2021-2022
Yu Ming Charter School
Student - Family Handbook

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

MLK Jr. Site:
675 41st Street
Oakland, CA 94609
510-922-8631

Chestnut Site:
2501 Chestnut Street
Oakland, CA 94607
510-326-1048

Website: http://www.yumingschool.org/
TABLE OF CONTENTS

INTRODUCTION 3
   Background on Yu Ming Charter School 3
   Location 3
   Mission Statement 3
   Core Values 3
   What is a charter school? 3
   Yu Ming Equity Statement 3

OUR TEAM 4
   Network Leadership Team 4
   School Site Leadership Team 4
   Operations 4
   Alcatraz Campus 4
   MLK Jr. Campus 4
   Chestnut Campus 5
   Enrichment Team 5
   Student Support Services Team 5
   Resident Teachers & Interns 5
   Instructional Assistants 5

COMMUNICATION GUIDELINES 7
   Communication with Families about Student Academic Progress 7

GOVERNANCE 8
   Role of the Board of Directors 8

PARTNERSHIP BETWEEN FAMILIES AND YU MING 9
   Student-School-Family Contract 9
   Yu Ming Family Support Organization ("FSO") and Parent Advisory Committee ("PAC") 9

VOLUNTEERS & VISITORS 11
   Volunteer Responsibilities 11
   Volunteer Opportunities 11
   Parent Fundraising at Yu Ming 11
   Volunteer Driver Requirement 12
   Classroom and School Volunteer, Visitation, and Removal Policy 12

Updated August 30, 2021
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 three neighboring campuses:

- **Alcatraz Avenue Campus (Alcatraz)** (K-2nd): 1086 Alcatraz Ave., Oakland, CA 94608
- **Martin Luther King Jr. Way Campus (MLK Jr.)** (3rd-8th): 675 41st St., Oakland, CA 94609
- **Chestnut Street Campus (Chestnut)** (K): 2501 Chestnut St., Oakland, CA 94607

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.

- **Integrity**: Having a strong moral character.
  
  "We are honest, authentic, trustworthy, and accountable."

- **Perseverance**: Striving with diligence and courage.
  
  "We dream big, work hard, and never give up."

- **Empathy**: Caring with deep understanding.
  
  "We connect to each others’ perspectives, feelings, and experiences."

- **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 six-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/](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

Network Leadership Team

Sue Park  Head of School  spark@yumingschool.org
Celia Pascual  Chief Academic Officer  cpascual@yumingschool.org
Crystal Simmons  Director of Student Support Services  csimmons@yumingschool.org
Emily Wood  Director of Operations & Strategy  ewood@yumingschool.org
Pengpeng Jiang  Coordinator of Curriculum and Instruction  pjiang@yumingschool.org
Lucy Rivera  Coordinator of Enrichment Programs  lrivera@yumingschool.org

School Site Leadership Team

Greg Callaham  Principal  gcallahaml@yumingschool.org
Shuli de la Fuente-Lau  Alcatraz Campus Assistant Principal (ALC)  sdelafuente-lau@yumingschool.org
Emilana Ewell  Chestnut Campus Assistant Principal (CH)  eewell@yumingschool.org
Wenting Wang  MLK Jr. Campus Assistant Principal (MLK) wwang@yumingschool.org

Operations

Mathilde Andrejko  Development & Communications Manager  mandrejko@yumingschool.org
Bethany Avila  Health Services Coordinator  bmavila@yumingschool.org
Kawana Burroughs  Chestnut Campus Office Assistant  kburroughs@yumingschool.org
Hiram Jamison  Technology Manager  hjamison@yumingschool.org
Wendy Larson  Business Manager  wlarson@yumingschool.org
Danny Lau  Alcatraz Custodian  dlau@yumingschool.org
Cecilia Maravilla  MLK Jr. Custodian  cmaravilla@yumingschool.org
Raselly Echeverria  ALC/MLK Night Custodian  recheverria@yumingschool.org
Andrea Siu  Enrollment & Compliance Manager  asi@yumingschool.org
Karla Kaori Stine  Operations Assistant/ECP Manager*  kstine@yumingschool.org
Yu-Shuan Tarango-Sho  Equity and Family Engagement Specialist  ysho@yumingschool.org
Dajanne Taylor  MLK Jr. Campus Office Assistant  dtaylor@yumingschool.org
Jarin Tindall  Technology Assistant  jtindall@yumingschool.org
Itien Vargas  Alcatraz Campus Office Assistant  ivargas@yumingschool.org

Alcatraz Campus

Qianying Luo  Kindergarten, Koala Class Teacher  qluo@yumingschool.org
Huize Yang  Kindergarten, Panda Class Teacher  hyang@yumingschool.org
Dan Wu  Kindergarten, Penguin Class Teacher  dwu@yumingschool.org
Amy Salfen  Kindergarten, English Teacher  asafen@yumingschool.org
Ruoxi Jin  First Grade, Monkey Class Teacher  rjin@yumingschool.org
Yiran Liao  First Grade, Tiger Class Teacher  yliao@yumingschool.org
Vivienne Liu  First Grade, Zebra Class Teacher  vliu@yumingschool.org
Andrew Patel  First Grade, English Teacher  apatel@yumingschool.org
Yun Shao  Second Grade, Horse Class Teacher  yshao@yumingschool.org
Shaojun Bai  Second Grade, Lion Class Teacher  sbai@yumingschool.org
Xinxin Liu  Second Grade, Owl Class Teacher  xliu@yumingschool.org
Nicole Mitchell  Second Grade, English Teacher  nmitchell@yumingschool.org
Yiting Wang  Fifth Grade, Chinese Teacher  ytwang@yumingschool.org
Patricia Low  Fifth Grade, English Teacher  plow@yumingschool.org

MLK Jr. 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, Seahorse Teacher  yhu@yumingschool.org
Teresa Lucan  Third Grade, English Teacher  tlucan@yumingschool.org
Hua Zhang  Fourth Grade, Dolphin Class Teacher  hzhang@yumingschool.org
Kelly Liu  Fourth Grade, Qilin Class Teacher  klui@yumingschool.org
Lonnice Yu Liu  Fourth Grade, Sea Turtle Class Teacher  yliu@yumingschool.org
Jennifer Lee  Fourth Grade, English Teacher  jlee1@yumingschool.org
Ashton Chen  Seventh and Eighth Grade, Math Teacher  aychen@yumingschool.org
Gideon Elson  Eighth Grade, English/Seventh Grade History Teacher  gelson@yumingschool.org

Updated August 30, 2021
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yue Shao</td>
<td>Eighth Grade, Advisor</td>
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<td>Zhenyu Li</td>
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<td>Nan Wu</td>
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<td>Keyi Wang</td>
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<td>Sandra Chang</td>
<td>Art Teacher (K-3)</td>
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<td>Lucy Rivera</td>
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<td>Jeremy Swann</td>
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<td>Grace Park</td>
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<td>Chia Yu Hsu</td>
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</tr>
</tbody>
</table>
Network Leadership Team

Operations Team

Emily Wood
Director of Operations & Strategy

Student Support Services Team

Sue Park
Head of School

Crystal Simmons
Director of Student Support Services

Academic Team

Celia Pascual
Chief Academic Officer

Pengpeng Jiang
Coordinator Curriculum & Instruction,

School Leadership Team

Alcatraz Campus (K-2, G5)
Shuli de la Fuente-Lau
Assistant Principal

Greg Callaham
Principal

MLK Jr. Campus (G3-4, 6-8)
Wenting Wang
Assistant Principal

Chestnut Campus (K)
Emilana Ewell
Assistant Principal/Kinder English Teacher
(CAO Celia Pascual)
COMMUNICATION GUIDELINES

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

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 Emilana Ewell (Grade K at Chestnut), Shuli de la Fuente-Lau (Grades K-2 & 5 at Alcatraz) and Wenting Wang (Grades 3-4, 6-8 at MLK). 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 Reports**: 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 expect to receive periodic voicemail from the school.
- **Text messages**: Families can expect to receive periodic text messages 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.

Updated August 30, 2021
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 for 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reggie Lee</td>
<td>Board Chair, Parent-Elected Board Member</td>
<td><a href="mailto:rlee@yumingschool.org">rlee@yumingschool.org</a></td>
</tr>
<tr>
<td>Brianna Swartz</td>
<td>Board Vice Chair</td>
<td><a href="mailto:bswartz@yumingschool.org">bswartz@yumingschool.org</a></td>
</tr>
<tr>
<td>Jessica Norman</td>
<td>Board Treasurer, Finance Committee Chair</td>
<td><a href="mailto:jnorman@yumingschool.org">jnorman@yumingschool.org</a></td>
</tr>
<tr>
<td>Lucia Hwang</td>
<td>Board Secretary, Facilities Committee Chair</td>
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<tr>
<td>Casey Hatton</td>
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<tr>
<td>Vasconcelos</td>
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</table>

Updated August 30, 2021
PARTNERSHIP BETWEEN FAMILIES AND YU MING

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

Student-School-Family Contract

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

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

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

The FSO is made up of committees that offer parents a broad set of opportunities to support our school. Each FSO committee: is open to all parents; meets as needed depending on the nature of 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 Co-Chairs and Principal holds an FSO Council meeting comprised of a representative from each FSO committee and is open to all family members of the Yu Ming community. The goal of the FSO Council meetings is to keep a collective pulse on parent activities, and to collaborate on decisions that affect the whole community. These meetings are open to all in the Yu Ming community. FSO General Meetings are also scheduled throughout the year.

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

2021-2022 FSO Committees and Committee Leads:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Purpose</th>
<th>Responsibilities</th>
<th>FSO Leads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chairs</td>
<td>Lead and coordinate the Council and Committees</td>
<td>Chair FSO Council and General Meetings; populate the FSO newsletter, calendar;</td>
<td>Chairs: Kimberly Algee, Judy He</td>
</tr>
<tr>
<td></td>
<td></td>
<td>maintain records and correspondence; board meeting presentations.</td>
<td>Staff Liaison: Sue Park / Greg</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Callaham</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Manage FSO funds promoting accountability and transparency.</td>
<td>Create annual budget; track FSO expenditures; reporting.</td>
<td>OPEN</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff Liaison: Wendy Larson</td>
</tr>
<tr>
<td>Community Inclusion / Equity</td>
<td>Integrate equity, inclusion, and community-building efforts throughout</td>
<td>Community Building: Equity Design Team, plan celebrations; host community forums;</td>
<td>Staff Liaison: Yu-Shuan Tarango-Sho</td>
</tr>
<tr>
<td></td>
<td>the school.</td>
<td>affinity groups</td>
<td></td>
</tr>
</tbody>
</table>

Updated August 30, 2021
| Community Organizing & Advocacy Committee | Advocate, organize and mobilize. Support Yu Ming’s charter; support or oppose local, regional, state and national charter school policies. | Coalition building with the Yu Ming community, parent leaders at other schools, neighborhood groups and partners in our education community. Organize and coordinate campaigns to elected officials, as needed. Attend related meetings. | Angie Awayan, Brianne Steinhauer  
Staff Liaisons: Sue Park / Mathilde Andrejko  
Educator Liaison(s): TBD |
| Community Outreach | Strive for a diverse student body and meaningful ties with the community surrounding Yu Ming. | Enrollment Outreach, New Family Orientation | Maria Nakae  
Staff Liaison: Yu-Shuan Tarango-Sho |
| Fundraising | Fulfill fundraising goals set by the Head of School and Board which contribute to the school's general fund. | Gala, Read-A-Thon, Annual Giving, Grants, A's Game | Chris Tarnas  
Staff Liaison: Sue Park / Mathilde Andrejko |
| 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 | OPEN  
Staff Liaison: Andrea Siu |
| Parent Education | Provide opportunities for families to share ideas and learn from experts on relevant topics. | Parent Learning Events, Curriculum Nights; FSO general meetings | FSO Co-Chairs  
Staff Liaison: Pengpeng Jiang |
| Room Parent Coordinator | Support community building among class/grade families, communication between families and school, and class-specific volunteering. | FSO monthly communications to class parents; class and grade social events playdates; coordinate annual YM Auction class gift; work with Appreciation committee on birthdays and Staff Appreciation week. | Kimberly Algee, Judy He  
Staff Liaison: Andrea Siu |
| Teacher Appreciation | Coordinate tokens of appreciation and gratitude for teachers and staff | Staff Appreciation breakfasts and/or lunches, Teacher Appreciation week, teacher/staff holiday and birthday gifts; plan Teacher / Staff Appreciation week in May. | Alba Tran  
Staff Liaison: Wendy Larson |
| School Events | Strengthen our school culture and deepen bonds through shared events and experiences. | Night Market; First Day of School coffee; End of Year | FSO Co-Chairs  
Night Market: Megan Low  
Staff Liaison: Emily Wood |
Technology

| Support technical infrastructure needed for smooth operations at the school. | Website, Parent Portal, IT Support | Chris Tarnas  
Staff Liaison: Hiram Jamison |

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.

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. Please note, visitors will be limited to those deemed essential by the school, and those who show proof of COVID-19 vaccination for the 2021-22 school year, in accordance with state and local health and safety guidance.

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 will then fill out the form during your second visit.
5. Drivers must complete the Livescan fingerprint clearance. Please bring this form to a Livescan service provider near you.
6. Drivers must show proof of COVID-19 vaccination.

Guidelines for driving students:

- Acceptable vehicles include: Private passenger (sedan) vehicles up to seven (7) passengers; sport utility vehicles of nine (9) passengers or less; seven (7) or eight (8) passenger minibuses; 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.
- Prior written consent from all minor students’ parents and/or guardians is required before a student may be transported by a volunteer (unless responding to a medical emergency).

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:

Definitions
A “visitor” is defined as any person seeking to enter the school building who is not an employee of the Charter School or a student currently enrolled in that building. All visitors who are not parents or guardians of a student must have a specific and educationally relevant purpose for their visit.

A “volunteer” is defined as any person who voluntarily offers and provides a service to the Charter School with Charter School approval without receiving compensation.

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, (2) receive background clearance prior to volunteering without the direct supervision of a credentialed employee and (3) Provide proof of full COVID-19 vaccination status.

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. Volunteers must sign in agreement that they have read and understand and agree to follow the Family Educational Rights and Privacy Act ("FERPA") Policy.

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. Any volunteer hours are tracked for purposes of maintaining data on the parents participation at the School. Yu Ming requests each family dedicate up to 30 hours of volunteering; however, no volunteer hours are required for your child to remain enrolled at the School and parent volunteer hours shall have no impact on Student grades.

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.

Updated August 30, 2021
10. To ensure the safety of our community, all volunteers must show proof of COVID-19 vaccination prior to entering the school premises.

Visitation

1. Unless an in-person visit is determined to be essential by the School, parent conferences and meetings will continue to take place on Zoom.

2. Visits during school hours which have been determined to be essential 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.

3. 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.

4. All visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious disease (e.g. fever, coughing) may be denied registration. When recommended or requested by the Department of Public Health, visitors will be required to wear personal protective equipment, such as masks, and practice social distancing. Yu Ming reserves the right to implement additional measures for the protection of its school community, such as requiring forehead temperature checks before entry to the same extent being utilized for students and employees.

5. 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.

6. For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.

7. 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.

8. 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.

9. Before leaving campus, the visitor shall return the Visitor’s Permit and sign out of the Visitors Log Book in the main office.

10. 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.
11. The Principal or designee may withdraw consent to be on campus for up to fourteen (14) days, 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. Consent shall be reinstated whenever the Principal has reason to believe that the person’s presence will not constitute a substantial disruption or material threat to Yu Ming’s orderly operation. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the two-week period. The written request shall state the address to which notice of hearing is to be sent. The Principal shall grant such a hearing not later than seven (7) days from the date of receipt of the request and shall immediately mail a written notice of the time, place, and date of such hearing to such person.

12. 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.

13. 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.

14. 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.

15. 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.

Updated August 30, 2021
ATTENDANCE POLICIES

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

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

School Calendars

2021-2022

Key Dates

Updated August 30, 2021  Page 16
DROP-OFF AND PICK-UP PROCEDURES

Alcatraz Campus (Kindergarten, Grades 1-2)
- 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

Alcatraz Campus (Grade 5)
- 7:45-8:15am Daily Drop-Off Window
- 8:15am School Day Begins
- 3:05pm School Day Ends
- 3:05-3:15pm Monday-Thursday Pick Up Window
- 1:05-1:15pm 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 3-4 and 6-8)
- 8:00-8:25am  Daily Drop-Off Window
- 8:25am  School Day Begins
- 3:15pm  School Day Ends
- 3:15-3:30pm  Monday-Thursday Pick-Up Window
- 1:15-1:30pm  Friday and Early Dismissal Days Pick-Up Window

MLK Drop-Off and Pick up Procedures:
Families have two options:
- Park and walk: Park in the neighborhood nearby and drop-off or pick-up students at the MLK blacktop. When parking, please be mindful to avoid blocking the driveways of our neighbors at ALL times. Due to limited spaces, only staff are permitted to park in the MLK parking lot.
- Parking Lot Drop-Off/Pick-up: Parents place “student name card” on 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.

![MLK Campus Map](image-url)
Chestnut Campus (Kindergarten)
- 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

Chestnut Drop-Off and Pick up Procedures:
Families have two options:
- Park and walk: Park nearby and drop-off or pick-up students at the 26th Street Gate. When parking, please be mindful to avoid blocking the driveways of our neighbors at ALL times. Please do not park in front of the school on Chestnut Street, this is a loading zone.
- Curbside Drop-off/Pick-up: Parents place “student name card” on vehicle dashboard and line up their vehicles on 26th Street heading towards Chestnut. Do not leave your car, block neighbor driveways nor make u-turns within a 3-block radius.
<table>
<thead>
<tr>
<th>Program</th>
<th>Dismissal Window</th>
<th>Dismissal Location</th>
<th>Contact for General Info</th>
<th>Contact During Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2, G5 Alcatraz Extended Care Program</td>
<td>3:00-6:00pm (Mon-Fri)</td>
<td>Kinder: Alcatraz Playground Gate G1: Alcatraz Blacktop Gate</td>
<td>Daaiyah Shabazz, Site Supervisor, Alcatraz <a href="mailto:dshabazz@yumingschool.org">dshabazz@yumingschool.org</a></td>
<td>Alcatraz Extended Care Program 510 708-8074</td>
</tr>
<tr>
<td>G3-4, 6-8 MLK Extended Care Program</td>
<td>3:00-6:00 (Mon-Fri)</td>
<td>MLK Blacktop Gate</td>
<td>Karla Stine, ECP Program Manager <a href="mailto:kstine@yumingschool.org">kstine@yumingschool.org</a></td>
<td>MLK Extended Care Program 510 708-8097</td>
</tr>
<tr>
<td>K Extended Care Program</td>
<td>3:00-6:00 (Mon-Fri)</td>
<td>Chestnut Street Gate</td>
<td>Nora Cooper, Site Supervisor, Chestnut <a href="mailto:ncooper@yumingschool.org">ncooper@yumingschool.org</a></td>
<td>Chestnut Extended Care Program 510 326-1048</td>
</tr>
</tbody>
</table>

**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 socioeconomics, 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. No student shall be required to purchase a school uniform or patch in order to attend 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 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.

Students may not be disciplined, penalized academically, or removed from class as a consequence for wearing “inappropriate” attire.

**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 all students (K and up), with the exception of students who are unable to wear them due to special circumstances (i.e. physical or mental disabilities.) Face shields with a drape cloth are permissible as a substitute for cloth face coverings for students who are unable to wear a face covering for reasons of age and/or special needs. Face shields must be worn with the 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.

Students who require an exemption to the face covering requirement must provide a note from a physician, nurse practitioner, or other medical professional operating under a licensed physician. If your child requires a reasonable accommodation due to a disability pursuant to Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act (“IDEA”), please contact Crystal Simmons at 510-922-8631.

**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 (proactive supports, check-ins, and in-class self-regulation structures)
4. Accommodate group and individual needs
5. Check in with students/parents regularly: Relationship building, Noticing a Need, Problem Solving

### Response Chain

<table>
<thead>
<tr>
<th>Level</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Level</td>
<td>Reminder (using least invasive option, empathetic, non-judgemental)</td>
</tr>
<tr>
<td>2nd Level</td>
<td>Teacher Redirects (using least invasive option)</td>
</tr>
<tr>
<td></td>
<td>● Re-state expectations.</td>
</tr>
<tr>
<td></td>
<td>● Re-teach expectations.</td>
</tr>
<tr>
<td></td>
<td>● Provide options (“you may sit in your chair or in a chair here”)</td>
</tr>
<tr>
<td></td>
<td>● Clearly explain limits (“if you finish one more problem then we can talk about it”)</td>
</tr>
<tr>
<td></td>
<td>● Administrator can support with student check in if needed</td>
</tr>
<tr>
<td>3rd Level</td>
<td>Check-in/Reflection + Logical Consequence + Teacher may call home</td>
</tr>
<tr>
<td></td>
<td>● Reflection Space (“Dragon’s Nest”)</td>
</tr>
<tr>
<td></td>
<td>● Example of Logical Consequence: Loss of Privilege, You break it, You fix it</td>
</tr>
<tr>
<td>4th Level</td>
<td>Push-in Support/Compass Center + Possible Office Referral + Administrator call home + Admin Parent Conference may be required. Reflective conversation to talk about what happened, re-establish connection, practice supportive skills, and restore any harm to the community.</td>
</tr>
</tbody>
</table>

### STUDENT HEALTH & WELL-BEING

#### Breakfast, Lunches and Snacks

The school provides breakfast and lunch to all students for free each school day. Breakfast and lunch provided will be nut-free. Students should arrive 15 minutes before the start of school to allow enough time to eat breakfast. Vegetarian and dairy-free options are available daily. Those with severe allergies or sensitivities should contact 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. For the 2021-22
school year, the Charter School shall provide one meal free of charge to each student on every school day, regardless of eligibility for free/reduced-price meals.

**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 in accordance with applicable health official guidance.

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 may return to school in accordance with the most current guidance from the county health department, and must be approved for return by the school.

* 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 additional information regarding administration of medication during the regular school day.**

**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
tech@yumingschoolhelp.zendesk.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 Crystal Simmons csimmons@yumingschool.org (Director of Student Support Services)
2021-2022 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 “2021-2022 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