school-policies/> Also review the following policies which apply:

- **Student Sex Non-Discrimination (Title IX) Policy 522** 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.
- **Student Parental, Family and Marital Status Nondiscrimination Policy 528** 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.
- **Gender Inclusion Policy 599** 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.

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 follow 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, to reorient your vehicle safely, circle a city block.
4. SLOW DOWN! For student safety and out of courtesy to our neighbors, do not speed in our residential area. Violators will be reported to the police.
5. The school parking lot is for staff only.
6. During morning arrival and afternoon dismissal, follow instructions in these documents which are posted on the school website under Current Families→ Transportation & Silent Dismissal: [Yinghua Drop-Off](#), [Picking Up Your Child](#), [Fillmore Curbside Lineup Instructions](#), [Arrival Illustration](#), and [Dismissal Illustration](#).
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 as private data on individuals all data on individuals maintained by a school district that relates to a student. 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 Policy 515 at <https://www.yinghuaacademy.org/about/school-policies/>.

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 the Communication and Development Manager with questions or 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 offsite 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 Morningcare program. Students picked up later than 3:45 p.m. are sent to Yinghua’s fee-based Aftercare program. Below, see which door to use at different times of day.

Activity / Time of Day	Hours	Door
Morningcare	6:45-7:45 a.m.	Door 2 (front of school on 17 th Avenue NE)
Morning Arrival	7:45-8:25 a.m.	Door 14 (Fillmore Street NE)
School Day & Tardy Arrival	8:30 a.m.-3:30 p.m.	Door 1 (front of school, 17 th Avenue NE)
Dismissal	3:15-3:45 p.m.	<ul style="list-style-type: none"> • Door 2 Pickup: You park your car in a legal spot and walk to Door 2 on 17th Avenue NE. Your child will meet you in the mural hallway. • Door 14 Curbside: You position your vehicle on northbound Fillmore Street NE. With staff supervision, your child walks to meet you there. Please wait patiently, and do not leave your car.
Aftercare	3:30-6 p.m.	Door 2 (front of school, 17 th Avenue NE)
Building Closes	6 p.m.	
M-F Office Hours	7:30 a.m.-4:30 p.m.	The school adjusts its hours during breaks and on non-school weekdays such as teacher professional development days.

SEXUAL HARASSMENT

Sexual harassment in any form is 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 a school authority 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 such as T-shirts, pullovers, and sweatshirts. Spirit wear is defined as a school-issued non-uniform garment sold by YACA, or from a Yinghua special event, athletic team, or other school occasion, which includes the words Yinghua Academy or on which a Yinghua-related emblem or wording appears. Students should wear regular uniform bottoms with uniform tops. Spirit wear fleece pants also may be worn at school on spirit wear days. When wearing a spirit wear outer 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 is removed during the day.

DRAGON LIFE ORGANIZATION

The Dragon Life Organization (DLO) is our student leadership team at Yinghua Academy. The DLO offers students many opportunities to be genuine leaders in the school. These leadership opportunities allow students to have a direct influence in the lives of their classmates. DLO leaders cultivate life skills while doing actual jobs, assisting teachers, planning social events, developing community service projects and tutoring peers. All students are, by nature, a part of Dragon Life, and students in 5th through 8th grade are encouraged to volunteer to participate. When students participate they become more engaged, cultivating a real sense of ownership, school pride and self-confidence. DLO leaders have a direct influence on many things that happen in "their" school. Working in cooperation with and complementing the efforts of the administrative and academic staff, team members are valuable assets to the school. They help uphold high standards of behavior and encourage participation in school activities. School staff and administrators support these student leaders as they carry out their responsibilities throughout the school year. Those who wish to serve as DLO team members may apply for the various leadership positions. Candidates are selected to fill the positions annually by administration.

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 Policy 502 at <https://www.yinghuaacademy.org/about/school-policies/>.

TECHNOLOGY/PERSONAL ELECTRONICS

Yinghua uses technology to enhance learning, 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 that 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, Activity Period Clubs, field trips, retreats, and the 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 8th grade may not bring personal laptops or notebooks to school.
- School-owned desktop 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.
- 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.

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, Apple 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 may 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.

“Away for the Day” Policy

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 kindergarten through grade 4 may not bring electronic readers to school. Middle School students (5th-8th) 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 kindergarten through grade 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 through 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.*

School-Issued iPads, Grades 7 and 8

Yinghua students in grades 7 and 8 are issued school iPads 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. The following points are outlined more fully in the iPad Handbook:

- 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.

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, Snapchat, Instagram, other social media, gaming sites, 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 what they wear. Students should 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 a red top and black bottom. Middle School students may not wear un-collared shirts unless they are worn as undershirts. Our Lower School light blue is not dark blue, turquoise, teal, or royal blue; and our Middle School red is not pink, fuchsia, maroon, or burgundy. On Fridays, all students in all grades may wear Yinghua spirit wear. *See Spirit Wear below in this section.*

Teachers and staff monitor student compliance with the Yinghua Uniform Policy. Administrators respond to compliance questions, assess the appropriateness of attire in the case of questions, and record instances of Uniform Policy non-compliance. *Also see PE Attire and Winter Clothing.*

Oops! Dress Code Violation

Students not in uniform may be issued an “Oops! Dress Code Violation Card.” Those who receive an Oops Card will meet with the Dean of Students or Student Activities Coordinator (SAC) as soon as possible on the day of the card’s issuing. Students wearing Uniform Policy non-conforming layers such as sweaters of a non-uniform color, hats, or other items that do not fit the Uniform Policy will be asked to leave these pieces of attire with the Dean or SAC. In the case of uniform shirts or bottoms that do not comply with the policy, the school will loan the student a suitable replacement. If we loan a student a uniform top or bottom, we will keep the non-uniform items at school until the school’s loaned pieces are returned. Students should return loaned items to school by the end of the week (or on Monday if the loan was made on a Friday). Following an Oops Card consultation, students return to class, and parents may be contacted. The 1st, 2nd, and 3rd Oops Card consequences are outlined below:

- 1st Oops Card – Non-conforming items are held in the Dean’s office until the end of the day.
- 2nd Oops Card – Non-conforming items are held in the Dean’s office until the end of the week.
- 3rd Oops Card – The Dean files a behavior report, which goes in the student’s file, and notifies parents. Non-conforming items are held in the Dean’s office until the end of the week.

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 6th through 8th 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 (small logos are okay);
6. Plain gray, red, or black athletic shirt or T-shirt, or any Yinghua spirit wear T-shirt;
7. 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 activities 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 5th 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. Students must be prepared in case an emergency situation arises which requires us to exit the building and remain outside for an extended period of time.

Uniform Sources

The school partners with three vendors to provide convenient, affordable options for families to find approved uniform clothing. The vendors listed below also may offer sales, return policies, occasional free shipping, and logo embroidery. However, families are not required to purchase items from these vendors, and 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. The three vendors' links below also provide a good resource for you to view examples of approved uniform items.

Yinghua Academy uniform vendors include (in alphabetical order):

- Donald's Uniform <https://www.donaldsuniform.com/>
- Lands' End, school code 900120379 <https://www.landsend.com>
- French Toast, school code QS5GFNU <https://www.frenchtoast.com/schoolbox/schools>

Used Uniform Sales

Several times per year, YACA sells gently used, clean uniforms at affordable prices. Proceeds help support YACA programming. Donate clean, out-grown uniform items 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 Policy 531 at <https://www.yinghuaacademy.org/about/school-policies/>.

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

Parent, guardian, and visitor access to the building is restricted and closely monitored before, during, and after school. See [Drop-Off, No Drop-Off, Safety, Parking & Map](#). Yinghua Academy is a **closed campus**, meaning all external doors and the two sets of security doors on either side of the entrance to the main office remain closed and locked. Our campus is closed, locked, and secure during after-school hours as well. Students are not authorized to give visitors access to the building, and visitors should not ask them to open a school door. Call the school or write to info@yinghuaacademy.org if you need to have an emergency message delivered to a student during the school day. Review Policy 903 at <https://www.yinghuaacademy.org/about/school-policies/>.

Visitors—including parents and guardians, volunteers, contractors, workers, and others who have business in the school—should enter Yinghua Academy through Door 1 on 17th Avenue NE during the school day, register in the office, and wear a dated visitor badge while at school. Visitors, including parents and guardians, may be asked to show a valid ID and state the reason for a visit.

Pickup from Aftercare and Athletics is through Door 2 only, and parents sign out students. Parents are encouraged to wait somewhere other than at school while students are participating after-school activities—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 Door 2 vestibule.

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. 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.

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 Policy 501 at <https://www.yinghuaacademy.org/about/school-policies/>.

WEATHER/SEVERE WEATHER

Yinghua Academy is an independent school district and makes its own 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 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 (also 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.

