



2020-2021

Yu Ming Charter School Student - Family Handbook

Alcatraz Site (Main Site):

1086 Alcatraz Ave
Oakland, CA 94608
510-452-2063

MLK Site:

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

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

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2020-2021 YU MING CHARTER SCHOOL FAMILY HANDBOOK ACKNOWLEDGEMENT FORM

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 Oakland, CA on two neighboring campuses:

- **Alcatraz Avenue Campus (Alcatraz)** (K-2nd): 1086 Alcatraz Ave., Oakland, CA 94608
- **Martin Luther King Jr. Way Campus (MLK)** (3rd-8th): 675 41st St., Oakland, CA 94609

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.*

OUR TEAM

Administration

Sue Park	Head of School	spark@yumingschool.org
Greg Callaham	Principal	gcallaham@yumingschool.org
Crystal Simmons	Director of Student Support Services	csimmons@yumingschool.org
Xinyi Xu	Director of Curriculum and Instruction	xxu@yumingschool.org
Emily Wood	Director of Operations & Strategy	ewood@yumingschool.org
Mellisa Jew	Lower School Assistant Principal	mjew@yumingschool.org
Wenting Wang	Upper School Assistant Principal	wwang@yumingschool.org

Operations

Wendy Larson	Business Manager	wlarson@yumingschool.org
Andrea Siu	Enrollment & Compliance Manager	asiu@yumingschool.org
Mathilde Andrejko	Development & Communications Manager	mandrejko@yumingschool.org
Hiram Jamison	Technology Manager	hjamison@yumingschool.org
Bethany Avila	Health Services Coordinator	bmavila@yumingschool.org
Karla Stine	Operations Assistant/ECP Manager*	kstine@yumingschool.org
Daaiyah Shabazz	Alcatraz Office Assistant/DLA	dshabazz@yumingschool.org
Kourtney DeGraft-Johnson	MLK Office Assistant	
kdegrajtjohnson@yumingschool.org		
Danny Lau	Alcatraz Custodian	dlau@yumingschool.org
Cecilia Maravilla	MLK Custodian	cmaravilla@yumingschool.org
Yu-Shuan Tarango-Sho	Family Resource Liaison	ysho@yumingschool.org

Lower School Alcatraz Campus

Qianying Luo	Kindergarten, Koala Class Teacher	qluo@yumingschool.org
Huize Yang	Kindergarten, Panda Class Teacher	hyang@yumingschool.org
Keyi Wang	Kindergarten, Penguin Class Teacher	kwang@yumingschool.org
Amy Salfen	Kindergarten English Teacher	asalfen@yumingschool.org
Ruoxi Jin	First Grade, Monkey Class Teacher	rjin@yumingschool.org
Dandan Liu	First Grade, Tiger Class Teacher	dliu@yumingschool.org
Vivienne Liu	First Grade, Zebra Class Teacher	vliu@yumingschool.org
Philip Hsiao	First Grade English Teacher	phsiao@yumingschool.org
Heather Hsieh	Second Grade, Owl Class Teacher	hhsieh@yumingschool.org
Alin Wen	Second Grade, Horse Class Teacher	awen@yumingschool.org
Shaojun Bai	Second Grade, Lion Class Teacher	sbai@yumingschool.org
Nicole Mitchell	Second Grade English Teacher	nmitchell@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
Yue Hui	Third Grade, Sea Horse Teacher	yhui@yumingschool.org
Teresa Lucan	Third Grade English Teacher	tlucan@yumingschool.org
April Zhang	Fourth Grade, Qilin Class Teacher	azhang@yumingschool.org
Lonnie Yu Liu	Fourth Grade, Sea Turtle Class 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
Kafka Xu	Sixth Grade Chinese Teacher	kmxu@yumingschool.org
Yue Shao	Seventh and Eighth Grade Chinese Teacher	yshao@yumingschool.org
Helen Min	Sixth and Eighth Grade English Teacher	hmin@yumingschool.org
Laura Simon	Sixth and Eighth Grade Science Teacher	lsimon@yumingschool.org
	Sixth Grade Math Teacher	
Ashton Chen	Seventh and Eighth Grade Math Teacher	aychen@yumingschool.org

Jennifer Lee	Sixth Grade English & Seventh Grade Science	jlee@yumingschool.org
Enrichment Team		
Sandra Chang	Art Teacher (K-4)	schang@yumingschool.org
Lyra Harris	Art and Design Lab Teacher (G5-8)	lharris@yumingschool.org
Whitney Dorman	Music and Movement Teacher	wdorman@yumingschool.org
Eric Huelfenhaus	Physical Education Teacher	ehuelphenhaus@yumingschool.org

Student Support Services Team

Heather Hamilton	Education Specialist, Special Ed Dept. Head	hhamilton@yumingschool.org
Ellen Wen	Education Specialist	ewen@yumingschool.org
Richard Young	School Psychologist	ryoung@yumingschool.org
Sonja Baumer	School Counselor	sbaumer@yumingschool.org
Ryan Knapp	Behavior Intervention Aide/MFTI	rknapp@yumingschool.org
Morgan Dolginow	Behavior Intervention Aide	mdolginow@yumingschool.org
Jack Lindquist	Behavior Intervention Aide	jlindquist@yumingschool.org
Matthew Williams	Behavior Intervention Aide	mwilliams@yumingschool.org
Alyssa Perez	Behavior Intervention Aide	aperez@yumingschool.org
Christina Edwards	Behavior Intervention Specialist (K-2)	cedwards@yumingschool.org

Instructional Assistants

Liya Cao	Instructional Assistant	lcao@yumingschool.org
Lottie Fulz	Instructional Assistant	lfultz@yumingschool.org
Kelly Liu	Instructional Assistant	kliu@yumingschool.org
Faiza Raza	Instructional Assistant	fraza@yumingschool.org
Daaiyah Shabazz	Instructional Assistant	dshabazz@yumingschool.org
Karla Stine	Instructional Assistant	kstine@yumingschool.org
Liping Yan	Instructional Assistant	lyan@yumingschool.org
Ranxu Zhao	Instructional Assistant	rzhao@yumingschool.org

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

School Leadership Team



Greg Callaham
Principal
gcallaham@yumingschool.org

Lower & Upper School

Instructional Leadership
Teacher Team Management
School Culture
Instructional Coach
Family Engagement



Mellisa Jew
Assistant Principal
mjew@yumingschool.org

Lower School

Lower School Site Management
Lower School Student Culture
Lower School Instructional Assistants
English Learner Program
Instructional Coach



Wenting Wang
Assistant Principal
wwang@yumingschool.org

Upper School

Upper School Site Management
Upper School Student Culture
Upper School Instructional Assistants
Chinese Program and Summative Assessments
Instructional Coach



Organization Leadership Team



Sue Park
Head of School
spark@yumingschool.org

Vision & Direction
Leadership Team
Org Growth & Sustainability
School Model Development
Charter & State Accountability
Board & Community



Xinyi Xu
Director of Curriculum & Instruction
xxu@yumingschool.org

School Model Codification
Academic Program & Instructional Practices Development
Assessment Systems
Coaching Model & Practices
Instructional Coach



Emily Wood
Director of Operations & Strategy
ewood@yumingschool.org

Operations, Facilities, Finance
Extended Care Program
Data Systems
Talent Management
Growth Strategy
Instructional Coach



Crystal Simmons
Director of Student Support
csimmons@yumingschool.org

Student Support Team & Systems
Special Education Program
Multi-Tiered Systems of Support (MTSS)
School Psychologist



Operations & Extended Care



Andrea Siu
Enrollment &
Compliance Manager
asiu@

Lower School

Lower School Office
Manager
Outreach & Enrollment
School Lunch Program
Compliance



Wendy Larson
Business Manager
wlarson@

Upper School

Upper School Office
Manager
Business Services
Human Resources
Immigration Support



Karla Stine
Extended Care
Program
Manager
kstine@y

Upper School

Extended Care
Program (ECP)
Manager



Hiram Jamison
Technology
Manager
hjamison@

Lower & Upper
School

Technology Manager



Bethany Avila
Health Services
Coordinator
bavila@

Upper School

Student Health
Services
Upper School Office
Health/Wellness Policy
Attendance



Mathilde Andrejko
Development &
Communications
Manager
mandrejko@

Lower & Upper
School

Development
Communications
Board Support



Student Support Team



Ellen Wen
Education
Specialist
ewen@

Special Education
Academic Support
Services



**Heather
Hamilton**
Education
Specialist
hhamilton@

Special Education
Academic Support
Services



**Christina
Edwards**
Behavior
Specialist
cedwards@

Behavior Systems
& Intervention



Richard Young
School
Psychologist
ryoung@

Assessments
School Counseling
Services



Jessica Hall
Speech Language
Pathologist
jhall@

Speech Language
Assessments &
Services



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

Family
Engagement &
Resources



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 Mellisa Jew (Grades K-2) and Wenting Wang (Grades 3-8). If there is need for further help the 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 Principal, then please reach out to the Head of School, Sue Park.

We have an open door policy and you should feel free to contact any member of the Administrative Team at any time. Please email any Administrative Team Member directly 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:

- *Report cards and Progress Report:* Standards-based report cards and progress reports 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 weekly newsletter to parents/guardians via ParentSquare 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 via ParentSquare 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 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 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 the 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 or individually at the emails listed below and linked on Yu Ming's website: <https://www.yumingschool.org/board-and-accountability/>

Board of Directors

Reggie Lee	Board Chair, Parent-Elected Board Member	rlee@yumingschool.org
Brianna Swartz	Board Vice Chair	bswartz@yumingschool.org
Jessica Norman	Board Treasurer, Finance Committee Chair	jnorman@yumingschool.org
Lucia Hwang	Board Secretary, Facilities Committee Chair	lhwang@yumingschool.org
Casey Hatton	Compensation Committee Chair, Parent-Elected Member	chatton@yumingschool.org
Ron Lewis	Funds Committee Chair	rlewis@yumingschool.org
Julie Mikuta	Board Member	jmikuta@yumingschool.org
Alcine Mumby	Education Committee Chair	amumby@yumingschool.org
Sonali Nijhawan	Diversity and Enrollment Committee Chair	snijhawan@yumingschool.org
Jonathan Schorr	Board Development Committee Chair	jschorr@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”)

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 the Principal or designated staff liaison; sends a representative to monthly FSO council meetings.

Each month, the FSO Council Co-Chairs and Principal 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.

2020-2021 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.	Chairs: Megan Low & Casey Hatton <i>Staff Liaison: Greg Callaham</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 Inclusion / Equity	Integrate equity, inclusion, and community-building efforts throughout the school.	Community Building: plan celebrations; host community forums; Equity Design Team	Pam Connie <i>Staff Liaison: Greg Callaham</i>
Community Organizing & Advocacy Committee	Organize and conduct outreach regarding the sustainability of Yu Ming.	Advocacy and outreach regarding Yu Ming and our charter to three groups: family community, neighborhood and elected officials	Gloria Lee & Leslie Borkow <i>Staff Liaison: Sue Park</i>
Community Outreach	Strive for a diverse student body and meaningful ties with the community surrounding Yu Ming.	Enrollment Outreach, New Family Orientation	Maria Nakae & Alba Tran <i>Staff liaison: Mathilde Andrejko</i>

Fundraising	Fulfill fundraising goals set by Head of School and Board which contribute to the school's general fund.	Spring Benefit & Auction, Read-A-Thon, Annual Giving	Chris Tarnas <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	Alison Lee <i>Staff liaison: Andrea Siu</i>
Parent Education	Provide opportunities for families to share ideas and learn from experts on relevant topics.	Parent Learning Events, Curriculum Nights; FSO general meeting	Open Position <i>Staff liaison: Xinyi Xu</i>
Room Parents	Support community building among class/grade families, communication between families and school, and class-specific volunteering.	Teacher Support, Community Building, Class Volunteers, Teacher & Staff Appreciation	Julia Lee <i>Staff liaison: Andrea Siu</i>
School Events	Strengthen our school culture and deepen bonds through shared events and experiences.	Night Market, Social Events	Jenny Huang <i>Staff liaison: Emily Wood</i>
Technology	Support the technical infrastructure needed for smooth operations at the school.	Website, IT Support, Technology Investments	Chris Tarnas <i>Staff liaison: Hiram Jamison</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, Head of School or Board of Directors. Further, no parent or guardian is required to participate in FSO and participation will not impact a student's enrollment or admission status.

PROGRAM CHANGE DUE TO COVID-19

Due to the COVID-19 pandemic, Yu Ming will offer two distinct programs for students based on official safety guidelines from Centers for Disease Control and Prevention (CDC), California Department of Education (CDE) and Alameda County Public Health Department (ACPHD)

Yu Ming will offer a 100% virtual Distance Learning program if the school is not open for in-person learning. This option may occur at different periods throughout the year dependent on the health and safety of our local community and per ACPHD guidelines.

Yu Ming will also offer a hybrid program which includes a combination of at-school learning and distance learning. Based on safety guidelines from the CDC, CDE and ACPHD, the number of students allowed in the school building on any given day will need to be limited. These guidelines also require smaller groups or cohorts in each class. Based on space and the number of classrooms available on both campuses, the youngest students in K-1 have been prioritized to have more at-school learning days due to their challenges with distance learning.

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.

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. 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 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

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 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) TB test on file with the administrative office. This can be achieved by asking your general practitioner to fill out an Adult Tuberculosis (TB) Risk Assessment Questionnaire or you can make an appointment with your doctor or local clinic to undergo a TB test. Please note that 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 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.

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.
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 the 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.

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 Visitors Log Book and complete a Visitor's Permit 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.
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. For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.
4. 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.
5. 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.
6. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office.

7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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

Distance Learning Attendance

Attendance will be taken daily. Students are expected to attend all of their live, in person sessions, and complete all assigned work weekly.

Distance Learning Daily Schedules

- 8:30am **School Day Begins** (students sign on to Homeroom/Advisory Zoom)
- *Final Synchronous Learning online activities vary based on individual class schedules*

Hybrid Learning Daily Schedules (TBD)

DROP-OFF AND PICK-UP PROCEDURES (subject to change in hybrid learning)

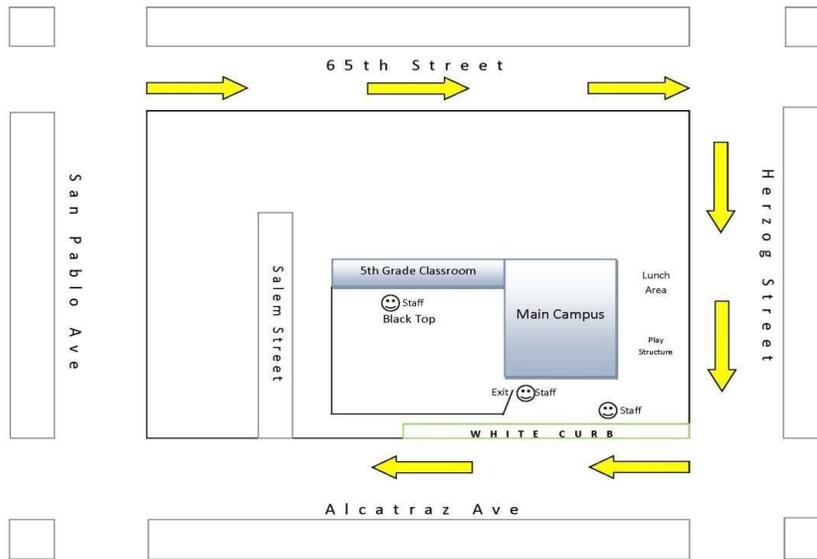
Alcatraz Campus (Kindergarten to Grade 1)

- 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

Alcatraz 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.



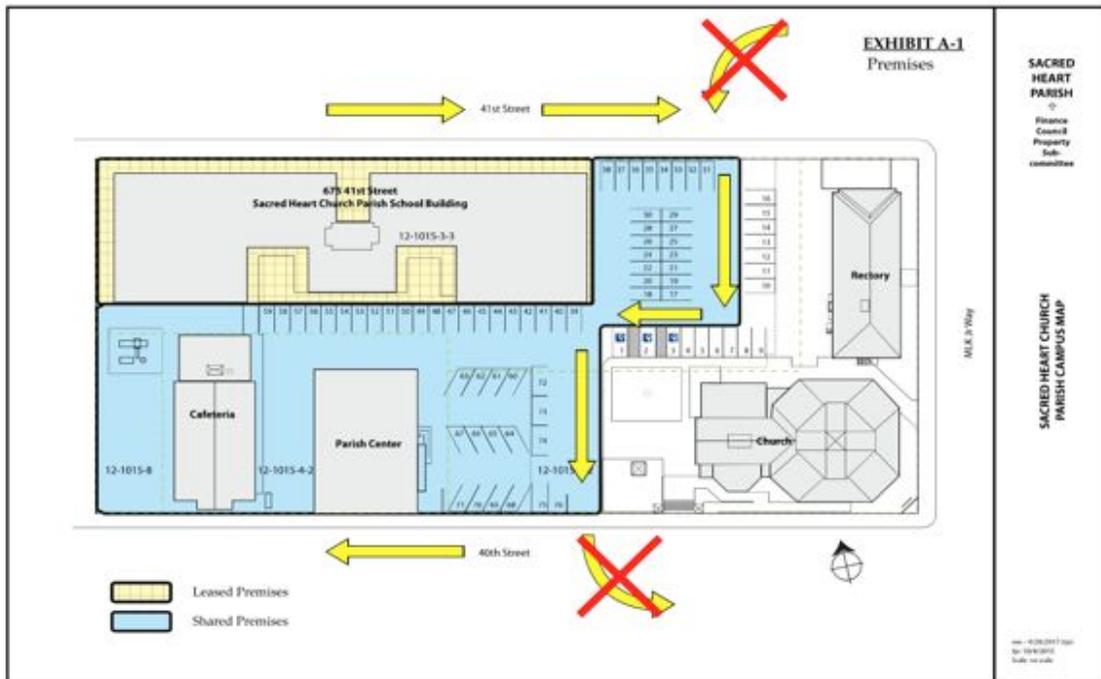
MLK Campus (Grades 2-8)

- 8:00-8:25am Daily Drop-Off Window
- 8:25am **School Day Begins**
- 3:15pm **School Day Ends**
- 3:15-3:30pm Monday-Tuesday, Thursday-Friday 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 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	3:00-5:00pm (Mon-Fri)	Kinder: Alcatraz Playground Gate G1: Alcatraz Blacktop Gate	Daaiyah Shabazz, Site Supervisor Alcatraz dshabazz@yumingschool.org	Alcatraz Extended Care Program (510) 452-2063
G3-8 MLK After Care Program	3:00-5:00 (Mon-Fri)	MLK Blacktop Gate	Natalia Delgado, Site Supervisor MLK ndelgado@yumingschool.org	MLK Extended Care Program (510) 220-7982

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.

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 2-5 to leave with their 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 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.

Protective Face Covering Under COVID-19 Pandemic

According to the official safety guidelines from Centers for Disease Control and Prevention (CDC), California Department of Education (CDE) and Alameda County Public Health Department (ACPHD), cloth face coverings are required (except when eating or drinking) for students (K and up), with the exception of students who are unable to wear them due to special circumstances (i.e. developmental or health diagnosis.) Face shields are permissible as a substitute for cloth face coverings for students who are unable to wear them for reasons of age and special needs. But face shields should be worn with cloth drape across the bottom and secured (i.e. tucked into a shirt, tied around the back of the neck).

The School will provide masks for students who do not have clean face coverings or who forget their face coverings.

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 Policy within Appendix A of the Yu Ming Family Handbook.**

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 help@yumingschool.on.spiceworks.com.

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 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, 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.

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 during hours when children are present.

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 Head of School. **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 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.

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 another 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.* For further details, please refer to the Health and Wellness Policy in the Appendix.

According to official safety guidelines under COVID-19 Pandemic, students are not allowed to have lunch in the cafeteria. Students will have lunch in the classroom with appropriate social distancing and necessary cleaning and disinfection before and after lunch.

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.

Meal Distribution During 100% Distance Learning and Hybrid Learning Models

Yu Ming will provide two meals per day, five days per week to students who qualify for free or reduced lunch. All families are asked to complete the FRL application. Meals will be distributed once per week on Mondays at the MLK campus during distance learning. Families will indicate their interest in receiving meals by completing a weekly survey the Monday before meal distribution. Meals will be ordered every Tuesday. Families who do not qualify for free or reduced meals may opt to purchase meals by completing the survey.

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 guideline, 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 if they have had close contact with a person diagnosed with COVID-19 must be kept at home.

Students/families are required to self-screen at home or before entering the building. If self-screening is not completed, school staff should conduct on-site visual and temperature screenings when students enter the school building with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. If a student is symptomatic while entering campus or during the school day:

1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, physical distancing will be reinforced.
2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility.
3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult

Sick students will not return to school until they have met [CDC criteria to discontinue home isolation](#).

The school will protect and support students who are at higher risk for severe illness ([medical conditions that the CDC says may have increased risks](#)) or who cannot safely distance from household contacts at higher risk by providing options such as virtual learning or independent study.

* 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 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 willfully 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 section 48904).

Technology Support

All students with needs for school-issued devices will be provided with a chromebook for use in the classroom and during distance learning days. Students without access to reliable internet will also be provided with hotspots for home use on distance learning days. Please contact the Help Desk help@help@yumingschool.on.spiceworks.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

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 Crystal Simmons, Director of Student Support Services, csimmons@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 COST or SST, please contact Mellisa Jew mjew@yumingschool.org (K-2 Asst Principal) or Wenting Wang wwang@yumingschool.org (G3-8 Asst Principal).



2020-2021 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 “2020-2021 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