



Yu Ming Charter School
Student - Family Handbook
2018-2019

1086 Alcatraz Avenue, Oakland, CA 94608, (510) 452-2063
675 41st Street, Oakland, CA 94609, (510) 922-8631
www.yumingschool.org

Contents

INTRODUCTION

[BACKGROUND ON YU MING CHARTER SCHOOL](#)

[LOCATION](#)

[MISSION STATEMENT](#)

[CORE VALUES](#)

[WHAT IS A CHARTER SCHOOL?](#)

[OUR TEAM](#)

[COMMUNICATION GUIDELINES](#)

GOVERNANCE

[ROLE OF THE BOARD OF DIRECTORS](#)

PARTNERSHIP BETWEEN FAMILIES AND YU MING CHARTER SCHOOL

[PARENT-STUDENT-SCHOOL CONTRACT](#)

[YU MING FAMILY SUPPORT ORGANIZATION](#)

VOLUNTEERS & VISITORS

[VISITORS AND GUESTS](#)

[VOLUNTEER RESPONSIBILITIES](#)

[VOLUNTEER OPPORTUNITIES](#)

[PARENT FUNDRAISING AT YU MING](#)

[VOLUNTEER REQUIREMENTS](#)

[BACKGROUND CHECKS](#)

[VOLUNTEER DRIVERS](#)

ATTENDANCE POLICIES

[ARRIVAL AND DROP-OFF PROCEDURES](#)

[DISMISSAL AND PICK-UP PROCEDURES](#)

[LATE PICK-UP FEES & EMERGENCY AFTER-SCHOOL PROGRAM DROP-INS](#)

[EARLY PICK-UP](#)

[ABSENCES](#)

[TARDY PROCEDURE](#)

[EXTENDED ABSENCES DURING THE SCHOOL YEAR](#)

[INDEPENDENT STUDY PROGRAM](#)

GENERAL POLICIES

[AUTHORIZATION TO PICK-UP AND EMERGENCY CONTACT INFORMATION FORM](#)

[DRESS CODE](#)

[BIRTHDAYS](#)

[CUMULATIVE FILE](#)

[PHOTOGRAPHS AND VIDEOS OF STUDENTS](#)

[ELECTRONIC DEVICES](#)

[TOYS AT SCHOOL](#)

CLIMATE FOR LEARNING AND GROWTH

[FIVE KEYS TO A POSITIVE SCHOOL CLIMATE AND CULTURE](#)

[BULLYING](#)

[CODE OF CONDUCT](#)

[ESTABLISHING A POSITIVE SCHOOL ENVIRONMENT](#)

STUDENT HEALTH & WELL-BEING

BREAKFAST, LUNCHES AND SNACKS

NUT POLICY

ILLNESS AND INJURY

STUDENT MEDICATION

ACADEMIC POLICIES

SCHOOL BOOKS AND MATERIALS

HOMEWORK

COMMUNICATION WITH FAMILIES ABOUT STUDENT ACADEMIC PROGRESS

STUDENT SUPPORT SERVICES

ACKNOWLEDGEMENT FORM

Introduction

Background on Yu Ming Charter School

Yu Ming Charter 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 Oakland, CA on two neighboring campuses:

Alcatraz Avenue Campus (Alcatraz) (K-2nd Grades): 1086 Alcatraz Ave., Oakland, CA 94608

Martin Luther King Jr. Way Campus (MLK) (3rd-8th Grades): 675 41st St., Oakland, CA 94609

Mission Statement

Yu Ming Charter School provides a challenging and comprehensive learning environment to kindergarten through 8th grade students that prepares them to be engaged global citizens. The school mission is:

- To provide an academically rigorous college preparatory program
- To graduate students with bilingual and bi-literate skills in Mandarin Chinese
- To nurture intellectual curiosity, international perspective, and diligence in attaining personal goals
- To develop young people with compassion, sound moral character, and a sense of responsibility for the community and the environment

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 Charter School.

德 Ethical: Has a strong moral character

勤 Persevering: Perseveres diligently and continues to strive even when faced with challenges

仁 Compassionate: Considers others' viewpoints in an open-minded way, appreciates cultural differences, and works well with others

智 Wise: Is intellectually curious and able to think critically and solve problems in a creative way

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 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.*

Our Team

Administration

Sue Park	Head of School	spark@yumingschool.org
Xinyi Xu	Director of Lower School (K-2)	xxu@yumingschool.org
Celia Pascual	Director of Upper School (3-8)	cpascual@yumingschool.org
Meredith Hansen Favero	Director of Special Education	mfavero@yumingschool.org
Cindy Liu	Director of Operations & Strategy	cliu@yumingschool.org

Operations

Wendy Larson	Business Manager, MLK Office	wlarson@yumingschool.org
Andrea Siu	Operations Coordinator, Alcatraz Office	asiu@yumingschool.org
Hiram Jamison	Technology Specialist	hjamison@yumingschool.org
Bethany Avila	Health Services Coordinator	bmavila@yumingschool.org

Lower School Alcatraz Campus

Wei Shen Qian	Dean of Students and Instruction	wshen@yumingschool.org
Christina Edwards	Behavior Specialist/ECP Manager	cedwards@yumingschool.org
Tingting Fang	Kindergarten, Koala Class Teacher	tfang@yumingschool.org
Eve Wu	Kindergarten, Panda Class Teacher	ewu@yumingschool.org
Keyi Wang	Kindergarten, Penguin Class Teacher	kwang@yumingschool.org
Jenny Suen	Kindergarten English Teacher	jsuen@yumingschool.org
Elva Wu	First Grade, Monkey Class Teacher	eywu@yumingschool.org
Willa Song	First Grade, Tiger Class Teacher	wsong@yumingschool.org
Ronghui Yang	First Grade, Zebra Class Teacher	rhyang@yumingschool.org
Heather Hsieh	First Grade English Teacher	hhsieh@yumingschool.org
Alin Wen	Second Grade, Horse Class Teacher	awen@yumingschool.org
Dandan Liu	Second Grade, Lion Class Teacher	dliu@yumingschool.org
Mellisa Jew	Second Grade English Teacher	mjew@yumingschool.org
Simin Ruan	Lower School Instructional Aide	sruan@yumingschool.org
Daayiah Shabazz	Nutrition Services Assistant, Alcatraz	dshabazz@yumingschool.org
Danny Lau	Custodian	dlau@yumingschool.org

Upper School MLK Campus

Jie Liao	Third Grade, Dog Class Teacher	jliao@yumingschool.org
Jiaying Kate Xu	Third Grade, Phoenix Class Teacher	kxu@yumingschool.org
Teresa Lucan	Third Grade English Teacher	tlucan@yumingschool.org
Beini Qian	Fourth Grade, Qilin Homeroom Teacher	bqian@yumingschool.org
Lonnie Yu Liu	Fourth Grade, Sea Turtle Homeroom Teacher	yliu@yumingschool.org
Sharon Leong	Fourth Grade English Teacher	sleong@yumingschool.org
Yiting Wang	Fifth Grade, Chinese Teacher	ytwang@yumingschool.org
Patricia Low	Fifth Grade, English Teacher	plow@yumingschool.org
Wenting Wang	Sixth and Seventh Grade Chinese Teacher	wwang@yumingschool.org
Yue Shao	Sixth and Eighth Grade Chinese Teacher	yshao@yumingschool.org
Mellisa Jew	Sixth Grade English Teacher	mjew@yumingschool.org
Helen Min	Seventh and Eighth Grade English Teacher	hmin@yumingschool.org
Jennifer Newell	Dean of Students and Instruction Middle School Math and Science Teacher	jnewell@yumingschool.org

Ashton Chen	Middle School Math and P.E. Teacher	aychen@yumingschool.org
Cindy Lopez	English Assistant Teacher	clopez@yumingschool.org
Cecilia Maravilla	Custodian and Recess Supervisor	cmaravilla@yumingschool.org

Enrichment Team

Sandra Chang	Lower School Art Teacher	schang@yumingschool.org
Lyra Harris	Upper School Art and Design Lab Teacher	lharris@yumingschool.org
Whitney Dorman	Music and Movement Teacher	wdorman@yumingschool.org
Kevin Lau	Physical Education Teacher	kevinlau@yumingschool.org

Student Support Team

Heather Hamilton	Education Specialist	hhamilton@yumingschool.org
Ellen Wen	Education Specialist	ewen@yumingschool.org
Sonja Baumer	School Counselor	sbaumer@yumingschool.org
Heather Collins	School Counselor	hcollins@yumingschool.org
Jamie Mankiewicz	Speech Language Pathologist	jfriedland@yumingschool.org
Thea Harris	Registered Behavior Technician	tharris@yumingschool.org
Ryan Knapp	Registered Behavior Technician	rknapp@yumingschool.org
Christina Edwards	Behavior Intervention Specialist	cedwards@yumingschool.org
Yu-Shuan Tarango-Sho	Family Liaison	ysho@yumingschool.org

Teaching Interns






Olivia Sih Ping Lin	Lower School Intern	olin@yumingschool.org
Scully Yu-Chieh Chen	Lower School Intern	sychen@yumingschool.org
Bonnie Tzu-Yun Huang	Upper School Intern	bhuang@yumingschool.org
Winnie Jo-Chen Kao	Upper School Intern	wkao@yumingschool.org

Extended Care Programs Team






Christina Edwards	Extended Care Program Manager, Alcatraz	cedwards@yumingschool.org
Hiram Jamison	Extended Care Program Manager, MLK	hjamison@yumingschool.org
Alexis Gonzalez	After School Program Assistant, MLK	
Cindy Lopez	After School Program Assistant, MLK	
Yiann Chou	After School Program Assistant, MLK	
Thea Harris	After School Program Assistant, MLK	
Daayiah Shabazz	After School Program Lead Teacher, Alcatraz	
Ping-ge Wu	After School Program Assistant, Alcatraz	
Faiza Raza	After School Program Assistant, Alcatraz	

Go-To Guide: Contact listed Yu Ming staff members for concerns or questions related to the following:

Leadership Team

				
Sue Park spark@ Head of School ALC+ MLK	Xinyi Xu xxu@ Director of Lower School (K-2) ALC	Celia Pascual cpascual@ Director of Upper School (3-8) MLK	Cindy Liu cliu@ Director of Operations & Strategy ALC+ MLK	Meredith Hansen Favero mfavero@ Special Education Director ALC + MLK
Vision & Direction Leadership Teams Org Growth & Sustainability Academic Prog Development Board & Community	Alcatraz Site Leader Alcatraz Team Manager Lower School Academic Program Chinese Programs Instructional Coach	MLK Site Leader MLK Team Manager Upper School Academic Program English/Math Programs Instructional Coach	Operations, Facilities, Finance Extended Care Programs Manager Data Systems Talent Management Communications	Special Education Program Manager Multi-Tiered System of Support (MTSS)

Teacher Leaders

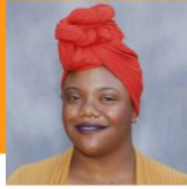
				
Jenny Suen jsuen@ Teacher Leader ALC	Wei Shen wshen@ Teacher Leader ALC	Eve Wu ewu@ Teacher Leader ALC	Wenting Wang wwang@ Teacher Leader MLK	Helen Min hmin@ Teacher Leader MLK
Kindergarten English Teacher English Department Co-Lead Kindergarten Intervention	Dean of Lower School Behavior & SEL Intervention Program Assessment Coordinator BTSA Coach	Kindergarten Chinese Teacher Kindergarten Lead Instructional Coach	Grade 6-8 Chinese Teacher Chinese Literacy Lead Chinese Program Resources Chinese Support Team Instructional Coach	Grade 7-8 English Teacher Dean of Upper School Behavior & SEL English Learners Program English Department Co-Lead

Operations & Extended Care



Andrea Siu
asiu@
Operations Coordinator
ALC

Lower School Office
Manager
Outreach & Enrollment
School Lunch Program
Emergency Plan



Christina Edwards
cedwards@
Behavior Specialist
Extended Day
Programs
ALC

Behavior Systems &
Intervention
Lower School Extended
Day Team Lead



Wendy Larson
wlarson@
Business Manager
MLK

Upper School Office
Manager
Finance and Accounting
Human Resources
Compliance



Hiram Jamison
hjamison@
Technology Specialist
Extended Day Programs
MLK

Technology Specialist
Upper School Extended
Day Team Lead



Bethany Avila
bmavila@
Health Svcs Coordinator
MLK

Student Health Svcs
Support
Upper School Office
Health/Wellness Policy
Attendance

Student Support



Ellen Wen
ewen@
Education
Specialist
ALC + MLK

Special Education
Academic
Support Services



**Heather
Hamilton**
hhamilton@
Education
Specialist
ALC + MLK

Special Education
Academic
Support Services



**Jamie
Mankiewicz**
jfriedland@
Speech
Pathologist
ALC + MLK

Speech Pathology
Services



Heather Collins
hcollins@
School Counselor
ALC + MLK

School Counseling
Services
Friendship Groups
(MLK)



Sonja Baumer
sbaumer@
School
Counselor
ALC + MLK

School Counseling
Services
Friendship Groups
(Alcatraz)



**Yu-Shuan
Tarango-Sho**
ysho@
Family Liaison
ALC

Support Student
Academic Success
Family Engagement
& Resources
Equity & Inclusion

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 call the main office 510-452-2063 or email office@yumingschool.org.

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 please contact Wei Shen Qian (Grades K-2) and Helen Min (Grades 3-8). If there is need for further help the Lower School Director (K-2), Upper School Director (G3-8), and the Student Support Services Director are 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/Advisor, Deans, or the Directors, then please reach out to the Head of School.

We have an open door policy and you should feel free to contact any member of the Administrative Team at any time. If we are unavailable, feel free to reach out to the Operations Coordinator, Andrea Siu, 510-452-2063 to schedule an appointment. You can also email any Administrative Team Member directly via email and they 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:

- *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.
- *School electronic newsletter:* The school will send a newsletter to parents/guardians to provide information about significant school developments, upcoming events and activities. Printed copies are also posted each week and available in the main office.
- *Teacher's weekly email:* Teachers will distribute a weekly email to families to update them on key learnings from the week and any announcements.
- *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.
- *Phone:* Families can also expect to receive periodic voicemail from the school.
- *Meetings by appointment:* Every staff member is available to meet with families; parents/guardians can make appointments by sending an 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 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 Charter School 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 Head of School. Where possible the Board focuses on establishing what ultimate outcomes will be achieved by the School, while the Head of School, 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 Brown Act open meeting regulations. The agenda is developed by the Board Chair in concert with the Head of School, and is posted on the Yu Ming web site and outside of school three days in advance. Parents may submit agenda items for discussion by notifying the Head of School. .

Board members can be collectively reached at board@yumingschool.org. Please see the Governance section of Yu Ming's website for a list of emails:

<http://www.yumingschool.org/who-we-are/governance/>

Board of Directors

Eric Peterson	Chair. Parent-Elected Board Member Fund Development Committee	epeterson@yumingschool.org
Brianna Swartz	Vice Chair. Board Development Committee	bswartz@yumingschool.org
Jessica Norman	Treasurer. Finance Committee	jnorman@yumingschool.org
Joy Lee	Secretary	jlee@yumingschool.org
Lucia Hwang	Facilities Committee Parent-Elected Board Member	lhwang@yumingschool.org
Ron Lewis	Enrollment and Diversity Committee	rlewis@yumingschool.org
Julie Mikuta	Education Committee	jmikuta@yumingschool.org
Sonali Nijhawan	Fund Development Committee	snijhawan@yumingschool.org
Ethan Warsh	Facilities Committee	ewarsh@yumingschool.org

Partnership between Families and Yu Ming Charter School

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.

Parent-Student-School 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 Parent-Student-School Contract. The Contract 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

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 their work; determines its own organizational structure (leadership roles, sub-committees, etc.); works in concert with Head of School or designated staff liaison; sends a representative to monthly FSO council meetings.

Each month, the Head of School holds an FSO Council meeting comprised of a representative from each FSO committee. 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.

2018-19 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	Briana Brown and Jhequela Perry
Treasurer	Manage FSO funds promoting accountability and transparency.	Annual Budget, Track FSO Expenditures, Reporting	Hua Wang
Secretary	Maintain FSO records, calendar and correspondence.	Maintain FSO Calendar, Correspondence, Records	Casey Hatton
Communications	Create a robust channel of communication between the school, families, and community.	Newsletter, Website Content, Media Inquiries	Mikaela Johnson
Community Inclusion	Integrate equity, inclusion, and community-building efforts throughout the school.	Community Building, Celebrations, Community Forums, Yearbook	Pam Connie
Community Outreach	Strive for a diverse student body and meaningful ties with the community surrounding Yu Ming.	Enrollment Outreach, New Family Orientation	Maria Nakae

Facilities Improvement	Maintain safe, well-functioning, and attractive school facilities.	Spruce Up Projects, Clean-Up Days, Garden	Brigitte Yeh
Fundraising	Fulfill fundraising goals set by Head of School and Board which contribute to school's general fund.	Gala, Read-A-Thon, Annual Giving, Grants, A's Game	Chris Tarnas
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	
Parent Education	Provide opportunities for families to share ideas and learn from experts on relevant topics.	Parent Learning Events, Curriculum Nights	Xiaoyan Wang
Room Parents	Support community building among class/grade families, communication between families and school, and class-specific volunteering.	Teacher and Field Trip Support, Classroom Volunteers, Staff Appreciation	Karla Stine
School Events	Strengthen our school culture and deepen bonds through shared events and experiences.	Night Market, Social Events, Talent Show	Jenny Huang, Bette Tsai
Staff Appreciation	Demonstrate appreciation and support to our teachers and staff	Staff Appreciation Luncheons, Staff Appreciation Week	Lisa Hilley, Lynna Tsou
Technology	Support the technical infrastructure needed for smooth operations at the school.	Website, Parent Portal, IT Support	Chris Tarnas

Note: While the Family Support Organization 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, administration, Head of School or Board of Directors.

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.

Visitors and Guests

All visitors, volunteers, and contracted workers at the school during the school day are required to check in at the front office and wear a name badge for the entire duration of their visit. For our students' safety, even regular and frequent volunteers and visitors to the school are expected to abide by this policy.

Volunteer Responsibilities

Yu Ming encourages each family to volunteer in any way possible 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.

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

Volunteer Opportunities

The types of volunteer needs we have throughout the year are posted on the Yu Ming website in the Volunteer section. 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. Questions about volunteering should be directed to volunteercoordinator@yumingschool.org.

Parent Fundraising at Yu Ming

Parent 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 securing or bidding on auction items at the Annual Auction & Benefit, getting your child to participate in the Read-a-thon, contributing individual donations during the annual Fall Giving Campaign.

The FSO Fundraising committee works closely with the Head of School and the Board of Directors' Fund Development Chair (an appointed position on the Board) 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 Head of School during the budget development process. The FSO Fundraising Committee is responsible for Yu Ming's primary fundraising events throughout the year (including the Spring Auction & Benefit, Read-A-Thon, and Fall Giving Campaign) as well as grant writing.

Volunteer Requirements

TB Test – For the health of our students, every volunteer who will be in contact with students must present proof of a negative TB (tuberculosis) skin test dated within the last four years to the Volunteer Coordinator. You can get this test done by your general practitioner or go to the website for the Alameda County Public Health Department (www.acphd.org) for a list of clinics.

Volunteer Training – Each volunteer who will work directly with Yu Ming students must attend a one-hour orientation at the school offered during the first few weeks of school during the school year as needed.

Background Checks

Contractors and volunteers who may be outside of the direct supervision of a credentialed employee (e.g. drivers on field trips; camping trips; 1:1 tutors) are required by law to be fingerprinted for a criminal background check. The Head of School and Business Manager shall monitor compliance with this policy.

Volunteer Drivers

- The parent or adult driver must have a current “Driver’s Liability Insurance Statement” on file in the school office. Volunteer drivers are **not** covered by the School’s insurance liability policy.
- The policy must be current and must include the following minimum coverage: \$100,000 per person, \$300,000 per occurrence, \$50,000 property damage (100/300/50).
- The number of passengers in the vehicle must not exceed the number of seat belts. Cars with passenger side air bags cannot have a student occupying that space.
- Children weighing less than 40 pounds, under 8 years of age, or less than 4 feet 9 inches tall must ride in a car seat with a seat belt and in the back seat of the vehicle (as per DMV safety laws <http://www.dmv.org/ca-california/safety-laws.php>)
- Drivers who have been convicted of a misdemeanor or felony drunk driving or who have been cited with more than one moving violation within the past year will not be authorized to drive students.
- The driver must have a valid California Driver’s License.
- Vehicles for transporting children must be in a safe and operable condition. The driver agrees to follow all rules of the road, including not using a cell phone while driving and obeying all applicable traffic laws.
- The sponsoring program will pay bridge tolls and admissions. No mileage will be paid to parents.
- Volunteer drivers must receive tuberculosis clearance prior to being permitted to transport any students.
- Volunteer drivers must submit to Department of Justice fingerprint and/or Live Scan background check prior to being permitted to transport any students.
- Volunteer drivers agree to waive all claims against the School for injury, accident, illness, or death occurring during or by reason of the trip on which they are driving.

When a school employee uses a personal auto for the approved transporting of students, the above rules of safety for the occupants also apply. Each occupant must have an operable seat belt.

Attendance Policies

Yu Ming Charter School wants all students to fulfill their potential and views every day as an essential learning opportunity. We expect excellent attendance of all of our students. 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.

Drop-Off and Pick-Up Procedures

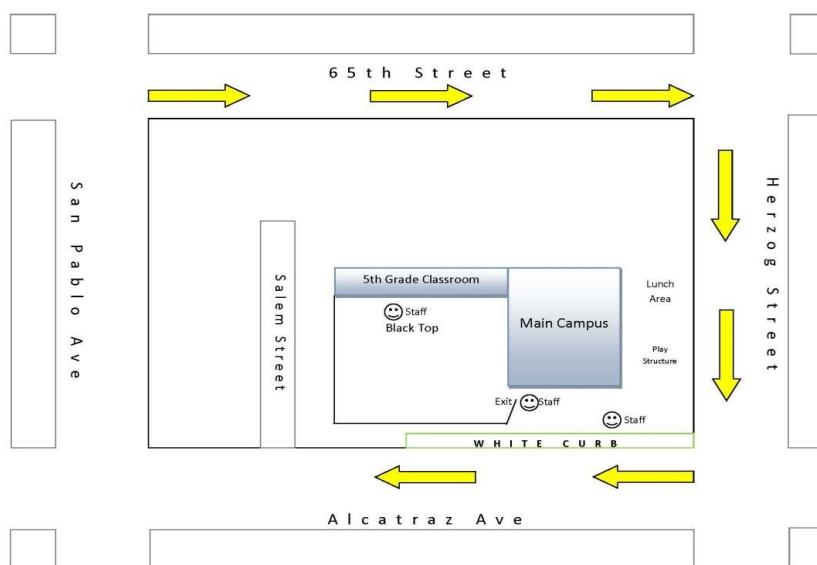
Alcatraz Campus (Kindergarten to Grade 2)

- 7:45-8:15am 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

Drop-Off and Pick-Up Procedures:

Families have two options:

- Park and walk: Park nearby and drop-off or pick-up students at the Alcatraz blacktop. When parking please be mindful to avoid blocking the driveways of our neighbors at ALL times.
- Curbside Drop-off/Pick-up: Parents place "student name card" on vehicle dashboard and line up their vehicles on Herzog Street heading south from 65th St. towards Alcatraz, to wait to turn right onto Alcatraz. Do not leave your car, block neighbor driveways nor make u-turns within a 3-block radius.
- Note: The City of Oakland has designated the **entire block** in front of the school (on Alcatraz Street between Herzog Street and Salem Street) as a drop-off zone 7am-4pm and you may NOT park at this curb. This will be strictly enforced.



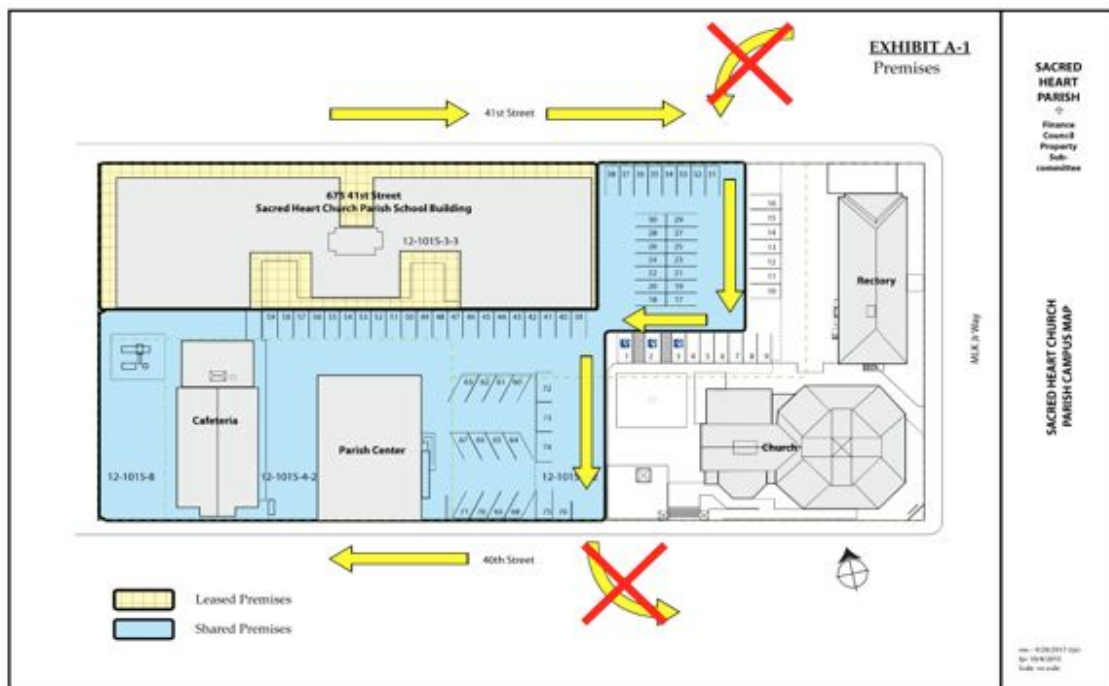
MLK Campus (Grades 3-8)

- 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

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 vehicle dashboard and line up their vehicles on 41st St. heading east towards MLK 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.



Program	Dismissal Window	Dismissal Location	Contact for General Info	Contact During Activity
K-2 Alcatraz After Care Program	3:00-6:00pm (Mon-Fri) 1:00-3:00pm (Fri gap care)	Alcatraz Front Door	Christina Edwards, Extended Care Programs Manager Alcatraz cedwards@yumingschool.org	Alcatraz Extended Care Program (510) 206-3188

G3-8 MLK After Care Program	3:15-6:00 (Mon-Fri) 1:15-3:00 (Fri gap care)	MLK Extended Care Program Door	Hiram Jamison, Extended Care Programs Manager MLK hjamison@yumingschool.org	MLK Extended Care Program (510) 220-7982
Enrichment	10 minutes after end of Enrichment	Alcatraz Blacktop Gate MLK Blacktop Gate	Christina Edwards or Hiram Jamison afterschool@yumingschool.org	Enrichment Instructor
K-2 Alcatraz Boost	3:30-3:35pm (Mon-Thur)	Alcatraz Front Door	Xinyi Xu, Director of Lower School xxu@yumingschool.org	Alcatraz office 510-452-2063
G3-8 MLK Boost	3:50-3:55pm (Mon-Thur)	MLK Blacktop Gate	Celia Pascual, Director of Upper School cpascual@yumingschool.org	MLK office 510-922-8631

Late Pick-Up Fees & Emergency After-School Program Drop-Ins

All students must be picked up during the designated dismissal window. Any child not picked up within the designated dismissal window will be charged a late fee. If you are late picking up your child during regular dismissal then you will be charged at the rate of \$15 per hour beginning 15 minutes after the regular dismissal time for school, boost, or Enrichment. The fee is due at the time of pick up.

After 6:00pm you will be charged at the rate of \$15 per 15 minutes, rounded up to the nearest 15 minute interval. This is also due at the time of pick up. All late fees should be written to "Yu Ming Charter School."

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.

Absences

Excused Absences: Excused absences are absences where a student is too ill to report to school or has a medical, legal, dental appointment or a death in the family. All absences require appropriate documentation, i.e. note from home, a note from a doctor or medical facility, court documents, etc. If appropriate documentation is not provided, the absence will be considered unexcused (see below) and your child will be considered truant to school which has serious consequences. A parent or caring adult must notify the school the same day of absence by telephone, letter, e-mail, or in person. Please do your best to inform us of an absence by 8:30 a.m. If the school is not notified or the student does not report to school the next day with a note, the absence will be considered unexcused (see below).

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

Absences: Students must be in school regularly. Student absences will be analyzed every quarter. Ten consecutive absences without school notification could result in withdrawal from the school.

Unexcused Absences	Consequence
Three (3)	First official notice from the school: <i>Student will be officially designated as truant.</i>
Six (6)	Second official notice from the school: <i>Family meeting will be held with the school.</i>
Ten (10)	Third official notice from the school: <i>Family meeting with Parents, Students, Director of Lower School or Director of Upper School, and Teacher Representative.</i>
Fifteen (15)	Fourth official notice from the school: <i>Family meeting with Parents, Students, Director of Lower School or Director of Upper School, Teacher Representative and Head of School</i>
Twenty (20)	Student may be retained at their current grade level for the following year.

Tardy Policy

School begins each day at 8:15 (Grades K-2) and 8:25 (Grades 3 -8). All students are expected to arrive at school on time. A student must report to the office if he or she is late for school. Tardiness is only excused if a student has a medical, dental, or legal appointments or there has been a death in the family. Traffic, oversleeping, or missing a ride are all UNEXCUSED tardies. All excused tardies require appropriate documentation, such as a note from the doctor or note from a parent.

Unexcused Tardies	Consequence
Three (3)	Student determined as truant: <i>Student will be officially designated as truant with three (3) tardies of more than 30 minutes.</i>
Six (6)	First official notice from the school: <i>Student will be officially designated as truant.</i>
Ten (10)	Second official notice from the school: <i>Family meeting will be held with the school.</i>
Fifteen (15)	Third official notice from the school: <i>Family meeting with Parents, Students, Director of Lower School or Upper School, and Teacher Representative.</i>
Twenty (20)	Fourth official notice from the school: <i>Family meeting with Parents, Students, Director, Teacher Representative and Head of School</i>

Extended Absences during the School Year

Because of the unique learning requirements of our dual-language immersion program, it is important that students attend school each day. Extended vacations are not considered excused absences and result in a significant loss of learning hours, language acquisition, and academic progress. In special circumstances (such as a hospital stay), the school may be able to provide a packet after completion of a written Independent Study Master Agreement, approval from teachers and the Director of Lower School or Upper School.

Independent Study Program (ISP)

Independent Study Program (ISP) is an instructional strategy that responds to a student's individual needs. It provides an equal opportunity for students to continue their education while they are not in school.

Families can request ISP when a student needs to be out of school for 2 to 10 days for various reasons (i.e. family emergency, illness, etc.) Families requesting ISP should pick up an ISP form from the front office. An official request needs to be made to the homeroom teacher or advisor at least 10 school days before the ISP start date. Students whose academic achievement is below grade level or who have failed to complete a previous ISP contract are not eligible for ISP. Requests that exceed 10 school days and up to 20 school days may be considered if core academic support (Chinese/English/Math) is provided and academic progress can be maintained. Families requesting more than 10 days of ISP need to meet with the Directors of the school to receive approval prior to making ISP plans.

When a student returns from ISP, completed work needs to be submitted on the day of return in order to fulfill the ISP contract.

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. 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)
- Dark-colored shoes (athletic shoes required for G3-8, highly encouraged but optional for K-2)
- White, ivory, white, 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 sources on the Yu Ming Parent Portal; patches are available at the school office for a donation of \$2. Families who qualify for free and reduced lunch can receive free gently-used uniforms and patches from the school. Please contact Yu Shuan Tarango Sho, Yu Ming's Family Resource Liaison (ysho@yumingschool.org), for more information.

When dress code violations occur, faculty may either lend students with 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 the homeroom teacher so that she 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 sugary treats are permitted. If a student wishes to bring a healthy birthday snack, notify the classroom teacher at least 3 days in advance, bring enough for each child in the class, and provide items that are ready to serve and do not require extensive clean-up. See suggestions in Health and Wellness section of the Parent Portal.

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.

Cumulative File

State law requires that certain information be maintained by the school. As required, the Cumulative File is a student's academic record from Kindergarten through high school. For additional information, see Records (Student Family Handbook Appendix A: Annual Notifications).

Photographs and Videos of Students

Yu Ming staff, volunteers, or media may take photos, audio recording or videos for 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. If you object to having your student recorded or photographed, please provide a letter notifying the school office of your request.

Electronic Devices

Use by students of cell phones, music players, hand-held electronic games, tablet computers, and other electronic devices is prohibited during the school day unless they are distributed 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.

Toys at School

Except for pre-approved items brought for a school lesson (e.g. Show and Tell time), toys (such as dolls, stuffed animals, vehicles, playing cards, action figures, etc.) may not be brought to school for use during the school day. Note: Playing cards are allowed for Grades 3-8 students at the Upper School during recess only.

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 during hours when children are present.

Climate for Learning and Growth

At Yu Ming Charter School 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 Charter School 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. The policy's intent is to address this issue in a proactive manner through the establishment of a system for educating students and staff at the school level regarding the identification, prevention, intervention, and reporting of such acts. Students and families are asked to submit any complaints of discrimination, hazing, harassment, bullying or retaliation to the Head of School. See sections in this Handbook and Appendix entitled Code of Conduct, Suspension and Expulsion, Policy Against Harassment and Sexual Harassment, Harassment Intimidation Discrimination and Bullying Policy.

Code of Conduct

The purpose of Yu Ming Charter School'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 Charter School uses the term 'Rules and Logical Consequences' to describe both the proactive steps we take in school to ensure positive behaviors and the reactive disciplines, both of which are necessary 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 Charter School 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)

Positive Behavioral Interventions and Supports 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 it 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 with in Circle. All faculty participate in faculty Circles and teachers facilitate scholar Circles.

Toolbox

TOOLBOX™ is an elementary program that supports children in understanding and managing their own emotional, social, and academic success. The foundation of TOOLBOX is 12 human capacities that reside within all of us. Through its simple and profound metaphor of Tools, TOOLBOX brings forward a set of skills and practices that help students access their own inner resilience at any time, in any context.

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 Students, Directors or the Head of School. 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.

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
4. Accommodate group and individual needs
5. Check in with students/parents regularly: Relationship building, Noticing a Need, Problem Solving

Response Chain
1st Incident: Reminder (empathetic, non-judgemental)
2nd Incident: Teacher Redirects <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 Incident: Logical Consequence + Teacher <u>may</u> call home <ul style="list-style-type: none"> ● Loss of Privilege ● You break it, You fix it ● Take Time Corner (Cool Down Corner)
4th Incident: Another classroom + Teacher call home <ul style="list-style-type: none"> ● Opportunity for regrouping in new environment ● Student completes the behavior reflection form ● Student can spend up to 15min with buddy teacher ● Have a re-entry conversation when student returns
5th Incident: Office Referral + Administrator call home + Admin Parent Conference may be required. Afterward, have a reflective conversation to talk about what happened and re-establish connection.

Student Health & Well-being

Breakfast, Lunches and Snacks

The school provides breakfast and lunch to all students at Alcatraz and lunch for all students at MLK for a fee, based on family income. To participate in the school lunch program, parent(s)/guardian(s) must deposit monies into a Mealtime account for meals in advance according to school lunch program procedures. Breakfast and lunch provided will be nut-free. Vegetarian and dairy-free options are available daily as well and requests for these options must be made in advance. Those with severe allergies or sensitivities should contact asiu@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 and lunch 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.*

Free and Reduced Lunches

Families who may be eligible for the no-cost/reduced lunch program should submit a Free and Reduced Lunch application form to the school office during the first week of school each year.

Nut Policy

Yu Ming adheres to a Peanut-Free/Nut Aware policy. This policy is intended to keep children safe while offering clear guidelines for the use of nuts on campus. We ask that all families and students in our community, partner with us to monitor the use of nuts in their snacks and lunches. Specifically:

1. Nuts or nut products are not permitted in food that is brought to campus to share for group activities such as all school events, class parties, advising group snacks or any other classroom or after-school food-related events.
2. Peanuts and peanut products are not permitted at any time at school.
3. Students may bring nut products for lunch/snacks; however, these items must be kept safely contained in lunchboxes.
4. Students must not share any food from their lunches or snacks and must carefully wash their hands after eating any item that contains nuts.
5. Families of students with severe allergies should adhere to the following protocol:
 - Inform the school prior to the start of school about any severe allergies;
 - Families of children who, historically, have suffered any anaphylactic reaction to any foods must provide the school with an up-to-date food allergy action plan, signed by their treating doctor every school year, and communicate any changes throughout the year.

Illness and Injury

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

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.

To request that medication (prescription or non-prescription) be administered to your student at school, please follow the following procedures:

- Provide written permission from both parent(s)/guardian(s) and medical doctor, with precise information about medication, dosage and frequency.
- Label the medication with the student's name. All non-prescription medication must be sent to the school in the original container in which it was purchased. All prescription medication must be sent to the school in the correct pharmacy-labeled container unless a physician's written order recommends otherwise.
- Deliver the medication and all relevant information to the operations manager.

If parents or guardians wish for their child to possess and/or self-administer medication while at school, the School must receive the following written statements:

- A written statement from the physician detailing the name, method, amount, time schedules, discontinue date, and any known drug allergies or reactions, of the medication to be self-administered; and
- A written statement from the parent or guardian consenting to the self-administration, providing a release for the School to consult with the student's health care provider, and releasing the School from liability.

Parent(s)/Guardians(s) must disclose their student's medical conditions or allergies on the student's Emergency Information Form.

ACADEMIC POLICIES

Yu Ming Charter School'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 Charter School and the California Governing Board recognize that instructional materials are an expensive resource 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 damaged instructional materials provided to them, it is the expectation of the California School Board, the Education Code and 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. (California Education Code 48904)

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 20 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. Lower grade 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

Special Education: We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment. If you have any questions about special education services or eligibility, please contact Meredith Hansen Favero, Director of Special Education, mfavero@yumingschool.org.

C.O.S.T.: The Coordination of Services Team (COST) identifies and supports students and families that may be struggling or need additional social-emotional, health, and academic assistance. Our COST team aims to promote academic success and healthy development by addressing student needs holistically.

S.S.T.: The Student Study Team (SST) brings together the human and programmatic resources to support students having difficulties in school by seeking positive solutions for maximizing student potential. This is a concentrated solution-seeking meeting where all the needed persons, including the parent/guardian and at times the student, are present at the same time to explore strategies to develop an intervention plan involving home, school, and community.

If you have any questions about our COST team or SST structure, please contact the Director of Special Education, Meredith Hansen Favero, mfavero@yumingschool.org.



Yu Ming Charter School Student-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 “2018-2019 Yu Ming Charter School Student-Family Handbook” including the Appendix A: Annual Notifications.

Student Name (please print): _____ Grade: _____

Parent/Guardian Signature Printed Name Date

Parent/Guardian Signature Printed Name Date