



2023-24

Yu Ming Charter School

Student - Family Handbook

Chestnut Campus (K-3):

2501 Chestnut St.
Oakland, CA 94607
510-452-2063

MLK Jr. Campus (G4-8):

675 41st Street
Oakland, CA 94609
510-922-8631

Carolyn Campus (K-2):

16244 Carolyn Street
San Leandro, CA 94578
510-326-1048

Website: <http://www.yumingschool.org/>

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INTRODUCTION

Background on Yu Ming Charter School

Yu Ming Charter School (“Yu Ming” or “School”) serves K-8 students living in nearly every zip code of Alameda County. Our tuition-free charter school provides an academically rigorous, innovative and comprehensive dual immersion bilingual education in Mandarin and English.

Location

Yu Ming Charter School is located in Alameda County on three campuses:

- **Chestnut Street Campus (Chestnut)** (K-3): 2501 Chestnut St., Oakland, CA 94607
- **Martin Luther King Jr. Way Campus (MLK Jr.)** (4-8): 675 41st St., Oakland, CA 94609
- **Carolyn Street Campus (Carolyn)** (K-2) : 16244 Carolyn St., San Leandro, CA 94578

Mission Statement

As a leader in Mandarin Immersion education, we nurture our inclusive and diverse community to become empowered, engaged, and outstanding global citizens.

Core Values

Our core values help us achieve our mission within and outside of our curriculum, and guide our school, teaching and student life at Yu Ming.

德 Integrity: Having a strong moral character.
“We are honest, authentic, trustworthy, and accountable.”

勤 Perseverance: Striving with diligence and courage.
“We dream big, work hard, and never give up.”

仁 Empathy: Caring with deep understanding.
“We connect to each others’ perspectives, feelings, and experiences.”

智 Wisdom: Learning and reflecting to grow.
“We explore the world with curiosity and deepen our learning with self-awareness and critical thinking.”

What is a charter school?

Charter schools are independent public schools which have some operational flexibility in exchange for more accountability. The "charter" is the five-year contract that establishes the school under the oversight of a district, county, or the state. The school is established as an independent organization from the charter authorizer, with governance established by its Articles of Incorporation and by-laws. All charter schools are tuition-free, open to all students, and non-sectarian. Like all public schools, charters receive state funding for each child enrolled in the school. Many also seek grants and donations to augment their programs. Yu Ming is authorized by the Alameda County Office of Education. Yu Ming’s Charter is linked on Yu Ming’s website: <https://www.yumingschool.org/board-and-accountability/>.

Yu Ming Equity Statement

We work collectively to provide the support necessary for all students to achieve equitable academic, social, and emotional outcomes and success. We are a school family committed to creating a fully inclusive community where every member feels nurtured, a sense of belonging, and are valued for their multiple identities and experiences. These may include: *race, culture, gender, ability, religion, ethnicities, language, socioeconomic status, sexual orientation, family composition, or other identities.*

CONTACT INFORMATION

Yu Ming Charter School at Chestnut Campus (K-3)

2501 Chestnut Street, Oakland CA 94607
510-452-2063

Principal: Greg Callaham, gcallaham@yumingschool.org
Assistant Principal: Amy Salfen, asalfen@yumingschool.org
Office Manager: Sumi Vasquez, svasquez@yumingschool.org

Yu Ming Charter School at MLK Jr. Campus (G4-8)

675 41st Street, Oakland, CA 94609
510-922-8631

Principal: Greg Callaham, gcallaham@yumingschool.org
Assistant Principal: Shivani Savdharia, ssavdharia@yumingschool.org
Office Manager: Karla Kaori Stine, kstine@yumingschool.org

Yu Ming Charter School at Carolyn Campus (K-2)

16244 Carolyn Street, San Leandro, CA 94578
510-326-1048

Principal: Alicia Goodin, agoodin@yumingschool.org
Office Manager: Kawana Burroughs, kburroughs@yumingschool.org

Yu Ming Charter School Network Support

Chief Executive Officer
Chief Academic Officer
Chief Operating Officer
Director of Student Support Services
Director of Academics
Director of Teacher Development

Stacey Wang, swang@yumingschool.org
Celia Pascual, cpascual@yumingschool.org
Emily Wood, ewood@yumingschool.org
Crystal Simmons, csimmons@yumingschool.org
Wenting Wang, wwang@yumingschool.org
Dandan Liu, dliu@yumingschool.org

Family Engagement & Outreach Coordinator
Development & Communications Manager
Operations Manager/Health Services Coordinator
Technology Manager
Business Manager
Enrollment & Compliance Manager
Extended Learning Program Manager

Vanessa Valenzuela, vvalenzuela@yumingschool.org
Mathilde Andrejko, mandrejko@yumingschool.org
Bethany Marrie Ito, bmavila@yumingschool.org
Hiram Jamison, hjamison@yumingschool.org
Wendy Larson, wlarson@yumingschool.org
Andrea Siu, asiu@yumingschool.org
Karina Herrera, kherrera@yumingschool.org

Go to Guide: Chestnut Campus (K-3)

Go to Guide: Chestnut Campus (K-3)

General School Questions: office@yumingschool.org
General ECP Questions: afterschool@yumingschool.org



Office Manager, Sumi Vasquez
svasquez@yumingschool.org



Student Culture Specialist, Daaiyah Shabazz
dshabazz@yumingschool.org



Assistant Principal, Amy Salfen
asalfen@yumingschool.org



Principal, Greg Callaham
gcallaham@yumingschool.org



Go to Guide: MLK Jr. Campus (G4-8)

Go to Guide: MLK Jr. Campus (G4-8)

General School Questions: office@yumingschool.org
General ECP Questions: afterschool@yumingschool.org



Office Manager, Karla Stine
kstine@yumingschool.org



Day Custodian, Danny Lau
dlau@yumingschool.org



Student Culture Specialist, Jhanelle Rivera
jrivera@yumingschool.org



Assistant Principal, Shivani Savdharia
ssavdharia@yumingschool.org



Principal, Greg Callaham
gcallaham@yumingschool.org



Go to Guide: Carolyn Campus (K-2)

Go to Guide: Carolyn Campus (K-2)

General School Questions: office@yumingschool.org
General ECP Questions: afterschool@yumingschool.org



Office Manager, Kawana Burroughs
kburroughs@yumingschool.org



ECP Staff and Custodian, Kris Lin
klin@yumingschool.org



Student Culture Specialist, LaMarr Thomas
lthomas@yumingschool.org



Principal, Alicia Goodin
agoodin@yumingschool.org



Go to Guide: Network Leadership Team

Go to Guide: Network Leadership Team

Operations Team



Emily Wood
Chief Operations Officer
ewood@yumingschool.org



Stacey Wang
Chief Executive Officer
swang@yumingschool.org

Student Support Services Team



Crystal Simmons
Director of Student Support Services
csimmons@yumingschool.org

Academic Team



Wenting Wang
Director of Academics
wwang@yumingschool.org



Celia Pascual
Chief Academic Officer
cpascual@yumingschool.org



Dandan Liu
Director of Teacher Development
dliu@yumingschool.org



Go to Guide: Network Operations Team

Go to Guide: Network Operations Team



Vanessa Valenzuela
Family Engagement and Outreach
Coordinator
vvalenzuela@yumingschool.org



Karina Herrera
ELOP Coordinator
kherrera@yumingschool.org



Bethany Marrie Ito
Health Services and Operations Manager
bmavila@yumingschool.org



Andrea Siu
Enrollment and Compliance Manager
asiu@yumingschool.org



Mathilde Andrejko
Communications & Development Manager
mandrejko@yumingschool.org



Wendy Larson
Business Manager
wlarson@yumingschool.org



Hiram Jamison
Technology Manager
hjamison@yumingschool.org



Elizabeth O'Neil
Executive Assistant
eoneil@yumingschool.org



Go to Guide: Student Support Services Team

Go to Guide: Student Support Services



Heather Hamilton
Special Education Department Head
hhamilton@yumingschool.org



Kendra Pollock
School Psychologist
kpollock@yumingschool.org



Crystal Simmons
Director of Student Support Services
csimmons@yumingschool.org





Yu Ming Charter School

2023-2024

July 23						
Su	M	Tu	W	Th	F	Sa
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30	31					

Lower School Calendar

Total Days of Instruction: 185

School hours:

Full Days - 8:15 am - 3:00 pm

Early Dismissal Days - 8:15 am - 1:00 pm

August 23						
Su	M	Tu	W	Th	F	Sa
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September 23						
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February 24						
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March 24						
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April 24						
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August 24						
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Key Dates

- August 1-8 - Staff Professional Learning Week - No School
- August 9 - First Day of School
- September 4 - Labor Day - No School
- Sept 25 - Sept 29 - Family/Teacher Conferences - Early Dismissal
- October 9-13 - Fall Recess - No School
- November 10 - Veterans Day Observed - No School
- November 13 - Pupil Free Staff Work Day - No School
- November 20-24 - Thanksgiving Holiday - No School
- December 22 - January 5 - Winter Recess - No School
- January 8 - Classes Resume
- January 15 - Martin Luther King Day - No School
- Feb 9 - Lunar New Year Observed - No School
- February 19-23 - Mid Winter Recess - No School
- March 11-15 - Family/Teacher Conferences - Early Dismissal
- March 18 - Pupil Free Staff Work Day - No School
- April 8-12 - Spring Recess - No School
- May 27 - Memorial Day - No School
- June 12-14 - Early Dismissal Days
- June 14 - Last Day of School

Trimester 1 : 8/9/23 - 11/9/23 = 61 days

Trimester 2 : 11/13/22 - 3/8/23 = 61 days

Trimester 3 : 3/11/24 - 6/14/24 = 63 days

Legend

- First/Last Day of School
- Holiday - No School
- Early Dismissal 1 pm
- School Event or Activity
- Staff Work Day

12.6.22



Yu Ming Charter School

2023-2024

Upper School Calendar

Total Days of Instruction: 185
 School hours:
 Full Days - 8:25 am - 3:15 pm
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Key Dates

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- August 9 - First Day of School
- September 4 - Labor Day - No School
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- October 9-13 - Fall Recess - No School
- November 10 - Veterans Day Observed - No School
- November 13 - Pupil Free Staff Work Day - No School
- November 20-24 - Thanksgiving Holiday - No School
- December 22 - January 5 - Winter Recess - No School
- January 8 - Classes Resume
- January 15 - Martin Luther King Day - No School
- Feb 9 - Lunar New Year Observed - No School
- February 19-23 - Mid Winter Recess - No School
- March 11-15 - Family/Teacher Conferences - Early Dismissal
- March 18 - Pupil Free Staff Work Day - No School
- April 8-12 - Spring Recess - No School
- May 27 - Memorial Day - No School
- June 12-14 - Early Dismissal Days
- June 14 - Last Day of School

Trimester 1 : 8/9/23 - 11/9/23 = 61 days
 Trimester 2 : 11/13/22 - 3/8/23 = 61 days
 Trimester 3 : 3/11/24 - 6/14/24 = 63 days

- Legend**
- First/Last Day of School
 - Holiday - No School
 - Early Dismissal 1 pm
 - School Event or Activity
 - Staff Work Day

12.6.22

COMMUNICATION GUIDELINES

We value our partnership with each of our families and encourage clear, kind, and direct communication in order to sustain the partnership so that we can provide the very best academic program and supports for your child. If you have a general inquiry, please email office@yumingschool.org or call the main office of your child's campus 510-452-2063 (Chestnut), 510-326-1048 (Carolyn.), and 510-922-8631 (MLK Jr.).

Email Correspondence: The purpose of email correspondence between parents and our school is to provide direct and efficient communication for the sharing of information. If you would like to discuss something in greater depth, please make an appointment for an in-person meeting.

Procedures to Address Student Concerns: If you have a specific concern or question about your child, please contact your child's Teacher (Grades K-5) or Advisor (Grades 6-8) first because they interact with your child on a daily basis and know them best. If you have any questions or concerns about behavior or school culture at Carolyn, please contact Alicia Goodin; at MLK Jr. Assistant Principal Shivani Savdharia; at Chestnut Assistant Principal Amy Salfen. If there is need for further help at Chestnut or MLK Jr., Principal Greg Callaham is available to assist you. If there is a serious concern, and you believe further action is needed than what has been provided by the Teacher (Grades K-5) or Advisor (Grades 6-8), Assistant Principals, or the Principals, then please reach out to the Chief Academic Officer Celia Pascual.

We have an open door policy and you should feel free to contact any member of the school leadership team or network support team at any time and the relevant staff member will respond within 48 hours.

Communication with Families about Student Academic Progress

To facilitate communication between families and teachers about students' behavioral and academic growth and supports, the School provides the following opportunities for reporting and discussion:

- *Teacher's weekly email:* Teachers will distribute a weekly email to families via ParentSquare to update them on key learnings from the week and any announcements.
- *School electronic newsletter:* The school will send a weekly newsletter on Fridays to parents/guardians via ParentSquare to provide information about significant school developments, upcoming events and activities.
- *Report Cards:* Standards-based report cards will be sent home at the end of each trimester.
- *Parent/Family conferences:* Twice each year the school will hold conferences for families to discuss student progress and plan ways to best support the student. Conference attendance is required.
- *Phone:* Families can expect to receive periodic phone calls or voicemails from the school.
- *Text messages:* Families can expect to receive periodic text messages from the school.
- *Email:* All staff members have email addresses and will make their best effort to respond to parent inquiries within 48 hours. Because we spend most of the school day with students, email is the best method of contact.
- *Meetings by appointment:* Every staff member is available to meet with families; parents/guardians can make appointments by sending a parentsquare direct message, email or calling the school. Short drop-in conversations before and after school may be also possible, however appointments are strongly recommended.
- *Mandated communications:* Parents of English Learners will also receive mandated communications on reclassification per Title III through annual English Language Proficiency Assessments for California ("ELPAC") testing results. Parents of students with Individualized Education Plans ("IEP") will receive reports according to the plan specified in each IEP.

GOVERNANCE

Yu Ming is a not-for-profit 501(c)3 organization incorporated in the State of California and recognized by the Internal Revenue Service. It is governed by a volunteer Board of Directors as established by the bylaws. The bylaws are guided and defined based on our charter.

Role of the Board of Directors

The Board of Directors provides overall governance, including setting significant policies or the overall direction and goals of the School. Day-to-day management towards achieving the goals set by the board is the responsibility of the Chief Executive Officer (CEO). Where possible the Board focuses on establishing what ultimate outcomes will be achieved by the School, while the CEO, staff and/or committees focus on how to achieve those outcomes.

The Board's primary responsibilities include, but are not limited to:

- Define or refine, consistent with the School's charter, the School's mission, values and vision.
- Set strategic direction and goals.
- Select and support the charter school administrator, and review his/her performance.
- Adopt policies to ensure that the School is run effectively, legally, and ethically.
- Approve and monitor the operational budget and finances for long-term viability.
- See that adequate funds are secured for the operating and capital needs of the school.
- Monitor academic achievement.

Regular Board meetings occur monthly during the school year to discuss policy and other matters relevant to the School. These meetings are open to the public and held in accordance with the Brown Act open meeting regulations. The agenda is developed by the Board Chair in concert with the CEO, and is posted on the Yu Ming web site and outside of school three days in advance.

Board members can be collectively reached at board@yumingschool.org or individually at the emails listed below and linked on Yu Ming's website: <https://www.yumingschool.org/board-and-accountability/>

2023-24 Board of Directors

Reggie Lee	Board Chair, Parent-Nominated Board Member Board Development Committee Member	rlee@yumingschool.org
Jonathan Schorr	Board Vice Chair, Board Development Committee Chair	jschorr@yumingschool.org
Yiaway Yeh	Board Treasurer, Finance Committee Chair	yeh@yumingschool.org
Jessica Henry	Board Secretary	jhenry@yumingschool.org
Keta Brown	Enrollment and Diversity Committee Chair	kbrown@yumingschool.org
Gary Borden	Board Director, Board Development Committee Member	gborden@yumingschool.org
Michael McDaniel, Jr.	Board Director, Enrollment and Diversity Committee Member	mmcdaniel@yumingschool.org
Alcine Mumby <i>TBA Fall 2023</i>	Education Committee Chair Parent-Nominated Member	amumby@yumingschool.org

PARTNERSHIP BETWEEN FAMILIES AND YU MING

Having a strong and engaged volunteer parent community is vital to Yu Ming’s success and to the success of each Yu Ming student. We hope to build supportive and effective relationships in the service of our children’s academic, social, and emotional development.

Student-School-Family Contract

To ensure a shared understanding of each party’s commitment to this partnership, all Yu Ming families are asked to sign a 3-Way Student-School-Family Contract. A copy is provided for signature at the beginning of the year and is included in the Handbook Appendix A. The Agreement will be used to guide decisions and priorities for the School, parents and students over the course of the school year.

Yu Ming Family Support Organization (“FSO”) and Parent Advisory Committee (“PAC”)

The Family Support Organization (FSO) is the parent organization for Yu Ming and supports the school to achieve its mission and vision and to build a stronger community. The FSO supports the school in engaging families in ways that build community, leverages the skills of our talented parents, and better meets the needs of our diverse community.

The FSO is made up of committees that offer parents a broad set of opportunities to support our school. Each FSO committee: is open to all parents; meets as needed depending on the nature of its work; determines its own organizational structure (leadership roles, sub-committees, etc.); works in concert with the Principal or designated staff liaison; and sends a representative to monthly FSO council meetings.

Each month, the FSO Co-Chairs and Principal holds an FSO Council meeting comprised of a representative from each FSO committee that is open to all family members of the Yu Ming community. The goal of the FSO Council meetings is to keep a collective pulse on parent activities, and to collaborate on decisions that affect the whole community. These meetings are open to all in the Yu Ming community. FSO General Meetings are also scheduled throughout the year.

At the beginning of each school year, FSO committees, leaders and representatives to the FSO council are determined. We welcome all parents to get involved in these committees. If you are interested in joining a committee, please email fso@yumingschool.org.

2023-2024 FSO Committees and Committee Leads:

Committee	Purpose	Responsibilities	FSO Leads
Co-Chairs	Lead and coordinate the Council and Committees	Chair FSO Council and General Meetings; populate the FSO newsletter, calendar; maintain records and correspondence; board meeting presentations.	CHE: Emily Silagon MLK: Sue Chau CAR: Wendy Chen <i>Staff Liaisons: Greg Callaham (ALC/MLK), Alicia Goodin (CAR)</i>
Treasurer	Manage FSO funds promoting accountability and transparency.	Create annual budget; track FSO expenditures; reporting.	Hua Wang <i>Staff Liaison: Wendy Larson</i>

Community Organizing & Advocacy Committee	Support Yu Ming's charter; build meaningful ties with surrounding communities.	Build relationships with the Yu Ming community, the school's surrounding neighborhoods, community leaders, school board members and elected officials. Inform the parent community of local, regional, state and national charter school policies. Organize campaigns, as needed. Attend related meetings.	Angie Awayan <i>Staff Liaisons: Stacey Wang, Mathilde Andrejko, Vanessa Valenzuela</i>
Fundraising	Fulfill fundraising goals set by the CEO and Board which contribute to the school's general fund.	Annual Auction & Benefit, Gala, Grants, Read-A-Thon	Jamie Chen, Steve Chen, David Tjen <i>Staff Liaison: Mathilde Andrejko</i>
In-School Volunteers	Support ongoing needs of the school's daily operations, and act as a communications hub for other committees' volunteer needs.	Lunch and Recess Volunteers, Enrollment Tours	CHE, MLK: OPEN CAR: Tania Gupta <i>Staff Liaisons: Andrea Siu</i>
Parent Education	Provide opportunities for families to share ideas and learn from experts on relevant topics.	Parent Learning Events, Curriculum Nights, 2 FSO General Meetings	FSO Co-Chairs Committee Co-Chairs <i>Staff Liaison: Wenting Wang</i>
Room Parent Coordinator	Support community building among class/grade families, communication between families and school, and class-specific volunteering.	FSO monthly communications to class parents; class and grade-wide social events/playdates; coordinate annual class gift to the Auction & Benefit; work with Teacher Appreciation committee on teacher birthdays and Teacher Appreciation week.	FSO Co-Chairs <i>Staff Liaison: Andrea Siu</i>
Events & Community Building	Strengthen our school culture and deepen bonds through shared events and experiences.	Night Market, Community Events, Mandarin Bingo	Andrew Chen <i>Staff Liaison: Emily Wood</i>
Technology	Support technical infrastructure needed for smooth operations at the school.	Website, Parent Portal, IT Support	Isaac Greenbride <i>Staff Liaison: Hiram Jamison</i>
Yearbook	Work on Yu Ming yearbook including with students working on the yearbook.	Annual K-8 Yearbook	Jeanne HuangLi, Tabettha Chau, Sheryle Lee, Jackie Solinsky <i>Staff Liaison: Mathilde Andrejko</i>

Note: While the FSO has been established to encourage parent involvement in the School, it does not replace opportunities for parents to discuss concerns or interests directly with the teachers, Principal, CEO or Board of Directors. Further, no parent or guardian is required to participate in FSO and participation will not impact a student's continued enrollment or admission status.

VOLUNTEERS & VISITORS

Yu Ming starts with you! Parent and volunteer involvement can make the difference between a good school and a great school. At Yu Ming, there are many ways that family and community members can participate and contribute, based on each volunteer's availability, skills or interests. Volunteers must [be cleared by the school](#) before coming on campus.

Volunteer Responsibilities

Yu Ming encourages each family to volunteer for a minimum of 30 hours per school year. We hope that all our families will be able to bring their talents and enthusiasm to the school. Volunteer hours are tracked through Parentsquare and managed by our volunteer coordinator. Parental involvement is not a requirement of enrollment or acceptance.

We ask all parents/guardians to complete a volunteer form upon enrollment or at the beginning of year to identify your interests and availability and match them with opportunities to make volunteering at Yu Ming a fun and rewarding experience.

Volunteer Opportunities

During the year, parents can learn about specific volunteer opportunities via the weekly newsletter, through FSO meetings and committees, via room parent newsletters and emails from the volunteer coordinator.

Community Fundraising at Yu Ming

Community fundraising is essential to Yu Ming's success. Yu Ming's annual calendar of fundraising events and activities provide a range of opportunities and ways for families to participate, such as:

- Contributing individual donations during the annual **Fall Giving Campaign**,
- Getting your child to participate in the **Read-A-Thon**, with the support of family members and friends, and
- Securing or bidding on auction items at the **Annual Auction & Benefit**.

The FSO Fundraising committee works closely with the CEO, the Communications and Development Manager, and the Board of Directors' Funds Committee Chair (a Board-appointed position) to raise funds towards Yu Ming's overall annual goal and fundraising priorities. The annual fundraising target for Yu Ming is established by the Board of Directors with input from the CEO during the budget development process. The FSO Fundraising Committee is responsible for Yu Ming's primary community fundraising events throughout the year (including the Spring Auction & Benefit, Read-A-Thon, and Fall Giving Campaign).

Volunteer Driver Requirement

Any parent or adult driver that is a volunteer driver for the school must have a current "Volunteer Driver Requirements and Agreement" form on file which includes the following requirements.

The requirements to be a volunteer driver are as follows:

1. Drivers should be at least 24 years of age.

2. Drivers must provide a copy of the vehicle registration and proof of current personal auto insurance limits of at least \$50,000 per person, \$100,000 per occurrence, \$50,000 property damage (50/100/50). The copy you provide the school should include name, expiration date, and actual coverage (minimum coverage can be found under the “Bodily Injury Liability” section)
3. Drivers must provide a copy of their current CA driving record; it is available online on the DMV website for \$2. Any individual who has a total of 2 or more points including any pending offenses will not be allowed to transport students.
4. Drivers must have a clear (negative result) Tuberculosis (“TB”) test on file with the administrative office. This can be achieved by asking your general practitioner to fill out an Adult Tuberculosis Risk Assessment Questionnaire or you can make an appointment with your doctor or local clinic to undergo a TB test. Please note that if you test you will need to be available for the doctor/provider to read your results 48 hours after you have undergone the first step. Your provider will then fill out the form during your second visit.
5. Drivers must complete the Livescan fingerprint clearance. Please bring [this form](#) to a Livescan [service provider](#) near you.
6. Drivers must show proof of vaccination.

Guidelines for driving students:

- Acceptable vehicles include: Private passenger (sedan) vehicles up to seven (7) passengers; sport utility vehicles of nine (9) passengers or less; seven (7) or eight (8) passenger minivans; eight (8) or nine (9) passenger vans (vans should not be used when they have a capacity of more than 11 people, including the driver). All vehicles shall have adequate working seat belts, brakes, wipers, and lights.
- Recommended rule of three (3): At least two (2) adults are required to transport a single student (unless responding to a medical emergency). At least two (2) students must be present if transported by a single adult.
- No stops other than to and from the activity should be made.

When a school employee uses a personal auto for the approved transporting of students, the above rules of safety for the occupants also apply.

Classroom and School Volunteer, Visitation, and Removal Policy

While Yu Ming encourages parents/guardians and interested members of the community to visit the charter school and view the educational program, Yu Ming also endeavors to create a safe environment for students and staff. Additionally, parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to volunteer in this manner.

Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, Yu Ming has established the following procedures, to facilitate volunteering and visitations during regular school days:

Volunteering

Parents or guardians who are interested in volunteering in the classroom must adhere to the following guidelines:

1. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be (1) fingerprinted and (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee. (3) Provide the required documentation as outlined in the [volunteer requirements](#).
2. A volunteer shall also have on file with Yu Ming a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk

factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. At the discretion of the Yu Ming Board of Directors, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.

3. Volunteering must be arranged with the classroom teacher and Principal or designee, at least forty-eight (48) hours in advance.
4. Except for special circumstances, approved by the Principal, a volunteer may not volunteer in the classroom for more than three (3) hours per month.
5. Prior to volunteering in the classroom, the volunteer should communicate with the teacher to discuss the expectations for volunteering needs. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aid the volunteer may leave their volunteer position for that day.
6. Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality.
7. Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this Policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.
8. Volunteer hours are applied to the non-mandatory 30 hours of volunteering requested in this Student-Family Handbook.
9. This Policy does not authorize Yu Ming to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.
10. Volunteers must show proof of vaccination prior to entering the school premises.

Visitation

1. Visits during school hours should first be arranged with the teacher and Principal or designee, at least forty-eight (48) hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least forty-eight (48) hours in advance. Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the Principal or designee.
2. All visitors shall register in the main office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity. Visitors must wear a visible badge at all times while on school premises.
3. If the visitor is a government officer/official (including but not limited to local law enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access. Yu Ming shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by Yu Ming, consistent with the law. The Yu Ming Governing Board and Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student

for immigration-enforcement purposes, as recommended by the Attorney General.

4. For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.
5. Except for unusual circumstances, approved by the Principal, Yu Ming visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.
6. While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher's and Principal's written permission.
7. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office.
8. The Principal, or designee, may refuse to register a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
9. The Principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt Yu Ming's orderly operation. If consent is withdrawn by someone other than the Principal, the Principal may reinstate consent for the visitor if the Principal believes that the person's presence will not constitute a disruption or substantial and material threat to Yu Ming's orderly operation. Consent can be withdrawn for up to fourteen (14) days.
10. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
11. Any visitor that is denied registration or has his/her registration revoked may request a conference with the Principal. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of conference is to be sent, and shall be delivered to the Principal with fourteen (14) days of the denial or revocation of consent. The Principal shall promptly mail a written notice of the date, time, and place of the conference to the person who requested the conference. A conference with the Principal shall be held within seven (7) days after the Principal receives the request. If no resolution can be agreed upon, the Principal shall forward notice of the complaint to the Yu Ming Board of Directors. The Yu Ming Board of Directors shall address the Complaint at the next regular board meeting and make a final determination.
12. At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the Principal or designee is located, and what route to take to that office, and setting forth the penalties for violation of this policy.
13. The Principal or designee shall seek the assistance of the police in managing or reporting any visitor in violation of this Policy.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be

guilty of a crime as specified which is punishable by a fine of up to \$500.00 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.

2. Under California Education Code section 44811, disruption by a parent, guardian or other person at a school or school sponsored activity is punishable, upon the first conviction by a fine or no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both the fine and imprisonment.
3. Disruptive conduct may lead to Yu Ming's pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

ATTENDANCE POLICIES

California law requires that all children between the ages of 6 and 18 attend school every day. It is the parent or guardian's responsibility to ensure that a child gets to school every day. Regular absences can be detrimental to a child's academic progress, particularly in a language immersion school. For each day a child does not attend school, Yu Ming loses vital state funds that help to run the educational program at school. If a child is sick and cannot participate at school or has a communicable illness, it may be best for the child to stay at home to rest and recover. Students are required to make up any and all work missed during their absence. Students must be present at school the entire day and may not leave school before the regular dismissal time without prior approval of an administrator.

Please see the complete Attendance Policy in Appendix A of the Yu Ming Family Handbook for further details about excused/unexcused absences, the truancy process, and Independent Study Policy.

Independent Study

Independent Study ("ISP") must align to statutory learning requirements to avoid penalty. This means that, in addition to the processes listed above for in-school learning, families must also:

- Demonstrate daily participation in distance learning lessons and content,
- Participate in a clearly detailed minimum day's worth of assignments as assigned by a credentialed teacher, and
- Participate in daily live interaction or develop an alternative plan for frequent live interaction

Ultimately, final Independent Study Master Agreement approval will be by the Principal's discretion. Students are expected to complete all assigned work weekly.

DROP-OFF AND PICK-UP PROCEDURES

All families should prepare a placard to display when picking up your child to ensure a quick dismissal process. The placard can be a piece of paper, or written on your phone, but should clearly show your child's first and last name, as well as their class (for example, John Doe, Panda). This placard should be displayed daily as dismissal duty staff changes day to day.

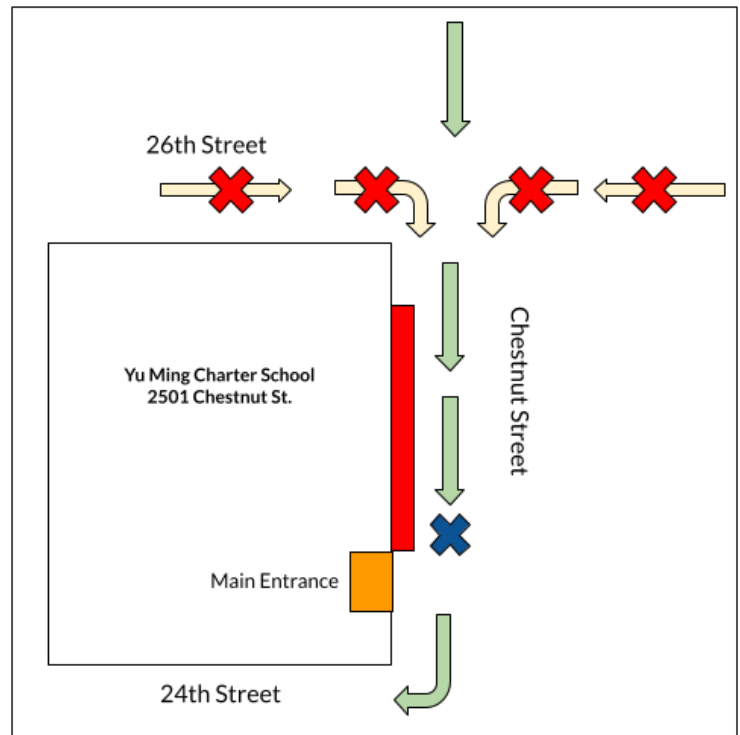
Chestnut Campus (Grades K-3)

- 7:55-8:15am Daily Drop-Off Window
- 8:15am School Day Begins
- 3:00pm School Day Ends
- 3:00-3:15pm Monday-Thursday Pick Up Window
- 1:00-1:15pm Friday and Early Dismissal Days Pick-Up Window

Chestnut Drop-Off and Pick-Up Procedures:

Families have two options:

- **Park and walk:** Park nearby and drop-off or pick-up students at the Chestnut gate. When parking, please be mindful to avoid blocking the driveways of our neighbors at ALL times. During pick-up, parents should line up by the main entrance fence and show your student name card (paper or on your phone). Students will not be released until their name is called.
- **Curbside Drop-off/Pick-up:** Parents place "student name card" on vehicle dashboard and line up their vehicles on Chestnut St. Do not leave your car, block neighbor driveways nor make u-turns within a 3-block radius. Pull all the way up to the main entrance, students will exit their car where the blue X is pictured.
- Stay in your car and wait for a staff member to open your car door.
- Do not allow students to exit your car until a staff member opens the door for them.
- **Note:** The City of Oakland has designated the area in front of the school as a drop-off zone 7:00am-8:30am, and 3:00pm-4:30pm. You may NOT park at this curb. This will be strictly enforced.



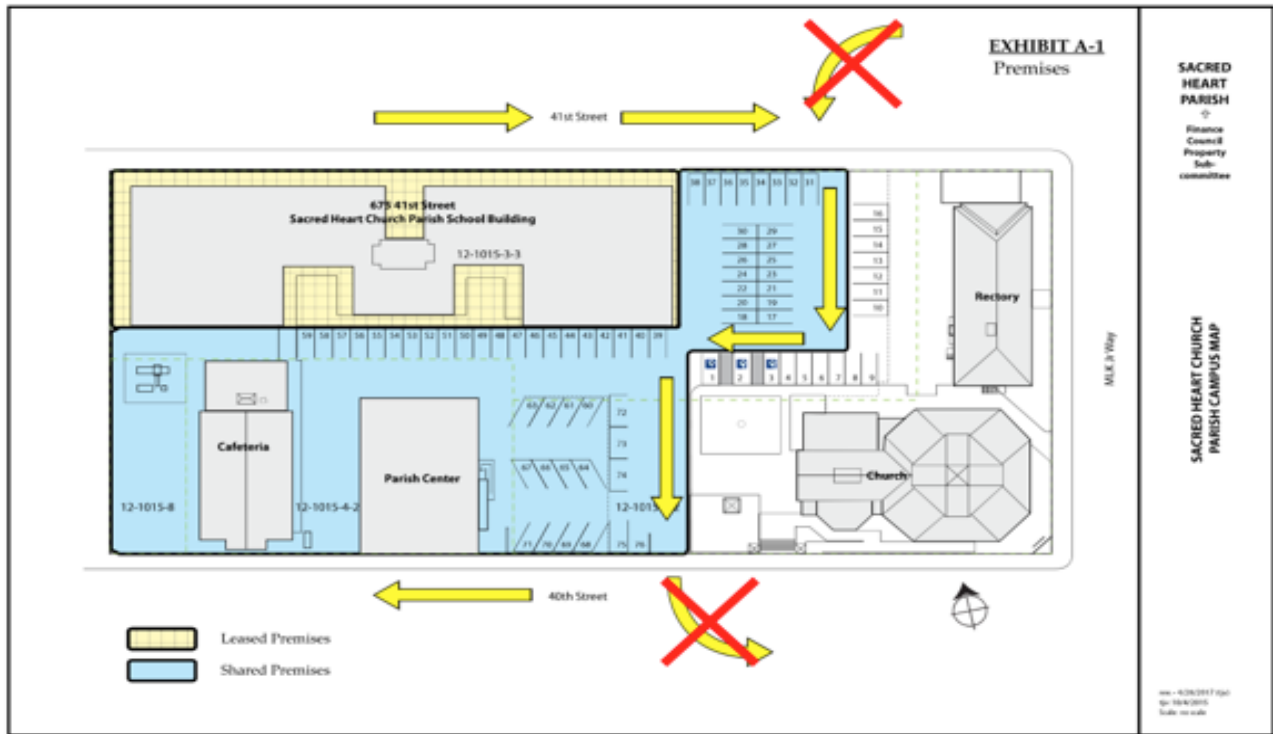
MLK Campus (Grades 4-8)

- 8:00-8:25am Daily Drop-Off Window
- 8:25am School Day Begins
- 3:15pm School Day Ends
- 3:15-3:30pm Monday-Thursday Pick-Up Window
- 1:15-1:30pm Friday and Early Dismissal Days Pick-Up Window

MLK Drop-Off and Pick up Procedures:

Families have two options:

- **Park and walk:** Park in the neighborhood nearby and drop-off or pick-up students at the MLK blacktop. When parking, please be mindful to avoid blocking the driveways of our neighbors at ALL times. Due to limited spaces, only staff are permitted to park in the MLK parking lot.
- **Parking Lot Drop-Off/Pick-up:** Parents place “student name card” on the vehicle dashboard and line up their vehicles on 41st St. heading east towards MLK Jr. Way, to wait to turn right onto the campus parking lot. Do not leave your car, block neighbor driveways nor make u-turns within a 3-block radius.

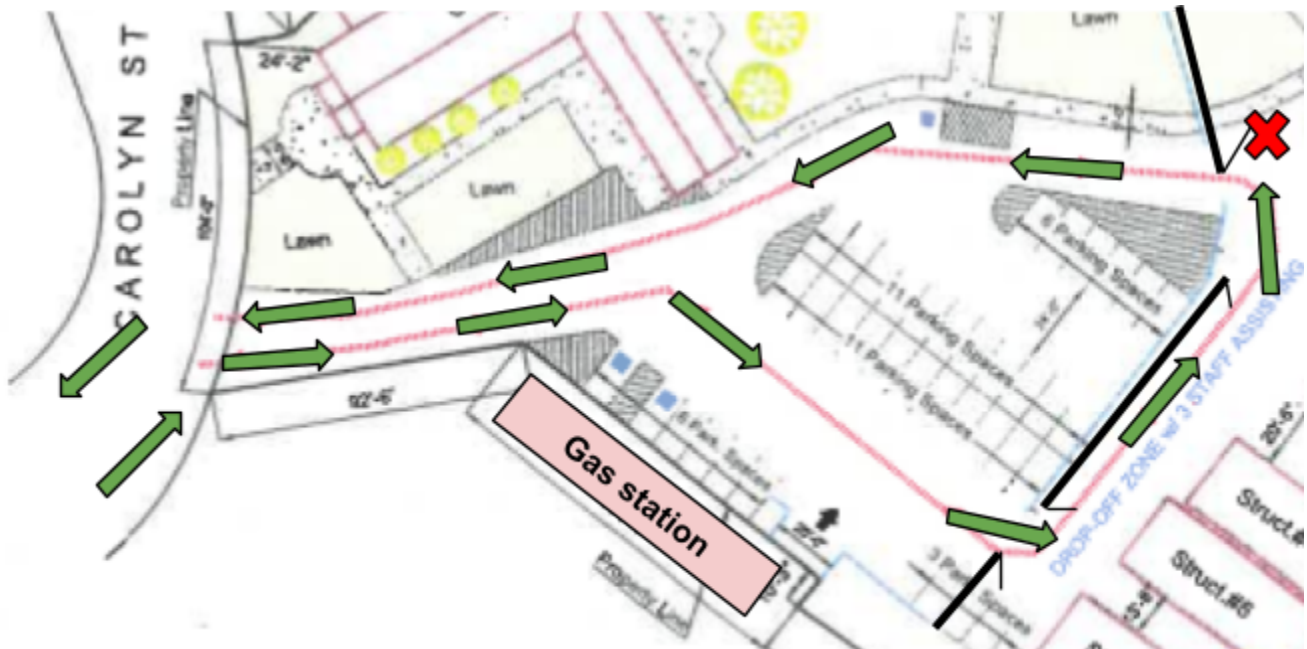


Carolyn Campus

- 7:55-8:15am Daily Drop-Off Window
- 8:15am School Day Begins
- 3:00pm School Day Ends
- 3:00-3:15pm Monday-Thursday Pick Up Window
- 1:00-1:15pm Friday and Early Dismissal Days Pick-Up Window

Carolyn Drop-Off and Pick up Procedures:

- Enter the parking lot on the RIGHT side
- Form a line following the path of the green arrows pictured above. **DO NOT park in the parking lot during drop off or pick up.** Even if there are spaces available, these are reserved for staff.
- Stay in your car and wait for a staff member to open your car door.
- If you are the first car in line, stop inside the second gate (where the red x is pictured), this is where students will exit their cars.
- Do not allow students to exit your car until a staff member opens the door for them.
- Upon exiting, you may **only** turn left onto Carolyn Street.



Program	Time	Location	Contact for Site Info	Contact During Program
K-3 CHE Extended Care Program	7:30-8:00am 3:00-6:00pm (Mon-Th) 1:00-6:00 pm (Fri)	CHE Front Office	Kristen Huey, Site Supervisor khuey@yumingschool.org	Chestnut Extended Care Program [To be shared when updated]
G4-8 MLK Extended Care Program	7:45-8:15am 3:15-6:00pm (Mon-Th) 1:15-6:00 pm (Fri)	MLK Front Office	Karina Herrera kherrera@yumingschool.org	MLK Jr. Extended Care Program 510-701-8815
K-2 CAR Extended Care Program	7:30-8:00am 3:00-6:00 pm (Mon-Th) 1:00-6:00 pm (Fri)	Playground Gate	Roseline Aka, Site Supervisor raka@yumingschool.org	Carolyn Extended Care Program 510-326-1048

Early Pick-up

In order to pick up a child prior to the normal dismissal time, the parent/guardian must check-in at the school office to sign out the student. Students may not be picked up 30 minutes before school dismissal time. Any student missing more than 30 minutes of instruction without a valid excuse three times during the school year must be classified as a truant.

Permission to Walk Home

Parents and/or guardians of middle school students in grades 6-8 can complete a form that allows their child to walk home at the end of the school day without the parent/guardian being present. This form also allows siblings in grades 4-5 to leave with their Yu Ming middle school sibling at the end of the school day. Students are never allowed to leave school before the end of the school day without being signed out and picked up by a parent and/or guardian.

GENERAL POLICIES

Authorization to Pick-Up and Emergency Contact Information Form

Every student must have a complete and up-to-date Authorization to Pick-Up and Emergency Contact Information, properly signed and on file in the school Office. Students may only leave campus with adults listed on the authorized pick-up and emergency contact form. To permit a parent or caretaker not on your child's authorized list to pick him/her up, the office must receive a signed and dated written note or email granting permission at least 24 hours in advance, whenever possible, and no later than 12:00 noon on the day of pick-up. The person picking up your child will be required to show a photo I.D. and provide their contact information before leaving the school with your child. Send emails to office@yumingschool.org.

Dress Code

Uniforms help to establish a clear focus on academics, increase safety and security on the school campus, decrease differences based on socioeconomic status, improve student behavior, and increase school pride. Yu Ming students are expected to be in full school uniform while on campus and on field trips, including the use of uniform outerwear. Yu Ming's dress code includes:

- Navy bottom (pants, skirts and pinafores)
- White or Navy top with Yu Ming logo (polo shirts or button down shirts)
- Burgundy sweater with Yu Ming Logo (cardigan, sweater, or sweatshirt)
- Athletic shoes required for G3-8 and highly encouraged but optional for K-2
- White, ivory, burgundy, or navy blue knee-highs, socks or tights

For physical education activities, students must wear athletic shoes. Yu Ming logo wear is available through several websites (ym.brandingblvd.com/, landsend.com, frenchtoast.com). The School provides two (2) free patches to every student, one for the student's top and one for the student's sweater. Additional Patches are available at the school office for a donation of \$2. Families can receive free new or gently-used uniforms and patches from the school. Please contact Vanessa Valenzuela, Yu Ming's Family Engagement and Outreach Coordinator (vvalenzuela@yumingschool.org), for more information.

When dress code violations occur, faculty may either lend students appropriate clothing to wear for the day or call home for parents to provide a change of clothes. A limited supply of new uniforms is also kept at the school for purchase.

Birthdays

If a student wishes to celebrate a birthday with his/her classmates please notify their homeroom teacher so that they can designate a specific day and time. The student may bring a small, non-food gift (such as stickers, pencils or erasers) for each child in his/her class. No food treats are permitted.

Invitations to birthday parties being held outside of school should be distributed during non-school hours via mail, email or phone, not by distributing paper invitations at school.

Photographs and Videos of Students

Yu Ming staff, volunteers, or media may take photos, audio recording or videos for professional learning purposes, school publications, displays, the website, news stories, or other such purposes. Students may appear in photographs, audio recording or video recording that may appear in print, online, radio or television. Students may also record video using tools such as FlipGrid to be shared internally with their classmates. If you object to having your student being recorded or photographed, please provide a letter notifying the school of your request via mail or email office@yumingschool.org.

Online Learning Etiquette: Help Us Preserve Privacy

In order to preserve student and staff privacy, please share these protocols with your students:

- Please do not take any photos or screenshots or record any online classes or activities involving other students. Student and staff privacy is protected under the Education Code.
- Never post pictures or videos of students who are not your own, on social media, even if it is to provide a compliment.

Electronic Devices

Use by students of cell phones, music players, headphones, hand-held electronic games, tablet computers, and other electronic devices is prohibited during the school day unless they are distributed or allowed by the teacher as part of a planned lesson. If a student must bring any of these items for use during after-school hours, the item must be kept in the student's backpack and turned completely off during the

school day. Any electronic device in use during school hours will be confiscated and returned only to a parent/guardian at the end of the school day.

Smartphone devices may be used:

- In the case of an emergency, or in response to a perceived threat of danger.
- When a teacher or administrator of the Charter School grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician or surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- When the possession or use of a private device is required in a student's individualized education program ("IEP").

Toys at School

Except for pre-approved items brought for a school lesson (e.g. Circle Badge Work), toys (such as dolls, stuffed animals, vehicles, playing cards, action figures, etc.) are not allowed to be brought to school for use during the school day. Students should not bring any items from home to share with other students.

Alcohol and Illegal Drugs

At no time may students, staff, parents or visitors possess or use alcohol or illegal drugs while on the Yu Ming campus.

CLIMATE FOR LEARNING & GROWTH

At Yu Ming we strive to create a culture of community built on caring and nurturing relationships so that students and all members of the community feel a sense of belonging and responsibility. We strive to create an environment that is engaging, warm, and conducive to learning. Yu Ming fosters a commonality of purpose and a sense of cohesiveness among parents, school staff, and the community-at-large.

Five Keys to a Positive School Climate and Culture

1. All students and adults feel welcomed, respected, and connected to the school.
2. Clear behavioral expectations are affirmed, modeled, taught, practiced, and assessed.
3. The entire school community supports a positive, high-performing learning culture.
4. The school promotes students' personal, social, emotional, civic, and ethical development, in alignment with their academic development.
5. Students' individual learning styles are honored and supported, as well as their practices in school citizenship.

Bullying

Yu Ming Charter School does not tolerate bullying or intimidation of any kind and will respond to such instances in accordance with its disciplinary procedures. Students and families are asked to submit any complaints of discrimination, hazing, harassment, bullying or retaliation to the Chief Academic Officer (CAO). **See Appendix A of the Yu Ming Family Handbook entitled Suspension and Expulsion Policy, Uniform Complaint Procedures, and Title IX, Harassment, Intimidation, Discrimination and Bullying Policy.**

Code of Conduct

The purpose of Yu Ming's Code of Conduct is to create an environment in which all students can reach their full potential. In order to do this, staff, students and parents must work together to create a

respectful and safe learning environment. Through our code of conduct we will maximize instructional time for students to reach their academic potential and continually engage students in dialogue concerning what it means to be a good scholar citizen.

Goals & Outcomes

- To promote equality through a code of conduct that is understood by all students and applied fairly
- To ensure a safe learning environment for our students
- For students to understand the consequences of their actions and to take responsibility for them
- To maximize instructional minutes thereby giving our students access to a quality education
- To teach the school's core values and to determine what it means to be a good citizen
- To provide the skills necessary for students to self-regulate and choose appropriate behavior

Yu Ming uses the term 'Rules and Logical Consequences' to describe both the proactive steps we take in school to ensure positive behaviors to meet expectations and build positive habits. Rules are the proactive guidelines that are set up in the school to help the students and teachers achieve their goals for the year. These rules are stated in the positive and are generated through in-class discussion at the beginning of the year.

Establishing a Positive School Environment

In order to ensure an environment that is conducive for all its students to learn, Yu Ming has a system of behavioral expectations, procedures, and interventions that is fair, consistent, accountable, and supportive, and is aligned with the school's mission. Consequences and interventions are designed to help students act responsibly and understand the effects of their negative behavior, and to learn to practice behaviors that are more skillful, responsible, and productive.

Positive Behavioral Interventions and Supports ("PBIS")

PBIS is a school-wide system that teaches behavioral expectations explicitly, using a small number of behavioral expectations that are positively stated and easy to remember. PBIS as a system and process helps to ensure a consistent approach to discipline across the school so students are clear of what is expected of them throughout the campus.

Responsive Classroom

Responsive Classroom is a research- and evidence-based approach to elementary education that leads to greater teacher effectiveness, higher student achievement, and improved school climate. Teachers in our school are Responsive Classroom trained and are expected to use those best practices throughout the day.

Compass

Compass is a social-emotional skill building model for human development that is integrated in Yu Ming's program at every grade. It is designed to guide growth and development towards well-being in all aspects of what it means to be human. The Compass is a rich symbol that has embedded within its dimensions, disciplines, and habits meant to guide personal development both individually and in relationships. Working the Compass communally happens primarily through the practice of Circle, a value-based, community development approach. It represents a group of people who are committed to pushing themselves and each other to be exemplary as individuals, in relationships, and in the community. Badge work is completed individually by scholars and faculty and engaged within Circle. All faculty participate in faculty Circles and teachers facilitate scholar Circles.

Responding to Misbehavior

The number one priority of responding to misbehavior is to stop the misbehavior and restore positive behavior as quickly as possible.

To manage and eliminate student misbehavior the teachers and school will utilize a variety of strategies. Teachers will establish a positive classroom culture and encourage good behavioral choices of students

through the following strategies: redirection, reminders, and reinforcement. When in spite of these best efforts misbehavior occurs, logical consequences will be used. Logical consequences can help children see the connection between their behavior and the effect it has on others. A logical consequence is not a punishment. The consequence is directly related to the child's action, is realistic for them to accomplish and is communicated with respect. A student who breaks classroom or school rules has his/her behavior addressed through the following steps:

1. *Redirect Behavior* – All misbehaviors are addressed and redirected with the use of visual and verbal cues. Examples include, eye contact, a nod at the child, a hand signal, saying the child's name and increased teacher proximity. Following these cues the teacher points out the misbehavior to the student, warns him/her and directs the student to stop or change the behavior. This may include re-teaching, reminder or modeling of appropriate behavior.
2. *“Logical Consequences”* – The teacher addresses subsequent violations of classroom or school rules by giving the student a logical consequence.
In some cases problem-solving strategies other than logical consequences are needed including role playing/ interactive modeling, class meetings, student conferences.
3. *Referral* - Continued misbehavior will result in the intervention of the Deans of Student Culture, Assistant Principals or Principals. Consequences may include a parent conference, in-school suspension, and out-of-school suspension. A referral will ALWAYS result in an email or phone call home.

* Some students with identified special needs may be subject to alternative consequences that best fit their needs and Individualized Education Programs.

Guidelines for Supporting Positive Student Behavior Guidelines

Proactive Strategies
1. Explicit teaching and modeling of expectations
2. Positively reinforce expectations (be specific) + pass out Gotchas
3. Anticipate challenges (proactive supports, check-ins, and in-class self-regulation structures)
4. Accommodate group and individual needs
5. Check in with students/parents regularly: Relationship building, Noticing a Need, Problem Solving

Response Chain
1st Level Response: Reminder (using least invasive option, empathetic, non-judgemental)
2nd Level Response: Teacher Redirects (using least invasive option) <ul style="list-style-type: none"> ● Restate expectations. ● Re-teach expectations. ● Provide options (“you may sit in your chair or in a chair here”) ● Clearly explain limits (“if you finish one more problem then we can talk about it”) ● Administrator can support with student check in if needed
3rd Level Response: Checkin/Reflection + Logical Consequence + Teacher <u>may</u> call home <ul style="list-style-type: none"> ● Reflection Space (“Dragon’s Nest”) ● Example of Logical Consequence: Loss of Privilege, You break it, You fix it
4th Level Response: Push-in Support/Compass Center + Possible Office Referral + Administrator call home + Admin Parent Conference may be required. Reflective conversation to talk about what happened, re-establish connection, practice supportive skills, and restore any harm to the community.

STUDENT HEALTH & WELL-BEING

Breakfast, Lunches and Snacks

The school provides breakfast and lunch to all students for free each school day. Breakfast and lunch provided will be nut-free. Students should arrive 15 minutes before the start of school to allow enough time to eat breakfast. Vegetarian and dairy-free options are available daily. Those with severe allergies or sensitivities should contact bmavila@yumingschool.org.

At Yu Ming, we strive to have a healthy school environment in all ways. To continue to serve as role models for our students when making nutritional decisions, we encourage all families to pack a healthy snack for each school day. We ask that parents limit foods that are high in sugar (juices and sweet treats included). The following are prohibited at Yu Ming during the school day or school events: soda, candy, fast food, or deep-fried or highly-processed chips. **For health reasons, such as allergic conditions, children may not share lunches or snacks.* For further details, please refer to the Health and Wellness Policy.

Free and Reduced Lunches

All families should submit a Free and Reduced Priced Meals application form to the school office during the first week of school each year.

Illness and Injury

Yu Ming makes every effort to support the health and well-being of all students in order to decrease absences and maximize learning time.

COVID-19

According to the CDC guidelines, COVID-19 symptoms may include but are not limited to the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students with symptoms consistent with COVID-19 or students who test positive for COVID-19 must be kept at home.

If a student is symptomatic during the school day the student will be separated from others right away, guardians will be contacted and must pick up their student immediately.

Sick students may not return to school until they have met the requirements outlined in the CDPH guidance for [quarantine and isolation](#). Please send all COVID related questions and relevant test results to COVID@yumingschool.org. Please report student COVID cases as soon as possible to ensure the safety of our community.

* COVID-19 procedures subject to change in accordance with most up to date CDC, State, and County guidelines.

Other Illness and Injuries

Staff members are trained in first aid and CPR and will provide routine first aid. Students who exhibit symptoms of or complain of illness or injury will be referred to the school office and Health Services Coordinator.

In the event of more serious illness or injury, parent(s), guardian(s), designated emergency contact(s), and/or paramedics will be contacted. In these situations, parent(s)/guardian(s) may be requested to pick up their student as soon as possible.

To protect the students and staff from communicable diseases, parents are asked to report all illnesses to the office by phone, email, note, or in person. The Health Services Coordinator keeps confidential track of student illnesses. In cases of some communicable ailments (e.g. Pink Eye, Strep Throat, Lice, etc.), the Health Services Coordinator will inform other families as needed. Any child who shows signs of contagion should not attend school and will be sent to the office by the classroom teacher to be sent home. Students with communicable illnesses will need a doctor's note clearing them to return to the classroom.

All incidents that occur on school grounds and receive any first aid attention are reported to the office using an Injury/Incident Report ("Ouch Report"), completed by the supervising staff member. A copy is given to the parent(s)/guardian(s) of the student(s) involved.

If a student is absent due to illness or injury for five or more consecutive days, the absence is considered an excused absence if a medical doctor provides notification in writing.

The school office should be informed promptly if your child has a communicable disease so that we can notify other parents, if necessary.

Keeping your child home when they are sick: Please help keep our entire community healthy by keeping your child home if your child:

- Has a temperature of 100 degrees or higher or has had a fever in the last 24 hours
- Has vomited in the last 24 hours
- Has red, crusty, or irritated eyes
- Has any sign of head lice
- Has a severe cough

Student Medication

Whenever possible, students should receive medication during non-school hours. If necessary, medication given at school will be dispensed by the Health Services Coordinator or the Office Manager. **Please see Appendix A of the Yu Ming Family Handbook for the School's Medication Policy.**

ACADEMIC POLICIES

Yu Ming's academic policies help to create a rigorous and supportive learning environment for students to become bilingual in Chinese and English. Instructional strategies are aligned with the school's mission and provide for a diverse range of learning styles to meet student needs.

School Books and Materials

Yu Ming recognizes that instructional materials are costly resources and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the school. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

If any student has lost or willfully damaged instructional materials provided to them, it is the expectation of the Yu Ming Charter School that funds be collected so another can be purchased to provide to the child. Yu Ming Charter School may withhold grades, diploma, or transcript until the replacement costs are resolved and will notify the parent/guardian in writing.

Technology Support

All students with needs for school-issued devices will be provided with a chromebook for use in the classroom and during independent study. Students without access to reliable internet will also be provided with hotspots for home use. Please contact the Help Desk tech@yumingschool.incidentiq.com for technology support if you need a device. Parents can also ask for technical support or schedule onsite technical support appointments. **Please see Appendix A of the Yu Ming Family Handbook for the School's complete Student Use of Technology Policy.**

Homework

Parents and other family members are expected to support Yu Ming's instructional goals by encouraging their children's focus on learning. Accordingly, parents and other family members should regularly ensure their children do their homework, read to their children, and have conversations about what they are learning at school. Homework assignments are designed to be an extension of and an opportunity to practice what students have already learned in class.

Parental support for homework includes a well-supplied and well-lit workspace, ongoing encouragement, and continual appreciation of the knowledge and skills learned. Families should expect approximately 30 minutes of homework each week in Kindergarten, 40 minutes each week in 1st Grade, 50 minutes in 2nd Grade, 75 minutes in 3rd Grade, 100 minutes in 4th Grade, 120 minutes in 5th Grade, 150-200 minutes in middle school in total. In addition to assigned homework, parents of students in lower grades are encouraged to read to their children for at least 30 minutes daily, in English or Mandarin, or both. K-5 students receive a folder with their homework assignments for the entire week, to be returned each to the teacher the following week.

Student Support Services

When your student is struggling, it can be difficult to know how to best support them. As a general rule of thumb, the first point of contact is your child's teacher. Making your child's teacher aware of your concerns and challenges can help establish a collaborative system of support for your child in the classroom. However, if you feel that your child is experiencing challenges that require more intense support, has a disability that impacts their learning, or if you have general inquiries about our support process and programs, please reach out to consult with a member of our Student Support Services team. Our contact information is found below.

Concern	Title	Name	Email
Socioemotional/ Behavioral	School Psychologist	Kendra Pollock, M.A.	kpolllock@yumingschool.org
Academic	Education Specialist/Special Education Department Head	Heather Hamilton, M.A.	hhamilton@yumingschool.org
General Inquiries about Support Process	Director of Student Support Services	Crystal Simmons, PhD	csimmons@yumingschool.org

If your child(ren) are already receiving Special Education or Section 504 Accommodation Plan services, please contact the appropriate case manager or related service provider with your concerns.

Special Education Case Managers and Service Providers

Title	Name	Email
Education Specialist/Special Education Department Head	Heather Hamilton, M.A.	hhamilton@yumingschool.org
Education Specialist	Ellen Wen, M.A.	ewen@yumingschool.org
Mental Health Clinician	Jack Lindquist, AMFTI	jlindquist@yumingschool.org
Mental Health Clinician	Morgan Dolginow, School Counselor Intern	mdolginow@yumingschool.org
Speech and Language Pathologist	Jazmine Tylor, CCC-SLP	itylor@yumingschool.org
504 Coordinator/ Case Manager	Crystal Simmons, PhD	csimmons@yumingschool.org



**2023-2024 YU MING CHARTER SCHOOL FAMILY HANDBOOK
ACKNOWLEDGEMENT FORM**

We acknowledge by our signature below that we have read, discussed, understand and agree to abide by the expectations outlined in the “2023-2024 Yu Ming Charter School Student-Family Handbook” including the “Appendix A: Annual Notifications.”

Student Name (please print): _____ Grade: _____

Parent/Guardian Signature	Printed Name	Date
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Parent/Guardian Signature	Printed Name	Date
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