



# Family Handbook

## 2016-2017 School Year

**Maquita Alexander, Head of School**  
**Ned Cabot, Board of Trustees Chair**

220 Taylor St., NE, Washington, DC 20017

Tel. 202.635.1950

Fax. 202.635.1960

[www.washingtonyuying.org](http://www.washingtonyuying.org)

[info@washingtonyuying.org](mailto:info@washingtonyuying.org)

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## Mission Statement

Washington Yu Ying Public Charter School aims to nurture the development of a strong social conscience among tomorrow's global leaders by fostering excellence in our students' intellectual, moral, social, emotional and physical development in an engaging, inquiry-driven, Chinese – English dual language immersion environment.

## Vision Statement

To encourage an enthusiastic and diverse community of learners who are grounded in intercultural understanding and respect, and who are confident in their abilities to read, write and think in both Chinese and English.

## Chinese Program Mission Statement

Educate students who are passionate about communicating in Chinese in an authentic environment while using the three modes of communication in a culturally appropriate way that allows them to be independent problem solvers in order to navigate in a Chinese world. 华盛顿育英公立特许学校中文项目使命：培养学生热爱中文，使用适当的文化风俗和习惯，在真实情景中主动地通过使用语言诠释、语言沟通、表达演示等三种交际模式灵活运用中文进行语言交流和解决问题的能力。

## Philosophy

***"We expect that our mission and vision will be evident in what we say, what we do and how we relate with one another"***

## International Baccalaureate Learner Profile

<b>Balanced</b>	I understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for myself and others. <b>I work and play hard.</b>
<b>Caring</b>	I show empathy, compassion, and respect towards the needs and feelings of others. I have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment. <b>I help others and I am nice.</b>
<b>Communicator</b>	I understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. I work effectively and willingly in collaboration with others. <b>I share ideas with others.</b>
<b>Inquirer</b>	I develop natural curiosity. I acquire the skills necessary to conduct inquiry and research and show independence in learning. I actively enjoy learning and this love of learning will be sustained throughout my life. <b>I ask</b>

	<b>questions to learn new things.</b>
<b>Knowledgeable</b>	I explore concepts, ideas and issues that have local and global significance. In doing so, I acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines. <b>I try to learn many things.</b>
<b>Open-minded</b>	I understand and appreciate my culture and personal histories, and am open to the perspectives, values and traditions of other individuals and communities. I am accustomed to seeking and evaluating a range of points of view, and am willing to grow from the experience. <b>I accept other points of view.</b>
<b>Principled</b>	I act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. I take responsibility for my actions and the consequences that accompany them. <b>I try to do what is right.</b>
<b>Reflective</b>	I give thoughtful consideration to my own learning and experience. I am able to assess and understand my strengths and limitations in order to support my learning and personal development. <b>I think about how I can improve.</b>
<b>Risk-taker</b>	I approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas, and strategies. I am brave and articulate in defending my beliefs. <b>I try new things.</b>
<b>Thinker</b>	I use critical and creative thinking skills to analyze and take responsible action to solve complex problems. I exercise initiative in making reasoned, ethical decisions.

*Dear Families,*

*Welcome to the 2016-2017 School Year at Washington Yu Ying Public Charter School. We hope that over the summer you have had time to relax and prepare for the upcoming school year's schedule. Thank you for choosing Yu Ying for your children. Our mission is to "Inspire and prepare young people to create a better world by challenging them to reach their full potential in a nurturing Chinese and English educational environment." Once again we have said goodbye to our fifth grade. This time it was the Class of 2022--the first class who began at Yu Ying in PreK. Interacting with them during Exhibition helped us reflect on how well we are accomplishing the goals in our mission. Our work this coming year promises to be more mission driven.*

*During the summer months, the administrative staff has worked to welcome approximately 50 new families, in addition to about 40 siblings of existing students. Needless to say, we have had to rearrange our space to accommodate this increase. In our revamped space, we will have the opportunity to educate about 560 students in Chinese and English, as well as to provide music, art and physical education. Additionally our campus has taken on a new look, with our outdoor space.*

*This year we will continue to build the Yu Ying home school connection. We look forward to the Parent Pairing program, where our returning families will help our newer families navigate Yu Ying culture. Stan and I will also continue the bi-monthly parent coffees where we have intimate chats with parents about issues that are important to them. We will continue to communicate electronically through the parent portal, Constant Contact and more importantly Managebac. The portal will only be used for general information. All classroom communications will be on the Managebac system. We hope that this system will facilitate more sharing of student information about learning and assessment.*

*Yu Ying student's success depends greatly on a partnership between school and families. This handbook provides valuable information that families can use to ensure a safe and successful year for all students. Please read it carefully and use it as your guide if you have questions throughout the year. Each year it is updated and reviewed to incorporate valuable lessons learned from years past. If you have questions, comments, or concerns, please do not hesitate to contact me at [maquita@washingtoneyuqing.org](mailto:maquita@washingtoneyuqing.org).*

*Warmly,*

*Maquita Alexander,  
Head of School*

## **Section I: School Culture and Environment**

### **Notice of Non-Discrimination**

Washington Yu Ying PCS does not discriminate on the basis of race, color, national origin sex, disability, or age in its programs and activities and provides equal access to education. The

following person has been designated to handle inquiries regarding the non-discrimination policies:

**Stephanie James**  
**Learning Support Coordinator**  
**(202) 635-1950**  
[sjames@washingtoneying.org](mailto:sjames@washingtoneying.org)

## ***Yu Ying Credo: Fostering Multi-Lingual Life Long Learners***

1. The community takes ownership of learning through strong thinking and communication skills.
2. Throughout the learning process, the learning community values and encourages taking action.
3. Inquiry and authentic learning experiences guide the learning community to critically assess knowledge by asking purposeful questions.
4. The learning community develops deep conceptual understanding through exploration, multiple experiences, and skill acquisition.
5. Through collaboration the learning community is encouraged to develop and share their ideas and embrace diverse perspectives.
6. The learning community is encouraged to take initiative and persevere when challenged.
7. All members of the learning community take responsibility for themselves and others.

## **Origins and Background**

Washington Yu Ying PCS takes its name from a groundbreaking school founded in Beijing, China in the early part of the 20<sup>th</sup> Century. The Yu Ying School offered classroom education at a time when the centuries-old tutorial system was still the norm in China. Established by a woman, the school was a driving force for change. Its name means, quite simply, “nurturing excellence.”

The founding board of Washington Yu Ying Public Charter School (PCS) came together with a strong interest and belief in public education, immersion language programs, Chinese language and culture, and inquiry-based learning. Each member of the group shared the dream to start a Chinese-Immersion IB World School serving District of Columbia students in Pre-K to Fifth

grade. The founding group spent considerable effort researching, planning, meeting, designing and revising the plans for Washington Yu Ying PCS. Beyond secondary research, members of the group visited over 30 schools, including immersion, Chinese language, and DC Public and Charter Schools. Additionally, the group reached out to its network of contacts and the community to obtain feedback and participation. The varied skills of the founders have combined to develop, design, and build Washington Yu Ying PCS.

Washington Yu Ying PCS first opened its doors in September 2008 at an incubator space at 8th and Varnum Streets, NE. Approximately 30 staff members were on board to welcome more than 140 students in the inaugural Pre-K, Kindergarten and First grade classes. Yu Ying Parents formed the Parent Association (PA) and the school's founders became initial members of the Board of Trustees.

## **Board of Trustees**

Washington Yu Ying PCS is a non-profit corporation 501(c)(3) with an appointed Board of Trustees. The Board of Trustees plays a key role in setting forth the vision for the school and ensuring the school's mission is fulfilled. The Board, as the governing body of Washington Yu Ying PCS, selects, evaluates and supports the Head of School; provides strategic direction for the school; and ensures adequate financial resources and legal compliance. In doing so, the Board of Trustees ensures the success of the academic program, faithfulness to the terms of its charter, and long-term viability. A list of current Board Members is available on the Washington Portal Page.

## **Campus**

In April 2011, Yu Ying purchased property at 220 Taylor St., NE. The site includes a 30,000 square foot brick building from the early 1900's and is set on three wooded acres. Renovation of the building completed in August 2011, and Yu Ying began the 2011-2012 School Year on September 6, 2011 in its new, permanent home. A 14,500 square foot addition was completed in January 2012 and January 2015.





## Section II: Instructional Program

### The International Baccalaureate (IB) Primary Years Program (PYP)

#### & Chinese Immersion Program.

Information about YuYing's instructional program can be found on the parent portal at:  
<https://sites.google.com/a/washingtonyuying.org/portal/Home>.

- **Highly Qualified Teaching Staff**

Washington Yu Ying Public Charter School is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. The school currently employs approximately 85 well-qualified and experienced classroom teachers, teaching assistants, resource teachers, specialists, coordinators and office staff members.

**Note:** The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers and paraprofessionals who instruct their child. Although Washington Yu Ying Public Charter School does not receive Title 1 funding, we will provide you with this information in a timely manner upon request. Specifically, you have the right to request the following information about each of your child's classroom teachers and/or paraprofessionals:

- Whether the teacher has met State/District qualification and licensing criteria (charter school teachers are exempt from state licensure requirements) for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency license.
- The teacher's college major, attainment of advanced degree(s) and/or certification(s), and the field of discipline of the degree(s) and/or certification(s).
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of the information listed above for any of your child's teachers, please contact Audrey D'Assignies (Audrey@washingtonyuying.org)

### **Student Support Services**

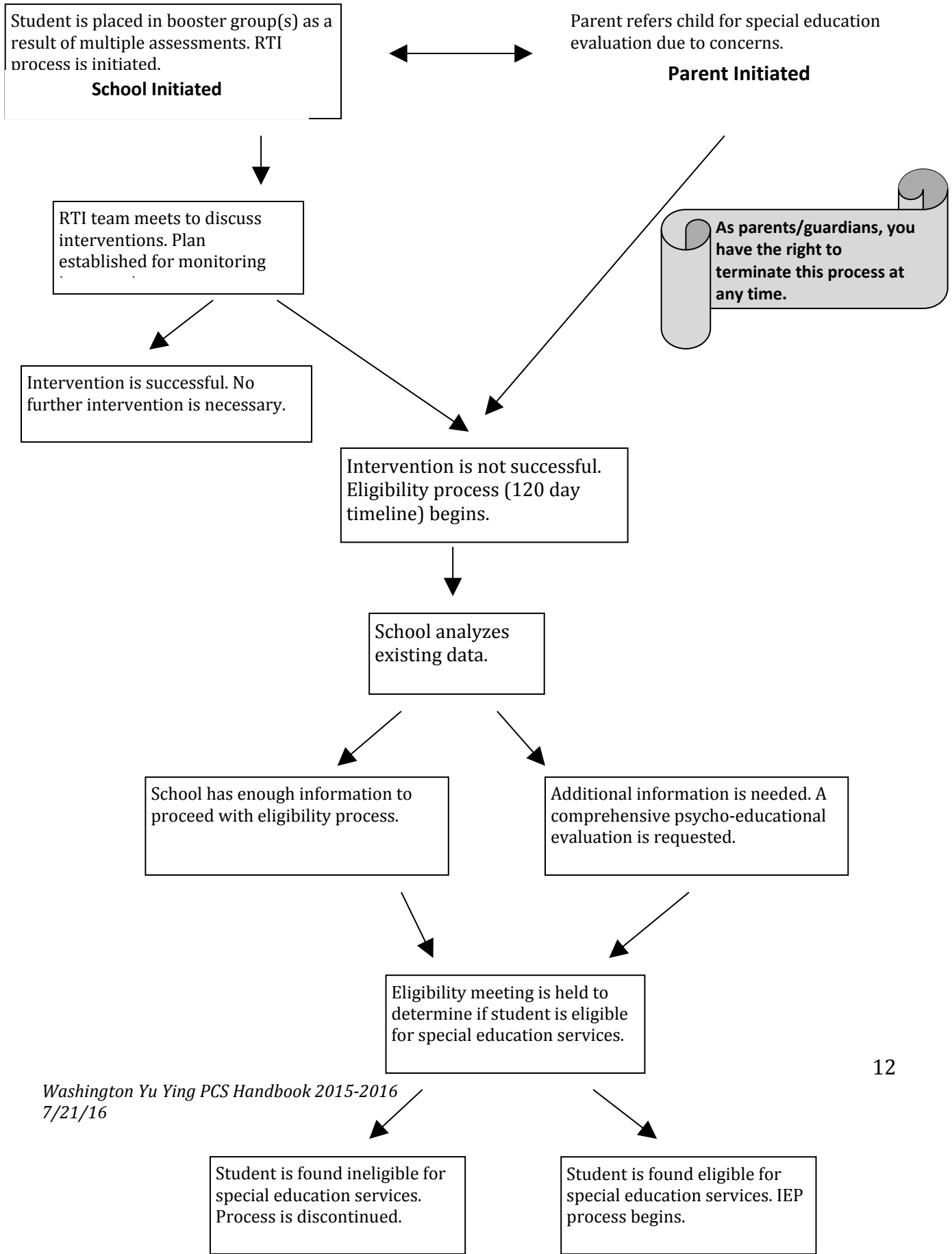
Washington Yu Ying PCS uses a *Response to Intervention (RTI)* model for addressing student instructional concerns. Designed to reduce inappropriate referrals to, or placement in, special education, RTI ensures that struggling learners are identified, supported and served early and effectively. RTI is a multi-tiered approach to help struggling learners. Students' progress is closely monitored at each stage of intervention to determine the need for further research-based instruction and/or intervention in general education, in special education, or both. Students who are already identified as requiring special education or English Language Learning (ELL) services may be served in small groups, individually within the classroom, in a smaller setting or through a combination of all of the above, in accordance with their needs.

The Student Support Services staff is comprised of a coordinator and instructional support teachers and they provide services for literacy needs, ELL needs and special education needs, as well as provide booster services as part of the RTI needs. These teachers are key members of the school's RTI (Response to Intervention) Committee that also includes the Instructional Coach, classroom teachers, and specialist teachers (if appropriate). Grade level teams meet regularly to review any issues related to student learning and achievement. If the team decides that any action other than simple consultation is warranted to enhance a teacher's instructional repertoire, then parents/guardians will be contacted to

keep them apprised of any concerns or interventions regarding their child. The intervention teacher will request a conference with a family if their child has been recommended for RTI.

Parents/guardians are welcome to schedule appointments with classroom teachers first, concerning any support or interventions for their child. If additional support is deemed necessary, then parents are welcome to contact our instructional support teachers to discuss any questions or concerns they may have about their child's learning or development. Additionally, parents/guardians are welcome to contact Stephanie James ([sjames@washingtonyuying.org](mailto:sjames@washingtonyuying.org)) with any questions regarding the special education referral process or contact Monica Hasan ([mhasan@washingtonyuying.org](mailto:mhasan@washingtonyuying.org)), instructional coach, about any questions regarding the RTI process.

## Processing for Identifying Students with Special Needs





## **Notice of Procedural Safeguards and Grievance Procedures**

### Special Education - IDEA Law

Effective during the 2015-2016 SY in accordance with changes in DC SPED Law in 2015:

Schools must permit parents or a designee with professional expertise in the area of special education (not including lawyers representing parents or anyone with a financial interest in litigation) to observe the child's current or special education program.

Schools must develop a policy in regards to observation. You can find YuYing's policy on the parent portal. Contact [sjames@washingtoneyuynig.org](mailto:sjames@washingtoneyuynig.org) if you need further assistance.

### Section 504 of the Rehabilitation Act

Parents and guardians who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the Section 504 Coordinator.

Anyone who believes that Washington Yu Ying PCS has violated the regulations of Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act can submit a complaint with the Section 504/ADA coordinator pursuant through Washington Yu Ying's Grievance Procedures. A copy of the grievance procedures can be obtained by request through the Section 504/ADA coordinator.

Section 504 Coordinator: Stephanie James ([sjames@washingtoneyuying.org](mailto:sjames@washingtoneyuying.org))

## **Home Learning:**

The type and amount of homework/home learning assigned will vary by grade and language. Homework should be a review of the concepts learned in class; new skills are not introduced through homework. Home learning will involved review of skills learned, and will also allow students to apply **these** skills in various ways and make connections to their learning outside of the classroom. Homework/home learning in English will be different from homework in Chinese in order to address the unique challenges of learning an additional language. For younger students, simple learning tasks and reading assignments are customary.

### **What is the family's responsibility with regards to a student's homework/home learning?**

- Foster good study habits.
- Provide encouragement and support.
- Help with homework, but do not do homework for your child.
- Develop a nightly homework routine at the same time each day.
- Identify a special, quiet, well-lit, organized place to do homework.
- Supply the student with all necessary materials (pencil/pen, paper, dictionary).

- Participate in home learning (for example, practice Chinese words with your student).

### How much homework should students and families expect daily?

	Pre- K	Kindergarten	1 <sup>st</sup> and 2 <sup>nd</sup>	3 <sup>rd</sup> through 5 <sup>th</sup>	New 1 <sup>st</sup> & 2 <sup>nd</sup> Students
<b>Reading</b>	Take home literacy activities	20 minutes total Chinese & English	30 minutes total Chinese & English	40 minutes total Chinese & English	15 -30 extra minutes Chinese
<b>Other subjects</b>		10 minutes	20 minutes	30 minutes	20 minutes

Note: It is difficult to determine the amount of time it will take for each student to complete homework because it varies student to student.

### Tutoring

If parents are interested in obtaining the services of a tutor for their child, they should first discuss this with their child's classroom teachers to confirm that the need really exists. During the school year, parents/guardians are welcome to approach any staff member who does not currently teach his or her child to arrange tutoring. During summer vacation, any willing teacher may be approached for tutoring. You can also contact the school to see if there are other available tutoring resources. The tutoring, however, **may not occur on Yu Ying premises at any time.**

## Section III: General Policies and Procedures

### **Enrollment Policy and Grade Level Placement**

Washington Yu Ying PCS welcomes all families with students entering Pre-K 3 to 2<sup>nd</sup> grade to attend our school. YuYing will be participating in the DC Common Lottery in the 2016-2017 School Year. For more information, please visit <http://www.myschooldc.org>.

#### **Returning Students**

All returning families must re-enroll for the school year by the re-enrollment deadline.

#### **Sibling Preference**

In accordance with DC Public Charter School Law, siblings of current Yu Ying and DCI students may receive enrollment preference for admissions if those siblings meet the following criteria.

The sibling:

- Is related by blood to either one parent or both parents of the current sibling.
- Is adopted by one or both parents of the current sibling
- Lives with the current student at least 50 percent of the time and the home they share is in Washington, D.C.

Families wishing to enroll siblings of currently enrolled students will need to complete an application for incoming siblings before the enrollment deadline. Siblings will receive preference over applications from new families.

#### **Age Requirements for Pre-Kindergarten and Kindergarten**

Pre-Kindergarten 3: 3 years old by September 30<sup>th</sup> of the year when the child is enrolled at YuYing

Pre- Kindergarten 4: 4 years old by September 30<sup>th</sup> of the year when the child is enrolled at YuYing

Kindergarten: 5 years old by September 30, year when the child is enrolled at YuYing

#### **Arrival and Dismissal**

Regular school instruction hours are Monday-Thursday, 8:30 a.m.-3:30 p.m. and Friday, 8:30 a.m. - 1:00 p.m. Dismissal on Monday-Thursday is between 3:30 and 3:40 (all classes will be lined up at their respective dismissal locations no later than 3:40). Dismissal on Fridays is between 1:00 and 1:15 (all classes will be lined up at their respective dismissal locations no



later than 1:10). Students are expected to be in school on time and stay for the entire day, every day that school is in session.

## Arrival and Tardiness

For all students, school doors open at 8:10 a.m. Students entering the building prior to 8:10 a.m. will be sent to Before Care, and charged, regardless of intent (see Before Care,/REEF section for fees). **Students may wait outside, with their parent/guardian, until 8:10am.** This will be strictly enforced this year.

### Kiss-N-Ride and Carpool Lanes:

PreK 3 and PreK 4 students and their siblings will use the 'am Drop off lane' (inside the school gates). All other students (including those with carpooling) will use the kiss-n-ride lane on 2<sup>nd</sup> St. to drop off. The exception to this will be those families delivering snacks to their child's PreK 3- grade 2 classrooms, who may use the carpool lane to drop off snacks. Please stay in your car when dropping off snack. School staff will transport snack to the classroom. **The gates will close each morning at 8:25 so that students have time to arrive in class on time. The gate attendant will alert the last car in the carpool lane. If you are after the last car, please park and walk your children in.**

A student who arrives after 8:30am is considered tardy, except for reasons sighted in the Attendance section. Any student arriving during this time can enter through the south entrance, and go straight to class in order to diminish missed instructional time. They will be marked tardy by their classroom teacher.

Children who arrive after 8:45 a.m. must be brought into the school and signed in at the front desk by an adult. **Children, who arrive after 8:45am must be accompanied by an adult.** Students who arrive at school on time but who fail to arrive to their homerooms prior to **late arrival** time will also be marked tardy. **Please discourage older siblings from lingering in the hall after dropping of their younger siblings.**

## Carpool

Car-pool drivers will also be required to sign-in children they dropped off after the late arrival time. **Carpool children will have their parent notified by email if they arrive tardy while being driven by another family.** Persistent carpool issues will need to be resolved by the families involved. Tardies not only cause a student to miss instruction, but they also cause other children to miss instruction due to the disruption inherent in any interruption to the group activity. Please see the Attendance section for more information regarding tardies.

### Nature Center Drop-Off

**The nature center gates will close at 8:25 in order for students to arrive on time (8:30).**

## **Community Parking**

Parking on Yu Ying's campus is reserved for staff and persons with disabilities or special circumstances. All other families may legally park in the neighborhood. See below for appropriate parking areas.

<b>Appropriate Arrival Parking Locations</b>	<b>Inappropriate Arrival Parking Locations</b>
<ul style="list-style-type: none"><li>- 2<sup>nd</sup> Street</li><li>- Unzoned parking in the neighborhood</li></ul>	<ul style="list-style-type: none"><li>- Brookland Ridge Apts.</li><li>- St. Josaphat's Ukranian Catholic Seminary (across the street)</li><li>- Along Taylor Street in front of the school.</li></ul>

**\*\*When timing your arrival, please make sure your child has adequate time to unpack his/her belongings. We strongly encourage independence at Yu Ying; when dropping off your children, please encourage them to put away belongings on their own and swiftly enter the classroom. Additionally, it is not possible for parents to have impromptu conferences with teaching staff during arrival or dismissal. Please email the teaching team if you would like to set up a conference during non-instructional hours. Meetings should be scheduled at least 24 hours in advance when possible.**

**Note:** We understand that it may take a couple of days to time your commute, so **we will not enforce our tardy policy during the first week of school.**

## **Dismissal and Early Dismissal**

Please note the dismissal times of each grade below and please be on time to pick up your child. Students who are not picked up by 3:45pm (M-Th) and 1:15 (Fri) will be automatically sent to REEF and parents will be charged accordingly.

**Note: All Pre-K students are encouraged to be picked up at 1:30 during the first week of school and may be picked up at 2:00 (M-Th) for the remainder of the year.**

## **Car Pool Pick Up**

Families with 3 or more **Yu Ying** students are welcome to use the Car Pool pick up option. Please fill out the Carpool form prior to the first day of school. The carpool gates will not open until 3:15. Please do not block the gates. If you are waiting outside the gates prior to 3:15, we will ask you to move your car. **The gate will close promptly at 3:45.** If you arrive after 3:45, please park and come to REEF entrance to pick up your children. At 4pm promptly, students who are not picked up will be taken to REEF classes and parents will be billed.

### **Walk Up Pick Up**

Students in grades 1-5 are dismissed as an entire student body from the turf (or the multi purpose room during inclement weather) Following the steps below will ensure a safe and efficient pick up

- Upon entering campus via the pedestrian gate closest to the car exit, please walk around the back of the school to access the Turf. Do not stay on the dragon.
- Line up behind the red parent pick up line.
- Wait for all students to be dismissed. Then take your child(ren)
- During inclement weather, use the REEF entrance and line up on the right side of the first floor hallway, until students are released.

### **Late Pickup**

Students who are not picked up by 3:45PM will be placed into REEF drop in classes and parents will be charged the drop in rate for that day. Students will not be allowed to stay with staff or in the front office for late pick up. This will strictly be enforced this year.

### **After Dismissal School Use Rules**

Per the rules posted on the playground Families are welcome to stay on campus and use the playground until 4:00pm as long as parents are actively supervising their children and within 10 feet. Parent must accompany students in the building after 4:00pm. Repeated infractions of this policy may cause YuYing to impose restrictions. At 4PM, families (not in REEF or approved after school engagements) may be asked to leave the YuYing grounds.

### **Early Dismissal**

Early dismissal, unless for doctor or dentist appointments, or reasons pre approved by the administration, is **highly discouraged**. Medical appointments should be communicated to the school in advance and a note must be brought in after the medical appointment in order for a student's absence to be excused. Not only do students miss out on important academic instruction, it is also highly disruptive to the classroom teachers and students.

### **Self-Dismissal**

Parents can request that students "Self-dismiss" by filling out the Self Dismissal (appendix) form prior to students leaving campus alone for the first time.

### **Early Pick Up**

**For students in grades K-5, all early picks ups must happen before 2:15 PM.**

Students will not be retrieved from class for early dismissal after 2:15. Please plan your appointments accordingly. Email [reception@washingtonyuying.org](mailto:reception@washingtonyuying.org) to alert us about an early dismissal. If a student must be picked up after 2:15 pm and parents do not provide a note with a valid reason, the student will receive an unexcused absence for the day early pick up.

### **Pick-Up**

Please adhere to the following procedures when picking up your child/children from the school:

Parents must pick up their children from the main office and sign them out at the front desk, unless you are picking them up from their designated dismissal area during dismissal. It is **not permissible** to take students from the playground, school grounds or directly from the classroom. Taking students from any of these areas without signing them out at the main office/front desk in the early dismissal book will result in an unexcused early dismissal on the student's attendance record.

Parents must include in the registration form the names of anyone authorized to take the child out of school or to pick up the child after school. Those authorized by the parent will first go to the office, identify themselves and sign the dismissal log. If anyone is sent for the child whose name is not in the child's registration form or the parent/guardian has not notified the school in advance, identification must be presented and the office will confirm with the parent by phone before the child is released. In order to avoid confusion, please notify Reception by phone or email ([reception@washingtoneyu.org](mailto:reception@washingtoneyu.org)) in advance if you plan for your child to be picked up by an unauthorized adult. Note: Students will not be allowed to self dismiss unless authorized in writing (email is acceptable) by the parent/guardian.

### **Pick-Up Schedule Changes**

Pickup schedule changes should be communicated to Reception as far in advance as possible. **To ensure that students are safely delivered to the appropriate location, please call the day before to schedule changes. The school cannot guarantee accuracy if dismissal information is provided or changed after 10am.**

### **Notifying the Authorities**

In cases where students are **repeatedly** left unsupervised at Yu Ying before or after school, school administration may notify the authorities. The school is not able to be responsible for students who are not supervised. Unsupervised students would be students not enrolled in REEF and not picked up from school by 4:00pm or students enrolled in REEF but left at school after 6:15 with no parent communication.

### **Assemblies, Celebrations and Exhibition**

Assemblies are a regular and important community-building component of Yu Ying's program. They are used to give all students and classes the opportunity to explore the characteristics of the Learner Profile, IB PYP and to celebrate special cultural events significant to our student body as well as our Chinese program.

The end of a unit of inquiry is often an opportunity to celebrate. Students may present their understanding of the curricular concepts through the presentation of projects and performance. The dates for a grade level celebration will be published on the Yu Ying calendar on the Family Portal, as well as the student event calendar in their grade level Managebac page. Parents/guardians, family and friends are encouraged and welcome to attend.

Exhibition is the culmination of the PYP and provides 5th grade students with the opportunity to apply the knowledge, concepts, skills, and attitudes that they have gained throughout their PYP experience at Washington Yu Ying to the theme of Social Justice. The Exhibition dates will be published on the Yu Ying calendar on the Family Portal and the student calendar in Managebac. Parents/Guardians, family and friends are encouraged and welcome to attend.

## Before Care and After-School (REEF) Programs

Washington Yu Ying PCS offers Before Care and After Care (REEF) programs that are funded through fees paid by families, public funding, and private funding when available.

Before Care is available Monday through Friday from 7:30 to 8:10 a.m. During Before Care, students may participate in breakfast and morning exercises. Please note: students arriving at the front office prior to 8:10 a.m. will be sent to Before Care and the parent/guardian charged regardless of intent. Parents/guardians arriving with students prior to 8:10 a.m. may wait in the office area or sit and eat with their child in the MPR at the designated non-REEF table, if the student would like to partake in the Free Breakfast Program. until 8:10 when he or she may proceed to class.

REEF, which stands for Responsibility, Exercise, Education and Fun, is a structured after-school program offered each afternoon school is in session, Monday-Thursday from 3:30-5:45 p.m. and Friday 1:00-5:45 p.m. Monday-Thursday, students will attend two regularly scheduled classes, and a supervised break during which they will receive snack and have the opportunity to socialize with their peers. Classes include a number of varied activities and sports such as art, music, and soccer. We also provide strong Chinese cultural programming to help create connections to the language. Chinese homework class is offered every session in order to help students who may require extra help. Certain specialized programs are available for an additional fee. REEF will also be using the PAR system to ensure that students expectations during REEF activities align to those during the school day.

Friday classes include a variety of activities similar to those offered Monday-Thursday but will be more oriented to a drop in basis. Additionally, field trips will be held on Fridays. The grade level, date, and location of the field trip will be posted on the REEF page of the Family Portal. Unless the parent/guardian notifies the school in advance or the student has not returned the field trip permission slip, all students will attend the field trip on their grade level's specified field trip day.

Parents/guardians and students will have the opportunity to select REEF classes in advance, on a first-come-first served basis determined by submission date and time of the REEF enrollment forms and full payment for the first month of the session. Parents can pay monthly, by session (Fall, Winter, Spring) or by Drop-In basis. There is a REEF Reduced Rate for families who qualify; to apply you must submit an application along with all required documentation. Siblings get a 25% discount after the first student pays the full standard. If a family drops out but has already paid in advance, no refunds will be given, but instead a credit will be issued to their account. Please refer to the REEF family handbook for more information.

REEF enrollment forms and the Reduced Price REEF Application will be made available to families prior to the start of the school year and for each consecutive term.

Please see the rates below (RED- Reduced Price REEF, STA- Standard REEF Rate)

### **Daily Rates**

		<i>Reduced</i>	<i>Standard</i>
Before Care	Monday- Friday	\$5.40	\$9

After Care	Monday - Thursday	\$13.20	\$22
	Friday	\$25.20	\$42

### **Monthly Program Rates**

		<i>Reduced</i>	<i>Standard</i>
Before Care	Monday- Friday	\$91.20	\$152
After Care	Monday- Friday	\$270	\$450
After Care with sibling discount	Monday- Friday	\$192	\$337
2 days a week of after care	Monday – Thursday	\$96	\$160
2 days a week of aftercare with sibling discount	Monday – Thursday	\$96	\$120
1 day a week of after care	Monday – Thursday	\$48	\$80
1 day a week of aftercare with sibling discount	Monday – Thursday	\$48	\$60
1 day a week of after care	Friday	\$78	\$130
1 day a week of aftercare with a sibling discount	Friday	\$78	\$97

**\*Each trimester is divided into three monthly payments**

### **Sibling Discounts (Standard Rate ONLY)**

If you have more than one child enrolled or dropped off in before care or aftercare, there is a 25% discount for the second sibling. This same rate applies to any additional siblings.

## **IMPORTANT NOTES**

1. Monthly payments are due on the first of the month. August-May
2. Payments made to the school in the form of checks will be deposited within 30 days of receipt. The **school will not be responsible for holding post-dated checks and we reserve the right to deposit checks when received** if such payment is made towards a previously due balance.
3. If a family drops out but has already paid in advance, no refunds will be given, but instead a credit will be issued to their account.
4. Some months of the annual enrollment may seem more expensive than dropping in. However, this is in effort to keep fees uniform throughout the year. Yu Ying reserves the

right to charge a withdrawal fee or enrollment fee for students leaving or enrolling mid-term.

5. If a family has an unpaid lunch bill, students will not be allowed to attend REEF until arrangements to pay the bill have been made with the school.
6. REEF Program enrollments are for full trimester sessions. Students who enroll in REEF and/or special REEF classes are responsible for all class fees for the trimester, even if they are absent or withdraw from the program
7. REEF ends promptly at 5:45pm. A per minute late fee is charged for late pick-up after 6:00pm. If you are late picking up your child, please go directly to the REEF reception to sign for and retrieve your child. **The late fee schedule for After Care (REEF) is as follows:** For each student picked up late, you will be charged \$5 per minute for the first 10 minutes and \$1 per minute each minute thereafter. This charge is applied to the each student that is being picked up, regardless of carpool. If you have more than one child, the charge will be applied to each child.
8. Students who have been absent from school during the day are not eligible to attend REEF that day.
9. Students with outstanding balances from last year will not be allowed to attend Fall REEF until payment is made.
10. The REEF program reserves the right to contact parents/guardians to pick up their child/children early from REEF due to behavior or disciplinary issues. Repeated infractions or behavioral issues may result in your child being withdrawn or suspended from REEF for a period of time without refund.

If you have any questions concerning the Before Care and After Care programs, please contact the REEF Staff (see staff directory).

## Belongings

***PLEASE label all items brought to school with your child's name!***

All students grades K and up should carry a backpack and their communication folder to school daily. All K-5 students will be provided a communication folder or communication journal from the school, and Pre-K students will be given a bag as well as a communication folder and journal. For the sake of our students' health and to avoid clutter in the hallways, please make sure your child's backpack is small enough to fit in a **shared** cubby.

**The school is not responsible for the loss of or damage to personal articles and does not provide insurance for the loss of or damage to personal belongings. If your child loses**

**something, please check the school's Lost and Found containers. Unclaimed articles will be donated to a charitable organization on the last day of each month.**

***Prohibited Items:***

- Toys – Any toys brought to school and taken during the instructional day will be returned at the discretion of the teacher.
- Electronic devices - electronic gaming devices will be confiscated if they are seen in school. Parents will be contacted by the teacher to pick up any confiscated electronic device.
- Cell phones - Please refer to the cell phone policy for more information.
- Jewelry - Jewelry should not be brought to school. The School will not be held liable for lost jewelry or injuries caused by jewelry.

## **Birthdays**

Birthdays are very important events in the lives of children. Birthdays will be recognized at school. Grade level teams will develop and communicate how each class will celebrate birthdays. Our school policy, based on developing healthy habits, does **not** allow for cakes, cupcakes or other sweets to be brought to school to be eaten or passed out to classmates. Additionally, it is the school's policy that birthday invitations are **not** to be distributed during the school day to individual children, including handing them out in student cubbies, or after school in front of other students. Celebrate your child's birthday at school by purchasing a birthday poster. Birthday posters can be purchased for \$10.00 by emailing your student's picture, name, and birthday to [birthdays@washingtoneyuying.org](mailto:birthdays@washingtoneyuying.org) one full week before his or her birthday to guarantee posting. All proceeds of the birthday poster sales go to the Yu Ying Social Committee.

## **Cafeteria and Food**

YuYing participates in the National School breakfast, lunch and after school snack programs. In accordance with Federal Law and U.S. Department of Agriculture policy, YuYing is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Anyone who believes that Washington Yu Ying PCS has displayed program discrimination should contact the Director of Operations Annie Schleicher at [annie@washingtoneyuying.org](mailto:annie@washingtoneyuying.org), or may complete the USDA Program Discrimination Complaint form at <http://www.ascr.usda.gov>.

Washington Yu Ying PCS strives to be a peanut and treenut-free school. Many of our students have severe, life-threatening allergies to peanuts, tree nuts and peanut and tree nut products. Do not send any peanuts or tree nuts or peanut/tree nut-products to school. Nuts, products containing nuts, and products made on equipment that processes peanuts/tree nuts will be sent home if unopened and disposed of immediately if opened. This includes but is not limited to: peanut butter sandwiches, almond pudding, nut cookies, crackers, granola bars, etc. Please read labels carefully!

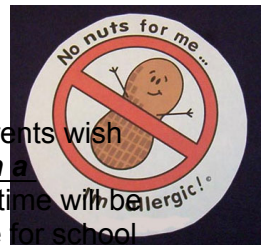
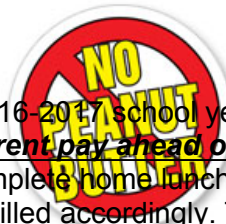


Yu Ying looks to the FDA for guidance on what qualifies as a nut. We include: almonds, beech nut, Brazil nut, butternut, cashew, chestnut, chinquapin, hazelnut, ginko nut, hickory nut, lichee nut, macadamia nut, pecan, pine nut, pili nut, pistachio nut, shea nut and walnut. Coconut is acceptable according to the guidance of the American College of Allergy, Asthma, and Immunology.

#### **But my kid LOVES peanut butter! What's the big deal about nuts?**

This is a good question, and one that deserves an answer. The issue is the severity compared to other allergies. If you have an allergy to cats, dogs or ragweed, you know you can get watery eyes. An allergy pill and 20 minutes later, your symptoms are gone. Nut allergies are considerably more serious. Allergies to dairy, wheat, eggs and most other foods usually cause symptoms that range from a little rash to painful skin cracking eczema to belly aches and sometimes even moodiness. However, none of these are life-threatening.

The problem with a nut allergy (peanuts and all tree nuts) is that they CAN BE life-threatening (stings for some people). The reaction to nut allergies range from rashes to anaphylaxis, a whole body allergic reaction that comes on suddenly, progresses rapidly and could kill in a matter of minutes. Some folks who are extra-sensitive to nut allergies may only need to come into indirect contact with a nut in order to trigger a reaction. This might be dust particles or from another child who has touched their hands well enough at lunch (or maybe just kissed her friend on the cheek). So while it might be inconvenient for some parents, it's a necessity to keep ALL of our kids safe.



The school's lunch provider is Revolution Foods for the 2016-2017 school year. If parents wish their child to purchase a school lunch, **we ask that the parent pay ahead of time on a monthly basis at the front office.** Students without a complete home lunch at lunchtime will be provided a school lunch and their parent/guardian will be billed accordingly. The price for school lunch is \$3.60, but students who qualify for free or reduced lunch rate will be given a lunch free of charge\*. Students in grades 1 through 5 eat lunch in the multipurpose room. Pre-K and K students eat in their classrooms. School lunch menus will be available on the parent portal and on the menu board.

### \* **Free and Reduced Meals**

Some students may be eligible for the free and reduced lunch program as offered under the National School Lunch Program (NSLP). Students who are eligible for free or reduced-price lunch under NSLP are automatically entitled to receive a lunch, however, each year the school must have a completed application form for the School Lunch Program on file for a child to receive free meals. These forms are necessary for the school to be reimbursed from the National School Lunch Program. These forms are NOT retroactive and must be fully processed before applied to a student account. For an application or more information please contact [reception@washingtoneying.org](mailto:reception@washingtoneying.org) or stop by the Front Office.

Yu Ying strives to be a **healthy and green school**. The District of Columbia is currently suffering from an obesity epidemic. More than 55% of residents are overweight or obese – including nearly half of all children. Additionally, according to the American Dietetic Association, kids who are nutritionally fit are more likely to have the energy, stamina and self-esteem that enhance their ability to learn. Studies show that kids who eat healthy lunches, with limited sugar, tend to learn better throughout the afternoon. With this in mind, Yu Ying has prohibited, and will confiscate, candy and gum on its premises. Please do not send these items to school with your children, even on holidays. For more information please refer to our Local Health and Wellness Policy which can be found on the parent portal at:

### **Food Allergies and Dietary Accommodations**

Students with special dietary needs must submit the MEDICAL STATEMENT TO REQUEST DIETARY ACCOMMODATIONS FORM each school year. The request must be signed by both a licensed medical provider and a parent/legal guardian. This form should only be used for dietary accommodations for medical reasons. Food preferences are not an appropriate use of this form and will not be accommodated. For students who do not have a disability, Yu Ying may, but is not required to, make food substitutions.

Students may request a food substitution based on religious or philosophical beliefs through the STUDENTS WITH PHILOSOPHICAL OR RELIGIOUS DIETARY NEEDS FORM. This form is not intended to accommodate student taste preferences and it is up to the discretion of Yu Ying as to whether they are able to accommodate students' requests made using this form.

Please note, students requiring special meals may need to notify the school two weeks in advance at [lunch@washingtoneying.org](mailto:lunch@washingtoneying.org).

All food allergies must be identified through infoSnap during the reenrollment process each year and any and all updates to allergies or restrictions must be sent via email to [Nurse@washingtoneying.org](mailto:Nurse@washingtoneying.org) and [Lunch@washingtoneying.org](mailto:Lunch@washingtoneying.org). Additional paperwork or medical notes may be required.

Students' home lunches must be nut-free, healthy and balanced. A balanced lunch includes food items from the five main food groups. As a green school, we also aspire to be **waste-free**. If you send a packed lunch with your child, please help us in our efforts through the use of reusable food containers; drink containers, utensils, and napkins. Waste-free lunch programs discourage the use of disposable packaging, such as prepackaged foods, plastic bags, juice

boxes and pouches, paper napkins, and disposable utensils. **Yu Ying reserves the right to take and discard junk food.** Students with lunches deemed not healthy, in accordance with the stipulations in the DC Healthy Schools Act, will eat school lunch at the parent's expense.

\*Note: The School asks parents to deposit lunch money in their child's account at the beginning of each month. You may pay with check or cash but we may be unable to provide change. If a family has an unpaid lunch bill, students will not be allowed to attend REEF until arrangements to pay the bill have been made with the school. Any leftover lunch credits for students transferring out of YuYing will be automatically distributed among remaining sibling lunch accounts.

For any school meal specific questions or clarification, please contact [lunch@washingtoneyu.org](mailto:lunch@washingtoneyu.org).

### **Breakfast**

Yu Ying provides free breakfast in the multipurpose room through the School Breakfast Program (SBP) for current students from 7:30 a.m. to 8:10 a.m. If not enrolled in before-care, **parents must stay with their children while eating breakfast.** Students must stay in the designated area to eat breakfast. Unsupervised children will be taken to Yu Ying's before care program and charged the daily drop in rate. At 8:10, after breakfast, participating students must go to their classrooms.

### **Classroom Snack**

Grades Pre-K 3 through 2nd will have a weekly snack schedule, and families will be responsible for providing snack for the class. Grades 3-5 students will be responsible for bringing their own individual snack for snack time. Please make sure your child has enough snacks to consume during snack time and knows the difference between their snack time food and lunch food. Your child's teachers will provide more information regarding snacks and snack schedules at the beginning of the school year. Snacks must be nut-free, healthy, and will be distributed by the classroom teacher. Healthy snacks include fruits, vegetables, pretzels, goldfish, crackers, etc. Do not send junk food, i.e. sweets, potato chips, cakes, candy, etc. All confiscated food will be returned home. Please make sure to remind teachers in advance if your child has special dietary restrictions that you have already submitted to the school nurse.

Examples of some of the food served during lunch and REEF snack time includes raw carrots, grapes, hot dogs and animal crackers.

### **Calendar**

Please see the appendix for our school calendar. Important events will be published regularly in school email updates and on the Family Portal and on student calendars on Managebac.

## Cellular Telephone & Electronics Policy

Students will be allowed to bring cellular phones or other electronics to school as long as the **parent/guardian notifies the school in advance via the cellphone/electronics form.**

Students must have their cellular phones off and electronics put away while in the school buildings and on school trips at all times and have them stored throughout the entire day in their book bag. Students who have cellular phones or electronics on while inside the school will have them confiscated and will be subject to disciplinary action. Confiscated cellular phones and electronics will only be returned to a parent/guardian. Washington Yu Ying PCS will not be held responsible for any lost or stolen cellular phones or other electronic devices.

## Internet Policy

While Washington Yu Ying PCS is committed to having each student supervised while using the Internet; Yu Ying does not take responsibility for any information or materials that are transferred through the schools' Internet connection. Unacceptable materials downloaded at school will be treated in the same manner as any other unacceptable materials brought to school. Each student assumes full responsibility and liability while using the schools' Internet connection. The following are unacceptable behaviors regarding technology:

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting, or threatening others
- Searching for inappropriate materials on unapproved search engines
- Damaging of computer systems or computer networks
- Violating copyright laws
- Submitting documents from the internet as student's personal work
- Using another person's sign-on and/or password
- Trespassing in someone else's folder, work, or files or —hacking
- Intentionally wasting limited resources
- Using the internet/network for commercial purposes
- Revealing a personal phone number, name, or address of one's self or others

## Google Apps for Education Acceptable Use Policy

### What is Google Apps for Education

Washington Yu Ying PCS employs Google Apps for Education as a means of providing online systems and software to it's staff and students. Google Apps for Education provides a suite of cloud based services and tools at no cost to non-profit education institutions. Google provides these services without advertising. More information regarding Google Apps for Education can be found on their [Education Edition K12 FAQ](#).

### Student Accounts

Student Google App accounts are created under the school's Google Apps domain and are used as a means for students to share and collaborate on documents with teachers, access school portal resources, and authenticate to Google Chromebook devices. Google Services provided to students are currently restricted to **Google Docs, Google Sites, and Google Classroom**. These services are configured to restrict sharing to Yu Ying's Google Apps domain

users only. However, Yu Ying reserves the right to change, add, or remove services as it sees necessary to facilitate both its educational mission and ensure student safety.

### **Personal Information**

The only personal information associated with these accounts is the student's first and last names. Usernames are created by using a first name last name formatting (i.e. John Smith's username would be john.smith@washingtonyuying.org). It should be noted that despite Google Apps use of the email format for usernames gmail services are not enabled for student accounts.

### **Account Access**

Use of these account services is periodically monitored by the teaching staff to ensure they are not being abused. Account content may be accessed by authorized staff if a violation of student policies is suspected. As is echoed in our Internet Policy, each student takes full responsibility and liability for the content they create and access using these services. Access to Google Apps services is available to students both on school premises, at home, or wherever they have access to internet enabled devices. For this reason it is the responsibility of parents to ensure that their child follows good safety practices when using this account away from school premises and does not abuse the privileges that this account confers.

### **Privacy and Safety Practices:**

- Students may not post personal information about other people including but not limited to names and contact information.
- Students should report any message they view or receive that they find suspicious or makes them feel uncomfortable.
- Under no circumstances should students share their account passwords with anyone but their parents or guardians.
- Please also review the Internet Policy section of the Family Handbook.

### **Access Restriction**

Yu Ying reserves the right to suspend or delete a student's user account if there is reason to believe they have violated the school's acceptable use policies, family handbook guidelines, or compromised the security of the school's network or software systems.

**\*\*All families must indicate their agreement to abide by the Student Technology Resource Use Agreement (which includes the Internet Policy and Google Apps for Education Acceptable Use Policy) before students are able to access technology (sign agreement in the appendix).**

### **Dress and Clothing**

Yu Ying requires students to wear clothes that will not endanger their health or safety and that are appropriate for in-school activities, including recess and PE. Students with opened toed shoes will not be allowed to participate in any outdoor activity. **This means no open toed-shoes.** Additionally, do not send your children to school in clothing they are not able to independently remove and put back on when using the restroom. Because accidents happen,

**children in younger grades should store a change of clothing, clearly labeled, in their cubby.**

We strongly encourage all students to wear their Yu Ying t-shirts on field-trip days.

Because students will be going outside for recess **everyday**, unless the temperatures are extremely low (generally below 30 degrees Fahrenheit) or extremely high (Code Red days) or it is raining, please provide weather-appropriate clothing (i.e. hats, gloves, scarves, sweaters, jackets, etc.).

**Important Note:** When students wear clothing and/or shoes deemed inappropriate we will call their parents and parents will be required to bring a change of clothing/shoes to the school. Students are not permitted to wear backless tops or string tank tops.

## **Family Service**

A child's school life is greatly enriched by a family that is well informed and active in school affairs. Washington Yu Ying PCS requires a commitment from parents/guardians of 20 hours of volunteer service, each school year, per student enrolled. Parents should track their volunteer hours via the Community Service Hours form that can also be reached via the Yu Ying Parent Portal. Per Yu Ying policy, individuals volunteering for more than 8 hours during the school year, must have a background check PRIOR to their first volunteer experience. Background check information can be found on the portal, or by contacting [HR@washingtoneyu.org](mailto:HR@washingtoneyu.org).

Each school year, parents are asked to contribute their time and service to the school in a variety of ways including, but not limited to, room volunteers, classroom helpers, project organizers, field trip volunteers, library helpers, guest readers or volunteers at special school events. Details about service opportunities will be provided at the Back to School Night and periodically throughout the year via email, written requests, PA meetings, and so on.

## **Field Trips**

Field trips are an important part of Yu Ying's academic and cultural program. There will be a number of school-sponsored field trips at each grade level throughout the year.

It is absolutely imperative that Yu Ying students be on their best behavior and conduct when participating in a school trip. **Field trips are a privilege and students who exhibit a pattern of dangerous or negative behavior may not be able to attend field trips unless accompanied by a parent or guardian.** Teachers will notify the parents/guardians at least two weeks in advance if they will need to accompany their child.

Students are only permitted to participate in field trips when the school has written permission from the student's parents/guardians. In the beginning of the year, parents/guardians will be asked to sign a general permission slip allowing their child to leave the school campus on foot to participate in neighborhood walks or projects that support a particular unit of inquiry. Separate permission slips will be sent home in communication folders for all field trips requiring public transportation or chartered buses.

Additionally, some field trips will require payment. If you are unable to pay the field trip fee please contact the front office ([reception@washingtoneyu.org](mailto:reception@washingtoneyu.org)) and request a field trip

voucher form. You will be notified you if the voucher has been approved. Such information will be disclosed on the permission slip and only students who have paid will be able to attend. Untimely return of permission slips and/or fees may result in your child's remaining at school during planned field trips. Note: Parents should indicate on the field trip form if they are ordering a school meal. All ordered meals will be charged. All orders must be submitted two week in advance. Please note that field trip forms may be sent home manually, or electronically.

Any students who are unable to attend a field trip will be required to complete their assigned work while at school. Students that miss a field trip day without a valid excuse will be marked as absent (unexcused).

**Field Trips will normally begin and end at the school, unless otherwise notified.**

## **Green School**

Washington Yu Ying PCS aspires to be a **Healthy Green School**. To this end we have enacted practices within the classroom and embedded ecological consciousness in our curriculum.

- **A Healthy Green School** is a place where everyone inside has been trained to be as waste-free and as earth-friendly as possible.
- **A Healthy Green School** is a place where students and teachers work together to develop sustainable practices.
- **A Healthy Green School** is a place where students of all ages are conscious of their ecological footprint and are excited to lessen its weight.
- **A Healthy Green School** is a place that does more than recycle. In a Healthy Green School, students and teachers rethink, reduce, and reuse, before they recycle!

## **Photography and Videography**

The school arranges for individual and class photos to be taken with a professional photographer. Forms allowing families to purchase these photos will be sent home in each child's communication folder, and the date and times will be posted on the Family Portal.

Individual photos will be taken on October 26th, 2016 and class photos will be taken in the Winter of 2017 (date TBD). Updates to picture dates will be communicated in advance. Please call the front office or e-mail [reception@washingtoneyu.org](mailto:reception@washingtoneyu.org) if you don't receive forms in a timely manner.

From time to time, photography, video images and live broadcasts might be made of school personnel and students. Please inform the school ([reception@washingtoneyu.org](mailto:reception@washingtoneyu.org)) if you do **NOT** want your child's photograph or image to be used by the school, and please remember to

inform your child's class teachers of your decision every year. Please be aware that this may limit his/her participation in certain events or activities.

## **Recess**

As long as inclement weather is not an issue, students will have supervised **outdoor** recess every day. During outside play, students are expected to remain in the designated supervised areas and play safely. Therefore, students must dress appropriately for the weather (hats, mittens, coats, raincoats, boots, etc.). Duty teachers may cancel outdoor recess if weather is considered severe or hazardous (heavy rain or temperatures below 30 degrees Fahrenheit or extreme temperatures and humidity above 95 degrees). There are 2 to 4 adults on duty for every recess break.

## **Religious Holidays**

Washington Yu Ying PCS understands that the families of its students practice a variety of religions observing diverse holidays. The school respects and accepts these needs and asks parents to inform us of planned absences or special observances/customs that the child adheres to.

## **School Hours**

Instructional hours Monday-Thursday: 8:10am-3:30pm\*+

Instructional hours Friday: 8:10am-1:00 pm\*

Business hours Monday-Friday: 8:00am-4:00 pm

Before-Care hours Monday-Friday: 7:30-8:10 am

After-Care hours Monday-Thursday: 3:40-5:45 pm

After-Care hours Friday: 1:00-5:45 pm

**\*Please note the dismissal time frames in the arrival and dismissal portion of the handbook**

+Parents of Pre-Kindergarten students have the option of picking up their children at 2:00pm Monday through Thursday.

## **School Supplies**

Parents are asked to send in a one-time donation of \$100.00 per student for school supplies. Your contribution is tax deductible to the fullest extent allowed by law. This money is requested to help cover the costs of classroom consumables, communication folders,(in grades K-5 to be



distributed in the beginning of the year), book bags (Pre-K), and other items that support the Yu Ying instructional Program.

Please **do not send 'extra' school supplies** unless requested by individual classroom teachers or specialists.

## Transportation

Washington Yu Ying does not provide bus service. For more information please e-mail Joan Dunlop (Capitol Hill Bus) at [Joandunlop@gmail.com](mailto:Joandunlop@gmail.com) or Deirdre Foley (NW Bus) [Deirdre.Foley@cfpb.gov](mailto:Deirdre.Foley@cfpb.gov). **Final responsibility for all changes in a child's schedule lies with the parent who will ensure that the child is delivered to the correct destination.**

## Visitors

Yu Ying does **not** allow parent observation during class time as it often a disruption to the instructional program. Exceptions can be made if prior approved arrangements have been discussed and verified with an administrator. We make every effort to reduce distractions during class times, and young children can find visitors very distracting. If you would like to schedule a special visit to the school, please arrange this ahead of time with the teachers and wait for confirmation. Unfortunately, **we cannot allow visitors to stay in the class for an extended period of time.** Visits should be limited in frequency and length of time. Additionally, please be advised **that only Chinese is spoken in the Chinese classrooms at all times.** Parents who wish to talk to the Chinese teachers in English may do so in an alternative, available space (except the hallway or a classroom that is being used or has students). **All parents and visitors must sign in at the front desk and obtain and wear Yu Ying visitor's badge that is visible at all times while on school property.**

**\*\* Parents should plan on leaving the classrooms promptly after drop off so that students may start the day independent of parental support.**

## Use of Washington Yu Ying's Facilities Policy

### Overview

With written permission, the individuals representing the following groups may use Washington Yu Ying PCS's facilities:

- Members of Yu Ying Parents' Association (PA) may use the facilities for PA functions. All PA requests to use the school's facilities should come from one designated PA member. This designee is responsible for coordinating PA events at the school, ensuring that opening and closing procedures are followed, and communicating with Yu Ying staff.
- Parents of Washington Yu Ying PCS students may also use the school's facilities for student-related activities.
- Representatives of other groups pre-approved by Yu Ying administration.

### Requests:

Representatives requesting to use the school's facilities need to complete and submit a [Request Form](#).

Yu Ying will approve or deny requests based on several factors, including but not limited to:

- Available space: The school's grounds and building space are reserved primarily for Washington Yu Ying staff and teachers. Space that is not being utilized for school purposes may be available for other pre-approved groups during specific times (see below).
- Time of activity: On weekdays, the school's facilities may be used by an outside group from 7:30 a.m. to 6:30 p.m. During weekends, the school's facilities may be used by an outside group from 8:00 a.m. to 8:00 p.m. The time of an outside event may not impede any school or classroom function.
- Purpose of activity: Activities must support Yu Ying students or the Yu Ying community.
- Insurance coverage: 1) External organizations using the building must have a General Liability Policy with limits of \$1M/occurrence and \$2M/aggregate and a \$1M Umbrella. The General Liability Policy must remain in force through the term of the contract and the organization is required to list Washington Yu Ying as an Additional Insured to that policy. Yu Ying must have a Certificate of Insurance on file.
- Safety: Events held at the school with more than 100 people or held in the evening must have a security or police officer on the premises throughout the entire event. Additionally, if the organization is using space during school hours while students are present, the visiting organization is required to run full federal and state background checks on all of their volunteers or employees and provide a copy of clear background documentation to the school. In such an event, Yu Ying will locate the visitors in a space where volunteers or employees are separated from the student population.

### **Building Access:**

If approved, Yu Ying staff will add the event to the Yu Ying calendar and send the group representatives the [Facilities Agreement](#), outlining the procedures and expectations for using the school's facility. All representatives must read and sign this agreement. Representatives who are approved to use the school's facilities after hours (evenings or weekends) may check out a key card (guest card 1 or guest card 2), granting him/her access to the grounds and/or the multipurpose room. Key cards must be returned to Washington Yu Ying the first business day following the scheduled event.

### **Media Communication**

Please note that only the Head of School (HOS) can communicate to the media on behalf of YuYing. All other YuYing personnel, stakeholders and other persons that use YuYing facilities must consult with and receive documented approval from the HOS before any media communication on behalf of YuYing can be made.

### **Yu Ying Policy: Previously Enrolled Students Returning to Yu Ying**

Washington Yu Ying Public Charter School ("Yu Ying") permits students, who were previously enrolled at Yu Ying for at least one calendar year, to return in limited circumstances, as outlined in this Policy.

Within this Policy, “*previously enrolled students*” are defined as students who were enrolled in Yu Ying’s elementary school and officially withdrew because the family relocated out of the Washington DC Metro Area (including Northern Virginia and Maryland).

Moreover, to be considered a previously enrolled student within this Policy, prior to the leave of absence, the student, via custodial guardian, must complete the *Intent to Return* form which classifies the student as previously enrolled. . This places the student under the definition, and therefore policy, of previously enrolled students, and thus permitted back at Yu Ying. The form should be filled out completely and returned to the Head of School and put in the student’s file prior to the withdrawing from Yu Ying. The school will provide a copy of the letter and note it has been approved.

*Previously enrolled students* must also meet the following conditions, which should be stipulated in the letter:

- The family no longer lives in the DC metro area (including Northern Virginia and Maryland)
- Students are not leaving to attend other schools in the DC Metro area.
- The leave of absence will be no more than **2** years

To re-enroll at Yu Ying, the *previously enrolled student*, via custodial guardian, should provide the following paperwork to the Head of School by the February preceding the start of the new school year in which the student wishes to return:

- Letter requesting re enrollment, including verification that all conditions stipulated at the time of the leave of absence, were maintained throughout the year(s) of absence.
- The letter should stipulate the grade level upon which the student requests to enter
- Re-enrollment paperwork, including the residency verification, meeting all deadlines established for that school year.

Previously enrolled students will rejoin Yu Ying on the first day of the new academic year.

Upon receipt of the re-enrollment request, Yu Ying will determine if the returning student meets the requirements. If so, Yu Ying will process the previously enrolled student for re-enrollment. This will include an assessment of the proper grade placement. If your child struggles academically upon returning to Yu Ying, the school will reassess the appropriate class for the student.

Additional information:

Returning students are considered current students and will be placed in the current grade. They will not be placed on the waitlist. If returning students have siblings they have to apply for their current siblings. The siblings will follow the business rules for siblings at Yu Ying.

## **Section IV: Behavior and Discipline**

At Washington Yu Ying PCS, we believe in the development of each student’s potential for learning in a positive, safe and orderly school environment. To maintain this environment, Washington Yu Ying actively reinforces character development expectations that are based

around the IB Learner Profile. This character development program reinforces positive character traits and encourages students to become responsible, cooperative citizens of their community and to respect others.

Additionally, Yu Ying implements the **PAR** school-wide Positive Behavioral Support approach to behavior management and discipline. Specific grade level PAR practices will be communicated to families at the beginning of the school year.

### **Description of PAR (Prevent, Act, Resolve) Model**

Developed at Johns Hopkins University, PAR is a process-based model in which collaborative teams of school members work together to come to consensus on an individualized school-wide, comprehensive approach to discipline.

Specifically Yu Ying staff develop plans and strategies in conjunction with a PAR facilitator to:

- **Prevent** the occurrence of troubling behavior;
- **Act** or respond to instances of rule compliance and noncompliance in a consistent fashion
- **Resolve** many of the issues that underlie or cause troubling behavior.

#### **The goals of the PAR model are to:**

1. Collaboratively adopt and follow through with mutually agreed-upon school-wide methods for recognizing students who comply with stated rules and procedures, so students see, firsthand, that the adults in their school are not just focusing on what kids do wrong.
2. Tangible efforts are made to recognize the large majority of students who behave in an appropriate fashion and to provide supports for those who need assistance to meet academic and behavioral standards.
3. Teachers are provided with adequate supports to sustain the system they helped create.
4. Discipline referrals decrease and students become more independent at regulating their own behavior and increasing their ability to demonstrate the attributes of the IB PYP Learner Profile.

**\*\*The following sections in no way should indicate that misbehavior is an ordinary occurrence. However, in fairness to students and parents from diverse backgrounds, we believe that we must state behavioral expectations and discipline procedures in a manner most likely to be read and understood.**

### **Bullying**

Yu Ying defines bullying as exposure repeatedly and over time to negative actions including, but not limited to the following:

- Threatening or physically assaulting another person (any member of the Yu Ying community including students, staff, parents, stakeholders),
- Mistreating another student by recklessly or intentionally endangering the health or safety of, or inflicting bodily injury on the student in connection, with or for the purpose of threatening them.
- Conduct, including fighting, making threats, stalking, or intimidation that endangers the wellbeing of other students.
- Hurtful teasing or name calling
- Social or group bullying

- Cyber or written threats, teasing and bullying

The above violations shall result in disciplinary action at the discretion of the administrative team as well as phone calls home to the families of all students involved. Repeated violations shall result in a mandatory parent conference and possible suspension from school. Refer to the parent portal for the DC OHS Youth Bullying Prevention Policy, Yu Ying's complete Bullying policy, including Yu Ying's Bullying Prevention Plan and Sanctions and Remedies for bullying at Yu Ying. If you would like more information on Yu Ying's Bullying Policy please visit the parent portal or contact the school at [reception@washingtonyuying.org](mailto:reception@washingtonyuying.org).

## Community Responsibilities

The school has developed Community Responsibilities, in line with the IB Learner profile, as a positive means of encouraging appropriate behavior. The Community Responsibilities include five statements. These are written in a positive manner, and represent the desired behaviors and habits that students are expected to model and practice on a daily basis. We will consistently challenge students, staff, families, Yu Ying stakeholders and members of the community to consider their behavior and contributions to school life in terms of the Community Responsibilities.

### ***Washington Yu Ying PCS Community Responsibilities***

1. Be truthful; communicate honestly.
2. Be actively engaged in learning; ask questions, listen to others, work together.
3. Be caring, friendly, helpful and polite to others.
4. Be responsible for personal property and for the property of others.
5. Be respectful and sensitive to the needs of others.

### ***Problem Solving Steps [The C.A.R.E model]***

Students are encouraged to use the following steps to help them solve problems:

- **Communicate** Give the person an "I statement"
  - o Example: I feel sad when..., I feel scared when...
- **Action** Walk away, ignore the person or find a care buddy.
- **Report** To an adult at school, the tell box, to a classmate
- **Embrace** The solution

## Discipline

Yu Ying will react to noncompliance and inappropriate behaviors in a consistent fashion. Below is a discipline chart outlining the consequences for different behaviors. This table is neither exhaustive nor absolute but is intended to give parents/guardians a sense of how discipline may be handled at the school.

INAPPROPRIATE BEHAVIORS	CONSEQUENCES TO SUPPORT BEHAVIOR CHANGE
<p><b>LEVEL 1 – Low level, minor, infrequent behaviors that do not significantly interrupt the teaching and learning of others:</b></p> <ul style="list-style-type: none"> <li>• Off task/not finishing work or homework</li> <li>• Non-compliance</li> <li>• Moving around the school with no purpose/ without permission or being in an area of the school off limits to students</li> <li>• Using insensitive/inappropriate language/swearing</li> <li>• Chewing gum/spitting/littering</li> <li>• Bringing items that are not permitted to school</li> <li>• Unexcused late arrival to class (loitering/delaying reporting to class)</li> </ul>	<p><b>LEVEL 1 – Logical and planned interventions. Least to most intrusive: (Within Classroom )</b></p> <ul style="list-style-type: none"> <li>• Clear Direction</li> <li>• Rule Reminder</li> <li>• Choice</li> <li>• Verbal/Nonverbal Reminder</li> <li>• Logical Consequence (for example, silent lunch for an infraction prior to lunch break)</li> <li>• Take a Break</li> <li>• Loss of privilege</li> </ul>
<p><b>LEVEL 2 – Persistent behaviors that disrupt teaching and learning, or repeated Level 1 Behaviors or:</b></p> <ul style="list-style-type: none"> <li>• Defiance, non-compliance or disrespect</li> <li>• Swearing</li> <li>• Verbal abuse, teasing, bullying or harassing of any kind</li> <li>• Unsafe play</li> <li>• Inappropriate use of computers</li> <li>• Physical violence towards self, others, or property</li> </ul>	<p><b>LEVEL 2 – Planned Team Support which may involve teachers, parents, administration and may include:</b></p> <ul style="list-style-type: none"> <li>• Time out</li> <li>• Buddy Classroom</li> <li>• Peer Mediation</li> <li>• Logical consequences (see above example)</li> <li>• Alternative discipline measures (for example, administrator intervention, reflection time with the counselor)</li> </ul>

	<ul style="list-style-type: none"> <li>• Suspension of privileges</li> <li>• Breaks in the front office with an administrator</li> <li>• Behavior contracts</li> <li>• Classroom Accommodations</li> <li>• Family Conference</li> <li>• Individual Behavior Plan</li> <li>• Recommendation for outside counseling</li> <li>• Loss of privileges</li> </ul>
<p><b>LEVEL 3 – Repeated Level 2 Behaviors, Extreme Violence, Dangerous or Illegal Behaviors while under school jurisdiction or:</b></p> <ul style="list-style-type: none"> <li>• Theft</li> <li>• Vandalism (including graffiti)</li> <li>• Extreme verbal or physical violence towards self, others or property</li> <li>• Possessing dangerous items or weapons</li> <li>• Use or possession of illegal/banned substances (including tobacco products, alcohol and prescription and non-prescription medication*) on school grounds</li> </ul>	<p><b>LEVEL 3 – Planned team support which involves parents, teachers, administrators and other support agencies as appropriate:</b></p> <ul style="list-style-type: none"> <li>• Student sent home for the remainder of the school day</li> <li>• In school suspension</li> <li>• Out of school suspension [0-3 days for first level 3 offense, 3-5 days for second level 3 offense, 5 or more days for third or more repeated level 3 offenses, depending on the situation]</li> <li>• Expulsion</li> </ul>

***\*Please refer to the medication section under Health and Safety***

**Note on After School or Out-Of School Incidents:**

Yu Ying does not handle or give consequences to students for behaviors that occur after school (except if the student is in REEF) or out of school. Parents and families are encouraged to communicate and work together to problem solve support systems and consequences for behaviors outside school hours. If actions/behaviors occur that will impede student's ability to perform at school, parents/families should contact the school and ask to speak directly to the

Assistant Principal or Head of School. Next steps/actions for situations like this will be handled on a case-by-case basis by the Assistant Principal and/or Head of School. Incidents that occur during REEF and need to be discussed should be directed to the REEF managers at [reefadmin@washingtoneying.org](mailto:reefadmin@washingtoneying.org).

## **Yu Ying Policy of Zero Tolerance**

Our Student Code of Conduct includes a zero tolerance policy that relates to weapons, drugs and alcohol, violence, and threats of violence. If a student violates the zero tolerance policy s/he is subject to immediate expulsion and if needed, contacting law enforcement; however, case-by-case circumstances may be taken into account. Washington Yu Ying PCS abides by IDEA when suspending or expelling special education students. Zero tolerance offenses include:

- Behavior that violates the Gun Free Schools Act
- Use, possession of, or bringing to school a weapon. Weapons include but are not limited to: loaded or unloaded firearms, pistols, blank pistols, starter pistols, revolvers, rifles, shotguns, toy guns, knives with blades over 3 inches., razor blades, explosives, fireworks, mace, tear gas, and tazers, etc.
- Possession or distribution of alcohol
- Selling or distribution of marijuana, prescription drugs, controlled dangerous substances, imitation controlled substances, inhalants, other intoxicants, controlled or drug paraphernalia
- Assault/attack on member of school community that results in bodily injury
- Threats, intimidation, or other comparable conduct which causes or attempts to cause severe physical injury, substantial disruption, or obstruction of any lawful mission, process, or function of Washington Yu Ying PCS
- Any behavior or other conduct not specifically enumerated in any other tier in this handbook that is illegal, causes significant disruption to the school operation, or causes substantial harm to self or others

## **Peer Mediation**

Yu Ying believes that every child can be a good citizen and that all students enrolled at Yu Ying can exercise self-control and concentrate on the major task of learning. To this end, we will continue the peer mediator program during the 2015-2016 school year. The program is led by Tynill Jones, school counselor, with the advisement of the Center for Dispute Settlement. Students will be selected to be peer mediators based on their interest in being mediators, leadership potential, adequate reading and attention span skills, responsibility and ability to keep their grades up. Mediators shall reflect the school's diversity. Students chosen will participate in a series of trainings providing them with the skills to mediate disputes between their classmates and peers. Students may choose to mediate issues or can be referred to mediation by teachers or administration.

## **Suspension and Expulsion**

### **Suspension and Expulsion**



Suspension and expulsion are the school's most serious disciplinary actions. Suspension is defined as the denial of the right of a student to attend Yu Ying, including all classes and school activities, for a defined period of time, not exceeding ten school days. Expulsion is the denial of a student's right to attend Yu Ying, including all classes and school activities, functions or events.

Students who, by their disruptive behavior, consistently deprive others of the right to a safe learning environment will be subject to disciplinary action, including in-school suspension, school suspension, and/or expulsion. Suspensions occur when a Level 3 behavior or repeated Level 2 behavior occurs.

In-school suspension is a disciplinary response to student misconduct. The student will be excluded from participating in regular school activities but will remain in the school environment and placed in an alternative setting that is not the child's classroom. Depending on the nature of the reason for the ISS, students in ISS might be placed in a buddy classroom, with an administrator, shadow an alternate staff member or in the front office. Please note that this is not an exhaustive list of alternative placement of ISS students. Other alternative placements might become available and be more appropriate depending on the nature of the ISS.

He or she will be required to do assignments developed by his/her teachers. Out of School suspension is a disciplinary response to student misconduct for infractions listed in the School's discipline policy. No student shall be suspended or expelled unless the conduct for which he/she is to be disciplined is related to school activities and/or attendance. Disciplinary actions will have no bearing on the student's academic standing.

The School Administration will suspend a student under the following circumstances: when the health and well being of the student or others is threatened, or due to the seriousness of the behavior as listed in the School Discipline Policy. In the event that a student is suspended, the parent will be contacted and informed of the suspension and will need to pick the student up from school. If the parent is unable to pick up the student that day, the suspension will begin on the next immediate school day. A copy of the suspension letter will be sent home (manually or via e-mail) with the student and another will be retained in his or her school file. If parent is not able to pick up child for OSS, and it is not the end of the day, students shall be placed in an alternate setting (as described above) until a parent/guardian or approved emergency contact adult is able to pick up the student.

*Washington Yu Ying PCS abides by IDEA when suspending or expelling special education students. If a special education student is suspended or expelled for more than 10 days, a Manifestation Determination Review must be held prior to the 10<sup>th</sup> day to determine if the infractions are a manifestation of the student's disability.*

The decision to suspend a student shall be made by the Assistant Principal with or without the recommendation of the student's teacher or other staff. The Assistant Principal will determine the number of days for suspension based on the severity of the infraction, the age of the

student, and previous infractions. The suspension or expulsion shall become effective immediately unless otherwise stated by Assistant Principal.

Yu Ying requires that a parent/guardian attend a meeting with the Assistant Principal before a suspended student may return to school. The decision to suspend or expel a student shall be made in writing and given to the parent/guardian. The student's parents/guardians have five school days to appeal the suspension.

### **Appeals Process**

Parents wishing to appeal must do so with the Head of School. The appeal may only result in the removal of the **letter from the student's file**. The appeal must first be made to the Head of School via the school's appeal form. If not satisfied, parents can appeal to the school's Board of Trustees, in the form of a letter or by emailing [boardchair@washingtoneying.org](mailto:boardchair@washingtoneying.org). The Board of Trustees may invite the parent/guardians and student to appeal in person at a regularly scheduled, or special meeting of the Board. The decision of the Yu Ying School Board of Trustees will be final.

### **Expulsion Policies**

Expulsion is an action taken as a last resort. It is a consequence used for repeated offenses by a student who shows an inability to correct his/her behavior after repeated measures and options have been exhausted. This is the consequence for behavior that violates Yu Ying's School Behavior Policy. It is also the consequence for behavior that violates Washington Yu Ying's zero tolerance policy (weapons, drugs and alcohol, continued violence and threats of violence).

Yu Ying's expulsion process is initiated after the 10th day of suspension in a school year. School administration will notify the families of the intent to expel by requesting a "Pre-expulsion" conference. During the conference, the school will present evidence supporting the expulsion. When a student is expelled, she/he is not allowed to be present in the school environment, on school property or at school related events.

**Expulsion Process:** The final decision for expulsion lies with the Head of School.

- If a student is under consideration for expulsion, the Assistant Principal will contact the parent/guardian to arrange a meeting to review the conduct that has led to consideration for expulsion. The student will be considered suspended until the expulsion is final. Students and families must follow the rules in the suspension policy outlined above. A **Manifestation Determination Review (MDR)** will have to be held if the student receives special education services. The MDR meeting must be held prior to the 10<sup>th</sup> day of suspension or the final decision of expulsion is made. If it is deemed that the infractions are not a manifestation of the student's disability, the student will receive home base instruction if they have exceeded 10 days of out of school suspension until the decision to expel has been made.
- Once under consideration for expulsion, the parent/guardian is then asked to pick up their student and the student is not allowed to return to the school grounds or participate in any school sponsored activities, field trips, or programs.

- The Head of School will then convene the school's disciplinary committee to make a final decision regarding the decision to expel and notify the parent/guardian by telephone and in writing of the final decision.
- The final decision and next steps (procedures for returning to school or procedures for expulsion) will be communicated with the parents/guardians.

**Note: Not only students, but all Yu Ying community members (staff, family members, visitors, etc.) are prohibited from the following on Yu Ying property:**

- **Smoking or taking illicit/illegal substances**
- **Bullying or harassing**
- **Threatening or perpetuating violence**
- **Carrying weapons**

## **Drug Free Policy**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on Washington Yu Ying PCS grounds. Consistent with local, state and Federal law, the school will impose sanctions on students, staff members, and visitors who violate the standards of conduct, up to and including for students, expulsion and referral for prosecution, and for staff, up to and including immediate dismissal. A condition of employment at Yu Ying is to abide by the terms of the statement and notify Yu Ying of any convictions for violations of a criminal drug statute occurring in the workplace. This notification must be given to school administration no more than five calendar days after the conviction.

## **Washington Yu Ying Policy for Statements Regarding Self-Inflicted Injury or Harm**

Washington Yu Ying PCS takes students' statements regarding self-injury or self-harm extremely seriously. Washington Yu Ying employs a strict policy regarding these statements and a set of steps will be followed in the event that a student makes a statement regarding harming themselves in any way. These statements include but are not limited to "I want to die", "I want to kill myself" or statements of a similar nature.

In the event that a statement is made by a student at any time of the school day, in any setting, **or in any tone**, the following action steps will be taken (each time a statement is made):

1. As soon as the statement is made, the school counselor and school leadership will be notified and the comment (nature, time, people involved etc.) will be documented. The school counselor, DBH (the Department of Behavioral Health) clinician and/or school leadership will meet with the student to assess the reported concern.

***The mental health clinician provides prevention, early intervention, case management and clinical services to children and their families. Some of the issues addressed through the School Mental Health Program include truancy, behavior support and counseling for mental health***

*related concerns. Clinicians also provide professional development to school staff on a variety of mental health topics and classroom management techniques. The DBH Clinician not being an employee of the school, however collaborates with the school and is housed at the school to provide services to students and families.*

2. The family will be called immediately by school leadership and/or the school counselor and be notified of the incident. If deemed that a student must be removed from the school environment immediately, then a parent/guardian will be asked to come to Washington Yu Ying immediately..

3. When the family arrives at school, they will be asked to immediately take their child to a mental health provider. If family has a provider and opts to go to them based on availability, i.e. the next day, it will be documented by the school that the parent decided to delay seeing the mental health professional. If there is no family mental health provider, the family will be referred to the Psychiatric Institute of Washington (PIW).

\*If the family does not come to Yu Ying within 2 hours (3:30 PM) or if the school determines the situation is of emergent nature, the Psychiatric Institute of Washington will be called to bring the student to the facility located at 4228 Wisconsin Avenue NW, Washington, DC 20016. If the family does not come to Psychiatric Institute of Washington to meet the child, PIW reserves the right to contact Child Protective Services. The school may also contact CHAMPS to come to the school. More information about the CHAMPS program can be found here: <http://www.catholiccharitiesdc.org/ChAMPS>. CHAMPS is also a program that families can elect to use without being referred to by the school.

4. The student will not be allowed to return to Washington Yu Ying until there is a signed evaluation or formal documentation from a mental health provider indicating that they have evaluated the student and they are no longer a threat to themselves or others.

## **Section V: Health and Safety**

### **Allergies**

***\*\*Washington Yu Ying PCS is a nut-free environment.***

Many children have allergies to certain foods, but a common and dangerous allergy is to nuts and nut products (peanuts, almonds, walnuts, cashews, etc.). Since a child may have a serious reaction not just by ingesting but also when in contact with or in the vicinity of nuts or nut products, we (like most schools today) have declared that Yu Ying will be a “nut-free zone.” **Do not send any nuts or nut products to school.**

If your child has allergies that may require medications during the school day, please notify the Front Office, the School Nurse and your child’s classroom teachers. See the Nurse and Medical section for information on prescriptions and forms.

## **Animals**

Students are not allowed to bring animals to school except when authorized by the classroom teachers and/or the Head of School. Please notify the school if you need to bring a ‘service animal’ on campus.

## **Emergency and Non-Emergency Medical Care**

Students feeling ill or requiring minor medical attention will be sent to the nurse’s suite to receive care. If there is no nurse at Yu Ying, the school will assess students and either send them back to class or ask parents to pick them up. **Once a parent has been notified that his or her child is ill, parents are required to pick him/her up within two hours.** The school does not have the capacity to keep sick children isolated at school.

**School Nurse:** The school nurse at Yu Ying is appointed each year by the Health Department through the Children’s National Health System. The nurse is not an employee of Yu Ying. Questions, comments or concerns regarding the nurse can be communicated to Yu Ying, but should also be directly communicated to the Health Department and the Nurse Manager for the 2016-2017 school year.

**Accidents:** In the event of an accident, the parents will be notified, and if needed, an ambulance will be called. A school official will travel with the student in the ambulance and will stay with the student until a parent/guardian or other authorized individual arrives at the hospital. If treatment is necessary but it is not an emergency, parents will be called upon to take the student for medical care.

## **Excluding a Student from School or Activities Due to Illness**

### ***Excluding a Student from School***

Sick students expose all staff and students with whom they may come into contact to illness. Therefore, it is the parent’s responsibility to keep home or **pick up ill students immediately. If the parent/guardian cannot be reached, there must be an emergency contact person who is able to remove the sick child from the school environment immediately.**

We ask that students displaying any of the following symptoms be kept home or removed from school when symptoms appear (this includes if students have been exposed to other family members with the noted symptoms):

- Temperature of 99.6°F (37.5°C) or above
- Nausea, **vomiting** or severe abdominal pain
- **Diarrhea**
- Acute cold, sore throat, or persistent cough
- Red, inflamed, or discharging eyes/Pink Eye
- Acute skin rashes or eruptions
- Suspected scabies or impetigo
- Swollen glands around jaws, ears, or neck
- Earache
- Weeping skin lesions, unless protected and diagnosed as non-infectious
- Head lice /nits
- Other symptoms of severe illness

Students who have been kept home or sent home from school because they displayed any of the above symptoms should not return to school until they have been symptom-free for 24 hours, or until a doctor certifies in writing that the student may return to school. A copy of the medical professional's note stating that the student is allowed to come back to school should be provided to the front office. If your student has thrown up overnight they should not be sent to school until 24 hours after the last vomiting incident has occurred.

Additionally, because of the contagiousness of the following conditions, please notify the school when/if your child has any or has been exposed to someone with any of the following: chicken pox, infectious diarrhea, hand, foot and mouth disease, scarlet fever, tuberculosis, impetigo, meningitis, mononucleosis/glandular fever, pink eye, head lice, Salmonella Typhi, E coli, Shigella, Hepatitis A, Norovirus, strep or hepatitis. Moreover, a doctor's note is **required** for the student to return to school.

In the instance of **head lice**, students found with one or more live nits will be sent home and may not return to school until they have been effectively treated. Upon their return, they must bring proof of lice treatment and the date of treatment. They must be checked again 21 days after treatment.

### ***Excluding a student from activities during the school day***

If for some reason (illness or physical disability) a student cannot participate in Physical Education activities or recess for a period longer than one day, he/she must bring a doctor's note to school stating the condition and length of time the student is to be excused from these activities.

## Medications

For students with diagnosed medical conditions that require regular or possible emergency administration of medication during the school day, YuYing has a school nurse. In the absence of the nurse, there are trained and certified YuYing staff to administer these medications. A certified YuYing member must store and administer the medication. To be able to do so, however, parents/guardians must submit the appropriate forms, and parents must bring in the medication to the nurse or qualified personnel. **We cannot accept medication from students.** Please contact the school nurse at [nurse@washingtoneyuqing.org](mailto:nurse@washingtoneyuqing.org) or at 202-635-1950 X116 to determine the correct forms for your child's particular condition(s).

Please be aware that it is not allowed for students to carry their own medication in school or during school trips. **Medications to be administered during field trips must be provided by an authorized pharmacist in a separate, sealed container in addition to a separate Medication Authorization Form labeled Field Trip Use.** We are not allowed to carry medicine for in-school use on field trips, thus requiring a separate labeled bottle and form. Medication Authorization Forms are available at the Front Office and on the parent portal.

**\*\*Please note that students found to be carrying any prescription or non-prescription medications, except as noted above, are liable for disciplinary action.**

## In-School Emergencies and Inclement Weather Closings

In the event of an emergency during non-school hours, Washington Yu Ying PCS families should check the website and Family Portal. We will generally follow the DCPS closings but reserve the ability to make decisions to close school independently of DCPS, taking into account the fact that our students, faculty, and staff come from across the city and surrounding counties. When the weather appears questionable, please call the school's voicemail after 6:30 am, look for an announcement on the school website or listen for announcements on WUSA9, FOX5, WDCA my 20, ABC7, and/or WTOP 1500 am. Additionally, parents/guardians will be contacted through email and telephone by an automated alert messaging service.

## YuYing School Safety Plan:

To ensure the safety of the YuYing community, YuYing creates and reviews a detailed safety plan annually. This plan aligns with the requirements of the Emergency and Safety Alliance (ESA). The plan includes annual required drills. In addition, YuYing consistently strives to maintain a safe facility.

YuYing's drill plan, safety features and inclement weather dismissal procedures are outlined below. This plan was designed with the help of our school security staff members, as well as local law enforcement, emergency management, and public health officials. It is regularly reviewed and updated. The students and staff of Washington Yu Ying PCS will be practicing 2 primary emergency drills each year. They are "FIRE DRILLS" and "LOCKDOWN DRILLS"/"SHELTER-IN-PLACE DRILLS".

## **FIRE DRILLS**

The school will conduct a “fire drill” each month that school is in session. This is a Fire Code requirement as well as a requirement by District of Columbia Public Schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it. In the event of inclement weather, fire drills may be rescheduled. If the weather conditions or other events do not permit a fire drill during a specific month, then the fire drill will be made up during a later time or month (which might result in more than one fire drill during some months).

## **LOCKDOWN DRILLS**

The school will conduct one “Lockdown Drill” during the school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building.

During a “lockdown drill” all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. If a situation occurs in which a true lockdown procedure is needed, no one will be allowed to enter or exit the building until the authorities authorize such a release. Students are kept inside the school and classrooms when the circumstances are safer to stay in the classroom rather than evacuate. Just as we prepare our students to properly respond to a fire drill, they also need to be aware of the proper response during a lockdown drill. These drills should be treated with the same level of importance as fire drills. Please note that any students outside the school building during a lockdown drill will follow the shelter-in-place drill procedure.

***During the Fall trimester of each year, your student will participate in a lockdown drill.***

Please be assured that staff at our school have spent time discussing the importance of this procedure with students prior to running the drill. We will also take time after the drill to remind them that it was only a practice and there was no danger. Please contact the school and ask to speak to your child’s teacher, the Assistant Principal or a staff member in the operations department if you would like more information regarding lockdown procedure specifics.

## **SHELTER-IN-PLACE DRILLS**

The “Shelter-in-Place” drill will be conducted once each year. The purpose of the drill is to prepare students to move into a safe space during severe weather or any other unsafe conditions inside or outside of school (for example, during a lockdown).

The following article from the Huffington post provides some strategies to discuss lockdown/shelter in place drills with your child and also lends to some of the language and procedures embedded in YuYing’s lockdown/shelter in place drills.

[http://www.huffingtonpost.com/judith-simon-prager-phd/talking-to-kids-about-a-lockdown\\_b\\_4117330.html](http://www.huffingtonpost.com/judith-simon-prager-phd/talking-to-kids-about-a-lockdown_b_4117330.html)

## **INCLEMENT WEATHER DISMISSAL**

### **School dismissal procedures during inclement weather**

These procedures could be used after school (3:40 M-Th or 1 F) or during an event that Yu Ying has to dismiss students early (typically in anticipation of bad weather).



During inclement weather, students will **not** be dismissed from the turf. Instead, staff will dismiss students from within the building:

- Pre-k and Kindergarten students will be dismissed from the front lobby steps. Parents wait on the steps outside the front office. Staff will bring students to families.
- Students in 1st-5th grades will be dismissed from the multipurpose room. Parents line up down the right side first-floor corridor with the first person in line just outside the REEF reception area. Once signaled, parents will walk into the MRP, pick up their student(s) and exit through the North MPR doors.
- Carpool will remain the same (when possible)

Students participating in REEF will also be dismissed from within the building during inclement weather:

- Students will be dismissed from the multipurpose room or their REEF classrooms, depending on grade.
- Parents will check in at the REEF reception area.

Please know that Yu Ying will not dismiss students during a dangerous weather event. Students will be kept inside the building until it is safe.

## **OTHER YUYING SAFETY FEATURES**

- Manual and electronically controlled locks to gates surrounding the school building.
- Sign in for non-YuYing staff at the front desk.
- Drill practices as explained above.
- Cameras to monitor outside the campus and entry areas
- Doors to Yu Ying's building are locked at all times
- Local alarms on exit doors
- Policy that teachers keep classroom doors locked
- Blinds on interior windows that are used during lockdown.

## **School Health Records**

Families are required to follow DCPS and OSSE requirements for vaccinations/immunizations, health and dental examinations. Families are required to submit to the school a current District of Columbia Universal Health Certificate and a District of Columbia Oral Health (Dental Provider) Assessment Form Certificate on or prior to the first day of the school each school year. These forms can be found online on the Family Portal and in the Front Office.

Additionally, it is essential that the school be aware of all pertinent medical information (allergies, illnesses, etc.), parent/guardian contact information, and emergency contact information. Be sure that all information is current by notifying the Front Office of any changes. Teachers and staff who are responsible for a student with specific health problems will be informed, on a confidential basis, about his/her medical conditions

## Security Policy

Doors to the outside are locked at all times. Front Office staff control the dedicated entrance to the school by a closed-circuit security camera and monitor. Visitors admitted to the building by reception must go **directly** to reception area/front main office where they are required to sign in and receive a visitor's badge. Faculty and staff will inform the Front Office if a visitor is expected, including parent volunteers. **During school hours, parents and other visitors are only allowed to enter the school through the front door that leads to the main office/front desk.**

Faculty and staff are instructed to challenge anyone in the school who is not recognized and who is not wearing a visitor's pass, to inform the visitor that he/she MUST sign in at the office and to alert the office of the unidentified visitor's presence.

**Students will only be dismissed from school to the custody of their parents/guardians or to other authorized adults as specified on the student's enrollment/re-enrollment information or by phone, e-mail and/or note.** Unrecognized but authorized pickup persons will be required to show identification. Students will not be allowed to self-dismiss unless authorized in **writing** by the parents/guardians. For more information regarding dismissal policies, please refer to the dismissal portion of the Attendance and Truancy section.

### Damage to School Property:

Any damage to school property (intentional or unintentional) by a student is subject to repairs at the cost of the family. Families will be contacted about the damage, incident(s) surrounding the damaged property, and next steps about payment for the cost of repairs.

### Building Safety:

During school hours, visitors and families must enter and exit the building through the front reception entrance. Families must ring the buzzer and be buzzed in via the pedestrian gate (closest to 2<sup>nd</sup> street). Families may NOT request to drive onto campus after arrival and dismissal times, nor be allowed to enter via the main gate. Exceptions apply. Families must notify the front office reception (during school hours) or the REEF reception (after school hours) before taking a student from YuYing premises. During drop off, if the pedestrian gate is closed, please do NOT drop off students on the street. Please park and drop students onto Campus.

### **Entering & Exiting Yu Ying**

8:10-8:30 – Parents are encouraged to use the South stairwell and main office door to enter and exit Yu Ying.

8:30 – 4:00 – Parents are only to enter and exit the building using the Reception doors. Please do not enter the building using the REEF entrance as you will not be allowed in.

4:00 – 5:45 – Parents are only to enter and exit the building using the REEF doors

***Please note that YuYing students are only allowed to open the front and REEF entrances for other students and YuYing Staff. Students will not open doors (at any entrances) for visitors.***

## **Section VI: Attendance and Truancy**

### **Attendance and Truancy**

In accordance with the Office of the State Superintendent of Education's revised truancy guidelines and school reporting requirements, Yu Ying **requires** a written statement (email or paper) from the parent or guardian verifying the reason for a student's absence. This written statement should be provided in advance, if practicable, and, if not practicable, upon the student's return to school. This written statement does not guarantee that an absence will be excused; rather, it ensures that the absence will not be coded as unverified. Unverified absences are counted as unexcused absences.

Parents/guardians are required to notify the school on all days when students will be absent. The preferred method of notification is an e-mail sent to [reception@washingtonyuying.org](mailto:reception@washingtonyuying.org) or [filling out the online google attendance \(found on the parent portal\)](#). If e-mail is unavailable, parents should call 202-635-1950 and report the absence. Parents will then have to send a written note upon the child's return to school.

### **Attendance Policy**

- If students have **three or more (3rd absence included)** excused absences due to illness in a trimester, they must produce a doctor's note for all subsequent absences. If the student does not see a doctor because of excessive absences due to illness, the student will be referred to the School Nurse to follow up with the family.
- For absences due to Lice, Strep Throat, and Pink Eye, a doctor's note must be presented to the nurse before students are allowed back in class.
  - In the instance of Lice, proof of treatment must be presented prior to returning to school. Yu Ying has a no 'active lice policy', but nits are allowed as long as treatment has occurred.

<i>Truancy Table</i>			
<b><i>Incident</i></b>	<b><i>Parent Action</i></b>	<b><i>School Action</i></b>	<b><i>Next Steps</i></b>
<i>Student is absent 1-2 days in a row</i>	<i>Notify the school via email or online form</i>	<i>Records the absence in information system</i>	<i>None</i>
<i>Student is absent 3 days in a row</i>	<i>Has not notified the school of the student absences</i>	<i>School will attempt to contact family on all numbers provided including emergency contact info</i>	<i>If the school does not hear from the parent after 4 days on the 5 day a home visit will take place accompanied by a letter in the student's file.</i>
<i>Student is absent 5 days</i>	<i>The absences are unexcused or unverified</i>	<i>Mandatory parenting class*</i>	<i>School will continue to monitor student absences</i>
<i>Students absent for 8</i>	<i>The absences are unexcused or unverified</i>	<i>Home visit and a letter from the MPD</i>	<i>At 10 absences CFSA will be contacted</i>
<i>Tardy Table of Consequence</i>			
<i>Student has 10 tardy incidents</i>	<i>Parent continues to bring their student to school late</i>	<i>Attendance support meeting</i>	
<i>Student has 20 tardy incidents</i>	<i>Parent continues to bring their student to school late</i>	<i>Mandatory Parenting Support Class (AIP Plan)</i>	
<i>Student has 25 and over tardy incidents</i>	<i>Parent continues to bring their student to school late</i>	<i>Mandatory morning visit during the morning routine</i>	<i>Considered for disenrollment</i>

***Notes:***

- 5 unexcused tardies per trimester will equal one unexcused absence and a warning notice may be sent home requiring a parent/school conference to develop an action plan for timely attendance.
- A significant number of tardy arrivals and unverified/unexcused absences may result also be a factor in retention and student support related decisions.

If parents fail to attend mandatory parent classes as a result of truancy issues students will be considered for un-enrollment for the following year.

**Vacations:**

- Vacations during the school year are no longer approved even if they are related to the current unit of study. Vacations are considered **unexcused absences** and will negatively affect the school's attendance rating and Tier status with the Public Charter School board. Please avoid scheduling vacations during the school year,

however, if you are taking your child(ren) out of school please email [reception@washingtoneyuying.org](mailto:reception@washingtoneyuying.org). For the safety of the YuYing Community, families are encouraged to communicate any travel that may have exposed traveling members to any potential contagious diseases or outbreaks.

### ***Excused Absences***

If your child is absent, email [reception@washingtoneyuying.org](mailto:reception@washingtoneyuying.org) or fill out the online attendance form to explain why your child is absent and when you expect s/he will return to school. Communicate with the school as soon as you know your child will be staying home. Excused absences include:

- Student Illness: *the school may require a medical certificate/doctor's note, if deemed necessary;*
- Emergency which requires the presence of the student at home or out of school;
- Death in the immediate family;
- Observance of religious holidays, with the school being informed ahead of time.

### ***Unexcused Absences***

If you **do not communicate** with the school about your child's absence, the absence will be coded as "unverified/unexcused." Each time a student is absent without prior notification, the school will attempt to contact the parent or guardian by 11am of the same day. The school will contact DC Child and Family Services Agency after the accrual of ten (10) unexcused absences. After twenty (20) consecutive days of unexcused absences, the student will be dropped from school rolls. Truancy is defined as "the willful absence from school by a minor, five (5) to eighteen (18) years, with or without approval or parental knowledge or consent."

### **On Time-All Here**

Students with perfect attendance and no tardies will be celebrated during monthly assemblies.

## **Section VII: Student Progress**

### **Assessments**

The foundation for high academic achievement begins with a balanced assessment model. Relying on a range of assessments will allow our students to demonstrate their understanding in a variety of ways. In addition to teacher-created assessments, which provide ongoing information about performance, students will also be assessed using standardized tools. These tools provide direction for curriculum changes and student interventions. Students will be assessed in all core subjects in both English and Chinese. Specialist subjects will be assessed in English, except for Music, which is assessed in Chinese.

Students take multiple assessments at Yu Ying. The table below describes the assessments, the frequency and the how the information will be communicated to families

Assessment	Grade	Subject	Chinese/ English	Frequency	Reported
PARCC	3-5	Language Arts, Math	English	Once a year	Score reports sent home in the fall
Brigance	Prek 3&4	Language Arts & Math	English	2 times a year	Only to students not meeting benchmark
STAMP 4SE	3-5	Language Arts	Chinese	Yearly	Reported on Managebac
Running Records	K-5	Reading	English/Chinese	5-6 times a year	Reported on report cards
NWEA MAP	K-5	Math & Reading	English	1 per trimester (3X a year)	Reported on managebac

#### Key to Testing Acronyms:

STAMP4SE: (Standards-based Measurement of Proficiency)

PARCC (Partnership for Assessment of Readiness for College and Careers)

NWEA MAP: (Northwest Evaluation Association –Measure of Academic Progress).

Chinese Assessment for PK-2: In-class Performance Based Assessment (see classroom teacher/managebac for more details).

The PARCC is the newly adopted state assessment that all students will be taking in upcoming years. In the 2016-2017 SY, all students in 3rd-5th grades will be taking the assessment online, once this school year, between April and May. More information about specific testing dates will be communicated. The PARCC 'replaces' the DC CAS test that students have been assessed on in previous years. The PARCC assessment is a performance based test that enables students to use skills acquired as a result of the common core standards and IB units of inquiry. The format and components of the test will allow parents and teachers to not only measure students progress on acquired skills and knowledge, but to gauge their track for post secondary success (College and Careers). More information about PARCC can be found here: <http://www.parcconline.org/about-parcc>

## Reporting

The school provides the following scheduled communication methods for setting goals and reporting on student progress. These are required and all families are expected to participate and consistently use managebac.

### **3-Way Goal Setting Conferences**

3-Way Goal Setting conferences will be held in October. These conferences are designed to discuss students' particular goals and needs, and for the parents/guardians to ask specific questions about the curriculum. There is no school for students on these days, and students are asked to attend the conference.

### **Student, Parent/Guardian, and Teacher Conferences [Student-Led Conferences]**

In March, student-led conferences allow students to guide their parents/guardians through examples of what and how they learned during the school year in all subject areas. Additionally, the Student-Led Conferences highlight the student's achievements and illuminate Yu Ying's program to the parents. Student-led conferences are recognized as a powerful learning event for students, parents and teachers. There is no regular school for students during the conference days; students must arrive and leave with their parent/guardian. **Siblings should not attend the meeting. All students are required to participate in SLC. If you would like or require more than one conference, please contact your student's respective teaching teams.**

### **Progress Reports**

Progress reports will be distributed 6 times per year for grades K-5, 4 times a year for PreK 3&4. Progress reports are standards-based and coincide with the completion of a unit of study. The progress reports are formal reports, written by the student's English and Chinese teachers, detailing his or her strengths and weaknesses in English, Chinese, the Units of Inquiry. Visual Arts, PE and Music will report on student progress on the 3<sup>rd</sup> and the 6<sup>th</sup> report card. Report cards for the 2016-2017 school year will be **emailed** to you via the Managebac system and are available as PDFs within a student's portfolio in Managebac. Report cards can also be printed and sent home upon email request. If you would like your child's report cards printed, please email Maureen at [aquinn@washingtoneying.org](mailto:aquinn@washingtoneying.org) with the subject line "CHILD'S NAME, PRINTED REPORT CARDS REQUESTED."

### **Promotion/Retention**

Promotion and retention decisions for students in Pre-K and Kindergarten are based on assessments and evaluations of students' success in meeting grade level expectations. For students with disabilities, attainment is determined in accordance with their Individualized Educational Plan.

At the time retention is considered a possibility, the teacher will initiate the conversation, and provide evidence that reflects the student's academic/developmental issues to the parent/guardian. Retention of students shall be in effect only after prior notification of, and explanation to, the student's parents or guardians.

Academic concerns shall be communicated to parents throughout the school year. The possibility of retention shall be communicated to parents or guardians no later than January 2017 for Pre-K and Kindergarten, and final decisions will be made between March and May of 2017. Yu Ying does not support retention of students after Kindergarten. The final authority for any retention decision, whether parent or school-initiated, rests with the Academic Team.

## **Section VIII: Communication: Home and School**

Yu Ying uses a variety of methods to provide important information and communication to parents/guardians. Therefore, please notify the school immediately of any changes to your address, telephone number and/or email address. It is critical that we are able to reach either parents/guardians or other emergency contacts in the event of an emergency or issue with your child. If there is a change of address, you are required to show proof of residency within 45 days.

Parents/guardians who are divorced or separated will need to work out communications on their own. The school will **not** be responsible for relaying information; photocopying progress reports, interims, or other communications; and will not hold multiple conferences with multiple people in the same family.

*We maintain close communication with parents in the following ways:*

- **Washington Yu Ying PCS Family Portal**
- **Managebac Information System**
- Facebook Page
- Alert Now System
- Constant Contact ("E" Newsletter)
- Paper Notices
- **Do not** share access or materials with non-Yu Ying families or associates.

Topic	Example	System Used
Daily, Weekly School	Daily Calendar, Lunch Menu	Parent Portal



announcements		
Teacher Class Pages	Grade level information, Grade level Calendar	Managebac
Curriculum Resource Pages	PYP Information, Chinese Resources	Portal Page
<a href="#">All school Information</a>	General School Updates from Admin	Constant Contact
Specialist Teachers	Art, Music, Library and PE program	Portal Page
REEF	Information program about REEF program including weekly field trips	Portal Page
Emergency Information	School Closing	Alert Solution, Constant Contact, Facebook, Portal
Assessment Info	Report Cards	Managebac
Event updates	Gala pictures, School Events	Facebook page, twitter

### ***Emails***

Yu Ying is committed to being a Green School. We strive to be as paperless as possible. If you do not have access to a computer at home, please fill out the no-electronic media form at the end of the handbook. Most correspondences from school will be emailed to you via Constant Contact.

We use Constant Contact (a-newsletter) to send out information bulletins, including time-sensitive information. *In order to receive these mass mailings it is important to email [reception@washingtonyuying.org](mailto:reception@washingtonyuying.org)* with any email address changes. Please check your spam box to make sure you are receiving emails from Constant Contact.

Staff can be contacted through the school email system. The staff email directory can be found in the appendix of this handbook and the Family Portal. **Please allow 48 business hours (excludes Saturdays, Sundays and noted YuYing school Holidays) for a response from staff members. Please view the staff directory for the proper contact person. If you have**

**a general question for a department, please use the e-mail for the department general questions provided in the staff directory.**

### ***Open House***

An open house for all students is scheduled for Friday, August 26<sup>th</sup>, 2016 from 2:00 - 4:00 p.m. Teachers will be working in classrooms, setting up for the school year. Parents and children are invited to briefly drop in to say hello to the teachers.

### ***Back to School Night***

This **parent-only** event will enable parents to meet the teachers and learn about the curricular programs and expectations. Attendance at this event is extremely important. Back to School Night for grades 2-5 will be held on Wednesday, September 7<sup>th</sup> at 6:30. School Night for Grades PK3-1<sup>st</sup> will be held on Thursday, September 8<sup>th</sup>, at 6:30.

### ***Communication Folder/Planners***

Please check your child's communication or planner folder every night. The folder/planner will contain your child's homework in addition to important notices and messages. If there is information to be shared which is confidential, please send a sealed note or email to the teacher directly. Please ensure that your child has a backpack to carry to and from school each day.

## Section IX: Governance

### **Complaint Resolution Process**

Parents, employees, and students follow a similar process for complaint resolution for all grievances (including student discipline, issues with parents, or any other matters pertaining to Yu Ying).

1. Contact the party with whom you have a complaint, via email or letter.
2. If there is still no resolution ask for a meeting between the parties with the school administrator. This meeting should result in a plan of action to resolve the complaint.
3. The final and last resort is to contact the Secretary of the Board of Trustees (board.secretary@washingtoneyu.org) Submit the issue in writing.
4. The Board will give a response within one week, if and only if the first 4 steps have been followed, outlining the previous steps taken.

### **Rights and Responsibilities**

Washington Yu Ying PCS is focused upon and dedicated to providing all students with an excellent education and immersion experience that prepares them for academic success and instills a life-long love of learning. We believe that in order to achieve our goals, Family-School partnerships and cooperation are extremely important and necessary.

Washington Yu Ying PCS, the parents and guardians of students, and the students themselves agree that this compact outlines how the parents, the school staff, and the students shall share the responsibility for improved student academic achievement. It also shows the means by which the school and parents will build and develop a cooperative relationship that will help students grow intellectually and socially.

Please refer to the appendix for the Non Discrimination notice and Grievance procedure form.

### **School Responsibilities**

#### **The Faculty, Staff, and Administration of Washington Yu Ying Public Charter School will:**

- Provide high-quality classroom instruction by employing a certified and highly qualified teaching staff, and qualified support staff to address student need as it relates to the challenging curriculum;
- Provide timely and feasibly consistent student-specific communications to families by providing them with progress reports, parent conferences, student led conferences, monthly constant contact communications, and by willingly meeting with parents on specific issues relating to their child(ren) throughout the school year;
- Provide information on supplemental learning experiences that fit students' needs and interests;

- Provide learning-centered guidance and empowerment activities in an effort to build high quality learning outside of school through field trips, sports, the after-care program classes, and clubs;
- Actively teach students social responsibility by making them accountable for their behavior by providing consequences for inappropriate behavior and rewarding them for exceptional, positive behavior;
- Sponsor family and community oriented activities and provide various forms of communication on said school events;
- Be courteous in all forms of communications and actions.

### **Parent Responsibilities**

#### **The Parents/Guardians and Supportive Family Members will:**

- Work towards establishing and maintaining positive, solution-centered Family-School partnerships;
- Ensure that students are prepared, willing and able for learning each day through:
  - o Monitoring and supporting students' nightly, in-home learning
  - o Holding students accountable for their in-home learning, nightly studying, homework, reading, etc.
  - o Monitoring daily nutrition and hygiene
- Ensure that students are dropped off on time for school and that students are picked up promptly at the end of school or after-care;
- Strive to provide students with waste-free, nut-free, healthy, balanced lunches;
- Communicate any unique difficulties or situations to the teachers and/or administrative staff in a timely and respectful fashion;
- Return forms, permission slips, etc. in a timely manner;
- Establish and maintain two-way communication with teachers and administrators;
- Actively support Yu Ying's development and fundraising initiatives;
- Actively support and participate in Yu Ying sponsored events;
- Actively promote Yu Ying in public forums and spaces
- Adhere to the Parent Code of Conduct (see next page)

## **Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement, achieve the District of Columbia's high standards, and be caring and responsible to adults and peers. In alignment to the IB learner profiles and Yu Ying Community agreements, students specifically, we will:**

- Do our homework every day and pay attention in class
- Ask for help when we need it
- Read at least 20 minutes every day outside of school
- Come to school and arrive in class on time every day
- Come to school dressed in the school-appropriate clothing and shoes
- Show respect for adults and peers at all times
- Give to our parents or guardians, all notices and information received by us from our school everyday
- Adhere to the Student Code of Conduct (see Behavior and Discipline section)

**\*\*Please sign that you have read and agree to the above Family-School contract on the form at the end of the handbook.**

## **Parent/Guardian Code of Conduct**

The Parent/Guardian Code of Conduct has been established to ensure a positive working relationship between the school, the parents/guardians, and the general community. It sets forth the expected behaviors of parents/guardians and visitors when on the school property or when engaging with school personnel.

**As a parent/guardian or visitor I agree to:**

1. Be courteous in speech and actions; written and verbal
2. Be supportive of the efforts of the school to educate my child(ren);
3. Meet with school staff when requested to discuss the education or behavior of my child(ren);
4. Contact my child's teacher first regarding classroom matters before attempting to discuss such matters with other school personnel or officials;

5. Notify the school in advance of planned visitations, volunteering or child's absences/tardies.
6. Sign in at the office upon entering the school, wear a visitor badge at all times and seek permission prior to going to other areas of the building;
7. Refrain from the use of profanity, threatening language, verbal abuse or abusive language when talking with my child(ren), Yu Ying students, and school personnel;
8. Refrain from use of physical contact or force when meeting with school personnel or when on school property at all times;
9. Follow the School's chain of command when working with a school department regarding a concern related to my child(ren) and complaint
10. Support the school's policy and efforts to maintain a violence-free, alcohol-free, drug-free, and smoke-free environment
11. Use fellow parents' email addresses for school-related matters only: Yu Ying provides families access to other parents' email addresses as a courtesy. Parents' email addresses should be used for school-related matters only and not for personal or professional reasons. Please respect the time and privacy of your fellow parents.

**CONSEQUENCES:** There are consequences when the Parent Code of Conduct is not followed. Any abusive, threatening or profane language, or inappropriate physical contact on school property may result in charges being filed, and offenders may be issued a no-trespassing notice. Other consequences may include: a conference with the school administrator, a written warning from the Head of School and/or a meeting before the Board of Trustees to discuss the inappropriate action(s). **\*\*Please sign that you have read and agree to abide by the above Parent Code of Conduct on the form at the end of the handbook**

## **Procedures for Responding to Child Abuse and/or Neglect Concerns**

It is the policy of this school to ensure the safety and well being of every student. When a concern of possible abuse/neglect arises, the expectation is that we as a school will act swiftly and in an organized manner to respond. **ALL** Yu Ying staff members and personnel are to participate in a Mandated Reporter training at least one time during each school year. Every staff member at Yu Ying is a mandated reporter of child abuse and neglect by law. If we suspect that a scholar in our school is experiencing abuse or neglect, we are obligated to report that suspicion to the local Child and Family Services Agency (CFSA).

The following procedures shall be followed when a staff member has a concern that a child is being/in danger of being harmed:

1. When a staff member receives a disclosure of abuse or neglect from a student, or is a witness to something (incident, marking on child, etc.) concerning, they are to IMMEDIATELY report their concern to Assistant Principal or counselor.
2. The staff member who originally initiated the response shall complete an incident

- report; the report will include the circumstances around the disclosure/incident, the specific words of the student, and steps taken in response.
3. The staff member who originally initiated the report will call CFSA or other Child Protection agency to make the report with the Asst. Principal and/or counselor.
  4. The school administrative team shall determine whether or not it is appropriate to call the parent. .
  5. After a call is placed, the following will be documented: when the call was made, the Agent number of the hotline worker, name of the hotline worker, what the response was from the hotline worker, and what follow-up can be expected.
  6. If CSFA determines that the student is in immediate danger and should not be released. Yu Ying will **NOT** release the student.

Note: If a staff member reports a concern and their supervisor, Head of School, Asst. Principal, or Head of School's Designee does not think a call to CFSA is warranted or for some reason cannot be contacted, it remains the responsibility of that staff member to make the report if they feel it should be done. Reporting is an individual responsibility and failure to report can lead to penalty. Contact the school counselor Tynill Jones at [tjones@washingtoneyu Ying.org](mailto:tjones@washingtoneyu Ying.org) with any questions about mandated reporting.

#### **Notifying the Authorities**

In cases where students are left unsupervised at Yu Ying before or after school, school administration may notify the authorities. The school is not able to be responsible for students who are not supervised. Unsupervised students would be students not enrolled in REEF and not picked up from school by 4:00pm or students enrolled in REEF but left at school after 6:15 with no parent communication.

***Thank you for taking the time to review this handbook! We're glad you're here, and we look forward to a wonderful year with our Yu Ying community.***

# Family Handbook Chapter: Pre-Kindergarten at Yu Ying

## Washington Yu Ying Pre-K Program

### Chapter Sections:

- Pre-K 3 Curriculum
- Typical Pre-K 3 Day and Master Schedule
- Class Size
- Learning Support
- Campus Logistics
- Belongings
- Lunch
- Snack
- Toilet Trained

### Introduction

Yu Ying's pre-kindergarten curriculum is based in the IB PYP framework and emphasizes play-based exploratory classrooms with nurturing and engaged teachers who focus on catering to the children's cognitive and social developmental stages. For young children, much important cognitive, social-emotional, language, and physical development occurs in the context of play. There is pretend play, rough-and-tumble play, games where children make up the rules, games with rules, and play that involves building and using materials. There is play with adults and play with other children. Different kinds of play promote the healthy development of the whole child.

Yu Ying's pre-kindergarten teachers help children to engage in guided and free play that is constructive and purposeful play. They learn essential skills and concepts through hands-on explorations and play that supports memory development, impulse control, and cognitive flexibility as well as language and physical development.

### Pre-K 3 Curriculum

As the initial step for students on the IB continuum, the Yu Ying pre-k students will learn through 4 units of inquiry. These units are based on standards from the DC Early Learning Standards and from the IB PYP science and social studies scope and sequence. Mathematics follows the DC Early Learning Common Core Standards and the IB mathematics scope and sequence.

The Yu Ying mathematics scope and sequence follows a continuum of mathematics learning from Pre-K 3 through Kindergarten and beyond through to 5th grade. As in other grades at Yu Ying, all mathematics concepts and learning objectives are mapped to ensure logical progression in mathematical teaching throughout the school year, with the DC Early Learning Common Core State Standards as the basis for the continuum within PreK 3 through K.



Students in Pre-K 3 & Pre-K 4 have a full immersion experience in Mandarin, with the possible exception of special classes, such as P.E. and Visual Arts. The students acquire Mandarin through play-based, exploratory lessons. The Chinese Language Arts learning objectives are embedded in everything the students do, allowing for explicit language lessons through developmentally appropriate and enriching days.

## **Typical Pre-K 3/PK-4 Day and Master Schedule**

Pre-k students arrive between 8:10 and 8:30 a.m. and have engaging and age-appropriate activities. Pre-k students have lunch in their classrooms and two periods of outdoor playtime on their designated playground. Teachers may take students outside for learning experiences as well throughout the day. Nap time is also incorporated into each day for Pre-K students. For dismissal, parents have the option of picking up their Pre-K 3 students at 2:00, 3:30, or during the afterschool program.

An example typical Pre-K 3 day:

- 8:10-8:30 - Students arriving at school.
- 8:10-9:30 - Students engage in play.
- 9:30 -10:00 - Outside play.
- 10:00 - 10:15 The lead teacher will gather the children to the carpet for a short language-oriented greeting and whole group activity.
- 10:15-10:45 - Snack
- 10:45 -11:00 - Story time
- 11:00-12:00 - Exploratory activity related to the story and the unit of inquiry
- 12:00-12:45 - Lunch in the classroom
- 12:45-1:15 - Outside play
- 1:15-1:30 - Story time
- 1:30-2:00 - Exploratory activity related to mathematics
- 2:00-3:00 - Nap-time
- 3:00-3:15 - Play time (ready for home)
- 3:15-3:30 - Closing circle and dismissal

Pre-k students are dismissed from Yu Ying's front steps at 3:30 pm (M-Th) or at 1:00 pm (F).

Parents also have the option of picking their child up at 2:00 each day rather than staying the full day, or of enrolling their child in the aftercare program of REEF for an extended day.

Parents must sign their children out when picking them up from school.

Note: Pre-K students are encouraged to be picked up at 1:30 during the first week of school.

## **Class Size**

To ensure a high quality program, pre-k 3 classes have no more than 16 students with both a lead and an assistant teacher. Pre-k 4 classes will have approximately 19 students with both a lead teacher and an assistant teacher.

## **Learning Support**

Washington Yu Ying provides special education and related services and supports to Pre-K 3 students in accordance with the Individuals with Disabilities Education Improvement Act (2004). (For more information on special education and learning support services for pre-k 3 students, see Attachment 3)

## **Toilet Trained**

Pre-k students must be toilet trained before attending Yu Ying.

Teachers are not expected to change frequent accidents as this removes them from the classroom environment.

If a child has soiled him or herself, teachers will not:

- Clean children's bottoms or genitals
- Apply diaper cream

If your child constantly needs changing, parents will be required to assist at school.

While they do not toilet train children, teachers will minimally assist a child who still needs minimal help in using the toilet by:

- Asking students if they need to use the restroom
- Encouraging children to let teachers know when they need to use the toilet
- Assisting with attire
- Reminding children to flush toilet and wash hands after use.

The following suggestions are strongly recommended for children who need minimal assistance to use the toilet, as they encourage independence by making it easier for the child to manage:

- Use pull-ups
- Dress students in child-friendly clothing.
- Use elastic waist pants to help alleviate unnecessary accidents. Snaps and zippers are extremely difficult for a child to manage when they are pressed for time.
- Avoid long shirts or dresses. It is difficult for a child to hold on to their attire and balance themselves on the toilet at the same time.

## **Campus Logistics**

### *Arrival & Dismissal*

Because of their age, Pre-K 3 students may need additional support getting to and from school.

- For arrival, families of Pre-K 3 students have the following options:
  - Parking in the neighborhood and walking onto school grounds.
  - Utilizing the on-campus driveway (pre-k 3 only)
  - Using the Nature Center drop-off lane (pre-k 4 and older)
- For dismissal, Pre-K 3, Pre-K 4, and Kindergarten students are dismissed from the front steps starting at 3:30 p.m. Teachers will dismiss students directly to parents after all classes have arrived and are seated. Teachers will send students to parents after

checking off a class list sheet. Pre-K and kindergarten students dismissed by carpool or bus wait in designated classrooms until 3:40 when cars/buses arrive.

- Yu Ying does not recommend that 3 year-old students use the parent-organized buses. Yu Ying administration believes that parent-organized bus systems could be difficult for a 3 year old child to navigate, and cannot guarantee there will be adequate adult assistance for the Pre-K 3 students. Families should use their own discretion in allowing their young children to use parent organized buses.

## **Belongings**

### *Supplies*

On the first day of school, families of pre-k students need to bring the following items:

- Nap mat for rest time
- Lunch box for those who bring home lunch
- Full change of clothes (pants, undies, shirt, socks) appropriate with the season
- Label all clothes and what they bring to school
- Water bottle
- Yu Ying will provide a canvas tote for each student. No backpacks are needed.

## **Dress and Clothing**

Yu Ying requires students to wear clothes that will not endanger their health or safety and that are appropriate for in-school activities, including recess and PE. Students with opened toed shoes will not be allowed to participate in any outdoor activity. **This means no open toed-shoes.** Additionally, do not send your child to school in clothing they are not able to independently remove and put back on when using the restroom.

## **Prohibited Items**

The following items are not allowed at school:

- Toys – Any toys brought to school and taken during the instructional day will not be returned.
- Electronic devices - electronic gaming devices will be confiscated if they are seen in school. Parents will be contacted by the teacher to pick up any confiscated electronic device.
- Cell phones - Please refer to the cell phone policy for more information.
- Jewelry - Jewelry should not be brought to school. The School will not be held liable for lost jewelry or injuries caused by jewelry.

## **Lunch**

Washington Yu Ying PCS is a nut-free school. Many of our students have severe, life-threatening allergies to nuts and nut products. Students' home lunches must be nut-free, healthy and balanced. Yu Ying strives to be a healthy and green school. A balanced lunch includes food items from the five main food groups. As a green school, we also aspire to be waste-free. If you send a packed lunch with your child, please help us in our efforts through the use of reusable food containers, drink containers, utensils, and napkins.

- Provided in the classroom
- Option to buy lunch from YY's vendor
- Or bring lunch. Help keep YY green by packing reusable containers.

## **Snack**

Pre-k students will have a weekly snack schedule, and families will be responsible for providing snack for the class during their assigned week(s). Your child's teachers will provide more information regarding snacks and snack schedules at the beginning of the school year. Snacks must be nut-free, healthy, and will be distributed by the classroom teacher. Healthy snacks include fruits, vegetables, pretzels, goldfish, crackers, etc. Do not send junk food, i.e. sweets, potato chips, cakes, candy, etc. Please make sure to notify teachers in advance if your child has special dietary restrictions.

We look forward to a fantastic year with Yu Ying's new pre-k students!

**[2016-2017 School Calendar \(click here\):](#)**

## **2016-2017 Staff Directory**

*Washington Yu Ying PCS Handbook 2015-2016*  
7/21/16

**Pre-Kindergarten 3 Team (gradepek@washingtoneyuying.org)**

Yuqi Wang, Chinese Lead Teacher.....ywang@washingtoneyuying.org  
 Na Xian, Chinese Lead Teacher.....jyan@washingtoneyuying.org  
 Mintong Zheng, Chinese Lead Teacher.....mzheng@washingtoneyuying.org  
 Amy Liao, Chinese Classroom Aide.....yliao@washingtoneyuying.org  
 Zuoerguli, Wulamu Classroom Aide.....zuoerguli@washingtoneyuying.org  
 Sijia (Grace), Hu Teaching Fellow.....grace.hu@washingtoneyuying.org  
 Minyi, Zhu Pre K Advisor.....minyi.zhu@washingtoneyuying.org

**Pre-Kindergarten 4 Team (gradepek@washingtoneyuying.org)**

Crystal (Tuz-Ling) Chen, Chinese Lead Teacher.....tchen@washingtoneyuying.org  
 Yu (Jade) Song, Chinese Lead Teacher.....ysong@washingtoneyuying.org  
 Allen Shong, Chinese Lead Teacher.....azhong@washingtoneyuying.org  
 Tingyu (Tiffany) Pao, Chinese Lead Teacher.....tingyu.pao@washingtoneyuying.org  
 Jia(Emily) Yunshuo, Chinese Classroom Aide.....jia.yunshuo@washingtoneyuying.org  
 Su Zhang, Chinese Classroom Aide.....szhang@washingtoneyuying.org  
 Mengjiao, Li Teaching Fellow.....mengjiao.li@washingtoneyuying.org  
 Liang, Zhang Teaching Fellow.....liang.zhang@washingtoneyuying.org

**Kindergarten Team (gradek@washingtoneyuying.org)**

Chiachu Liang, Chinese Lead Teacher.....cliang@washingtoneyuying.org  
 Xiaohong, Zhang, Chinese Lead Teacher.....xzhang@washingtoneyuying.org  
 Rochelle Jenkins, English Lead Teacher.....kjenkins@washingtoneyuying.org  
 Ella Sinise, English Lead Teacher.....ella@washingtoneyuying.org  
 Zhuying, Hua Teaching Fellow.....zhua@washingtoneyuying.org  
 Alice Yang, Chinese Teaching Fellow.....alice.yang@washingtoneyuying.org  
 Gabriella Morrow English Teaching Fellow.....gmorrow@washingtoneyuying.org  
 Kathryn, Braisted English Teaching Fellow.....Kathryn.braisted@washingtoneyuying.org

**Grade 1 Team (grade1@washingtoneyuying.org)**

Yu Sha, Chinese Lead Teacher.....ysha@washingtoneyuying.org  
 Jing Wang, Chinese Lead Teacher.....jing.wang@washingtoneyuying.org  
 Eleanor (Ellie)Tiehen, English Lead Teacher.....etiehen@washingtoneyuying.org  
 Lindsay Bellis, English Lead Teacher.....lindsay.bellis@washingtoneyuying.org

**Grade 2 Team (grade2@washingtoneyuying.org)**

Jillian Crandall, English Lead Teacher.....jcrandall@washingtoneyuying.org  
 Nicole Bodner, English Lead Teacher.....nbodner@washingtoneyuying.org  
 Aini Fang, Chinese Lead Teacher.....afang@washingtoneyuying.org  
 Feng, Dong, Chinese Lead Teacher.....feng.dong@washingtoneyuying.org

**Grade 3 Team (grade3@washingtoneyuying.org)**

Margaret Gallagher, English Lead Teacher.....mgallagher@washingtoneyuying.org  
 Kristen Peck, English Lead Teacher.....kpeck@washingtoneyuying.org  
 Vera Song, Chinese Lead Teacher.....vsong@washingtoneyuying.org

PeiPei Mao, Chinese Lead Teacher.....pmao@washingtoneyuying.org

**Grade 4 Team ([grade4@washingtoneyuying.org](mailto:grade4@washingtoneyuying.org))**

Qianyi Zhang, Chinese Lead Teacher/support teacher.....qianyi.zhang@washingtoneyuying.org

Li Shuo, Chinese Lead Teacher.....lshuo@washingtoneyuying.org

Yuching, Chung Chinese Lead Teacher.....yuching.chung@washingtoneyuying.org

Julia Davis, English Lead Teacher/Support Teacher.....jdavis@washingtoneyuying.org

Kate Woodward, English Lead Teacher.....kate.woodward@washingtoneyuying.org

Brian, Lounsbury, English Lead Teacher.....brian.lounsbury@washingtoneyuying.org

**Grade 5 Team ([grade5@washingtoneyuying.org](mailto:grade5@washingtoneyuying.org))**

Amanda Ingram, English Lead Teacher.....aingram@washingtoneyuying.org

Sarah Harris, English Lead Teacher/Support Teacher.....sharriss@washingtoneyuying.org

Teng Shen, Chinese Lead Teacher/Resource Teacher.....tshen@washingtoneyuying.org

Lijin Yan, Chinese Lead Teacher.....lyang@washingtoneyuying.org

**DCCM [Differentiated Chinese Curriculum Model] ([dccm@washingtoneyuying.org](mailto:dccm@washingtoneyuying.org))**

De, Bi Chinese Language Teacher.....De.Bi@washingtoneyuying.org

Lisa Holley, 4th & 5th DCCM Lead Teacher.....lholley@washingtoneyuying.org

Maureen Harris, 4th & 5th DCCM Lead Teacher.....maureen@washingtoneyuying.org

Philip Mullins, Classroom Assistant Teacher.....pmullins@washingtoneyuying.org

**Specials Teachers ([specials@washingtoneyuying.org](mailto:specials@washingtoneyuying.org))**

Paula Zimmerman, Art.....pzimmerman@washingtoneyuying.org

Yu Ying Chen, Music.....ychen@washingtoneyuying.org

Mercii, Thomas, P.E. & Wellness Teacher.....mercii.thomas@washingtoneyuying.org

Carlos, Jamieson P.E & Wellness Teacher.....carlos.jamieson@washingtoneyuying.org

**Learning Support ([LearningSupport@washingtoneyuying.org](mailto:LearningSupport@washingtoneyuying.org))**

Stephanie James, Learning Support Coordinator.....sjames@washingtoneyuying.org

Colleen Rose, Reading Specialist.....crose@washingtoneyuying.org

Tynill Jones, School Counselor.....tjones@washingtoneyuying.org

Hannah Chen, Counselor.....hchen@washingtoneyuying.org

Emily Smith, Special Education Teacher.....esmith@washingtoneyuying.org

Mary-Elizabeth Hagaman, English Lead Teacher.....mhagamen@washingtoneyuying.org

Inshirah Aleem, Special Education Teacher.....ialeem@washingtoneyuying.org

**Additional Services**

Jennifer Burnette, CHN, School Nurse.....nurse@washingtoneyuying.org

Bill McNulty, Mental Health Professional.....bill@washingtoneyuying.org.

**Chinese Program Support ([chineseprogramsupport@washingtoneyuying.org](mailto:chineseprogramsupport@washingtoneyuying.org))**

Zahoe (Pearl) You, Chinese Program Coordinator.....pyou@washingtoneyuying.org

Grace (Guimei) Lin, Chinese Program Support.....glin@washingtoneyuying.org

Yu Zhou, Chinese Program Support.....yu.zhou@washingtoneyuying.org

Hanlin, Shen Chinese Program Support.....hshen@washingtoneyuying.org

Wei, Guo Chinese Program Support.....wei.guo@washingtoneyuying.org  
De, Bi DCCM & Chinese Program Support.....de.bi@washingtoneyuying.org

**REEF [Extended Learning] Staff (reefadmin@washingtoneyuying.org)**

Kareem Nuri, REEF Program Manager.....kareem@washingtoneyuying.org  
Ned Hack, REEF Business Manager.....ned@washingtoneyuying.org  
Conal O'Keefe, Operation Assistant.....conal@washingtoneyuying.org

**Specialists**

Monica Hasan, Instructional Coach.....mhasan@washingtoneyuying.org  
Jennifer Olin, Data Management Specialist.....jennifer@washingtoneyuying.org

**Coordinators (coordinators@washingtoneyuying.org)**

Stephanie James, Learning Support Coordinator.....sjames@washingtoneyuying.org  
Amy Quinn, IB PYP Coordinator/Director of Teaching&Learning.....aquinn@washingtoneyuying.org  
Pearl You, Chinese Program Coordinator.....pyou@washingtoneyuying.org

**General Support**

Elizabeth Hues, Library Associate.....adassignies@washingtoneyuying.org  
Ida Santana, Lunch Operations & General Support....isantana@washingtoneyuying.org

**Business Department (business@washingtoneyuying.org)**

Egypt Lyons, Business Associate.....elyons@washingtoneyuying.org  
Beth Yurasko, Office Administrator.....beth@washingtoneyuying.org  
Annie Schleicher, Director of Operations .....Annie@washingtoneyuying.org  
Sergio Velasquez, Facilities Supervisor.....sergio@washingtoneyuying.org  
Elmer, Alfaro Assistant Facilities Supervisor.....elmer@washingtoneyuying.org  
Audrey d'Assignies, HR Manager .....Audrey@washingtoneyuying.org  
Brian Nelson, School Systems Administrator.....brian@washingtoneyuying.org  
Wenjiao (Renne) Zhang, Business Associate.....renee@washingtoneyuying.org

**Front Office (reception@washingtoneyuying.org)**

Emily, Henshall, School Secretary.....emily.henshall@washingtoneyuying.org

**Development Office**

Sarah Perkins, Grants and Development Coordinator....sperkins@washingtoneyuying.org

**Leadership (schooladmin@washingtoneyuying.org)**

Maquita Alexander, Head of School [HOS] .....maquita@washingtoneyuying.org  
Cheri, Harrington, Director of Strategic Growth.....cheri@washingtoneyuying.org  
Hilda Aganga-Williams, Assistant Principal .....hilda@washingtoneyuying.org



# Whom to Ask



For **academic** questions.....Teachers or Instructional Coach Monica Hasan ([mhasan@washingtoneyu.org](mailto:mhasan@washingtoneyu.org)).

- If your question was not answered by classroom teachers and it pertains to any academics, contact Amy Quinn, [aquinn@washingtoneyu.org](mailto:aquinn@washingtoneyu.org), PYP Coordinator and Director of Teaching and Learning.
- If it pertains to Chinese academics and it was not answered by the Chinese teachers, contact Pearl You, [pyou@washingtoneyu.org](mailto:pyou@washingtoneyu.org), Chinese Program Coordinator.

For **behavioral/disciplinary** questions.....Teachers

- If your question was not answered, contact Hilda Aganga-Williams, [hilda@washingtoneyu.org](mailto:hilda@washingtoneyu.org), Assistant Principal

For **special education** questions.....Special Education Teachers

If your question was not answered, contact Stephanie James, [sjames@washingtoneyu.org](mailto:sjames@washingtoneyu.org), Learning Support Coordinator.

For **English Language Learner** questions.....Hannah Chen, ELL Teacher at [hchen@washingtoneyu.org](mailto:hchen@washingtoneyu.org).

For **attendance and truancy or student emotional support** questions.....Tynill Jones at [tjones@washingtoneyu.org](mailto:tjones@washingtoneyu.org).

For **accounts** (Lunch/Tuition) questions.....Beth Yurasko or Conal O'Keefe [lunch@washingtoneyu.org](mailto:lunch@washingtoneyu.org)

For questions regarding applications or enrollment..... Annie Schleicher [apply@washingtoneyu.org](mailto:apply@washingtoneyu.org), [enrollment@washingtoneyu.org](mailto:enrollment@washingtoneyu.org)

For questions regarding family liaisons.....Tynill Jones [tjones@washingtoneyu.org](mailto:tjones@washingtoneyu.org).

For general information.....[general@washingtoneyu.org](mailto:general@washingtoneyu.org)

For **REEF** questions.....Kareem Nuri, REEF Program Manager [reef@washingtoneyu.org](mailto:reef@washingtoneyu.org).

For REEF Billing questions..... Ned Hack [reef@washingtoneyu.org](mailto:reef@washingtoneyu.org)

For **volunteer hour** questions.....[reception@washingtoneyu.org](mailto:reception@washingtoneyu.org)

For any other questions, please call the Front Office at 202-635-1950



[Please complete and sign the electronic copy of all the subsequent agreement forms for the 2016-2017 Handbook here.](#)

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### **Parent Student Handbook Comprehension Agreement**

I \_\_\_\_\_ (printed name), have read, understand  
and agree to follow the policies outlined in the 2016-2017 Parent Student  
Handbook for Washington Yu Ying PCS.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Library Usage Agreement**

I \_\_\_\_\_ (printed name), agree that my child is  
responsible for all books and media checked out in his/her name. I will pay all fines  
accrued on my child's library account due to lost or damaged items.

Signature: \_\_\_\_\_



## TECHNOLOGY RESOURCES ACCEPTABLE USE AGREEMENT

### FOR THE PARENT OR LEGAL GUARDIAN

#### Introduction

This Agreement contains **rules and guidelines** for the acceptable use of technology resources. All activities conducted using Washington Yu Ying technology resources are governed by this Agreement and include, but are not limited to email, Internet, blogging, podcasts, interactive websites such as social networking and websites, chat rooms, video conferencing, etc.

#### Purpose

Washington Yu Ying provides technology resources for student use: 1) to **promote educational excellence** by facilitating resource sharing, innovation, and communication; and 2) to **prepare for success** in life and work by providing students with knowledge and skills regarding the safe and appropriate use of technology resources.

#### Privilege

The use of technology resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to technology resources at any time.

#### Filtering and Monitoring

As required by the Children's Internet Protection Act (CIPA), **content filtering and monitoring** technology is used to restrict access to unacceptable materials on all Internet access provided by Washington Yu Ying. However, no web filtering technology is 100% safe. Students who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or Internet sites, will be subject to discipline; which may include the possibility of suspension or expulsion.

Washington Yu Ying has the right to monitor, inspect, copy, review and store any and all usage of Yu Ying technology resources including transmitted and received information at any time and without prior notice.

## FOR THE STUDENT

Washington Yu Ying provides computers, the Internet, and other technology resources for educational use. As a student, I must **act appropriately online** and follow these rules:

1. I will only use technology resources with the **teacher's permission** and for the purpose the teacher requests. I will use the technology in a manner that is consistent with the mission of the school.
2. I will respect **copyright laws** and will make sure to show where I found information and will not copy it without permission. I will recognize and honor the intellectual property of others.
3. I will be **polite and show respect** and never **cyber-bully** others. I will never post or send messages or pictures that hurt, threaten, or embarrass other people and if someone cyber-bullies me or sends me inappropriate pictures or messages, I will tell my parents or teacher right away.
4. I will **stay safe** on the Internet. I will not share personal information about myself or others like: home address, phone numbers, passwords, personal photos, or Social Security numbers. If I receive any inappropriate materials, or if anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.
5. I will **tell my teacher immediately** if I or someone else accidentally opens an inappropriate web site or page; or if I see someone breaking any of the rules about using technology resources.
6. I will respect the technology resources and **take good care** of the equipment I use.
7. I will **only use my own passwords** that have been given to me by the teacher.
8. I will not put any disks or portable drives into the computer unless they are **approved by the teacher**.
9. I will **not buy or sell anything** using the school's computers or technology resources.

## TECHNOLOGY RESOURCES ACCEPTABLE USE AGREEMENT

### Student Signature Page

#### Agreement and Responsibility

Each student and his/her parent or guardian must acknowledge receipt of the information contained in this Agreement by signing this agreement. The combined signatures indicate the student and parent/guardian have carefully read, understand, and agree to follow the terms and conditions of appropriate use.

#### STUDENT: My Promise to Follow the Rules

My parent or guardian has reviewed the Acceptable Use Agreement with me. I understand the importance of being polite, respectful, honest, and the need to obey the rules for the use of the computer, Internet, and other technology resources. If I break these rules, my principal or the District may take away my privilege to use the school's technology tools and I may have other disciplinary or legal action taken. I promise to follow the rules.

Student Name (please print): \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### PARENT OR GUARDIAN:

As the parent or guardian of the above named student, I have read this Acceptable Use Agreement and understand the terms and conditions of use, which my student must follow. I also understand that Internet services provided by Washington Yu Ying are filtered and that the use of YuYing technology resources may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of YuYing technology resources.

Parent/Legal Guardian (please print):

\_\_\_\_\_



Cell Phone and Electronic Devices Agreement:

I \_\_\_\_\_ (parent/guardian printed name)  
allow my student(s) to possess a cell phone or other electronic device while at School  
(Washington Yu Ying). I understand that students must adhere to the cell phone and electronic  
device policy noted in handbook and noted below while at school (including during before care,  
during after school programs/REEF and during field experiences associated with Yu Ying-  
unless otherwise notes or permitted):

***Students must have their cellular phones and electronic devices off while in the school buildings and on school trips at all times and have them stored throughout the entire day in their book bag. Students who have cellular phones or electronic devices on while inside the school will have them confiscated and will be subject to disciplinary action. Confiscated cellular phones and/or electronic devices will only be returned to a parent/guardian. Washington Yu Ying PCS will not be held responsible for any lost or stolen cellular phones or electronic devices.***

Please list the name(s) and grade(s) of the students who will possess a cell phone:

Student  
name.....Grade/class.....  
...

Student  
name.....Grade/class.....  
...

Student  
name.....Grade/class.....  
...

Parent/Guardian Signature:

Date:



Non-Electronic Media Agreement Form.

Please complete this form ONLY if you do NOT have access to a computer and will **need all communications sent to you via mail.** Please note that there are some communications that must be sent via mail to all families. If your circumstances change during the school year and you are able to receive communication via e-mail, please contact the school and inform the front office of this update.

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Parent Name:

Student Name, Grade & Class (please list all students that attend Yu Ying):

Confirm Mailing Address:



Please submit this form to the front office.



### **ANNUAL NOTIFICATION OF FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to Washington Yu Ying PCS' FERPA Administrator (the name and contact information for Washington Yu Ying PCS' FERPA Administrator is listed below) a written request that identifies the record(s) they wish to inspect. The FERPA Administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the FERPA Administrator, clearly identify the part of the record they want changed and specify why it is inaccurate. If the FERPA Administrator decides not to amend the record as requested by the parent or eligible student, the FERPA Administrator will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Washington Yu Ying PCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Washington Yu Ying PCS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Yu Ying PCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

Any questions, concerns or requests to inspect or review records should be sent to:

**FERPA Administrator  
Washington Yu Ying PCS  
220 Taylor St, NE  
Washington, DC 20017  
[info@washingtoneyu.org](mailto:info@washingtoneyu.org)**



## Notice of Non-Discrimination & Grievance Procedures

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Washington Yu Ying PCS are hereby notified that [Washington Yu Ying PCS] does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Students, parents and/or guardians having inquiries concerning Washington Yu Ying PCS compliance with Section 504 or the ADA as it applies to students or who wish to file a complaint regarding such compliance should contact:

**Section 504 Coordinator: Stephanie James** at 202-635-1950 and [sjames@washingtoneyu.org](mailto:sjames@washingtoneyu.org), who has been designated by Washington Yu Ying PCS to coordinate its efforts to comply with the regulations implementing Section 504 and ADA.

For inquiries or to file a complaint regarding Washington Yu Ying PCS compliance with ADA, Section 504 as it relates to employees or third parties, and compliance with Title VI, Title IX, and the Age Act as it relates to students, employees and third parties contact:

**Section 504, ADA, Title VI, Title IX, and Age Act Coordinator: Stephanie James** at 202-635-1950 and [sjames@washingtoneyu.org](mailto:sjames@washingtoneyu.org).

## **WASHINGTON YU YING PCS** **GRIEVANCE POLICY AND PROCEDURE**

It is the policy of Washington Yu Ying PCS that all employees, students, parents, and visitors, have the right to voice their complaints or grievances about matters pertaining to its schools.

Washington Yu Ying recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between management and employees. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

### **1. What May Be Grieved**

The Washington Yu Ying PCS grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

### **2. Who May Grieve**

The procedures set forth below may be used by grievants who are employees, students, parents, or visitors.

### **3. Other Remedies**

The existence of this procedure does not bar grievants from also filing claims in other forums to the extent permitted by state or federal law.

### **4. Informal Grievance**

Because most difficulties can be resolved by communicating a concern to someone, grievants, are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, or Yu Ying Administration.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

### **5. Formal Grievance**

Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written notice with the school administration (Head of School or Special Education Coordinator). Grievants may, but are not required to, use the Grievance Form, which is attached hereto and is also available from the Head of School and school administration, or online from the school website. The written notice shall identify the nature of the complaint, the date(s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. In the event of a grievance is being filed by the legal guardian or parent of a student, the student and the legal guardian and/or parent shall sign and date the grievance.

School Administration will immediately initiate an adequate, reliable impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documents, and allowing parties to present evidence.

All documentation related to the investigation and discussions held in this process are considered EXTREMELY CONFIDENTIAL and are not to be revealed to or discussed by any participant with, persons not directly involved with the complaint, with its investigation, or with the decision making process. This provision does not include discussions with the governmental authorities.

Within thirty (30) business days of receiving the written notice, the school Administration shall respond in writing to the grievant (the "Response"). The Response shall summarize the course of the investigation; determine the validity of the grievance and the appropriate resolution.

If, as a result of the investigation, harassment, or a valid grievance is established, appropriate corrective and remedial action will be taken.

## **6. Appeals**

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Washington Yu Ying Board of Trustees (or designee) within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant's reasons for not accepting the Response. The appeal, in letter form, may be sent to: Washington Yu Ying Board of Trustees, [board.secretary@washingtoneying.org](mailto:board.secretary@washingtoneying.org).

Within fifteen (15) days from receiving the written appeal, the Board of Trustees will respond in writing to the appellant as to the action to be taken and the reasons therefore.

## **7. Prohibition Against Retaliation**

Washington Yu Ying pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, Washington Yu Ying will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

## **8. Modification**

Washington Yu Ying may approve modification of the foregoing procedures in a particular case if the modification (a) is for the good cause, and (b) does not violate due process rights or policies of Washington Yu Ying.

### **9. Contact Information**

Head of School: Maquita Alexander

Address: 220 Taylor St, NE  
Washington, DC 20011

Phone Number: 202.635.1950

Email: Maquita Alexander <maquita@washingtoneying.org>

Special Education Coordinator: Stephanie James

Address: 220 Taylor St, NE  
Washington, DC 20011

Phone Number: 202.635.1950

Email: sjames@washingtoneying.org

Washington Yu Ying Board of Trustees

Address: 220 Taylor St, NE  
Washington, DC 20011

Phone Number: 202.635.1950

Email: [board.secretary@washingtoneying.org](mailto:board.secretary@washingtoneying.org).

## GRIEVANCE FORM

This form may be used to present a grievance about Washington Yu Ying PCS. The information requested in this form should be provided to the School Administration in so format, and signed by the individual bringing the complaint.

Please answer all relevant questions. If the space provided is too limited, attach an additional sheet or sheets as necessary. Please be sure to sign the last page.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Person Bringing  
Complaint: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address (if available) \_\_\_\_\_

Name of Adult(s) Involved \_\_\_\_\_

Name of Student(s) Involved: \_\_\_\_\_

Grade of Student(s) Involved \_\_\_\_\_

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Provide a detailed statement of the nature of your original complaint that is clear and legible.

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*Attach additional pages if necessary.*



SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

*Please be sure to attach copies of all correspondence between you and the school.  
Please submit the completed form, together with any attachments, to:*

**Attn: School Administration  
Washington Yu Ying Public Charter School  
220 Taylor St. NE  
Washington, DC 20017  
or via e-mail to: [schooladmin@washingtoneyu.org](mailto:schooladmin@washingtoneyu.org)**