

英華

**YINGHUA
ACADEMY**

2023-24 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

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HOW TO USE THE STUDENT & FAMILY HANDBOOK

The Student & Family Handbook serves as a comprehensive guide, offering valuable insights into achieving academic excellence, receiving student support, and fostering family engagement within our dynamic educational community.

The Student & Family Handbook acts as a resource that explains how the school's mission, principles, and expectations translate into the daily life at Yinghua, and how the school puts School Board policies into practice. We kindly request that Yinghua families read the Handbook each year and have discussions about behavior expectations with their children.

If you ever have questions related to the school, please refer to the Handbook. It's arranged alphabetically and begins with a Table of Contents. You can also utilize the "find" function (Control f) or click on the links in the Table of Contents on your computer to easily locate the information you need. While the Handbook contains a wealth of information, please keep in mind that it may not address every unique situation or circumstance that might arise between the first day of school 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 collaborate harmoniously, driven by our school mission and shared core values, along with an educational philosophy that nurtures a global mindset for the education and development of our students. Parents and guardians play a crucial role in their child's education. At Yinghua, we kindly request your commitment to supporting your child's success in their educational journey.

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:

Upholding and aligning with the school's missions and behavior guidelines; focusing on student-centered education, prioritizing the needs and growth of our students; serving as positive role models for our students to emulate; collaborating closely with parents to support the academic progress and behavioral development of their children; designing and implementing engaging instruction tailored to the diverse needs of each student; demonstrating genuine care and respect for every student, family, and fellow staff member; effectively managing classrooms and delivering the immersion language curriculum; supporting

the creation of a Mandarin immersion educational environment; applying the principles of the [Responsive Classroom](#) (link opens in a new tab) approach to address behavioral situations calmly, clearly, and consistently.

By adhering to these principles, we aim to create a nurturing and effective learning environment for all students under our care.

Parents and guardians commit to:

1. Support the school's mission of Chinese language learning.
2. Adhere to school policies and guidelines.
3. Partner with school staff, teachers, and the community to create the best learning environment for students.
4. Ensure that your child eats healthy food, gets adequate sleep, and engages in regular exercise.
5. Ensure that your child arrives at school on time every day. If there are any instances of tardiness or absences, please contact the school. Refer to the [Student Attendance Policy](#) for more information (link opens in a new tab).
6. Complete the necessary paperwork if your child requires medication to be administered at school.
7. Keep your contact information updated and accurate.
8. Engage in reading with your child or provide daily opportunities for independent reading.
9. Check and ensure that homework is completed and returned to school.
10. Participate in fall and spring conferences and address any concerns with teachers.
11. Trust that teachers, staff, and administrators are also committed to upholding their responsibilities.

We regularly remind students of the five core principles of the school that translate the mission into motivation for daily life within our community. These principles inspire us, shape our actions, and provide a strong foundation for maintaining our educational environment.

The Five Core Values 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 five principles of Yinghua Academy have been designed to address students' learning needs, with a clear vision of the individuals we aspire for our students to become. These core values are introduced and followed in a specific order, as we firmly believe that a sense of safety—both physically and emotionally—is paramount for effective learning. When students feel secure in these aspects, they can fearlessly engage in language acquisition and gain the confidence to understand that making mistakes is a natural part of the learning process, especially when acquiring another language and culture. The school functions as their safety net, where their physical and socio-emotional well-being are nurtured (our first core value).

Given our commitment to creating a Chinese immersion environment that enables students to learn Mandarin in a natural setting under teachers' guidance, we actively encourage students to use Chinese for learning. This emphasis on using Chinese is crucial, as it allows students to fully participate in the school's immersive setting. Thus, the second core value holds significant importance for students. By consistently using Chinese across various school settings, students are empowered to learn effectively, especially since teachers also use Chinese to teach and communicate. The link between strong academic outcomes and students' language proficiency is undeniable (our second and third core values).

The learning process itself encompasses uncertainty, confusion, questions, and inquiry, along with the satisfaction of mastering content and the confidence to navigate from the unknown to the known. This holistic approach not only leads to academic accomplishments but also nurtures students' happiness and their perception of learning as an achievement. This fosters their self-assurance and the ability to create a positive learning cycle (our fourth core value). Once students have developed skills to manage their emotions and can provide evidence of their learning journey, they become proficient in two languages. As a result, they evolve into individuals who are prepared to be global citizens, mindful of others, adept at collaboration, and aware of their place in the world (our fifth core value).

These five core values serve as guidelines for our students to follow and for our teachers to model as well.

The Great Expectations | 行为规范

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

1. 身心健康 Heart Safe/Body Safe (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](#) (link opens in a new tab) and [Minnesota Association of Charter Schools](#) (link opens in a new tab).

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 comprises a minimum of 7 members and a maximum of 13 members, representing three distinct 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](#) (link opens in a new tab).

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 at doors 1 and 2 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 before 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 is led by a volunteer board. YACA's mission is "supporting the mission of Yinghua Academy, its students, teachers, and staff by providing volunteers, fundraising, and assistance in cooperation with the Executive Director and the Board of Directors."

Active volunteerism is important to our school, and **YACA invites all parents and guardians to volunteer at the school once per term each school year or get involved with a specific YACA team or committee, such as Used Uniform, Spirit Wear, or Book Fair.** Check the [YACA Volunteer Opportunities webpage](#) (link opens in a new tab), and read the school's weekly e-newsletter, Yinghua News & Announcements, to keep up to date regarding volunteer needs. To learn more about YACA, visit the [YACA page](#) (link opens in a new tab) on Yinghua's website or contact the YACA Co-Chairs at yaca-chair@yinghuaacademy.org.

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 reading daily. We value a positive attitude toward learning, and students may receive group and individual recognition for demonstrating good habits.

We instill in our students the responsibility to prioritize their learning while at school. We discourage behaviors that disrupt the learning environment. No student has the right to hinder teachers from teaching or prevent fellow students from learning. Any actions that disrupt student engagement or attention in the classroom may lead to teachers redirecting the student to a quiet space in their own classroom or a Responsive Classroom "buddy room" until they regain self-control. The student is welcome to rejoin the class once ready to participate and focus. If the issue persists or is of a serious nature, the teacher may seek administrative assistance. In such cases, the Student Behavior and Family Liaison will step in to gather input from the student and teachers. If the issue continues, parents or guardians may be contacted.

Chinese Immersion

The leading value at Yinghua Academy is the immersion of students in Chinese language and culture. We expect 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 embrace and adhere to language acquisition theories, ensuring proper support for students at various stages of language learning. We motivate students to start using Chinese whenever they are comfortable attempting to do so. It's highly encouraged for students, staff, parents, and visitors to foster a Chinese-only environment. This entails using Chinese exclusively in designated school areas and anywhere students wish to practice or communicate in Chinese. Students are expected to engage in conversations with teachers, staff, and peers in Chinese. In Middle School (grades 5-8), speaking Chinese might be mandatory in specific settings and activities.

Happiness

Happiness stands as one of the five core values at Yinghua, which aligns with the contemporary term "social-emotional learning." At Yinghua, our formal school day commences with a class community Morning Meeting (Responsive Classroom Approach). This practice is crafted to establish a positive and dynamic educational environment while exemplifying happiness. At Yinghua, we teach happiness through engaging interactions, affirmations, and the demonstration of positive behavior for and with students and peers.

Students are anticipated to participate respectfully in Morning Meeting activities, using it as an opportunity to enjoy time with friends. Our curriculum and programming are designed to incorporate enjoyable activities into the school day. Just as students are expected to engage academically in the classroom, they are also encouraged to participate socially in other learning activities throughout the day. We also emphasize critical and positive thinking to aid students in making sound choices in all aspects of their lives. Students come to understand that happiness is as crucial as physical and emotional well-being, rigorous academic learning, proficiency in speaking Chinese, and acquiring the skills of a global citizen.

Consequences of Missed Homework

Homework plays a pivotal role in reinforcing classroom learning and nurturing effective time-management skills. It empowers students to take ownership of their learning journey. To ensure accountability, students are expected to submit their completed homework by the designated due date. In instances where work remains outstanding, students have the option to use afternoon homeroom time or the morning arrival period from 8:00 to 8:30 a.m. for completion. Furthermore, teachers are available during their own preparation time to offer assistance with homework-related inquiries.

In exceptional circumstances beyond a student's control, the school may consider exceptions to the standard homework policy on a case-by-case basis. Should you have any inquiries regarding homework, kindly direct them to the Director of English Instruction or the Director of Chinese Instruction. Your questions will be gladly addressed by these responsible individuals.

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.

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](#) (link opens in a new tab). 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 parents 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 before 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, found on the [Employee Directory](#) (link opens in a new tab), and they may be available before and after school, by appointment, or via telephone. Please allow 24 hours during weekdays 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. We publish information about homework assignments and grades in Infinite Campus, the school's database for student records. Address questions to the Director of English Instruction and Director of Chinese Instruction.

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, and busing. Complete the school's [ACH Form](#) (link opens in a new tab) at the start of each school year to facilitate payments through your 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. Families who use ACH as a method of payment for Aftercare will receive a 5% reduction in the daily fee.

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 teachers' 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. Parents/visitors will not be allowed in the building for the 2023-2024 school year, unless for official business.
- **Classroom doors are closed and locked at 4 p.m.** Students are not allowed into classrooms to retrieve forgotten items such as but not limited to: instruments, lunch boxes, water bottles, homework, etc. Students who need to bring home instruments should retrieve them from room 157 before dismissal.
- **Retrieving belongings after 4 p.m.:** Aftercare students 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 (if there are available staff to do so).
- **Pick up students within fifteen minutes:** Parents must pick up their children from after-school events (this excludes Aftercare, music lessons, tutoring, and/or enrichment classes of which must be picked up no later than 6 p.m.) no later than fifteen minutes after the published ending time of the event.
- **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. Students still waiting for pick-up will be in the mural hallway. There will be a \$1 per minute per student late fee charged to the student's Silent Dismissal Account for every minute beginning at 3:46 p.m.
 - Activity leaders will escort students to Door 1, or Aftercare staff will call for students. If you are picking your child up from an activity other than Aftercare, Enrichment classes, Music Lessons or Tutoring, please wait outside Door 1 for your child to exit. This will help alleviate the congestion at Door 2 during Aftercare/Enrichment dismissal. Parents and visitors are not allowed to wait for students inside the building. Siblings and parents waiting for another family member or carpool member to finish an after school activity must wait outside Door 2.
- **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 at Door 2. Students and volunteer adults may not remain in classrooms after activities conclude.
- **Students attending events:** Students who are pre-registered 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. These students are expected to wear DLO identifying vests when helping. Use the Dragon Life Organization (DLO) setting in Silent Dismissal. If parents or guardians attend an after-school event along with a student, they may not wait in the building 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, if there is space and staffing for any given day.
- 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 designated staff, a parent, a 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 watching events in the gym may not wander the hallways.
- Students may not touch PE equipment without permission.
- Student spectators should not interact with, nor distract athletes.
- All parents, students, and community members that arrive to watch or take part in a game will enter and exit through Door 16 near the gym.

ALLERGIES

The school is an “allergen-aware” environment, which means that we recognize the potential for life-threatening allergic reactions 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

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 [Picking Up and Dropping Off Students at Yinghua](#) (link opens in a new tab) on the Yinghua website under Current Families ☒ Bus, Traffic, Parking. *See also Parking Guidelines in this Handbook.*

Car Drop-Off Safety

Car drivers, to drop off your child at school between 8 a.m. and 8:25 a.m., follow the directions as outlined in [Picking Up and Dropping Off Students at Yinghua](#) (link opens in a new tab). 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. Please do not enter the staff parking lot or block the entrance to drop off your students as staff are trying to arrive.

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 parents are not allowed in the building without checking in at the main office.

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. After this time, students must walk around the front of the building on 17th Avenue NE. Students arriving between 8:30-8:55 a.m. must enter via Door 2. Students arriving to 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 around 8:05 a.m. on Buchanan Street.
- Staff supervise the unloading of buses in this area.
- Kindergarten and first-grade bus riders should proceed directly to their homeroom upon arrival through door 5; all other bus riders should proceed directly to Door 17 for the breakfast program. After breakfast, students can go to their homerooms. Students who choose not to participate in the breakfast program can directly proceed to their homerooms upon arrival.
- Please note that no cars are allowed to park in the bus area during the school day.

ATHLETICS

Yinghua offers athletics after school throughout the school year that generally change each term. All teams at Yinghua are co-ed. The athletic program mission statement is to prepare our student-athletes to be respectful, successful and happy competitors by providing a safe and supportive sports experience within a fun, challenging, well-rounded and well-organized athletic program. Emphasis is placed on teamwork, sportsmanship, integrity and fair play. Athletics programs and registration information are posted online prior to each new school term on the [Athletic Program website](#) (link opens in a new tab).

Students are expected to conduct themselves in a manner which follows the behavior code for Yinghua Academy. Participation in extracurricular activities is only permissible if the student is academically eligible, has no outstanding/overdue Aftercare accounts and if the student acts in a way which is in accordance with this behavior code. Participating students and their parents will be asked to read and complete the [Athletic Behavior Expectations form](#) (link in a new tab) before students can practice.

Traveling teams are available for students in grades five through eight. These teams will compete against other schools in the [LIST league](#) (link opens in a new tab). Currently, parents are responsible for transporting their students to competitions that are not hosted at Yinghua, unless alternative arrangements are made by the Yinghua athlete team. Volunteers often set up team carpools to assist with transporting students to games/meets. In-house teams are offered for students in grades one through eight, meaning Yinghua students will play against each other with no traveling to nor playing against other schools.

Parents can pick up their students from the practice field if the sport practices outside, otherwise sports will dismiss from the building. Students participating in athletics should be set for that sport in Silent Dismissal during the season. Reminders will be sent before and after the sports season to team parents to ensure their student's Silent Dismissal is set properly.

ATTENDANCE

Parents and guardians should take daily attendance seriously because the law requires daily attendance and attendance information to be included in each student's permanent school record ([MN Stat. 120A.22](#)/[MN Stat. 120A.34](#), links open in new tabs). It is the responsibility of parents and guardians to ensure that their child attends school regularly and to communicate with Yinghua regarding any absences or tardiness. Unless your child is ill or facing emergency circumstances, they should be present at school throughout the entire day. Classroom interactions with teachers and peers in Chinese are vital for academic progress across all subjects. While certain missed schoolwork can be caught up, the daily learning experiences offered in the classroom cannot be replicated at home. For more information, also refer to the sections on *Missed Classes and Make-Up Work*, as well as *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, grades and behavior records. It is through this system that Yinghua compiles and sends required 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 an automated call if the absence is unexcused. 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 7 to 17 must receive educational instruction, attend class regularly, and arrive on time. [MN Stat. 120A.22](#) (link opens in a new tab).
2. Children younger than 7 enrolled in kindergarten or a higher grade must attend class regularly unless there is an official withdrawal from the school. [MN Stat. 120A.22](#) (link opens in a new tab).
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 office of the county attorney.
5. The term *continuing truant* is defined as a student under the age of 17 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 or three days if the student is in middle school. [MN Stat. 260A.02](#) (link opens in a new tab).
6. The term *habitual truant* is defined as a student under the age of 17 who is absent from attendance at school without lawful excuse for seven school days per year if the student is in elementary school or one or more class periods on seven school days per year if the student is in middle school. [MN Stat. 260C.007, Subd. 19](#) (link opens in a new tab).

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 their homeroom, ready for Morning Meeting, in uniform, 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 the homeroom after 8:30 a.m. are tardy.
3. A student arriving at school between 8:30-8:55 a.m. enters via Door 2 (17th Ave NE). Students entering after 8:55 a.m. enter the school via Door 1 (17th Avenue NE). All students entering after 8:30 receive a tardy pass. Door 14, the usual arrival door, is locked at 8:30 a.m.
4. Late-arriving kindergarten through fourth-grade students should be accompanied by a parent or guardian to the appropriate entrance to check in with staff and receive a tardy pass.
5. After 9 a.m., students of all ages must be accompanied into the building via Door 1, signed in at the computer by a parent or guardian, and issued a tardy pass by staff.

6. Infinite Campus generates automated phone calls and emails to parents or guardians if the student was marked absent, unexcused. Also, please refer to *Unexcused Absence*.
7. Buses are scheduled to arrive at school around 8:05 a.m. A late arrival due to a delayed bus is considered an excused tardy.

Reporting an Absence or Tardy

Notify the main office staff by 9 a.m. if your child will be late or absent. Communicating with your child's teacher about an absence or tardy is insufficient. Failure to report an absence using one of the two 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 two ways:

1. Online on the [Yinghua Website](#) (link opens in a new tab) via the turquoise "Report An Absence, Tardy, or Early Dismissal" button (upper right-hand side) or "Quick Link" (bottom of the page)
2. By phone, 612-788-9095

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

Early Dismissal and Requesting an Early Dismissal

- Regular dismissal runs from 3:25 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 3:25 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 using the online form called "[Report an Absence, Tardy or Early Dismissal](#)," (link opens in a new tab) 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, or by phone (612-788-9095). **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 p.m., submit your request by 1:10 p.m. If you miss this timing window for a 3:10 p.m. dismissal, you must wait for regular dismissal to begin at 3:25 p.m. Note that if you arrive in the office between 3:10 and 3:25 p.m. to request that your child be dismissed, you will be directed to Door 2 where staff begin taking dismissal numbers at 3:20 p.m. Your child will meet you at Door 2 starting at 3:25 p.m.

At 1 p.m. daily, Silent Dismissal stops accepting changes and locks students' dismissal plans into place for review by homeroom teachers, bus captains, and other staff who manage dismissal. During the locked period, parents 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 or mental health. 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, including medical, dental, orthodontic, or mental health. 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 Student Behavior and Family Liaison, and the 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](#) (links open in new tabs).
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](#) (links open in new tabs).
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. 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 Student Behavior and Family Liaison, and the Executive Director. These tardies contribute to a student's truancy record.

If students exhibit a recurring pattern of tardies or accumulate 10 unexcused tardies, the Student Behavior and Family Liaison will reach out to families to understand the reasons and provide necessary support.

A student is classified as *continually truant* after accruing 24 unexcused tardies. In such cases, the student's parent or guardian will receive a written notification. If the tardy pattern persists, the school may take additional administrative action.

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. 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 for absences to be approved.

Notify the school in advance of planned school absences (such as vacations) by filling out the [Report an Absence, Tardy or Early Dismissal](#) form (link opens in a new tab). The Registrar will inform your student's teachers of the absences.

- For absences of 1-14 consecutive days, **submit the form at least 10 days before** 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 due to medical reasons) and are considered withdrawals from school, unless they have been pre-approved by the Yinghua Academy School Board. To secure School Board approval for a leave of absence, please submit your form at least **six weeks before the first day of absence**.
- **See Policy 005 on [Yinghua's Policies webpage](#) (link opens in a new tab)**. Contact the Directors of Instruction for more information.

Routine Absences

Notify the school in advance of routine absences by emailing attendance@yinghuaacademy.org (including routine early dismissals). 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 10 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 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 Directors of Instruction, 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 Directors of Instruction, the Student Behavior and Family Liaison, 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.

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, Directors of Instruction, Student Behavior and Family Liaison, 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](#) (link opens in a new tab). 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 are allowed for bringing belongings to and from school. However, to prioritize health, safety, and encourage organizational skills, personal backpacks and bags are generally not permitted to be carried from class to class, unless granted permission by the Student Behavior and Family Liaison. Instead, they should be stored in student lockers throughout the school day. Please note that storing them in homerooms or hallways is not allowed. Any unattended backpacks will be confiscated.
- **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 Student Behavior and Family Liaison. 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 core values and The 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 \(RC\)](#) (link opens in a new tab) 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 Student Behavior and Family Liaison and Executive Director oversee and follow through with student behavior issues.

Seven Principles Guide the Responsive Classroom 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 Responsive Classroom Approach are 10 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.

Second Step

Yinghua Academy’s goal is for our students to become global citizens which means supporting and encouraging their whole development. While excelling in academic classes is important, students also need skills for learning challenges, making good decisions, handling strong emotions, and getting along with others. Second Step® curriculum is a research-based social-emotional learning program designed to improve students’ social-emotional skills, such as emotion management, impulse control, problem solving, and empathy. Second Step skills and concepts are designed to help students both in and out of school and compliments Responsive Teaching.

In the Second Step® Elementary (K-Grade 5) program, there is a focus on teaching empathy and kindness. Students learn how to recognize kindness and act kindly, have empathy for others and take others’ perspectives, and recognize kind acts and empathy as important elements of building and maintaining relationships. Additionally, students are taught how to identify and state a problem, recognize if a problem is an accident, and use the STEP problem-solving process:

- S: Say the problem
- T: Think of solutions
- E: Explore the outcomes
- P: Pick a solution

The Second Step® Middle School (Grades 6-8) program builds upon these skills. Students learn how to recognize bullying and harassment, stand up safely to bullying, and respond appropriately to harassment.

Additionally they learn strategies for developing and maintaining healthy relationships, perspective-taking, and dealing with conflict.

Throughout the Second Step® Elementary and Middle School curriculum, growth mindset and goal-setting is an essential component. Students learn how to pay attention and manage distractions, develop a growth mindset, and apply goal-setting strategies to their social and academic lives. The curriculum also focuses on thoughts, emotions, and decisions. Students learn how to recognize strong emotions and unhelpful thoughts, and apply strategies to manage their emotions and reduce stress.

BEHAVIOR MANAGEMENT

Heart Safe/Body Safe (No Physical!)

Yinghua Academy enforces a strict "no physical" rule that applies to all students from kindergarten through eighth grade. From the start of kindergarten, students are educated about the importance of keeping their hands to themselves to prevent any form of physical contact or actions. The rule states that no student is allowed to engage in any actions that physically harm, or have the potential to harm, another student.

This policy encompasses various actions such as pushing, hitting, kicking, tripping, grabbing, holding, pulling, pinching, tackling, biting, kissing, poking, jabbing, throwing objects like snowballs, rocks, or sand, and using objects like sticks or bats to hit others. The "no physical" rule also extends to activities like 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 Student Behavior and Family Liaison. Inappropriate behavior and disruptions are viewed seriously because they prevent teachers from teaching and classmates from learning to their full potential. In response to students' misbehavior, we have several actions that can be taken, all of which are aimed at helping our students learn and grow. These actions may include, but are not limited to:

- Making phone calls to the students' families.
- Implementing logical consequences.
- Collaborating with the student, the Student Behavior and Family Liaison, and the teachers to create a behavior contract.
- Following up on the behavior contract to ensure progress.

We also believe in the importance of involving parents as partners in supporting our students in correcting their behavior. Therefore, we will keep parents informed about the actions we have taken and invite them to join us in this important journey.

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, per year, and are noted on report cards.

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.

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 they are a victim of sexual harassment should talk to a parent or to a school authority such as a teacher, the Student Behavior and Family Liaison, 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.

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. Please refer to the addendum for specific consequences related to this section.

Threats to Faculty, Staff, Students and Visitors

Threats of any kind—to faculty, staff, administrators, school officials, and visitors—are detrimental to the learning environment, constitute a significant violation of school discipline, and will not be tolerated. Any form of threat may result in severe and immediate disciplinary measures, including suspension or expulsion. All threats, whether verbal, written, or electronic via cell phone, text message, instant message, Facebook, Snapchat, Instagram, other social media, gaming sites, personal web pages, videos, or emails, will be treated seriously.

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.*

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 tardiness), the student will be

referred to the Student Behavior and Family Liaison for intervention, may receive disciplinary consequences when appropriate, and the incidents may be recorded in Infinite Campus.

When a student has been referred to the Student Behavior and Family Liaison, 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 on the [Yinghua Policies webpage](#) (link opens in a new tab).

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 Student Behavior and Family Liaison 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 Student Behavior and Family Liaison.
2. The Student Behavior and Family Liaison determines a course of action, which may include meeting with the student(s) at their current location or in the Student Behavior and Family Liaison's office to address the concern and review the incident with the student(s). Sometimes the response involves removing the student(s) from the classroom due to disruptive behavior, because a discussion would prove disruptive to the classroom, or for privacy reasons.
3. After reviewing the incident and collecting pertinent facts, the Student Behavior and Family Liaison 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. An 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 Student Behavior and Family Liaison 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 Student Behavior and Family Liaison communicates and consults regularly with the Executive Director and Directors of Instruction regarding behavior concerns. The Student Behavior and Family Liaison consults with the Executive Director in severe cases before determining a course of action.

1st Level Action

The student meets with the Student Behavior and Family Liaison. 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 Student Behavior and Family Liaison 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 Student Behavior and Family Liaison to be kept on file. The incident also may be documented in Infinite Campus, and an email report may be sent to parents or guardians through Infinite Campus. The incident may be referred to the Executive Director and the Directors of Instruction 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, in-school suspension, suspension, or expulsion. 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, in-school suspension, suspension or expulsion. Review Policy 506 on the [Yinghua Policies webpage](#) (link opens in a new tab).

In-School Suspension, Suspension and Expulsion

In the event behavior issues must be reported and addressed, Yinghua Academy strives to provide students with the opportunity to change unacceptable behavior through non-exclusionary discipline practices such as but not limited to: open lines of communication from the classroom, school and home, guidance, logical consequences, and behavior contracts, when appropriate. It is important that every opportunity be taken to keep students in school and in class. The last option for inappropriate behavior after all efforts have been exhausted would be suspension.

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, in-school suspension, and suspension are *mandatory*, and the student may be required to serve the suspension before resuming classes.

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 Student Behavior and Family Liaison informs the student's family of the ISS and sends home a Behavior 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 Student Behavior and Family Liaison informs the student's family of the suspension and sends home a Behavior 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. 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, in-school suspension, suspension, or expulsion. Review [Policy 506](#) (link opens in a new tab).

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 a 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 and are great options to help protect our students with food allergies.

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.

BREAKFAST PROGRAM

Commencing in the 2023-2024 school year, Yinghua is participating in the state's free breakfast and lunch program. We are pleased to offer free meals to all students. Free breakfast will be served from 8-8:30 a.m.

every school day. Breakfasts do not need to be preordered. CKC Good Foods is the caterer that provides your children with nutritious breakfasts and lunches. These meals are prepared according to USDA guidelines, are approved by MDE and hopefully will appeal to your kids. Menus offer fresh fruit and vegetables, as well as entrees prepared from scratch if possible. We kindly request your completion of the [Free Meal Ordering Guidelines](#) (link opens in a new tab) to indicate your understanding of the requirements, ensuring the smooth management of these beneficial programs for our school and students.

BULLYING/CYBERBULLYING

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. 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 on the [Yinghua Policies webpage](#) (link opens in a new tab). The school will also support the welfare of the victim of bullying by communicating with parents, the classroom teacher, the Student Behavior and Family Liaison and the Executive Director to determine next steps to support the emotional well-being of the victim. School counseling services may be offered to assist the student with the residual effects of the situation.

Yinghua's bullying policy complies with the [Safe and Supportive Schools Act](#) (link opens in a new tab) 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 an interpersonal or social conflict that occurs from time to time amongst students. Interpersonal conflict can be discomfoting although it is a normal part of childhood and adolescent development. Students may need help working through issues of interpersonal conflict. Yinghua assists students who are dealing with interpersonal conflict through Responsive Classroom practices, Student Life Mentors, and counseling.

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 assassination 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. Cyberbullying. *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 the use of electronic technology which seriously disrupts any student's education.

Reporting Bullying

Parents, students, and staff should immediately report bullying concerns to the Student Behavior and Family Liaison 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 the Student Behavior and Family Liaison 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. However, when safe and appropriate, all students alleged to have been involved in the incident(s) may be gathered for a meeting to confirm the details of what happened and/or to bring closure and reconciliation. 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.
- In-school suspension, suspension, or expulsion.
- Alternative consequences or intervention.
- Referral to law enforcement.

Cyberbullying

Cyberbullying is using technology or other electronic communication to bully another. Methods include using a computer, cell phone, or other electronic devices to transfer a sign, signal, writing, image, sound, video, or data. *Also see Bullying.* Examples of cyberbullying 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 their 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.
- Cyberstalking—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 the bus routes and MTN designs the bus routes; 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 80 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 [Yinghua’s Bus, Traffic, Parking webpage](#) (link opens in a new tab).

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 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 Transportation Coordinator. Non-registered students may not ride the bus (e.g., riding a friend’s bus home on Friday for a sleepover or party). Only in the case of an emergency are parents allowed to board the bus. Otherwise parents are not permitted to board or ride the bus. Kindergarten students dropped off by the bus at their designated stop in the afternoon must have an adult present for pick-up; families may indicate their drop-off preference for students in all other grades on the registration form.

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 classwork, the work may be confiscated, and the teacher will report the student to the Student Behavior and Family Liaison immediately. The student may be required to redo the work in the the Student Behavior and Family Liaison’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 Student Behavior and Family Liaison Immediately. The student may be required to retake the exam in the Student Behavior and Family Liaison’s, Directors of Instruction’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 on [Yinghua’s Policies webpage](#) (link opens in a new tab). Staff will follow this policy regarding all reporting procedures.

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. Infinite Campus issues attendance alerts to parents and guardians, and also may be used to communicate about behavior. In the case of a school closing or early dismissal due to weather, Yinghua will communicate with families via Infinite Campus, as well as posting on the Yinghua website and notifying local news stations. Via email, the school sends an electronic newsletter each Friday afternoon, Yinghua News & Announcements, which can be found on [Yinghua’s Newsletters webpage](#) (link opens in a new tab), 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 [Yinghua Academy website](#) (link opens in a new tab).

The school will send information to parents at the beginning of a school year, and this is being transitioned to email instead of a physical mailing.

Fall and spring conferences also are important components of communication between teachers and parents. Parent-teacher conference information and sign ups will be shared with families leading up to the conference days in fall and spring.

Every term, report cards are sent out to families. Please make sure to let Yinghua know if your address changes.

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. The [one-page calendar](#) (link opens in a new tab) can be found on the Yinghua Academy website. A 12-month wall calendar is published each fall and distributed to families at school. Yinghua also maintains [a Google Calendar](#) (link opens in a new tab) with important events and meetings.

Parents are encouraged to communicate with teachers via email as the need arises. Teachers are expected to check and respond to emails 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 Student Behavior and Family Liaison and made available for retrieval according to these guidelines:

- **First Time:** The item will be held in the Student Behavior and Family Liaison's office until the end of the school day, at which point the student may retrieve it from the Student Behavior and Family Liaison. The parent will be informed of the situation.
- **Second Time:** The item will be held in the Student Behavior and Family Liaison's office for seven school days, after which time the student and a parent may retrieve it from the Student Behavior and Family Liaison. A behavior contract may be written.
- **Third Time:** The item will be held for the remainder of the school year and the parent may retrieve it from the Student Behavior and Family Liaison's office. The student will be prohibited from bringing the item to school for the remainder of the school year. Further disciplinary action may apply, including but not limited to In School Suspension (ISS).

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)**. Through SD, you have the ability to make changes until 1 p.m. each day from your computer or other devices.

Silent Dismissal'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 3:25 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.

Contingency Dismissal Plan: In Case of Internet Outage

In the event there is an interruption in internet service and Silent Dismissal is not accessible, Yinghua Academy has developed a contingency plan for dismissal at the end of the school day. Lower School students and their Middle School siblings will gather in the gym. All other Middle School students will meet in the cafeteria. Yinghua staff at curbside (Fillmore) and staff outside at Door 2, upon greeting parents, will

walkie for students to be released to their respective dismissal locations. Staff will have access to hotspots and laptops for bus dismissal, as well.

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 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](#) (link opens in a new tab) 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.

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](#) (link opens in a new tab). 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 > Bus, Traffic, Parking and Current Families > Silent Dismissal).
 - A. [Picking Up and Dropping Off Students at Yinghua](#) (link opens in a new tab)
 - B. [Silent Dismissal](#) (link opens in a new tab)
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 16 and 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. Registration is required prior to the beginning of the school year. Registration after that time will be determined on space and staffing. 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. Pre-registration is required and spaces are limited. 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 Debate, Technovations, sister school video conferences, etc...

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.
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.

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 day 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.
 - Use a mobile phone to photograph your dismissal card. 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.

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.

A dismissal is an "early dismissal" if it occurs between 8:30 a.m. and 3:10 p.m. Parents and guardians may request an early dismissal by using the online form called "[Report an Absence, Tardy or Early Dismissal](#)," (link opens in a new tab) which is also linked in a teal box on the top right of the Yinghua website and is in Quick Links at the bottom of the website, or by phone (612-788-9095). Parents should not request early dismissals directly from teachers. 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. When picking up a student for early dismissal, go to the Main Office at Door 1 (17th Ave NE). Office staff will then call the classroom and ask the teacher to dismiss the student. Students in grades two through eight will walk to the office on their own. Kindergarten and first-grade

students will be escorted by a teacher. **Please note that students will not be released from their classroom for an early dismissal until a parent or guardian is present at school to pick them up.**

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 when special dismissal methods are required.

Timing of Dismissal

- **1 p.m.:** Silent Dismissal locks and prohibits changes for the rest of the afternoon.
- **3:10-3:25 p.m.:** 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 3:20 p.m.
- **3:20 p.m.:** 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 smartphone.
- **3:25-3:45 p.m.:** 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 p.m.:** Bus riders exit at door 5. 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 p.m.:** Buses leave school. Buses will not be held after 3:40 p.m. for late-arriving students. Staff will track down late-arriving bus riders in kindergarten through fourth grade until 3:40 p.m. only. Staff will not track down late students in grades five through eight—it is their responsibility to be on the bus by 3:40 p.m. Students who miss the bus will be sent to Door 2, and the office will call you to pick them up.
- **At 3:46 p.m.:** students not picked up wait in the mural hallway, parents park in a legal spot, walk to Door 2, and show a Dismissal Card to staff. There is a \$1 per minute per student late pick-up fee starting at 3:46 p.m. Late charges will be billed through Silent Dismissal at the end of the month and payment will be due on or around the 10th of the following month.

Pickup at Fillmore Curbside

- Parents who wish to pick up their children from the curb should travel west along 14th Ave NE towards Fillmore and queue up on northbound Fillmore, along the western side of Northeast Park. Read these helpful instructions: [Picking Up and Dropping Off Students at Yinghua](#) (link opens in a new tab).

Pickup at Door 2 (Parents 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 wishes to walk to the building to pick up a child from 3:25 to 3:45 p.m. should read and follow the directions on this helpful worksheet: [Picking Up and Dropping Off Students at Yinghua](#) (link opens in a new tab).

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.

DRAGON LIFE ORGANIZATION

The Dragon Life Organization (DLO) at Yinghua Academy offers students the opportunity to develop life skills that empower them to make a difference. All students are encouraged to play an active role in the life of the school, and those who wish to serve as student body leaders may apply to be DLO Prefects. Working in cooperation with and complementing the efforts of the administrative and academic staff, Prefects are valuable assets to the school. Prefects help uphold high standards of behavior and encourage participation in school activities. School staff and administrators support student prefects as they perform real jobs, complete valuable tasks, and plan important events for the school.

DLO empowers students to make a difference by giving them the opportunity and responsibility to develop skills in leadership, cooperation, confidence, creativity, problem-solving, communication, and global citizenship. While engaging in DLO activities such as service projects and “late nights” students acquire and refine skills and perspectives that will help them in high school, college, and beyond.

The goals of the Dragon Life Organization are as follows:

1. Allow students to meaningfully engage with and contribute to their school community.
2. Complement the academic portion of our students’ education.
3. Allow students the opportunity to experience real-life work, responsibility, and accountability.
4. Involve students in their own education through ownership and investment.
5. Promote the highest standards of ethical and moral values.
6. Model the Great Expectations for the whole school.

Students in fifth through eighth grade are encouraged to volunteer to participate in the leadership of Dragon Life and help make Yinghua Academy the best school it can be. The variety of Dragon Life roles and tasks caters to the varying interests and skills of students. Tasks fall into Dragon Life Departments, which mirror the structure of the school.

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 health office or other school staff. Permission is granted based on circumstances such as special needs, injuries, assisting staff with deliveries, or Dragon Life Organization (DLO) activities. *Also see the section Mobility Aids such as Crutches or Wheelchairs.*

EMAIL

[Please read our latest Yinghua Gmail, Laptop, and Cellphone Rules and fill out the agreement form](#) (link opens in a new tab).

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.

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-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 [Report an Absence, Tardy or Early Dismissal form](#) (link opens in a new tab) on the school website (also a Quick Link at the bottom of the homepage) or call to report the absence (612-788-9095).

EXTENDED CARE-AFTERCARE

Yinghua's Extended Care program provides after-school care (3:30-6 p.m.) for Yinghua Academy students. Prior to the beginning of Term I at the beginning of the school year Aftercare registration will be available and open for one week on the Yinghua website. After that time, registration will take place on an individual basis and will be dependent on space and staffing. To adhere to safety protocols and recommended adult to child ratios, Aftercare does not provide drop-in childcare service. If a child is not on

the Aftercare rosters, parents may contact the Aftercare office after 2 p.m. on any given day to inquire if there happens to be space on that day for Aftercare services.

In addition, there are opportunities to register for enrichment classes and music lessons. Online catalogs for enrichment class offerings and a registration link are available each term on the Yinghua website. Music Conservatory information and registration are available on the Yinghua website.

All school rules and behavior expectations apply during AfterCare, enrichment classes, music lessons and tutoring. For details see the [Yinghua Extended Care webpage](#) (link opens in a new tab) or 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](#) (link opens in a new tab)
2. Silent Dismissal 2--[Setting Your Schedule in Silent Dismissal](#) (link opens in a new tab)
3. Silent Dismissal 3--[Scheduling Aftercare](#) (link opens in a new tab)
4. Silent Dismissal 4--[Aftercare Billing](#) (link opens in a new tab)
5. Silent Dismissal 5--[How to Set An Override](#) (link opens in a new tab)

Fees are as follows:

- Aftercare, 3:30-6 p.m. \$18 per day, billed at the end of each month.
- A fee is charged for returned checks.
- Use of ACH is encouraged. If families use ACH (automatic withdrawal from a checking/savings account), they will receive a 5% reduction for the daily Aftercare fee.
- If a credit card is used for paying the Aftercare bill, a 3% fee will be applied.
- 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 picked up after 3:45 p.m., who are not in an after-school program such as Aftercare or athletics, are charged a late fee of \$1 per minute.
- When students are registered as “Aftercare Only” and are on the rosters weekly for any given day, families will be charged \$18 per day regardless if the child attends or is absent.

Aftercare

Pre-registration is required through the Aftercare office for care. An email will be sent via Infinite Campus to all families prior to the beginning of Term I informing them of the upcoming Aftercare Registration dates and instructions on how to locate the registration link. After the initial fall registration, individual registration will be directly through the Aftercare office. Registration for the program will be dependent on space and staffing. There will be no drop-in Aftercare services. If a student is not on the Aftercare Roster, the parent may call or email the Aftercare Office after 2 p.m. to inquire if there is space on any given day for services. Space is not guaranteed for any given day. Students must be signed up for each day they attend Aftercare. *Also see Aftercare Scheduling.* Aftercare begins at 3:30 p.m. Upon check-in to Aftercare, students will receive a snack. Aftercare students in kindergarten and 1st grade are escorted to their Aftercare locations by their homeroom teachers at 3:45 p.m. Our youngest students, kindergarten and first graders, have their own dedicated Aftercare rooms and staff, and they enjoy activities together including

playground time, and during inclement weather; crafts and games. Students in grades two through eight who are signed up for Aftercare report at 3:30 p.m. to the cafeteria where they can choose among: board games, building toys and arts/craft activities. Special activities like movie watching or bingo happen on Fridays. Students in Aftercare will spend most of their time playing outside with the exception of inclement weather days.

After your Aftercare registration is accepted, set your child's Silent Dismissal schedule to reflect when you want them in Aftercare each week. Aftercare staff authorize your child to be set for Aftercare in Silent Dismissal, but parents/guardians must set their child's Silent Dismissal schedule themselves.

Fee is \$18/per day your child is checked in to Aftercare. Even if you pick them up early, if they are marked in Silent Dismissal as "Aftercare ONLY" there will be an \$18 charge per day in your child's Silent Dismissal Account.

- If your Educational Benefits Application qualifies for Free Lunch, your child's Aftercare fee is \$9.
- If your Educational Benefits Application qualifies for Reduced Lunch, your child's Aftercare fee is \$12.

All students in Aftercare receive one snack in Aftercare. Please send extra snacks with your child if they tend to be very hungry after school

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. Yinghua teachers provide homework help between 4 p.m. to 5 p.m. on the days children are registered for the service. We do not guarantee your child will complete their homework each day, but will encourage and assist as much as possible toward the completion of daily assignments. Students who create a disturbance during Homework First may be asked to leave the library for the remainder of the day. The Extended Learning Coordinator may call the parent of the student who created the disturbance. To register your child for Homework First (HWF) on the Yinghua website go to: Current Families>Extended Care, After School>Aftercare HWF registration/removal [HERE](#). If you have questions you may contact Channy Leaneagh, channy.leanegh@yinghuaacademy.org.

Online Access during Aftercare

Middle school students who attend Aftercare have access to iPads to complete their daily assignments. iPads will not be allowed to be used for any situation other than homework based assignments.

Aftercare Pickup

- Aftercare students must be picked up by 6 p.m. via Door 2 at the front of the school on 17th Avenue.
- A \$1 per minute late charge will be applied to the student's Silent Dismissal account beginning at 6:01 p.m.
- Show the current school year dismissal card to the staff working at Door 2. You may be asked to show a legal ID.
- If someone other than the parent is picking up a child from Aftercare, they must either have a current school year copy of the dismissal card (physical copy, picture on phone) or show a valid picture ID to the staff at Door 2. If the person picking up the child is someone who is not listed as an emergency contact, please contact either the main office or the Aftercare office to let them know the name of the person picking up the child.

- 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 Extended Learning Coordinator when you arrive.

Aftercare Billing

Students are checked into Aftercare, tracked throughout the afternoon, and signed out through Silent Dismissal. Billing for 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 1 p.m.** If a child is on the Aftercare roster and is absent, families will still be charged for that day. If your plans change and you can pick up your child earlier than planned, make your change in Silent Dismissal before 1 p.m. See [Aftercare Billing](#) (link opens in a new tab). *Students with unpaid Aftercare balances will not be permitted to participate in the program until the outstanding bill is settled or a payment arrangement has been established with the business manager in the business office. Additionally, students with overdue Aftercare balances will be ineligible for any fee-based after-school activities, including, but not limited to, sports and dances. For students picked up late beyond regular hours (after 3:45 p.m. from school or after 6 p.m. from Aftercare), a late fee of \$1 per minute per student will be applied.*

Enrichment Classes

Refer to the schools calendar and website for Enrichment and Music Lesson registration. 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's Extended Learning Coordinator Channy Leaneagh, channy.leanegh@yinghuaacademy.org, for details or the Business Office for basic payment questions.

If your child is registered for enrichment classes or music lessons then you must set their Silent Dismissal for "Aftercare+Enrichment/Music Lessons" for the days they are in their enrichment classes or music lessons. Because supervision before and after music lessons and/or enrichment classes is required and provided by Aftercare staff, all students in music lessons and/or enrichment classes will be checked in to Aftercare and charged \$12 per day. Setting your student's Silent Dismissal properly helps ensure you are not charged \$18 for Aftercare.

No matter what time students have a class, they'll be part of Aftercare the day of their Enrichment or Music Lesson; before the class *and* until 6 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.

Availability of Music Lessons and Enrichment Classes each term is based on staffing for Aftercare and building capacity.

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 kindergartners are tired after a full day of school. Use your judgment to decide if your kindergartner may be ready for the excitement of Enrichment classes or music lessons during Terms II and III.

PLEASE NOTE: If families have an overdue/outstanding balance for Aftercare or bussing, those students will not qualify for any after school fee-based extracurricular activities until the balance is paid in full.

Conservatory of Music

Yinghua Academy offers music lessons in eight-week terms. All students are eligible to register for music lessons although kindergarten students must wait until Term II in January to register for lessons. Music Lessons must be paid in advance for each term. Fees are \$30 for the 30-minute music lesson plus \$18 for Aftercare Fee.

Students enrolled in the Yinghua Academy Conservatory of Music are also automatically enrolled in Yinghua's Aftercare program, because Aftercare staff must supervise your child before and after their lesson. 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/viola, cello, and string bass.
- Music lessons last 30 minutes once per week. Hour-long lessons are available on request and cost \$60/per lesson + discounted \$12 Aftercare daily fee.
- 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 need to pay each term.
- If you drop lessons before the end of a term, you forfeit the remaining fees for that term.
- KG and new students may be escorted to and from their music lessons by Aftercare staff.
- Students can register for more than one lesson per week (for example, guitar lessons and piano lessons).
- After each term's eight-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.

PLEASE NOTE: If families have an overdue/outstanding balance for Aftercare or bussing, those students will not qualify for any after school fee-based extracurricular activities until the balance is paid in full.

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 permission slips 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](#) (link opens in a new tab) 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 Directors of Instruction, 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 on the [Yinghua Policies page](#) (link opens in a new tab).

There will be occasions when Yinghua Academy finds it necessary to charge families fees. Examples of these instances include lunch, field trips, Aftercare, after-school Enrichment classes, music lessons, athletics, Middle School 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.

Families with an outstanding account balance will not be able to register their students in after-school activities until the debt is settled or a payment plan is arranged. See Policy 720 on the [Yinghua Policies page](#) (link opens in a new tab) for the steps the school shall take to recover the money owed.

Educational Benefits for Families Displaying Economic Need

Yinghua Academy is dedicated to educating all children, regardless of their socioeconomic status. To ensure a top-notch education for every student, Yinghua Academy actively takes part in the National Free Meal Programs, offering complimentary breakfast and lunches to all enrolled students.

Families eligible for educational benefits (also known as the free-reduced lunch program) have the opportunity to receive the following advantages upon completing the Waiver of Confidentiality, which accompanies the Application for Educational Benefits form:

- 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](#) (link opens in a new tab) sent 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](#) (link opens in a new tab).

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 \$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 two tickets from each homeroom. The students named on the drawn tickets are invited to enjoy a treat in celebration with the Executive Director and Student Behavior and Family Liaison.

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 Student Behavior and Family Liaison or the Directors of Instruction. 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.

HEALTH, STUDENT HEALTH

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 backup 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 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 [Report an Absence, Tardy or Early Dismissal form](#) (link opens in a new tab) or by clicking the Quick Link on 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 mucus 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 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](#) (link opens in a new tab) 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.

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](#) (link opens in a new tab).
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](#) (link opens in a new tab) 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 fifth 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.

Mobility Aids Such As Crutches Or Wheelchairs

If your child has an injury requiring any adaptive equipment such as crutches, braces, splints, or a wheelchair, send a doctor's explanation of the situation including the length of time the equipment will be needed to the Health Office, or contact the Health Office directly. 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.*

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 online 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 Student Behavior and Family Liaison or Executive Director any concerns regarding abuse or misuse of cyberspace. A report may be made anonymously through anonymous reports may limit the school's ability to respond effectively. Yinghua staff are required immediately to report all concerns regarding cyberbullying to the Student Behavior and Family Liaison 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 on the [Yinghua Policies page](#) (link opens in a new tab).

The following are unacceptable internet and cyberspace uses and practices:

- Using the internet at school for non-school activities, such as playing games or watching videos that teachers don't permit;
- 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, memes, 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.
- Installing apps or programs such as Opera that are not provided by the school.

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.

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 extenuating circumstances, students are expected to use the restroom or get a drink of water between classes or during other breaks in the day.

When students need to exit the classroom during a class, lower-grade students will adhere to the teachers' guidance, using a hallway pass and being conscious of the specified duration for their absence from the classroom. Middle school students must use a designated hallway pass that distinctly indicates their departing class. Furthermore, prior to leaving the classroom, all MS students are required to sign the class record, furnishing information about their destination, departure time, and upon returning to the class, recording the time of reentry.

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.

LIBRARY

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. Middle School students can visit the library during morning homeroom periods. During a visit, students may read silently, check out books or participate in a Library Skills Lesson. Below are the main rules governing the 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 fifth through eighth grade are assigned hallway lockers and hallway hooks 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.

Each student in sixth through eighth 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 laptop and cinch sack storage while students are in art class.

Lockers are the property of the school, and the Student Behavior and Family Liaison 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. Lockers are considered a private space for each student. Students may not enter another student's locker without permission. However, the lockers and their contents may be searched at any time for health or safety without notice and without student consent by administration. 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. The lost and found items will also be made available to parents as needed. Dragon Life Organization 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](#) (link opens in a new tab), a company that provides an online site for viewing menus, ordering school lunch, and paying for a la carte items. Every Yinghua family needs to 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](#) (link opens in a new tab). Contact helen.hindrawati@yinghuaacademy.org for assistance.

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 barcodes 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.

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. 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 65 cents per carton or lactose-free milk for \$1.10 per carton. Complete the [Milk Substitution Form](#) (link

opens in a new tab) if lactose-free milk is needed. There should be no glass containers sent in a student's home packed lunch. Students are not allowed to order lunches from outside of the school (no orders from fast food/restaurants). Due to possible allergic food reactions, students are not allowed to share food with other students, regardless if it's a home packed lunch or hot lunch item.

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). 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 turkey/cheese sandwich, fruit and vegetable, cookies/crackers and juice box/milk. *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, nutritious snack each day. Please be aware that snack time is brief, so consider something tasty but easy to consume. **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 canceled, and everyone who had placed a Wednesday order will need to bring a home lunch! However, if the day for the canceled 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.

NON-DISCRIMINATION

Yinghua Academy does not discriminate on the basis of race, color, national origin, sex, gender, age, or disability in accordance with Federal law and U.S. Department of Agriculture policy. Yinghua Academy takes all claims of harassment seriously and will respond accordingly. Review Policy 102, Equal Educational Opportunity, on [Yinghua's Policies page](#) (link opens in a new tab). 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 strives 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 pull up or park on the wrong side of the street.
4. Do not make U-turns or use private driveways or alleys to turn around. Instead, to reorient your vehicle safely, circle a city block.
5. 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.
6. The school parking lot is for staff only from 7 a.m. to 4 p.m.
7. During morning arrival and afternoon dismissal, follow instructions in these documents which are posted on the school website under Current Families > Bus, Traffic, Parking: Yinghua [Picking Up and Dropping Off Students at Yinghua](#) (link opens in a new tab).
8. 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.
9. Handicap spaces in front of the building are reserved for cars with handicap license plates or signage.

PROHIBITED ITEMS AT SCHOOL

The following items are not allowed at school or offsite school-sponsored functions: glass drink containers (including water bottles wrapped in another substance), gum, laser pointers, nuts, personal gaming devices (such as handheld Sony PlayStations or a Nintendo Switch), 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.

Games and Toys

Toys such as playing cards or action figures or other potentially 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. 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 Student Behavior and Family Liaison. Toys from home are not allowed in Aftercare. *Also see the section on Confiscated Items.*

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 Student Behavior and Family Liaison, or any other staff member, will be given support and will be treated with respect. They will be informed about 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.

Glass 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 on [Yinghua's Policies page](#) (link opens in a new tab).

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 on [Yinghua's Policies page](#) (link opens in a new tab).

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 Coordinator with questions or concerns.

SCHOOL DAY, OFFICE HOURS, AND WHICH DOOR TO USE

The office is open Monday through Friday, 7:45 a.m. to 4:15 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 8:20 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 the homeroom, ready to learn, students should plan to arrive in the building no later than 8:25 a.m.**

Students are also encouraged to arrive at school by 8 a.m. to participate in the free breakfast program. Breakfast will be served from 8 a.m. to 8:30 a.m. in designated areas within the school.

Students may be dropped off as early as 8 a.m. and picked up as late as 3:45 p.m. for no charge. Below, see which door to use at different times of day.

Activity / Time of Day	Hours	Door
Morning Arrival	8-8:25 a.m.	Door 14 (Fillmore Street NE) Door 17 (Bus riders – Second through eighth graders) Door 5 (Bus riders – Kindergarten and first graders)
School Day & Tardy Arrival	8:25-8:50 a.m. 8:50 a.m.-3:25 p.m.	Door 2 (front of school, 17 th Avenue NE) Door 1 (front of school, 17 th Avenue NE)
Dismissal	3:25-3:45 p.m.	<ul style="list-style-type: none"> ● Door 2 Pickup: Park your car in a legal spot and walk to Door 2 on 17th Avenue NE. Your child will be escorted to meet you. ● Door 14 Curbside: Position your vehicle on northbound Fillmore Street NE. With staff supervision, your child will walk to meet you there. Kindly wait patiently and remain in your car. ● Door 16: Middle School Bus Riders ● Door 5: Lower School Bus Riders
Aftercare	3:30-6 p.m.	Door 2 (front of school, 17 th Avenue NE)
Building Closes	6 p.m.	
M-F Office Hours	7:45 a.m.-4:15 p.m.	The school adjusts its hours during breaks and on non-school weekdays such as teacher professional development days.

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. 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).

Families with concerns should initially connect with the child's primary teacher. If there are significant concerns regarding a child's progress or their ability to function similarly to their typical peers at school, the teacher will collaborate with grade-level or subject-area peers, as well as with the Directors of Instruction. Additionally, the teacher will seek support from the Intervention Team, consisting of the Director of Chinese Instruction, Director of English Instruction, and the Student Behavior and Family Liaison. Together, they will work to develop and monitor interventions aimed at identifying and addressing the highest priority areas of need for the student.

The teacher will implement two to three interventions, each lasting at least three weeks, with a specific focus on improving the identified areas of need. If, despite the targeted interventions, the student does not make sufficient progress, they will be referred to the Child Study Team (CST). The Child Study Team, along with the teacher, will then meet with the family to create a plan for a special education evaluation. Once parents provide written consent for the evaluation plan, the special education team will complete the evaluation within **30 school days** and report the results to the family.

If the student qualifies for special education services, the special education team, in collaboration with the parents, will develop an Individualized Education Program (IEP) tailored to the student's needs.

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 on [Yinghua's Policies page](#) (link opens in a new tab).

TECHNOLOGY/PERSONAL ELECTRONICS

Yinghua uses technology to enhance learning, and some student-owned technology may be permitted at school. Yinghua takes internet safety and appropriate use seriously 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, Dragon Life Period Clubs, field trips, retreats, and the like. For safety, personal electronic devices may not be connected to the school's internet or used to browse the internet or send messages through the internet while on campus unless for teacher-approved academic purposes. Cell phones may be utilized to send text messages to parents or guardians only before and after school. School-issued iPads and laptop computers are permissible for internet access solely for school-related purposes.

Yinghua has several mobile technology labs for use in classrooms. Teachers use mobile labs for academic purposes in class. Students use family-supplied headphones when using mobile lab equipment in class.

- Students in kindergarten through eighth grade may not bring personal laptops or iPads to school.
- School-owned 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 the equipment, and ask to pay for the damages.
- Computers and mobile devices not owned or approved by the school may not be attached to the network without approval from the school's IT Manager.
- School software, iPads, and computers may not be moved, opened, unplugged, installed apps, or physically changed, deleted, or manipulated in any way without prior approval from the IT Manager.

Audio Devices Such as iPods, Spotify app players

Lower School students (kindergarten through fourth grade) 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 Student Behavior and Family Liaison. Middle School students (grades five through eight) 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 headset must be used 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 Student Behavior and Family Liaison. *Also see the section on Confiscated Items.*

Cell Phones, Apple Watches/Smart Watches at School

Lower School students, in kindergarten through fourth grade, are not allowed to have cell phones. If they do bring cellphones to school, they will be confiscated and given to the Student Behavior and Family Liaison, and parents will be contacted. Lower School students may wear smartwatches, however they must be placed on “school mode” so they do not create disruptions during the school day.

Middle School students may bring cell phones and smartwatches to school. However, Yinghua recommends against it for younger Middle School students in grades five and six. These students may lack the maturity to properly manage and navigate potential challenges and risks.

Cell phones will not be allowed in Aftercare.

“Away for the Day” Policy

Students who bring cell phones, smartwatches, personal audio devices, or electronic readers to school may use them only before or after school (after students are dismissed from their homerooms, not during homework time or while waiting for dismissal). These devices should be silenced and stored in their lockers throughout the school day. 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 health office where a short phone call may be made. Cell phones seen, or heard, during the school day will be confiscated by staff and given to the Student Behavior and Family Liaison. The student may lose the privilege of bringing a cell phone to school. *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 four may not bring electronic readers to school. Middle School students (grades five through eight) may use electronic readers before and after school, however no electronic readers/Kindles or Nooks are to be used in 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 Student Behavior and Family Liaison.

Electronic Translators

While electronic translators are discouraged, they may be used in classes if approved by the teacher.

iPads or Tablets

Students in kindergarten through fourth grade 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 five through eight may use personal iPads or tablets before and after school only. Personal iPads or tablets may not be used in Aftercare. 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 Student Behavior and Family Liaison. *Also see the section on Confiscated Items.*

UNIFORMS AND OTHER SCHOOL ATTIRE

Wearing uniforms serves to foster a sense of school community and belonging. It also promotes a sense of equality, as no student will be compared based on what they do or don't have. The uniform further represents the school's aspirations, embodying the image of Yinghua. When worn, the uniform reflects our collective identity. As a general guideline, uniforms should not be excessively tight, loose, short, or long.

At Yinghua, we value students for who they are, not what they wear. Students should dress appropriately for an educational setting as outlined in the Uniform Policy. In brief, Lower School (kindergarten through fourth grade) students wear a light blue top and black bottoms; Middle School students (grades five through eight) wear a red top and black bottoms. Middle School students may not wear shirts without collars 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. Hair may only be dyed natural colors. 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](#) (link opens in a new tab). 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 Student Behavior and Family Liaison 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 Student Behavior and Family Liaison. 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 Student Behavior and Family Liaison's office until the end of the day and an email will be sent home to parents. Clothing may be lent to the student from the Student Behavior and Family Liaison.
- 2nd Oops Card – Non-conforming items are held in the Student Behavior and Family Liaison's office until the end of the week. An email will be sent home to parents or a phone call made. A behavior report will be completed, sent home, signed by the parent and student and returned to the Student Behavior and Family Liaison. Clothing may be lent to the student by the Student Behavior and Family Liaison.

- 3rd Oops Card – The Student Behavior and Family Liaison files a behavior report, which goes in the student’s file, and notifies parents that the correct uniform item must be delivered to the school as soon as possible. or the student will be sent home. Further disciplinary action may apply.

Non-Uniform Days

Students choosing to participate in non-uniform days are required to dress appropriately. On these special occasions throughout the year when students have the privilege to wear clothing other than the Yinghua uniform, it remains essential that the attire remains tidy and fitting for the representation of Yinghua Academy. Instances of unsuitable clothing include, but are not limited to, low-cut tops, tank tops with narrow straps, and skirts or shorts shorter than 4 inches above the knee. Students should also be cautious in avoiding ripped or torn clothing, as well as excessively oversized attire. In situations where students don't adhere to these standards, an alternative clothing item can be provided from the Student Behavior and Family Liaison, if available. Should no alternative be accessible, parents will be notified, and either appropriate clothing should be brought by the parent or the student may need to return home.

Physical Education (PE) Attire—For Grades Five Through Eight

Students in all grades must wear or bring gym or athletic shoes for PE class. Gym shoes may be kept at school. Students in sixth through eighth grade may change into athletic clothing for PE Class but must change back 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 acceptable, no more than 1” in size); Shorts should not exceed 4” above the knee.
2. Plain gray, red, or black athletic shirt or T-shirt, or any Yinghua spirit wear T-shirt.
3. 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 fifth 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 and parents may be contacted.

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/> (link opens in new tab)

- French Toast, school code **QS5GFNU** <https://www.frenchtoast.com/schoolbox/schools> (link opens in a new tab)
- Lands' End, school code **900120379** <https://www.landsend.com> (link opens in a new tab)

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 in good condition any time—bring them to the Main 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 or spirit wear 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.

VISITORS, GUESTS, AND ACCESS TO THE FACILITY

Parent, guardian, and visitor access to the building is restricted and closely monitored at all times. Parents and visitors will not be allowed in the building, unless for official business. See [Picking Up and Dropping Off Students at Yinghua](#) (link opens in a new tab). 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. 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 on [Yinghua's Policies page](#) (link opens in a new tab).

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 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 is at Door 2 only. Pickup from Athletics is at Door 16 where parents/guardians sign out students. Parents are encouraged to wait somewhere other than at school while students are participating in 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 outside Door 2 or in the park.

Volunteering

Yinghua Academy asks parents and guardians of current students to volunteer for one event each school year. The school regularly needs volunteers for the library, cafeteria, playground, special events, and office support. Requests for volunteers are often communicated through the weekly newsletter or via messages from teachers or Classroom Coordinators. 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](#) (link opens in a new tab) can be found on the school website or in the office. Background checks stay current for five years, and then will need to be renewed. 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,
yaca-volunteer@yinghuaacademy.org.

