



Employee Handbook

October 1st, 2019 Edition

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Dear Yu Ying Staff,

We are pleased to welcome you, whether you are either newly joined or returned for the 2019-2020 school year at Washington Yu Ying PCS. Each day, we are helping transform society towards a more equitable and just place. This is a milestone worthy of some serious back patting - but also an important time to reflect on who we are and what we stand for. To do that, we partnered with [EdFuel](#)--a D.C based nonprofit--to help us define our cultural values. Through focus groups, surveys, and discussions with staff and families, we identified five key components of our culture, and we feel these fit us perfectly.

Yu Ying is:

- **Nurturing** - We enjoy a caring, family-like atmosphere, where community members know we support each other.
- **Collaborative** - We value working together to support students and each other.
- **Innovative** - We develop creative and effective solutions to help us succeed.
- **Rigorous** - We have high expectations for our students, staff and families.
- **Diverse** - We are a community intentionally focused on our different backgrounds, cultures and experiences.

We plan to use these cultural values as a guide going forward. We want to make sure they're embedded in our policies and systems, and in our processes for hiring and retaining top talent. You'll see our new logo in our email signatures and around campus as a reminder of who we are.



We hope that you will review this handbook and allow it to be your guide to Yu Ying's personnel policies and procedures. Yu Ying reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact HR@washingtoneying.org.

Likewise, if you have any suggestions related to Yu Ying policies or procedures, please let us know.

Any “legalese” within is included because we must.

Please know that we want each and every one of you to consider Yu Ying your professional “home,” as you are a member of the Yu Ying family. We hope that you find that Yu Ying is an amazing place where we not only make a difference in the lives of children, but our changing the world

Xie Xie,

Maquita

Yu Ying's Vision, Mission, and Credo

Vision: Creating a strong community of learners who are confident in their ability to read, write and think in Chinese and English languages and have intercultural understanding and respect

Mission: Inspiring and preparing young people to create a better world by challenging them to reach their full potential in a nurturing Chinese and English educational environment

Credo (English & Chinese):

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.

华盛顿育英：培养多语种终身学习者

1. 育英人主动学习、独立思考、善于沟通。
2. 育英人注重实践、鼓励践行。
3. 育英人坚持探究学习和真实体验，对所学知识进行反思。
4. 育英人通过努力探索、多重体验和技能习得深化概念理解。
5. 育英人在合作中分享所学、汇聚各方观点。
6. 育英人主动出击、迎接挑战、坚持不懈。
7. 育英人以身作则，心怀他人。

Section I: Introduction

1. Overview/Purpose of Employee Handbook

The purpose of this Employee Handbook (the “Handbook”) is to provide policies, practices and guidelines for the Washington Yu Ying PCS (“Yu Ying” or the “School”) 2018 - 2019 school year. The Handbook supersedes and replaces all previous employee manuals and handbooks. The Handbook is not intended to be and shall not be considered all -inclusive. The Handbook is also not intended to be a substitute for the good judgment, common sense, and discretion of Yu Ying personnel.

THIS HANDBOOK IS NOT AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN YOU AND YU YING, NOR IS IT A GUARANTEE OF ANY BENEFITS DESCRIBED IN THIS HANDBOOK. ACCORDINGLY, NO STATEMENT IN THE HANDBOOK IS INTENDED TO BE A CONTRACT (EXPRESS OR IMPLIED), OR OTHERWISE CREATE LEGALLY ENFORCEABLE OBLIGATIONS ON THE PART OF YU YING TO ANY EMPLOYEE.

UNLESS YOU HAVE A WRITTEN EMPLOYMENT AGREEMENT, YU YING OR YOU MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON, OR FOR NO REASON. EMPLOYMENT WITH YU YING IS AT-WILL.

From time to time, Yu Ying will review its policies and make revisions to comply with applicable law(s). **Yu Ying reserves the right to add, modify, interpret, delete or deviate from provisions of this manual, at any time and without advance notice.** Employees should check with the Human Resources Representatives to obtain current information regarding the application of any particular policy, practice or guideline for a particular situation.

It is the employee’s responsibility to read and be familiar with the contents of the Handbook. Execution of an acknowledgment of receipt of this Handbook is a condition of employment with Yu Ying as set forth in Section II.1 “Conditions of Employment.”

The policies in the Handbook pertain to all employees, unless specifically indicated otherwise.

Suggestions or comments may be addressed to Human Resources Representatives. Contact information for these individuals can be found on the School’s Intranet.

2. Equal Employment Opportunity Policy Statement

Washington Yu Ying Public Charter School has and shall continue to have a policy that all persons are entitled to equal employment opportunity based upon personal capabilities and qualifications, regardless of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or any other status protected under applicable federal, state or local laws. Yu Ying will not discriminate against any qualified applicants or employees with respect to any terms or conditions of employment based on their membership in any protected class. Yu Ying also prohibits discrimination and harassment based on a perception that anyone is in one of these protected categories, or is associated with a person who is or is perceived as being in any one of these protected categories.

This Equal Employment Opportunity Policy applies to all policies and procedures relating to recruitment and hiring, promotion, compensation, benefits, termination and all other terms and conditions of employment.

Yu Ying does not and will not permit employees to engage in unlawful discrimination or harassment practices. It is the responsibility of all employees to ensure that the concepts of equal employment opportunity, non-harassment and non-discrimination are understood, abided by and carried out by everyone. An employee who experiences or witnesses any conduct that is inconsistent with this policy should report such incidents to the Human Resources Representatives or School Administration. Contact information for the Human Resources Representatives and School Administration are provided on the School's Intranet. The Human Resources Representative or School Administrator who receives such a report shall report such incidents to the Executive Director. A prompt investigation of all complaints will be conducted.

There will be no retaliation against employees for reporting discrimination or assisting Yu Ying in the investigation of a complaint. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. An employee who believes he or she experienced or witnessed any incidents of retaliation prohibited by this policy should notify the Human Resources Representatives, School Administration, or Executive Director immediately, or in the alternative, the Secretary of the Board of Trustees.

3. Anti-Harassment Policy Statement

Please see page 92, Appendix D: Anti-Harassment & Anti-Violence Policy for a complete policy.

It is Yu Ying's intent to maintain a workplace free from harassment or intimidation of any employee by co-workers, management personnel, vendors, or others. Harassment because of an individual's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or any other status protected under applicable federal, state or local laws will not be tolerated.

Sexual harassment is illegal and is defined as unwelcome sexual advances, requests for sexual favors, or any visual, verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors, sexual jokes or innuendos, verbal abuse of a sexual nature, commentary about an individual's body, pranks, catcalls, leering, insulting or obscene comments or gestures, display or circulation of cartoons or pictures that may be considered to be derogatory or offensive, and any other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, sexual orientation, marital status, disability, or any other characteristic protected by the law. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

This policy applies to all applicants and employees. Employees found in violation of this policy will be subject to disciplinary action up to and including immediate

dismissal and may be found personally liable in any legal action brought against them.

Yu Ying strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Any employee who believes he or she has witnessed or been subjected to harassment or intimidation in the workplace should notify the Human Resources Representatives, School Administration, or Executive Director immediately, or in the alternative, the Secretary of the Board of Trustees.

Yu Ying will endeavor to investigate all complaints as expeditiously, thoroughly, and impartially as possible. Yu Ying will make every attempt to keep the information provided to it in the complaint and investigation process as confidential as possible.

The person lodging the complaint will be advised of the results of any investigation, and the appropriate corrective action will be taken against the harasser when investigation confirms the allegations. If after investigating any complaint of harassment or unlawful discrimination Yu Ying learns that an employee has purposely provided false information regarding the complaint, disciplinary action up to and including dismissal may be taken against the individual who provided the false information.

There will be no retaliation against employees for reporting harassment or assisting Yu Ying in the investigation of a complaint. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. An employee who believes he or she experienced or witnessed any incidents of retaliation prohibited by this policy should notify the Human Resources Representatives, School Administration, or Executive Director immediately, or in the alternative, the Secretary of the Board of Trustees.

4. Americans with Disabilities Act Policy Statement

Yu Ying is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the School's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability. Consistent with this policy of nondiscrimination, the School will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the School aware of his or her disability and the need for a reasonable accommodation, provided that such accommodation does not

constitute an undue hardship on the School. Enforcement of this policy shall follow the same procedures as the Equal Employment Opportunity Policy.

5. Confidentiality Policy Statement

Each employee of the School may be exposed and/or have access to the School's proprietary and confidential information (whether in electronic, verbal or written format) ("Confidential School Information"). Such Confidential School Information includes, but is not limited to, the School's (i) personnel files, compensation schedules and benefits policies, (ii) student files, (iii) data, plans and projections for recruiting staff and students, (iv) donor lists and donor prospect lists, (v) vendor and consultant lists and contract terms, (vi) research, inventions, techniques, methodologies, adaptations and modifications, knowledge, data, processes, software, algorithms, formulae and compositions, including without limitation grant applications, (vii) curricular and training materials developed by the School's employees, (viii) information concerning facility prospects and strategy, and (ix) any other confidential information which the employee has learned by virtue of being employed by the School which relates to the School, its staff or students.

Each employee is responsible for abiding by the following with respect to Confidential School Information (subject to the last sentence of this paragraph): (i) during the employee's employment by the School, the employee will not, for any purpose, copy or make use of any Confidential School Information for the employee's own benefit or the benefit of others, except as authorized in writing by an authorized representative of the School or to the extent required to perform the employee's duties for the School; (ii) notwithstanding the termination of the employee's employment with the School, the employee will not divulge, disclose, permit to be disclosed, or make available to anyone not an authorized employee or representative of the School any Confidential School Information, except as authorized in writing by an authorized representative of the School; and (iii) the employee has been informed and acknowledges that the unauthorized taking, disclosure or use of Confidential School Information may subject the employee to claims for damages or other legal action. The employee's obligations as described above shall cease with respect to any particular Confidential School Information when and to the extent that such particular Confidential School Information (A) is or becomes generally available to the public other than as a result of a disclosure by the employee or any other person in violation of his/her obligations to the School, (B) was within the employee's possession prior to his or her employment by the School and was obtained by the employee from an individual not associated with the School or its founders or (C) is or becomes available to the employee on a non-confidential basis from a source other than the School or an individual associated with the School, provided that such source is not known by the employee to be bound by a confidentiality agreement with or other contractual, legal or fiduciary obligation of confidentiality to the School. The

employee further agrees not to alter or remove from any Confidential School Information any proprietary, copyright, trademark or similar legends or titles that evidence the confidential or proprietary nature of the same. In the event that the employee becomes legally compelled to disclose any Confidential School Information, the employee shall provide the School with prompt notice so that the School may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Agreement prior to any such disclosure.

6. Open Door Policy

The purpose of Yu Ying's Open Door Policy is to implement the School's philosophy that all employees should have free and immediate access to supervisors, Human Resources Representatives and School Administration to raise any type of work-related concerns. Yu Ying wants its employees to feel comfortable communicating their problems through the Open Door Policy without fear of reprisal. The Open Door Policy means that we expect all supervisors, Human Resources Representatives and School Administrators to be good listeners, to be open and accessible to employees and to assist in problem resolution. Employees are encouraged to raise work-related concerns with Human Resources Representatives or School Administration as soon as possible after the events that cause the concerns to ensure efficient resolution. In furtherance of this policy, Yu Ying has implemented the Grievance Policy and Procedures set forth in the next section, which provide for both informal and formal grievances.

7. Grievance Policy and Procedures

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.

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

A. What May Be Grieved

Yu Ying's 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 other protected status.

B. Who May Grieve

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

C. 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. The filing of a grievance under this procedure does not toll or extend the time periods set by federal, state or local law to file external complaints or charges.

D. 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, the Human Resources Representatives or School Administration.

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

E. Formal Grievance

Within ninety (90) days of encountering the harassment, discrimination, or incident that is the subject of the grievance, a grievant shall file a written notice with the School Administration. Grievants may, but are not required to, use the Grievance Form, which is attached hereto and is also available from 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 being filed on behalf of a student by the legal guardian or parent of the aggrieved student, both 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 sources. Each investigation may 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, 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, the relevant factual findings 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.

F. 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.

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 therefor.

G. Prohibition Against Retaliation

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

In addition, 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.

H. 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.

I. Contact Information

School Administration
Address: 220 Taylor St, NE
Washington, DC 20017
Phone Number: 202.635.1950
Email: schooladmin@washingtoneying.org

Washington Yu Ying Board of Trustees
Attention: Vincent Baxter
Address: 220 Taylor St, NE
Washington, DC 20017
Phone Number: 202.635.1950
Email: vpbaxter@gmail.com

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@washingtoneyuying.org**

Section II: Employment

1. Conditions of Employment

Employment with Yu Ying is “at will,” subject only to the express terms of any written and executed Employment Agreement between Yu Ying and the employee. That means that both employees and Yu Ying have the right to terminate employment at any time, with or without notice, and with or without cause, subject only to the terms of any Employment Agreement as referenced above.

As part of the new hire orientation process, employees are asked to read, sign and return to the Human Resources Representatives, a form of acknowledgment relating to the employee’s responsibility to familiarize him/herself with and adhere to policies contained in the Handbook. Execution of the Handbook Acknowledgment is a condition of any employment with Yu Ying. Failure or refusal to execute may result in loss of employment benefits or termination.

2. Full-Time/Part-Time Employment Status

Full-time employees are those who are regularly assigned to work at least 40 hours each week. Part-time employees are those who are regularly assigned to work less than full-time. While part-time employees may occasionally work 40 or more hours in a particular workweek, or in a series of workweeks, that by itself will not change their regular schedule. However, the school reserves the right to change the regular schedules of employees at any time. In such a case, the school will give affected employees as much advance notice as possible of their new regular schedules and will advise employees of the effect of such changes on their eligibility for employee benefits.

3. Highly Qualified Teaching Staff

The federal No Child Left Behind Act (NCLBA) requires that all K-12 public school teachers of core academic subjects meet the "highly qualified teacher" (HQT) requirements of the Act. Core academic subjects/areas are: English language arts (including ESL), math, science, social studies (i.e., history, economics, geography, and civics and government), reading, foreign languages, art, music, and the generalist endorsement areas of elementary education and early childhood education (grades K-6 only). Special educators need to meet HQT requirements only when they provide "primary instruction" in a core content area.

In the District of Columbia, a core subject teacher is “highly qualified” when the teacher has:

A Bachelor's degree; and

1) Elementary teachers:

Pass an Elementary content test; or Veteran teachers may achieve Highly Qualified status via a High Objective Uniform State Standard of Evaluation (HOUSSE)

Yu Ying requires all core subject teachers to meet HQT standards by the end of Spring Break of the current school year.

Yu Ying uses a teacher's years of experience as a lead classroom teacher (tenure) and the teacher's educational degree when determining her/his salary. Once the salary is determined, the employee is responsible for verifying that the Human Resource Representative has accurately determined the employee's tenure and education (including her/his degree is in field or not in field). If there are changes to tenure or education, Yu Ying will adjust the salary and apply any pay increases to future payroll checks once the employee notifies the HR representative and provides documentation.

Employees must notify and provide verification to the Human Resource representative when they obtain additional certificates and/or college degrees while employed at Washington Yu Ying. Employees must submit a hard photocopy of the degree, including name, degree level, degree major, and date major was received. Once the employee provides documentation of the additional certificates and/or college degrees, Yu Ying will apply any pay increases to future payroll checks.

4. Employment Agreement Renewal

The renewal of any express written Employment Agreement between an employee and Yu Ying will be governed by the renewal terms set forth in the Employment Agreement. Questions pertaining to the contents of the Employment Agreement should be directed to the Human Resources Representatives.

5. Corrective Action

All employees are expected to meet Yu Ying's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, professional conduct, job proficiency and compliance with the School's policies and procedures.

If an employee does not meet these standards, Yu Ying may, under appropriate circumstances, take corrective action, including but not limited to: creating an improvement plan, written warnings, conferences with the Assistant Principal, Coordinators, Chief Operating Officer, or Executive Director, disciplinary letter in personnel folder, immediate dismissal. Yu Ying is not, however, required to utilize any particular form of corrective action or do so in any particular order or sequence.

6. Resignation

When an employee who has entered into a written Employment Agreement with Yu Ying (Coordinator, Lead, Assistant, or Special teacher, etc.) decides to resign before the end of their contracted period, a letter of resignation must be submitted to the Executive Director in writing, signed and dated by the employee indicating the date when end of service becomes effective.

No unused leave (vacation, sick leave, and personal leave) may be taken from the time an employee submits their letter of resignation until an employee resigns unless approved by the Executive Director. If an instructional employee resigns during the school year, in order to receive paid time off during the winter break and spring break, the employee must work one week prior to the break and one full week after the break.

We ask that all employees, whether or not they are subject to an Employment Agreement, leaving during the school year give notice of at least 30 days.

7. Termination

Every employee who has not entered into an express written Employment Agreement to the contrary has the status of “employee-at-will,” meaning that no such employee has a contractual right, expressed or implied, to remain in Yu Ying’s employ. Yu Ying may terminate such an employee’s employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. Termination of employees has entered into an express written Employment Agreement with Yu Ying will be governed by the applicable terms of the Employment Agreement.

The Executive Director or Chief Operating Officer has the authority to and may immediately suspend or dismiss an employee. The Executive Director will advise the Board of Trustees of the dismissal.

IMMEDIATE DISMISSALS/MISCONDUCT

Any employee whose conduct, actions or performance violates or conflicts with Yu Ying's policies may be terminated immediately and without warning.

The following are some, but not all, examples of grounds for immediate dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Violation of the Anti-Violence Policy
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, student or parent of Yu Ying
- Possession of dangerous weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of Yu Ying
- Inappropriate contact with students
- Mistreatment of students
- Excessive/repeated absenteeism or lateness
- Marring, defacing or other willful destruction of any supplies, equipment or property of Yu Ying
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
- Violation of the Confidentiality Policy
- Neglect of a student(s) and putting the safety of student(s) in danger
- Leaving the work premises without authorization during work hours
- Sleeping on duty
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances

- Being under the influence of alcohol during working hours on Washington Yu Ying PCS property
- Inaccurate reporting of the hours worked by you or any other employee
- Excessive tardiness or absences
- Working unauthorized overtime
- Lending keys or keycards to Washington Yu Ying PCS property to unauthorized persons

This list is intended to be representative of the types of activities that may result in disciplinary action and/or immediate dismissal. It is not exhaustive, and it is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and Yu Ying.

8. Post Resignation/Termination Procedures

Employees and the School will sign a separation agreement. Employees must complete an employee exit meeting with the Human Resources Representatives and return all school properties, including but not limited to: office keys, laptops, digital cameras, name badges, school credit cards, school-purchased supplies, etc. to the Business Department no later than their last day of employment.

Final paychecks for employees who have resigned and did not have a written Employment Agreement with Yu Ying for a period of greater than 30 days will be issued at the end of the employee's final pay period or within 7 days from the date of the resignation, whichever is earlier. Final paychecks for all other employees who have resigned will be issued at the end of the employee's final pay period. Final paychecks for employees who have been terminated will be issued no later than the business day following the employee's last day of employment.

Section III: Time Off

1. Leave Request Procedures

All employees are required to inform the Human Resources Representatives of any absences. Instructional staff are responsible for filling out the Personal Leave Request Form and for emailing HR@washingtoneyuying.org and coordinators@washintonyuying.org by 6:30 am on the day of an emergency leave. Instructional staff are also responsible for arranging a substitute teacher during unplanned and planned leave except under mitigating circumstances.

For unplanned absences/late arrivals (i.e. illness), **instructional staff** have the responsibility of arranging for a substitute during unplanned leave and contacting the Assistant Principal no later than 6:30 am on the morning of the absence. Additionally, you must contact your teaching partner (Lead, Assistant Teacher, or Classroom Assistant) before 6:30 a.m. and email your emergency procedures for unplanned leave to the grade level team in addition to the Admin Team (see Emergency Plans and Procedures below). **All administrative staff (including Coordinators)** have the responsibility of contacting their direct supervisor before 6:30 am on the morning of the absence. All employees who miss three or more consecutive days due to illness are required to present a doctor's note upon return.

For planned absences, full day or half day, instructional staff are required to submit a request through the google form: Personal Leave Request Form at least 5 days prior to date of leave. Administrative staff are required to submit a request through ADP the date of absence and to inform their supervisor and HR@washingtoneyuying.org

Requests for the use of personal and/or special leave must be approved by the Director of Operations or Chief Operating Officer (*in the case of administrative staff*), the Assistant Principal (*in the case of instructional staff*), or the Executive Director (*in the case of Coordinators*) before leave is taken. Confirmation of leave being granted will be given through email. In the instance of personal or special leave, staff should also coordinate with the Chief Operating Officer or Director of Operations (*in the case of Administrative Staff*), the Assistant Principal (*in the case of Instructional Staff*), or the Executive Director (*in the case of Coordinators*) to ensure appropriate cover/substitution can be arranged. *Personal, special and vacation leave taken **without** prior approval is considered unauthorized leave without pay. For administrative staff, **failure to properly record your time on ADP as "Request time off" will adversely affect the professional expectation of your performance evaluation. For instructional staff, failure to properly follow emergency time off and non-emergency time off***

procedure will adversely affect the professional expectation of your performance evaluation.

EMERGENCY PLANS AND PROCEDURES

Two days of emergency plans and prepared activities must be checked by the Director of Operations by the first day of school. All plans must include directions, copied activities, a daily schedule and classroom procedures. Emergency plans should be kept in the classroom and the location should be noted on the emergency procedures that are emailed to the Assistant Principal on the day of the absence. If an emergency plan is used, it must be replaced within two weeks.

SUBSTITUTE TEACHERS

Instructional staff using pre-approved personal days are responsible for arranging their own substitute from the list of approved substitutes. There is a shared Substitute Teacher Directory on the School's Intranet with contact names and phone numbers for Yu Ying approved substitutes.

If possible, email the substitute with the day's schedule. You must also advise the substitute of your duty commitments or any other special activities happening that day.

*Note: Substitutes are not provided for Learning Support teachers, however, you still must contact the Assistant Principal and Human Resources Representatives so that they may document your leave and arrange for coverage for your duties. Additionally, you are required to contact all staff and service providers with whom you are supposed to provide services or collaborate that day so they know you will be absent. You must write the substitutes' names in the Instructional Staff Non-Emergency Time Off Form or by email to HR@washingtoneyu.org and Coordinators@washingtoneyu.org for emergency leave.

2. Sick Leave/Personal Time

Full-time instructional staff members are entitled to 10 days of sick or personal leave per school year, which are earned at a rate of 1 day per month of service during the school year. Accrued but unused sick/personal leave will be carried over from year to year; however, full-time instructional staff are not permitted to use in excess of 10 paid days of sick/personal leave per school year. Full-time instructional staff are not permitted to use more than 2 sick/personal days in a row unless for medical reasons. Yu Ying will not pay out accrued but unused sick/personal leave days at the end of the employment year or at the termination of or resignation from employment.

All **coordinators and administrative staff** members are entitled to 6 days of sick or personal leave per year, which are earned at 1 day per two months of service during the school year and one additional personal day for every year of service up to 5 years. Accrued but unused Sick/Personal Leave will be carried over from year to year. Yu Ying will not pay out accrued but unused Sick/Personal Leave days at the end of the employment year or at the termination of or resignation from employment.

Sick/Personal leave is paid leave for personal time, employee or family member illness or medical care, and certain absences related to the employee or employee's family member being a victim of stalking, domestic violence or sexual abuse. Please contact your Human Resources Representatives if you have any questions regarding use of sick/personal leave. Appointments for medical, dental or other health related services are considered sick leave but should be made during non-teaching hours whenever possible. Personal leave days are not to be taken on days directly preceding or directly following holidays except for under mitigating circumstances. All instructional staff are required to be at school during full-day professional development days and on Fridays from 1:00 pm to 4:00 pm. These times are reserved for professional development, staff meetings, and individual work. For these reasons, personal leave will not be approved during professional development days and Friday afternoon.

Use of personal leave for non-instructional staff must be applied for through ADP Leave Request, which may be access through the ADP workforce site. Applications for personal leave use **must** be approved by the Chief Operating Officer or Director of Operations (*in the case of Administrative Staff*), the Executive Director (*in the case of Coordinators*), or the Assistant Principal (*in the case of Instructional Staff*) before leave may be taken. Confirmation of leave being granted will be given through an approval email. *Personal Leave taken without prior approval is considered unauthorized leave without pay. **Failure to properly record your time on ADP as "Request time off" for non-instructional staff will adversely affect the professional expectation of your performance evaluation.***

Instructional staff are responsible for filling out the Personal Leave Request Form for non emergency leave and for emailing HR@washingtonyuying.org and coordinators@washintonyuying.org by 6:30 am on the day of an emergency leave.

Once leave has been approved for non-instructional staff, the employee taking leave must also:

- Send the approved dates of leave to the human resources representative and direct supervisor (via email)
- Send the approved dates of leave to his/her team
- Place the dates of his/her leave on Yu Ying's Master Calendar

Note: All staff must take **whole unpaid days** if they have exhausted their accrued paid leave or elect to take leave without pay, i.e. they may not take off unpaid half days.

3. Special Leave

Special leave is granted to full-time employees in the following instances:

- Paid Maternity Disability Leave: A paid maternity disability leave of a total of six weeks is available to all childbearing employees after the employee gives birth. This leave shall run concurrently with any medical disability leave, including Family and Medical Leave as defined in this section. Medical disability leave shall be governed by and subject to the Short-Term and Long-Term Disability Insurance provided by the school.
- Paid Bonding Leave: Two weeks of paid bonding leave is available to parents after the birth of a child or after an adoption. Paid bonding leave must run concurrently with Family and Medical Leave as defined in this section. Paid bonding leave must be taken within 6 months of the birth or date of adoption of the child in full day increments.
- Bereavement Leave: All full-time, active employees are eligible for paid bereavement leave under this policy. Bereavement leave is based on the family relationship of the employee to the individual who has died. Five (5) days -- Child, parent (natural, foster, step or in-law), brother, sister, husband, wife or anyone who has lived regularly in the employee's household. Two (2) days -- Brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild or spouse's grandparent Only the Executive Director may grant additional days of leave and an employee may, with the Executive Director's approval, use any available vacation for additional time off as necessary.
- Family and Medical Leave: Employees are entitled to leave according to the Federal Family and Medical Leave Act of 1993 ("FMLA") and the District of Columbia Family and Medical Leave Act ("DCFMLA") For more information about leave under the FMLA and the DCFMLA, please contact the Human Resources Representatives or visit Dept. Of Labor's website at <http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>. Employees should consult with the Human Resources Representatives for a copy of Yu Ying's Family and Medical Leave policy, including notice requirements, benefit continuation information, or returning from leave. For more information about FMLA, see Appendix A.
- Leave without pay: Please see Appendix B.
- Absence without Leave: Please see Appendix B

- Jury Duty Leave and Compensation: Employees will continue to receive their regular pay for the days they serve on jury duty up to two weeks. Leave for jury duty is in addition to personal days. If an employee wishes to serve on a jury beyond two weeks, s/he can use personal/sick or vacation leave with approval from the Executive Director.
- Professional Development Leave (i.e. trainings, conferences, etc.) may be taken **with** prior approval, following the same procedure as that of personal leave.
- Parental Leave: The D.C. Parental Leave Act requires Yu Ying to provide 24 hours of Parental Leave per year (unpaid) to allow you to attend school-related events for your own children or other children in your direct family. Employees may elect to take parental leave either on an unpaid basis or to utilize any available vacation or personal leave. When practicable, please give ten days' advance notice, or as much notice as possible. A supervisor may only deny Parental Leave if it creates an undue hardship on the department's operations. If you are a parent, an uncle, aunt, or grandparent, you qualify for Parental Leave to attend school-related events sponsored by a teacher, school, or parent-teacher association, including: concerts, plays, rehearsals, sporting games or practices, and meetings with teachers or counselors. To request parental leave, employees should follow the same procedure as that of personal leave.
- Emancipation Day Leave: An employee is entitled to a day of unpaid leave each year on the District of Columbia's Emancipation Day (April 16th). An employee must notify the employer of his or her desire to take Emancipation Day leave at least 10 days in advance. The School may deny this leave if it disrupts the School's operations and makes conducting School business unusually difficult. Employees may elect to take Emancipation Day leave either on an unpaid basis or to utilize any available vacation or personal leave.
- Leave for Religious Observances: Employees may request the use of paid leave per year for religious observances that are not part of Yu Ying's holiday schedule by providing his or her supervisor a request in writing. Since religious holidays are scheduled events, it is expected that an employee will provide his or her supervisor with as much notice as possible when requesting leave for this purpose.

Special Leave taken without prior approval is considered unauthorized leave without pay.

4. Holidays

Instructional staff are not expected to report to school on days when school is not

in session, except where indicated on the School's calendar.

Full-time administrative staff (exempt and non-exempt) are generally entitled to paid holidays on most federal holidays and Chinese New Year.

For SY19-20, administrative staff are entitled to the following holidays:

- September 2nd, 2019 (Labor Day)
- October 14th, 2019 (Indigenous People's Day)
- November 11th, 2019 (Veteran's Day)
- November 27th-November 29th (Thanksgiving Break)
- December 25th, 2019 (Christmas Day)
- January 1st, 2020 (New Year's Day)
- January 20th, 2020 (Dr. Martin Luther King Jr. Day)
- January 24th, 2020 (Chinese New Year)
- February 17th, 2020 (Washington's Birthday)
- May 25th, 2020 (Memorial Day)
- July 3rd, 2020 (Independence Day)

Religious observances may be taken as personal days and should follow the leave procedures for sick/personal leave days. See "Leave for Religious Observances" above for more information.

5. Vacation

Teaching staff do not earn vacation days.

Full-time 12-month administrative staff (excluding coordinators and 11-month administrative staff) are entitled to a maximum of 20 vacation days in total per school year, which are earned at 1.66 days per month of service during the school year. 10 days are to be taken during the summer break and 10 days are to be taken over the spring or winter break, unless authorized by the Executive Director, Chief Operating Officer, or the Director of Operations. Accrued but unused vacation days will be subject to "Use or Lose Vacation Leave." For more information, please scroll to the paragraph below titled "Use or Lose Vacation Leave." Summer, winter, and spring breaks are specified on the Yu Ying Master Calendar and are subject to change. Vacation days may not be taken during summer teacher orientation, which typically occurs two weeks before the start of school and are specified on the Yu Ying Master Calendar.

Use of vacation leave must be applied for through the use of the ADP Time Off request. Confirmation of leave being granted will be notified through ADP. Applications for vacation use **must** be approved by the Executive Director or Chief Operating Officer (*in the case of Administrative Staff*) before leave may be taken. Confirmation of leave being granted will be given through an approval

email. *Vacation Leave taken without prior approval is considered unauthorized leave without pay. **Failure to properly record your time on ADP as “Request time off” and informing your supervisor will adversely affect the professional expectation of your performance evaluation.***

Full-time coordinators and 11-month administrative staff are entitled to a maximum of 30 vacation days in total per school year, which are earned at 2.5 days per month of service during the school year. 20 days are to be taken over the month of July and 10 days are to be taken over the spring and holiday break, unless authorized by the Executive Director. Summer, holiday and spring breaks are specified on the Yu Ying Master Calendar and are subject to change. Summer vacation days are not to be taken during teacher planning days as specified on the Yu Ying Master Calendar.

Use of vacation leave must be applied for through the use of the Leave Slip, which may be accessed through the Intranet. Applications for vacation use **must** be approved by the Executive Director (*in the case of Coordinators*) before leave may be taken. Confirmation of leave being granted will be given through an approval email. *Vacation Leave taken without prior approval is considered unauthorized leave without pay. **Failure to properly record your time on ADP as “Request time off” will adversely affect the professional expectation of your performance evaluation.***

Use or Lose Vacation Leave

"Use or lose" vacation leave is the amount of vacation leave that is in excess of the vacation leave ceiling. Any accrued vacation leave in excess of the ceiling will be forfeited if not used by July 30th.

A leave year begins on the first day of the first full biweekly pay period on August 1st and ends on the last day of July 30th.

The vacation leave ceiling for 11 month and 12 month employees is 5 days.

The vacation ceiling for the Executive Director is 10 days.

Employees who seek permission to exceed the vacation leave ceiling must make written request with explanation to the Executive Director by June 30th in a given year.

VACATION UPON TERMINATION OR RESIGNATION

An employee may not use any paid vacation days between the time the employee gives notice of his or her resignation and the last day of employment.

Upon termination of employment, an employee is paid all accrued but unused vacation at the employee's rate of pay as of the date of his or her termination.

Section IV: Employee Benefits

Each year, Yu Ying may review and revise the nature and extent of employee benefits to be provided in the contractual year.

BENEFIT SUMMARY

1. Health Insurance
2. Long-Term and Short-Term Disability Insurance
3. Reduced REEF Rate (RED) for Before/After Care
4. Retirement Plan
5. Parking and/or Travel assistance - SmartBenefits®
6. Life Insurance
7. H-1B Visa Sponsorship

1. Health Insurance

Yu Ying offers regular full-time staff health coverage as a point of service plan or an HMO plan provided through CareFirst BlueChoice. Coverage begins on the first day of the month after the employment start date pending completion of health enrollment paperwork.

Yu Ying is able to provide assistance in obtaining coverage under this group medical insurance for other members of your family, at your personal expense.

For specific information regarding your plan of choice, please see the Summary Plan Descriptions available from Human Resources Representatives.

Continuation of Group Health Coverage - COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires Yu Ying to give workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan.

For specific information regarding COBRA, please contact the Human Resources Representatives or visit Department of Labor's website at <http://www.dol.gov/dol/topic/health-plans/cobra.htm>.

2. Long-Term and Short-Term Disability Insurance

The school also provides long-term and short-term disability insurance through UNUM, applicable to full-time employees only. Coverage begins on the first day of the month after the employment start date.*

**Full-time employees who are on long-term or short-term disability leave for more than eight weeks are eligible to continue group health coverage through COBRA. Please see the Health Insurance section (Page 21) for more information.*

3. Reduced REEF (RED) rate for Before/After Care

Staff members who have children enrolled at Yu Ying are eligible for the RED rate for Before/After Care. Before Care begins at 7:30am and runs till 8:10am Monday-Friday. After Care goes from 3:30pm to 5:45pm Monday-Thursday and 1:00pm-5:45pm on Friday. Please see the Family Handbook for program rates.

4. Retirement Plan

The school provides a retirement plan match of 3% to full time permanent employees with one or more years of service consecutively. Employees who leave and then return to the school may not be eligible until they complete another full-year's service. Such plan may be subject to eligibility/vesting periods and other qualifications to be determined in Yu Ying's sole discretion. For more information regarding the plan, please contact the Human Resources Representatives.

5. Parking and/or Travel Assistance – SmartBenefits®

Full-time employees may choose to either use a parking space OR participate in the SmartBenefits® program. Full-time staff choosing to commute via public transportation, using a SmarTrip card, will receive \$80 SmartBenefits® per month when school is in session. Full-time administrative staff also receives an additional meeting travel stipend in the form of \$20 SmartBenefits® per month. SmartBenefits® will be automatically added to eligible employees' SmarTrip accounts pending completion of Staff Transportation Survey in a timely manner. Employees shall decide during the training week which option suits them and may not be able to switch during the year. If an employee goes from the SmartBenefits® program to a parking space then Washington Yu Ying PCS will remove employee from SmarTrip enrollment.

Please note: any unused funds from the Yu Ying metro account may be returned back to Yu Ying when the card is cancelled. Your SmartBenefits® is an employer sponsored transportation benefit. Even though you may still

have funds remaining and access to your SmartBenefits®, your access to SmartBenefits® Yu Ying funds ends on the day you separate from Washington Yu Ying PCS. There is a 60 day limitation period of when SmartBenefits® can be fixed by the Business Team from when an error first occurred

On campus parking is limited. Employees who park on campus must have a permit hanging from their rear view mirror. Permits are provided to employees at the beginning of the year based on employees' length of employment. In addition, there is no parking alongside the nature center and school building unless you have been given specific permission as this is a fire lane.

6. Life Insurance

Washington Yu Ying PCS offers a \$50,000 life and AD&D insurance benefit to all employees. If an individual were to die while employed at Yu Ying, the employees named beneficiary would receive a tax-free death benefit of \$50K, and if the employee were to die in an accident the benefit could double to \$100K.

7.H-1B Visa Sponsorship

Washington Yu Ying Offers H-1B visa sponsorship to employees with OPT status under specific conditions. An H-1B visa is a "Temporary Professional Worker" visa available to individuals with at least a four-year bachelor's degree from the U.S. or abroad seeking a "Specialty Occupation" position with a United States employer. This visa is available for a maximum of six years and also can lead to permanent residency.

Requirements for H-1B Sponsorship at Washington Yu Ying PCS:

In order to request sponsorship for an H-1B visa at Yu Ying, the following conditions must apply: Yu Ying will only file for full-time (100% time plus benefits) employees with an initial appointment of at least one academic year. Yu Ying sponsorship for H-1B status is only available for Lead Teacher positions as they are considered "specialty occupations." H-1B sponsorship is dependent upon the number of vacant lead teacher positions and therefore fluctuates year to year. H-1B sponsorship is only considered for teachers that meet lead teacher requirements and expectations. Only the Executive Director can determine if H1B sponsorship will proceed after reviewing all documentation and classroom observations. Yu Ying considers as non-binding all agreements or promises made by the department to an international candidate regarding sponsorship. Results of sponsorship will be given by March 1st of each year.

8. Yu Ying's Child Care

At Yu Ying, we understand the challenges and rewards of raising a child(ren) while pursuing a profession. In addition to maternity leave and two additional weeks for parent bonding, Yu Ying is piloting an onsite child care for at least 2 years for our full time employees' infants and toddlers (up to three years old).

To learn more about enrollment & waitlist please read [Yu Ying's Child Care Planning Document](#), which outlines important information, such as program eligibility, enrollment, and waitlists.

Section V: On the Job

1. Work Hours

All instructional staff must be at school and in their classrooms by 8:00am each morning. It is extremely important that all instructional staff arrive on time if not earlier. Repeated tardiness will be reflected in performance evaluations.

All employees are required to be at school until such time as their professional responsibilities have been met, including collaborative planning meetings. All employees are required to be at school until at least 4:00pm each day unless alternative arrangements are in place. Full-time exempt employees do not qualify for overtime.

Student arrival begins for all grades at 8:10am. Instruction begins promptly at 8:30am and students are ready for dismissal at 3:30pm on Monday through Thursday and 1:00 pm on Fridays. Instructional staff members attend meetings and professional development from 1:00 to 4:00pm on Fridays.

Instructional staff must inform the Assistant Principal if they are going to be late to school (after 8:00am), or if for any reason they need to leave school early (before 4:00pm). See the Leave Request Procedures section for more information.

2. Timekeeping

Non-exempt employees are required to accurately track their hours worked and leave using the online ADP system.

Nonexempt (hourly) employees are responsible for accurately recording the hours they work. Yu Ying keeps accurate records of " time worked " in order to correctly calculate employee pay and benefits. Falsifying time records is a serious matter. Employee may not change time after it is already recorded, enter

a false time on purpose, tamper with time records, or record other employees' time for them. If an employee does any of these actions, he or she may be subject to disciplinary action, up to and including termination of employment. If an employee is a nonexempt and/or hourly employee, he or she should not start working more than 5 minutes before his or her scheduled start time. Employee should also not continue working more than 5 minutes after your scheduled end time. Employee can only start earlier or work later when School Administration approves it in advance. Employee may only work overtime with the express permission and instruction of School Administration.

3. Overtime Request

Purpose: The purpose of this policy is to [manage staff workload, be compliant with the Fair Labor Standards Act \(FLSA\), and control labor costs by managing the expense of overtime pay to nonexempt employees.](#)

Compliance: Washington Yu Ying PCS pays time and one-half to nonexempt employees who exceed 40 hours of work time in a workweek.

- a. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.
- b. The workweek begins from Monday to Sunday

Overtime Approval: Employees who anticipate the need to work beyond 40 hours in a week to complete necessary projects/tasks must notify their supervisor in advance and obtain approval prior to working hours that extend beyond their normal schedule. Approval for overtime is given by the employee's supervisor and then by the Chief Operating Officer . It is the employee's responsibility to get approval when they have worked between 22 and 32 hours in the workweek and anticipate exceeding over 40 hours. All requests must be completed prior to exceeding the 40 hour per week threshold. Final approval of overtime will be dependent upon the authorization from Chief Operating Officer.

Please know that being approved overtime is reserved for those rare times for extremely important and time sensitive tasks or projects. Overtime should not be used on a routine basis.

Mandatory Employee Time Management: Non-Exempt employee must sign in and sign out of ADP daily. An employee that fails to sign in and/or sign out twice consecutively will be at risk for not being paid timely and receiving low marks on her/his performance evaluation. Excess verbal and written warnings may result in termination.

Consequences of unauthorized overtime: Employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action. Repeated offenses may result in

termination. Employees who continually rely on the use of overtime hours in order to complete a working week without it being deemed as extenuating by their supervisor will be placed on a performance improvement plan.

4. Breaks for Breastfeeding Mothers

In consideration to working mothers who may be lactating, the School will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child to maintain milk supply and comfort, provided that the break periods would not create an undue hardship on the operations of the School. This break period will run concurrently with any other break period (excluding the lunch period) already provided by Yu Ying. The School will make reasonable efforts to provide a room or other location for the employee to express milk in privacy and security. If you are in need of such accommodation, please contact the Human Resources Representatives as soon as possible so that any necessary arrangements can be made.

5. Media and Press Representation

No employee, other than the Executive Director or Chief Operating Officer is allowed to serve as media and press representation on behalf of Yu Ying.

6. Books and Resource Equipment

Most curriculum resources are housed in the classrooms. Employees can also borrow teacher resource books and materials that are located in the Curriculum Resource Room and library. All classes in the school share some audio-visual equipment including cameras, projectors, video camcorders, and more. All items shall be turned in to School Administration at the end of the school year.

BORROWING OF SCHOOL EQUIPMENT BY STAFF

Long-term use

- Assets which are assigned for long term use by staff members, such as laptop computers, must be accompanied by the completion of the "Technology Loan and Use" Form.
- All long-term loan assets are recorded in the «Technology Inventory» google doc.

Insurance coverage on school equipment

- All school assets and equipment are covered against theft (if evidenced by police report) or damage other than neglect, carelessness or inadvertence for use within school grounds only.
- **Any school asset which is taken off campus will not be covered by insurance**, so extra care and precaution will need to be taken of such equipment. Staff will be responsible for any damage or loss of school assets taken off campus.

Loss, theft, or damage

- Any loss or damage occurred within or outside school grounds must be reported immediately to the Director of Operations so that proper course of action can be taken promptly. **The policy coverage against theft applies only to theft cases documented by official police report that recognizes theft occurrence.**
- Yu Ying is not responsible for loss, theft, or damage to employees' personal properties occurred within school grounds.
- 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.

7. Budgets and Ordering Procedures

CLASSROOM BUDGET & PURCHASES

Please refer to the SY19-20 Classroom Budget document shared on the school's Intranet. Any questions regarding classroom budgets can be referred to the Business Department.

In addition to the classroom budget, parents are asked to pay \$100 per student per year for consumable classroom supplies, and each grade level will be allocated a field trip budget. **The field trip budget is separate from the classroom budget. The field trip funds may be used for only field trips and not for supplies.**

Items purchased with the classroom budget are property of Washington Yu Ying. These items must stay with the classroom or grade even if the teacher who ordered the items changes grades or leaves Washington Yu Ying. This includes items purchased with external funds, such as a grant or private donations. The Executive Director must approve exceptions.

ORDERING PROCEDURES

- Teachers leaving the school at the end of the school year should place a 'basic order' for their replacement teacher. Supplementary orders can be made in the new school year.
- Prior to the first day of school, the Executive Director, Director of Teaching and Learning, and current grade level teachers will place a 'basic order' for any newly established classes. Supplementary orders can be made in the new school year.

All arrangements for purchases of goods and services on the school's accounts are to be made in advance by obtaining written approval from the Executive Director or Chief Operating Officer.

During the school year, the Business Department can assist all employees as their purchasing agents. **This is the preferred method of obtaining resources for the school.**

Each grade level or instructional team can submit resource order requests to the Business Department according to the resource ordering schedule, unless otherwise specified. Resource ordering schedule and procedures for SY18-19 are available on the Intranet.

REIMBURSEMENT REQUESTS

Employees who spend their own funds on behalf of the school may request reimbursement for their expenses, only if the Executive Director or Chief Operating Officer has granted prior approval for the purchase. A "Purchase Order & Check Request" or "Payment Request" form must be completed and accompanied by **original** documents such as a paid sales receipt, canceled check, credit card receipts, etc. Please specify accounts or classroom budgets to which the reimbursement is to be charged.

Always present a copy of the School's Certificate of Tax Exemption to avoid sales tax. Please bear in mind that the school is not obligated to reimburse for monies expended by faculty and staff members without prior approval. Reimbursement checks will be drawn within two to three weeks of receipt of the completed request form and any required additional documentation.

Yu Ying's business department manages accounts receivable and accounts payable. If you have questions about how money should flow through our school, please contact Yu Ying's Director of Operation or Chief Operating Officer (COO). All vendor contracts must be signed by the COO or designated representative.

YU YING CREDIT CARD

Every employee in the possession of a Yu Ying issued credit card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card. All sales receipts generated by use of the Yu Ying credit card must be turned in within 2 business day to the Director of Operations. Yu Ying credit cards are not to be used for personal reasons. Employees must first receive approval from the COO, Executive Director, or Director of Teaching and Learning before using Yu Ying credit card. Approval may be obtained through a variety of ways: email, initials on a order list, or on payment form.

8. Employee Cell Phone Policy

Employees are asked to keep their cell phones on silent during all school meetings. If taking a call, staff members are asked to quietly step outside of the meeting area for this purpose. When staff members are in the classroom or on duty, they should refrain from using their cell phones, except in an emergency situation. Personal communication on cell phones should not to be used during recess, dismissal or any other duty when teachers should be monitoring students. Cell phones should be on silent; personal texts and phone calls should not be made during instructional hours or while working with students.

9. Children in the Workplace

Many Yu Ying employees have children who are students at our school. We welcome them and recognize that they will want/need to be with their parents before and after school for short periods of time while their parent prepares for arrival or departure. However, parents are responsible for their child's behavior and whereabouts during non-school time. They shall not move throughout the school unattended by the parent. Students who wander into a REEF classroom and are marked present on the attendance sheet will be billed. This policy is non-negotiable. Reduced rate Before and After Care is available for full-time staff members. See the Employee Benefits section for more information.

Children of employees should not come to school with parents on staff in-service days or stay for Friday afternoons (unless they are attending REEF) because staff are intended to be engaged in collaborative meetings, professional development, or planning for instruction.

If bringing a child to work with an employee that is the legal guardian is unavoidable, the employee must contact the Executive Director as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. A child brought to the workplace with the permission from the Executive Director will be the responsibility of the employee and must be accompanied and be under the direct supervision of the employee at all times.

We recognize that an emergency might result in a child needing to come to work with a parent, but all student holidays and non-school hours should be planned for with alternative childcare arrangements.

Student/Family issues should NEVER be discussed in front of children.

10. Classroom/School Appearance

Our school's physical appearance communicates important messages to visitors and families about our values and priorities. First impressions count greatly in schools, and this year our goal is to help the school be a more appealing place that reflects the outstanding teaching and learning within its walls.

All blinds on classroom doors must remain open at all times for safety purpose unless school is in lockdown.

Displays of students' work are a way for students to learn from each other, to celebrate learning achievements, and to communicate about our programs to parents and visitors. Parents and students interested in enrolling in Yu Ying will be visiting our school throughout the year and our displays are one way they will learn about our school. All teachers are required to ensure that student work and teaching materials are neatly and carefully displayed both inside classrooms and in corridors. Please treat furniture and walls carefully, use poster tacks or staples whenever possible to hang items on walls, and report accidental damage as soon as possible to the Facilities Supervisor in person or via email at sergio@washingtoneyu.org. Boxes should be unpacked or stored in an appropriate location out of view.

Teachers are also asked to keep classrooms and corridors as tidy as possible within the bounds of providing an appropriate working environment for students. Please think of yourself as playing an integral part of the school's reputation, and "own" the entire building, including the classrooms, halls, staff lounge and other areas. Everyone is responsible for cleaning up after his/herself and should take the initiative to pick up trash or repair things that are broken, if able, when discovered. Our cleaner will clean classrooms every day, and special requests for him/her should be relayed through the Facilities Supervisor.

Basic maintenance of classrooms and shared spaces is the responsibility of all employees, along with students. All employees should reinforce that students are also responsible for maintenance, and should clean up and properly dispose of trash that they find anywhere on the school grounds. **When leaving for the day, all employees MUST close the windows and turn off lights, fans, computers and other electrical appliances.**

The front office team will maintain the Front Office area so that it is neat and inviting at all times. All employees should ensure that their classrooms, offices, and the hallways nearest them are kept tidy, free of debris, and look inviting to visitors at all times.

Promptly reporting any facilities problems or requesting repairs is every employee's responsibility. Such reports or requests should be submitted electronically via the Facility Issues form. The Facility Issues form is available on the school's Intranet.

11. Color Computer Printing

Yu Ying is committed to providing its students with access to the best possible IT resources within our budget. When available, staff may use a color printer for:

- The publishing of selected finished student work
- Selected items to be displayed around the school

MANAGEMENT AND MAINTENANCE

Instructional staff should go through the print protocol with students at the start of the year in classes where students will be printing their own work. Where necessary, teachers should revisit and reinforce the protocol.

Everyone who uses the color printer must take action to reduce waste if the printer is to be cost effective and therefore viable.

COLOR PRINTING AND COPYING PROTOCOL

- No color printing without teacher permission - limited to teaching and learning programs only.
- No direct printing of Internet pages under any circumstances unless the classroom teacher is consulted.
- Color printing in most cases represents the *publishing* stage of production. Spell and grammar checks and print previews should be completed before printing. Black and white drafts printed on recycled paper should be used for editing.
- Printing should be collected immediately from the printer.
- Anything printed on a color printer should have the user's name and class added in the footer.
- Worksheets and class newsletters should not be printed in color without permission from the Assistant Principal.

12. Drug-Free/Smoking Policy

DRUG POLICY

Yu Ying is committed to protecting the safety, health and well-being of all employees and individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

It is the policy of Yu Ying to maintain age-appropriate, developmental drug and alcohol education and prevention programs. The program shall convey to students that the use of illicit drugs and the unlawful possession of alcohol are harmful and wrong.

The standards of conduct in the school clearly prohibit, at a minimum, the unlawful possession, manufacture, distribution, dispensing, possession or use of a controlled substance. No student or staff member shall use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time.

Discipline for violating the standards of conduct set out above will be governed by the school's policies and rules. Consistent with federal, state and local law, the school will impose sanctions on students and staff members 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.

Any employee who is convicted for a violation of a criminal drug statute occurring in or outside the workplace must notify the Human Resources Representative no more than five calendar days after the conviction.

SMOKING POLICY

Yu Ying promotes a healthful working and learning environment and therefore, smoking is prohibited on the school premises, including the parking lot.

13. Duty Responsibilities

A schedule for duties is drawn up at the beginning of each year and reviewed each term. Duties may include: recess monitoring, arrival/dismissal, lunch and so on. Staff members who know in advance that they will be absent from school with no substitute coverage (e.g. field trip) should arrange their own duty coverage.

Staff are required to:

- be punctual for duties
- actively monitor lunch and playground behavior by walking around and being visible
- apply the school consequences for inappropriate behavior consistently (see “Student Code of Conduct”)
- report accidents/injuries to the School Nurse and the Front Office when the nurse is not available. Complete an incident report.
- listen to students and be fair in dealing with them
- intervene early in any observed misbehavior
- cordon off any unsafe area/equipment and inform the Administration

14. Employee Dress Code

All employees are asked to follow a business casual dress code and wear school IDs or Yu Ying lanyard at all times. As professionals, all employees are asked not to wear clothing with gaping holes, sweatpants or any other athletic wear (except when teaching PE), clothing that show excessive cleavage, or skirts or shorts with hemline higher than 2.5 inches above the knees. Sleeveless shirts are acceptable, but tank tops are not. Clothing should be professional looking, neat, and should allow employees to fulfill their duties. Underwear should not be visible at any time. The dress code is expected to be followed for all school activities, including field trips.

15. Ethical Behavior

A brochure on FERPA (Family Education Rights and Privacy Act) is available at the Front Office for your viewing. Besides being a legal requirement, adhering to these principles is part of being an ethical educator. More information can be found online at <http://www2.ed.gov/policy/gen/guid/fpcg/index.html>.

An educational program of the quality that Yu Ying strives to provide requires the service of men and women of integrity, high ideals, intelligence and compassion. To maintain and promote these essential requirements, all men and

women working in and for the school are expected to set high standards for their own behavior and to treat all people with respect.

Employees are encouraged to follow proper channels of communication and show exemplary ethical behavior when dealing with colleagues, parents and board members of the school. Any form of harassment from any area of the school is prohibited.

At all times, all employees should remain aware of the cultural standards and sensitivities of our staff and students and behave in a responsible manner.

16. Green School

Yu Ying aims to be an environmentally friendly school that seeks to conserve and maximize valuable resources within the school. All Yu Ying employees and students are expected to manage and utilize resources efficiently and instructional staff are expected to take every available opportunity to incorporate learning opportunities about conservation within the program. All employees and students are encouraged to follow a range of resource and energy conservation and recycling measures, such as:

- Control and monitor the use of paper and color printing
- Recycle paper as much as possible (including using "scrap paper" and one-side-used-only paper)
- Help Yu Ying remain clean and "green" by disposing of as little non-biodegradable waste as possible
- Pick up garbage strewn on the playground
- Turn off lights and electronics in classrooms when leaving at the end of the day.
- Sort trash and recyclables in the cafeteria

17. Keys and Access to Building

Employees will be issued keycards that will allow access to the front gate, front door, and side door. Teachers will also be issued keys that allow access to their own classroom. These items must be returned on the last day of work in June.

18. Name Badge

Full Time employees are required to wear an authorized Washington Yu Ying PCS name badge on school grounds at all times. Name badges are necessary for the safety and security within the school and school grounds. This provides an added sense of security that individuals in the school are authorized to be there.

Volunteers, Substitutes, Student Teachers, REEF Part Time Teachers, and all others who are not assigned to a location who be issued ID badges from the school. Upon their arrival at Yu Ying, volunteers and visitors will be assigned a badge to wear while at school.

The school is responsible for checking in the badges in and out to volunteers and visitors daily.

An employee who observes someone from within the Yu Ying community without a badge, please send them to the front desk for a visitor badge. Anyone who observes someone that is not from the Yu Ying community, dial 100 for the front desk to alert the administration. Inform the administration promptly that there is an unidentified person on school campus.

19. Maintenance Work Orders

Teachers are requested to assist in ensuring that school property is well maintained. Damage to fabric, furniture or fixtures should be investigated and reported to the Facilities Supervisor. If you notice damage to facilities outside of the classroom, please also report them to the Facilities Supervisor.

20. Performance Management (Staff Evaluations)

At Yu Ying, all instructional staff are regarded as highly skilled practitioners and classroom managers. The primary function of a teacher at Yu Ying is to promote the development of the student through the delivery of quality instruction and to participate in the life of the school and its development. To this end the teacher will provide an appropriate educational program for the student and will assist in other school programs as required by school policy and contractual obligations.

All employees at Yu Ying is required to participate in the school's performance management procedures to ensure that high quality teaching and learning takes place.

The performance management process focuses on identifying employees' strengths and areas for professional growth. It is our goal that during the fall of each school year, each instructional staff member will be provided an online Teacher Performance document and review schedule for SY19-20. We strive to

provide all administrative staff an annual performance review in January of each school year, if not on their hiring anniversary day. Administrative staff review framework will be shared with administrative staff upon hire.

21. Personal Items at School

Yu Ying is not to be held responsible for employees' personal items kept at school and the loss, theft, or damage to employees' personal properties occurred on school premises. That said, classrooms will be outfitted with a cabinet for teachers to store their personal items during the day. It is not recommended that valuables be stored in the classrooms overnight, weekend, and during breaks.

22. Planning

Teachers are required to keep documents that include both written long term unit plans in Managebac and short-term weekly lesson plans in google docs. For all teachers, plans should align with the trans disciplinary curriculum map, which is the curriculum-pacing document for all subject strands throughout the school year. Teachers are required to use the PYP planner for all long-term planning of units. All units should reflect the inquiry cycle. Single subject teachers are required to use the PYP planner for all units. The Education Admin Team will review and assess each teacher's plans with him or her at least once per year, in line with the Teacher Performance Process.

All K-5 teachers have prep periods and all teaching teams have collaborative planning times allocated on their timetable. These periods are allocated to enable teachers to meet on a regular basis to collaboratively plan their trans disciplinary study in all subject strands. Support teachers may also be available during these times to attend these planning meetings. The PYP Coordinator will be available to meet with teams to support planning once per week. Education Administration will be available to meet with teams to support planning after school once per week. In addition to planning periods built into the schedule, time will regularly be allocated to collaborative planning for all staff on Friday afternoons from 1:00 to 4:00pm. Two times per year, K-5 teams will have a full day collaborative planning meeting allocated with support from the Education Admin team.

23. Professional Development

Yu Ying believes that Professional Development (PD) of its employees is an integral part of ensuring the quality of the education program delivered to all students. Approved PD at Yu Ying is available to all instructional staff in order to improve teaching and learning in the school. Where possible, PD will take place at the school during early release time on Friday afternoons and during designated in-service days, in order to minimize disruption to the regular school program.

The Office of the State Superintendent (OSSE) offers monthly trainings. Teachers may not attend the trainings unless the Assistant Principal has notified them of approval.

Yu Ying 12 month employees must receive prior approval from the Executive Director or Chief Operating Officer to attend PD trainings. Compensatory time off may be approved by Executive Director only for approved PD that occur within the tri-state area (DC, Maryland, Virginia) during the weekend and on school holidays.

24. Professional Staff-Personnel Files

A personnel file is held in a lockable cabinet in a lockable location for each employee. Access to these files is restricted to the individual concerned, the Human Resources Representatives, Executive Director, or Chief Operating Officer. Employee may review his or her personnel file when mutually convenient with Human Resources Representatives, and on a not to interfere with work basis.

The file may contain:

- Contracts/Offer Letters
- Resumes
- References
- Copies of certificates and diplomas
- Copy of each year's Performance Review
- Payroll records
- Memoranda to and from the teacher and administration
- Correspondence to and from the teacher and parents (if other than routine)

25. Professional Staff Workload

Yu Ying employees are hired as professionals and are expected to manage their workload to fulfill the conditions of their contract and the mission of the school. If an employee feels that he/she is expending excessive amounts of time for his or her given duties, a meeting should be arranged with the Assistant Principal (*in the case of Instructional Staff*), Executive Director (*in the case of Coordinators*), or the Chief Operating Officer or Director of Operations (*in the case of Administrative Staff*).

All employees are expected to contribute to the development and the extra curricular life of the school. It is expected that all employees actively participate in:

- Collaborative planning meetings
- Staff meetings
- Curriculum work/special events/development work/Professional Development/school initiatives
- Staff Evaluation Performance Process
- Parent meetings/conferences

26. Recruitment Procedures

The Human Resources Representatives, Executive Director, Chief Operating Officer, Director of Teaching and Learning, and Coordinators are responsible for the selection and recruitment of all school personnel.

Following the review of the staffing needs of the school and/or vacancy arising;

- Vacancies will be posted in both internal and/or external communication channels (e.g. Basecamp, Yu Ying's newsletter and website, IB website, online recruitment venues).
- Applications for the vacancies shall be sent to <https://washingtoneying.tedk12.com/hire/index.aspx>
- The Human Resources Representatives will first process and screen applications for all staff position openings.
- An interview panel when appropriate will review applications and screening results/notes and conduct follow-up interviews.
- Equal opportunity policies shall be adhered to.
- Once an appointment has been confirmed, an employment agreement or offer letter will be provided.
- Bonus Referral: Employee referral is utilized to identify potential candidates from Yu Ying's existing employees' social network. To encourage and recognize your support, Yu Ying will offer an employee referral bonus of \$100.00 for any full time employee referral and \$50.00 for any part time employee that is hired, in good standing, and has been employed with Yu Ying for at least 90 days. In order to receive an

employee referral bonus, the applicant must have listed the Yu Ying Employee on their online job application. Executive Director and HR Representative are excluded from this referral bonus.

27. References/Letters of Recommendation

Please give ample notice to the Executive Director or other staff members if you require a letter of recommendation to be prepared for you.

No employee, other than the Executive Director, Chief Operating Officer, or the Human Resources Representatives, is authorized to provide employment references or employment verifications for any current or former employee.

28. Room Parent Guidelines

The Parent Association organizes Room Parents for each class in order to:

- Facilitate teacher/parent communication, particularly where mobilization is required (phone tree), or volunteers are needed (class field trips, etc.).
- Provide administrative support where parent involvement is required e.g. notice boards, support for special events.
- Organize social events and enable all parents to meet each other early in the school year and each school term.
- Offer, or organize, in-classroom support to teachers who require it; this support is very much dependent on individual teacher requirements.

The primary role of room parents is to support the teachers and their main objective is to enhance communication between teachers and parents. The role of room parents can vary enormously and room parents and teachers will hopefully build relationships that will meet individual classroom needs. It is the responsibility of each grade level team to manage this relationship.

29. Social Media

At Yu Ying, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for Washington Yu Ying PCS.

Guidelines:

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social

networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with Yu Ying as well as any other form of electronic communication.

Know and Follow the Rules:

Carefully read these guidelines, Yu Ying's EEO Statement and Nonharassment Policy, and ensure your postings are consistent with these policies. Postings that include unlawful discriminatory remarks, harassment (as defined by our EEO policy), and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

You Are Encouraged to Show Respect:

Yu Ying cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. However, everyone should be aware of the negative impact comments of this nature can have on the workplace and relationships with others. In addition, please keep in mind that you may be more likely to resolve work-related disputes by speaking directly with your co-workers or by contacting HR than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment (as defined by our EEO policies). Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law.

When posting information:

- Do not create a link from your blog, website, or other social networking site to Yu Ying's website that identifies you as speaking on behalf of Yu Ying.
- Never represent yourself as a spokesperson for Yu Ying. If Yu Ying is a subject of the content you are creating, do not represent yourself as speaking on Yu Ying's behalf.

Retaliation Is Prohibited:

Yu Ying prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

For More Information:

If you have questions or need further guidance, please contact your HR representative. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. Employees have the right to engage in or refrain from such activities.

30. Safe Workplace

We appreciate our dedicated and hard working staff. And we want to keep our staff healthy and well. For this reason, Yu Ying wants staff members who are not feeling well and might be contagious to stay home and rest.

Moreover, Washington Yu Ying PCS is required by OSHA (the federal Occupational Safety and Health Administration) and state workers' compensation acts to provide a safe workplace for its employees. In order to achieve a safe workplace for all, a supervisor can require an employee to go home because of hacking, sneezing, runny nose, congestion, coughing, and/or vomiting. Yu Ying has the right to protect its workforce by excluding sick employees, even if they are ready, willing, and able to work. If you are asked to go home by a supervisor as a result of an illness, your leave will be deducted from your personal/sick leave accrual. Please note: if an employee qualifies for leave under the Family and Medical Leave Act or the illness causes a disability covered by the Americans with Disabilities Act, then this policy does not apply.

31. Staff Communications

All full time employees shall receive a Yu Ying email address. It is the School's policy that staff responds to parent emails within two business days.

EMAIL PROTOCOL

Employees are expected to use email during the school day:

- For purposeful, educational (school-related) tasks ONLY
- To improve the effectiveness and efficiency of communication both within Yu Ying and in the broader community
- For better student-teacher/student-parent/teacher-teacher collaboration and communication

Employee email accounts

- Prior to the start of school, all staff are expected to complete and accept the *Technology Loan and Use Agreement*, which includes the acceptable

email use policy. This must be signed & returned to the Business Department.

- Every full-time employee is allocated an email account. For purposes of confidentiality, account information should be kept private.
- Employees may access their email through a mail client or via the Internet.

General Guidelines for appropriate use

- The best use of email is as a substitute for conversation where information is being exchanged, and the topic is not controversial, sensitive or confidential.
- If the message is more than 10 lines, perhaps a memo or personal approach is the best means of communication.
- Email is easily forwarded and its security cannot always be guaranteed. Therefore, never send anything that you would not want to put in writing on paper or become public knowledge.
- Prior to forwarding email, staff should get permission from the previous sender/senders.
- No one other than you should have access to your email account.
- Email lacks the cues of body language and intonation, which are present in verbal communication. Take care with sarcasm and humor so that you are not misinterpreted. Use emoticons to convey your mood if you like, but use them sparingly.
- Take time to consider your message before sending it. Never send an email when angry or tired. Try not to reply immediately to a message that upsets you. Save your thoughts in writing and return to them the next day. Upon reflection, you may elect to rewrite the message to improve the tone, or not send it at all. Do not reply in the "heat of the moment" as a message cannot be recalled! Use the spell check tool.
- Upper case letters are generally viewed as shouting. Use them only for emphasis.
- Cite all references, quotes and sources used. Plagiarism applies to email as much as other documentation.
- Use email subject lines (topics) that are not controversial, sensitive or confidential.

Mail Management Guidelines

- Read your email regularly. The immediacy of email is lost if it sits unnoticed in your mailbox for long periods.
- Try to read through all unread messages on a topic before responding – sometimes queries and responses have already been taken care of or worked out between messages
- Only open attachments from senders that you trust. Delete all unrecognizable messages.

- Delete unwanted email from your mailbox to save space.
- Create folders for storing emails, which are stored on your local machine. Moving emails into these folders will help to reduce your total server storage that you are using.
- Attachments are particularly space consuming - download them to your hard drive to reduce the used space in your mailbox.
- Take your time when selecting individual(s) or groups that should receive your message. In particular, always check that you do not inadvertently send an unintended message to a parent or someone with a similar name.
- When replying to an email sent to a group of people, carefully consider whether you need to use Reply or Reply All – often the other people in the list do not need to see your response.
- Please refrain from sending unnecessary emails to groups within the Yu Ying email system.
- Any junk or spam mail that enters your inbox should be moved to the junk mail folder or marked as junk mail.
- When communicating to all staff members please try to use the daily bulletin to share important information.

TELEPHONES

Every classroom will have a phone that will also function as a speaker. All classroom phones will be programmed to receive voicemails. Teachers will be responsible for listening to and following up regarding voice messages and phone calls. The Front Office will use telephones to contact teachers regarding school wide notifications, early dismissals, emergencies and so on.

GOOGLE DOCS

Yu Ying relies heavily on Google docs, as it is a means to share and continuously update important documents. Please make use of this tool to share materials, lesson plans, etc. within your team and supervisor(s). Please label documents clearly with the school year.

BASECAMP

Basecamp is used as a means to assign, monitor, and communicate about business and compliance projects. The login is: <https://yuying.basecamphq.com/login>. Administrative staff working in compliance and business are required to log in weekly, read relevant postings, and engage in relevant dialogues.

INTRANET

The Yu Ying Intranet is our information sharing and collaboration environment for Yu Ying Faculty and Staff. Think of this page as the "dashboard" of your online work life. <http://sites.google.com/a/washingtonyuying.org/faculty-portal/Home> Important contact information, links and forms can be found on the Intranet. <http://sites.google.com/a/washingtonyuying.org/faculty-portal/Home> A copy of this Handbook and other Yu Ying policies, including the Family and Medical Leave Act policy and Grievance Policy and Procedures, can also be found on the Intranet. Please contact the Human Resources Representatives if you have difficulty accessing information on the Intranet.

All staff are responsible for reading and referring to the information provided on weekly staff updates. All departments are responsible for communicating action items and updates pertinent to Yu Ying Faculty and Staff by updating weekly staff updates by 5:00 pm every Thursday.

31. School Communication

Communication to Yu Ying Faculty and Staff are to be limited to weekly staff updates. School wide emails are no longer permitted except on an emergency basis.

32. Staff Meetings

Instructional staff meetings are held on Fridays between the hours of 2:00 pm and 4:00pm. **Staff Meetings may also be held on Professional Development Days (full days).** All staff are required to attend staff meetings. Individual staff members may add any items to the agenda by informing the Executive Director **or Director of Teaching and Learning (or coordinators) a week** prior to the meeting.

The Staff Meeting cycle consists of curriculum development, professional development and planning meetings on a rotational basis. A calendar of meetings will be issued at the start of each term.

33. Staff Parking

Please refer to the Employee Benefits section for more information.

34. Substitute Folders

All teachers are to have a shared google doc to be used when you have an unexpected absence. This folder is due the first week of school and should include the following:

- List of students (substitute teachers will take attendance using this list and the list will be sent to the Receptionist for input into PowerSchool)
- Lesson Plan Documents
- Weekly schedule – including duties and any Before Care/After Care responsibilities
- Brief explanation of common routines used in the classroom and transition process (i.e line order, bathroom procedures)
- Class Schedules
- Additional information of important and unique aspects of the class (i.e best strategies for dealing with certain behaviors)
- Materials (i.e seating chart, class map of where things are kept, etc.)
- Names of any adult helpers or support teachers who work in your classroom (e.g. volunteers, ELL/Special Needs teachers)
- Location of books and materials not on display in the classroom
- Two full day's worth of emergency plans and prepared activities; lessons must be replaced within two weeks if used.
- Paper attendance for after school dismissal
- Teacher contact information
- School contact information

34. Volunteers and Visitors

Staff must inform the Front Office in advance if they have made arrangements for a volunteer or visitor to come to the classroom. This includes speakers/guests, parent observations, etc. Please refer to the security section for entrance protocol. The Front Office will question any unexpected visitor or volunteer if they have not been properly notified ahead of the scheduled visit.

Volunteers or visitors who will spend more than 8 hours on school property per school year need to complete and pass the mandatory background check. The Background Check Consent Form is available on the Intranet. Volunteers should submit completed background check consent forms to the Business Department.

It is the coordinating staff member's responsibility to ensure that the volunteers have completed necessary paperwork before volunteering begins. Please contact the Director of Teaching and Learning, or the Business Department for any questions in regards to volunteer policy and procedures.

Section VI: Academics and Student Protocols

1. Promotion & Retention of Students

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 affected 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 February 1st for Pre-K and Kindergarten, and final decisions will be made by **April 1st**. 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.

2. Arrival/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. 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. Students may wait outside, with their parent/guardian, until 8:10am

A student who arrives 8:31 am or after is considered tardy, except for reasons sighted in the Attendance Policy section (Page. 41). Students may enter through the side entrance between 8:35 am to 8:45 a.m. and receive a tardy pass. Any student arriving after 8:45 a.m. must enter through the front entrance, receive a tardy pass, and have a parent or guardian present to sign in.

For children, who arrive tardy without an adult, staff will call their parent/guardian and notify them of their child's tardiness. Students who arrive at school before late arrival time but who fail to arrive to their homerooms prior to late arrival time will also be marked tardy.

3. Back to School Night

Back to School Night enables parents to meet the teachers and learn about the curricular programs and expectations. Attendance at this event is extremely important for parents. Back to School Nights will be held by the beginning of October each year.

There are grade level presentations (including homeroom and single subject teachers) followed by class-based sessions where teachers will provide information about their specific classroom program, i.e. English, mathematics, homework, communication, parent involvement, etc. All teaching staff are required to attend Back to School Night. No exceptions.

4. Before Care/After Care Program

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

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 3:30pm -5:45pm and Friday from 1:00pm - 5:45pm. Monday-Thursday, students will attend two regularly scheduled classes, a free play, and a supervised break during which they will receive snack and have the opportunity to socialize with their peers. Classes include cultural and physical activities such as art and music

Before Care and After Care (REEF) programs will be held in Yu Ying classrooms on a rotating basis. The REEF classroom schedule is posted in the weekly staff updates on the monthly tab. REEF staff will do their best maintaining the neatness and cleanliness of each classroom used by REEF. However, it is the classroom teacher's responsibility to keep valuables or any important items out of reach or locked away. Any destruction of classroom property as a result of REEF activities will be replaced.

The following procedure should be employed to ensure that complaints receive full consideration pertaining to REEF:

1. Should you need to speak with someone, please contact the REEF Instructional Support Leader, Kat Milner, Katherlene.Milner@washingtoneyu.org or REEF Program Director, Kareem Nuri at kareem@washingtoneyu.org. Please allow 24 hours (during the workweek) to respond.
2. If your concern is still unresolved after following the procedure above, you may contact Executive Director, Maquita Alexander at (202) 635-1950 or maquita@washingtoneyu.org.

Full-time employees pay the Reduced REEF rate for Before and After Care. Any students unsupervised in school past 4:00pm will be charged for REEF regardless of intentions. **If they enter any REEF classrooms or participate in REEF activities, they will be charged Reduced REEF drop-in rate.**

5. Recess Period

Students are required to have supervised outdoor recess every day, unless they are participating in a supervised indoor activity, have severe asthma or allergies, have a doctor's note, or there is inclement weather. During outside play, students are expected to remain in the designated supervised areas and play safely. Therefore, students are required to 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 should be 3 or more teachers on duty for every recess break. Duty teachers must pay full attention to students on recess. Texting or talking on cell phones is not allowed.**

6. Child Abuse and Neglect/Homelessness Procedures

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.

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

1. When a staff member receives a disclosure of abuse or neglect from a student, or observes or suspects abuse or neglect (incident, marking on child, etc.), they are to **IMMEDIATELY** report their concern to the Assistant Principal.
2. The staff member who originally received the report 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. School Administration shall determine next steps and will assist staff member(s) in making all required reports to either the

Metropolitan Police Department of the Child and Family Services Agency.

4. If a call to CFSA or other Child Protection agency is warranted, the staff member who originally received the report will call to make the report with the Assistant Principal and/or Counselor.
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 to the family, Yu Ying will NOT release the student.

Note: If a staff member reports a concern and their supervisor, Director of Teaching and Learning, Assistant Principal, or Executive Director'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 penalty.

If you suspect a student of homelessness, please contact our McKinney-Vento liaison, Tynill Jones.

7. Class Placement Procedures

Teachers will be required to complete student documents and make preliminary class placements for the students in the grade they just completed, i.e., 1st grade teacher will create preliminary 2nd grade classes. With the exception of Pre-K, ultimate class placement resides with the Director of Teaching and Learning. Pre-K classes will be made within the first week of school by the Lead Pre-K teachers based on the student's interactions and impressions during the first few days of school.

8. DVD/Video Viewing

When selecting video materials for use:

- Copyright laws must be adhered to
- All material should be previewed so that it is appropriate to the student's stage of development

- Programs should be of educational benefit
- Programs should be rated G; programs rated PG must not be shown unless parents/guardians are notified and provide the teacher with written permission. Teachers must find alternate arrangements for students without permission to watch said program/film.
- No films rated PG-13 or above may be shown in the school.

9. Extensions of Yu Ying's Curriculum Program - Celebrations

Yu Ying is a diverse community including a variety of nationalities, languages and cultures represented within its staff, students and parents. Yu Ying values this mosaic of diversity and believes that it is important to educate our community so that we all understand the uniqueness of our own culture and our interconnectedness with the culture of others. Whilst taking the opportunity to involve our school community in significant celebrations and traditions of China and other places where Chinese is spoken, Yu Ying also aims to acknowledge cultural events that are significant in the lives of our community members in an inclusive way. In striving to be sensitive to the diversity of our community, Yu Ying does not plan school-wide events around celebrations and events that exclude or offend members of our community.

10. Family Communications

COMMUNICATION FOLDERS

All students are issued a Communication Folder. This Communication Folder is regarded as an essential means of direct communication between home and school. Students, parents and teachers are able to send notes and student work in it. Students should develop the habit of returning this Communication Folder to school on a daily basis. Parents are asked to check these folders when they are sent home every day. Parents of students in grade K-5th have been asked to provide a backpack for their child to store their Communication Folder.

Communication folders are ordered in the spring of the previous year by the business office. The cost of the communication folders are subtracted from every teacher's classroom budget.

MANAGEBAC

Every Tuesday when school is in session, the Director of Learning and Teaching will post updates on ManageBac.

ASSIGNMENT BOOK

Students in grades 3 to 5 will be provided an assignment book for them to write down and keep track of homework and other assignments/projects. Students who have lost their assignment book will be required to buy a new one from the Front Office. Please notify the office staff if a student has lost his/her assignment book. Assignment books are ordered by the Business Associate the last week of July each year for distribution two weeks before the start of school.

PARENT ADVICE/PERMISSION

Letters from parents are required in regards to their child's:

- Absence from school
- Not taking part in school activities
- Participation in field trips

Students must not take part in field trips without written consent from parents.

SCHOOL NEWS

Yu Ying announcements regarding special events and programs are posted on the Family Portal and emailed to parents on a regular basis through Constant Contact. Staff are not permitted to post on the Family Portal and PA list serve or answer parent questions through the PA list serve.

STAFF/PARENT EMAIL COMMUNICATIONS GUIDELINES

In addition to the previously stated email guidelines, staff using email to correspond with parents and students must adhere to the following:

- Staff should clearly set out the expectations for parents with respect to response times (e.g. staff will respond to parent email within 1 business day).
- Staff should communicate as a teaching team when corresponding with parents
- Staff who corresponds with students or parents via email must only use their Yu Ying email address.
- Staff members cannot make email the only option for communicating with parents. Staff should check with parents and establish whether email is the preferred method for regular contact and communication.
- All sensitive or critical email to and from parents and students should be saved at least until the end of the school year.

- Email must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone.
- As the employer, the Board has the right to access and disclose the contents of staff email messages as required. Employees should not expect privacy with regard to email messages.
- Email messages to parents should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.

Acceptable

- General information about class activities - curriculum, homework, special events.
- Arrange for a meeting/telephone call regarding a student issue including a general description of the issue e.g. "I would like to arrange a meeting to discuss your daughter's attendance."
- Follow-up on an issue that has previously been discussed.

Unacceptable

- Any discussion related to other students.
- Personal information about other students.
- Specifics about a sensitive student issue which was not initiated by the parent or had not previously been discussed with the parent. (e.g. "I am concerned that your daughter failed the last 3 tests and was not at school again today.")
- Any discussion related to other staff.
- Any discussion related to a staff member's performance.
- Any sensitive student information that would normally be discussed face-to-face or by phone e.g. "I am concerned that your daughter may have a learning disability."
- Any discussion that could be considered harassment or in violation of Yu Ying's EEO and Anti-Harassment Policy

11. Family Handbook

Teachers must read and familiarize themselves with the policies and information provided in the Family Handbook and adhere to those that apply.

12. Field Trip Organization Guidelines

When organizing field trips please make sure you:

- discuss the field trip with the PYP or Chinese Program Coordinator
- check the calendar for other activities that may conflict
- complete Field Trip Request Form, available on the Intranet, at least **one month prior** to the planned field trip and wait to hear for approval by the PYP Coordinator before making any definite arrangements
- give the Business Department ample notice to process field trip payments, bus arrangement, and bag lunches (two-three weeks).
- provide the school with the mobile phone number of all accompanying staff members
- send a field trip note home outlining the date, a general description of the trip, mode of transportation, food requirements, fees and request for parent/guardian permission at least one week in advance
- have students return **written** permission to attend prior to the date of the field trip, otherwise they cannot attend
- make arrangements for students not attending and notify the Assistant Principal of said arrangements

- consider students who have exhibited a pattern of dangerous or negative behavior may not be able to attend field trips unless accompanied by a parent or guardian. Teachers must notify the parents at least two weeks prior to the planned trip. Removal of students from field trips must be a consequence of inappropriate behavior.

Recommended adult/student ratios must be adhered to when going on high-risk field trips (e.g. swimming). Please see the Assistant Principal for recommended ratios. Teachers may need to organize parental help for field trips.

Staff taking students out of school on field trips or PE activities are required to take a cell phone with them in case of emergencies.

13. Food

Yu Ying is a **nut-free** school. Some of our students have life-threatening allergies to nuts; do not under any circumstance bring any nut products or products containing nuts to school. Please read labels carefully! If you notice a student has a lunch or snack that contains nuts or has been manufactured in facilities that process nuts, dispose of it immediately. Additionally, we are a healthy and green school. Yu Ying reserves the right to take and discard junk food. Students with lunches deemed not healthy, in accordance to the stipulations in the DC Healthy Schools Act, will eat school lunch at the parent's expense. Additionally, teachers shall confiscate any candy and chewing gum.

LUNCH

Yu Ying provides most food services to students in the multi-purpose room, although Pre-K students eat lunch in their classrooms. Our food service provider is Revolution Foods.

Students purchase meals through a **pre-payment** system. Parents can mail payments to the Front Office or bring payments to the Front Office in person.

Staff may eat leftover school lunches at no cost, if and only if, all students have been served.

BREAKFAST

Free breakfast will be offered to all students in the Multipurpose Room from 7:30am 8:10am. Students participating in the free breakfast program must be accompanied by a parent/guardian.

SNACK

Grade levels may choose to have a weekly snack schedule with families responsible for providing snack for the entire class or allow students to bring individual snacks. Teachers shall provide information to families 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.

14. Gifts to Staff

The school does not encourage the offering of gifts by parents or pupils to staff. Should they be offered, however, the staff should accept small, reasonable gifts, rather than give offense by refusing. Use your common sense, however, with respect to any large or unusual gift and consult with School Administration before accepting.

15. Home Learning/Homework

Homework is an integral part of a child's academic education and encourages a shared responsibility between home and school. Homework provides students with opportunities to apply, expand and reinforce what they learn in the classroom. Establishing good homework habits at an early age is an important way to develop the personal responsibility students will need for future assignments and projects they will encounter as they grow academically.

The type and amount of homework assigned will vary by grade and language. Homework should be a review of the concepts learned in class; new skills should not be introduced through homework. Homework in English will be different from

homework in Chinese in order to address the unique challenges of learning an additional language. Specific homework tasks will most often be set for all students from Monday to Thursday. For younger students, simple learning tasks and reading assignments are customary.

Teachers are expected to:

- Only assign work pertaining to concepts that have been covered and mastered during class time (please consider differentiating homework).
- Ensure that homework assignments and due dates are clearly conveyed to students.
- Monitor homework completion, establish and communicate consequences to students.
- Contact parents when homework is not handed in, or when work is consistently incomplete or poorly done.

16. Learning Support

All teachers in Learning Support embrace the philosophy of RTI and are capable of providing interventions beyond the scope of their traditional titles. They are considered to be instructional specialists who are able to support students and teachers as needed.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Yu Ying welcomes students of all abilities and educational needs. For children with special educational needs, assistance is provided by teachers in our Learning Support Center, both in and out of the classroom as appropriate, in small groups and occasionally on an individual basis. Teaching staff will be trained at the beginning of the year in our Response to Intervention (RTI) and procedures to utilize the Student/Teacher Assistance and Resource Support (STARS) team.

ENGLISH LANGUAGE LEARNERS (ELL) SUPPORT PROGRAM

The English language support program at Yu Ying is open to all non-native speakers of English who, by initial screening or by teacher recommendation, need extra help with spoken and written English. The ELL teacher joins various class lessons and assists ELL students directly with the curriculum. The students can also be taught in small groups, based on their English language needs.

17. Missing Student

When a student is reported missing before, during, or after the school day, the following procedures will be used by the administrator or designated person(s) who has received the missing child report:

The school office staff, administration and all available staff will:

- Use the intercom by pressing *950 to make an all call with student's first and last name requesting that the student report to the front desk.
- Check with the classroom teacher, and any other appropriate staff to determine the last time they were seen, and if they mentioned anything unusual about their plans.
- Check restrooms, classrooms, meeting rooms and school grounds.
- Contact known siblings or friends of the student (including neighbors, classmates, etc.) to determine the last time the student was seen and if they mentioned anything about where they were going.
- Contact the parent or guardian and other emergency contacts to determine if family members or friends may have picked up the child and inform them of the situation.

After a maximum of 5 minutes from the time of the initial missing child report was made, the school staff will:

- Call 911 to notify local law enforcement.
- Log time called and name of person to whom they spoke.
- Provide student information profile sheet with picture for law enforcement.

In the event of a missing student during REEF: The school office staff, administration and all available staff will:

1. Alert all available supervisors/managers using walkie talkies or cell phones.
2. Supervisors alert all admin still on campus to search
3. Do an all call for the student using the code (950 - inside and outside speakers)
4. Each supervisor/manager take:
 - a. a floor and walk from one end to end, including the checking the bathrooms and open/empty classrooms
 - b. Each pedestrian gate and walk the length of 2nd street the ensure the student is not in the nature center.
2. Interview the last adult/students to see the student and follow up.
3. REEF reception checks the video monitors to see if they can see the student and look a the previous 10-15 minutes of video footage.

4. Once the student is found REEF admin follow up with the parents of the student

After a maximum of 5 minutes from the time of the initial missing child report was made, the school staff will:

- Call 911 to notify local law enforcement.
- Log time called and name of person to whom they spoke.
- Provide student information profile sheet with picture for law enforcement.

18. PYP Implementation

All teachers are required to implement the PYP program and are required to complete introductory PYP training when appointed to Yu Ying.

Teachers who teach the same grade level are responsible for planning and delivering the same Program of Inquiry (PoI) and Mathematics to their students in an agreed sequence. Planning dates are set for each unit of inquiry from the PoI within the first two weeks of the school year to enable all teachers involved in the planning to be present. Timelines and year long curriculum overviews for all teams will be published each year by Back to School night in a common, agreed format for each team.

Modifications to the PoI can be made each year in consultation with the PYP Coordinator. The PoI, along with the Science and Social Studies scope and sequences, will be completely reviewed every three years by all teachers concerned. Introduction of new units of inquiry must be made in consultation with the PYP coordinator and relevant teachers.

Students need to be given the opportunity throughout the year to reflect on their learning with reference to the transdisciplinary elements of the PYP (learner profile, attitudes, transdisciplinary skills, transdisciplinary themes).

A parent-teacher conference will be held in the fall to set goals, discuss concerns and share student progress at this point. A copy of the goals that are set, completed at this conference, needs to be put in the student's file or portfolio. A Student-Led Conference with contributions from all teachers is held in April in SY19-20, which allows students to share and reflect on their learning in all subject areas. Each teacher will inform parents about their children's progress in relation to the transdisciplinary elements of the PYP during parent/teacher conferences, student-led conferences, reports and portfolios.

Planning and assessment documentation related to the PoI and stand-alone units of inquiry are shared electronically through Google docs and made accessible to all staff.

19. Religious Observances

Our students may observe varied religious holidays and/or practices, and there may be activities (e.g. field trips) in which they will choose not to be involved.

Please take this into consideration if planning activities around major religious holidays. Additional/alternate activities may need to be made available.

20. School Emergencies and Inclement Weather Closings

Yu Ying has emergency response plans and procedures to direct the school's response in the event of an emergency during the school day. Students will participate in emergency drills on a monthly basis. The school has a Crisis Response Plan in place to outline processes and procedures that will direct the school's responses to any form of crisis. Under some circumstances, it may be necessary for all families to be contacted by telephone; any updated contact information provided to teachers should be forwarded to the Front Office.

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. In the event of an emergency or inclement weather closure/delay during non-school hours, staff will be contacted through email and telephone by an automated alert messaging service. Additionally, if the weather appears questionable but you have not heard from the School, you may call the School's voicemail after 6:30 a.m., look for an announcement on the School website or listen for announcements on WUSA9, FOX5, WDCA my 20, ABC7, and/or WTOP 1500 a.m.

21. Snow Play

When Washington gets its first snowfall, students enjoy the opportunity to play with the snow. After a few days however, if the snow begins turning to ice, snow play can become unsafe. For the first day or two students can play in the snow freely but after that students may only use the snow to build snow people. Using the snow to throw at others is not allowed.

Homeroom teachers are asked to discuss the safety aspect of this rule with students during this time.

22. Student Cell Phone Policy

Students will be allowed to bring cellular phones to school so long as the parent fills out a cellphone request form informing the school that the student will be carrying a phone to school. However, students must have their cellular phones off while in the school buildings at all times and stored, throughout the entire day, in their book bags. Students who have cellular phones on while inside the building will have them confiscated and will be subject to disciplinary action. Yu Ying will not be held responsible for any lost or stolen cellular phones. All confiscated cellular phones will only be returned to a parent/guardian. Phone

calls home can be made through the school phone in the Front Office with teacher permission.

24. Supervision of Students

Due to our 'duty of care' to students, students must be supervised at all times. Students must not be left behind in classrooms alone or put outside the classroom unsupervised. If classroom teachers need to step out of classrooms temporarily, please ensure that another staff member is able to supervise your class in your absence.

Students roaming the halls without permission or passes are subject to disciplinary action and teachers will be held responsible for those students.

Yu Ying full-time or part-time employees are not allowed to drive Yu Ying students.

25. Tutors - Parental Request

Staff may not tutor students on Yu Ying premises. Staff may not tutor students during the school day (8:00 a.m. to 4:00 p.m.) Furthermore, Yu Ying does not arrange tutors for students or parents.

The school does not arrange tutors for students or parents. **After-hours tutoring may not occur on Yu Ying premises.**

Section VII: Health and Safety

1. Accident/Injury

In the case of an accident, teachers must complete an Incident Report form as soon as possible. The completed form should be given to the Executive Director, Chief Operating Officer, Director of Teaching or Learning, or another coordinator to sign. The teacher shall make one copy: the copy must go home with the student and the original must be placed in the incident report binder in the Front Office.

Teachers will be provided with Band-Aids to take care of minor scrapes, scratches and cuts in classrooms. Students with more severe injuries or complaints should be sent to the School Nurse's office.

When an injury or accident occurs on the playground, the nearest responsible adult (usually the person on duty) should determine the severity of the injury and decide:

- a) Whether the student will recover after a few moments of resting. The student can be sent to the School Nurse, if simple treatment is needed.
- b) That the injury is so severe that another student should be sent to the Front Office/School Nurse to get another staff member to help and to ask for a staff member to relieve the duty teacher. The injured person should not be moved and the Front Office staff/School Nurse must remain with the student at all times until the parent or ambulance arrives.

The School Nurse will call and inform parents of any sickness or significant injuries.

All staff must ensure that an Incident Report is filled out for any significant behavioral incidents that occur on the playground.

The Director of Teaching and Learning, Executive Director, or Director of Operations will check the accident site immediately after an accident and will immediately put into place any action required to make the area safe or to cordon off the area until the appropriate personnel attend to the site.

The Assistant Principal and the Director of Operations will review incident reports on a quarterly basis and take actions required to improve campus safety.

2. Dangerous Substance Storage

All substances that carry a warning label should:

- not be accessible to students
- be kept under lock and key

If such substances are to be used by students, they must be under continuous and strict supervision. This includes some commonly used cleaning agents. All substances that are used by students should carry a warning label - Flammable or Toxic or Corrosive or General Chemicals.

Use-by dates should be checked once per year, any out-of-date substances should be disposed. Disposal should be arranged through the Front Office.

Students with prescribed medications must submit the medication along with a medication authorization form to the School Nurse. Students may not keep medications, over-the-counter or prescribed, with the exception of an EPI-pen or inhaler contained in a fanny pack on their person.*

We recommend that staff do not bring medications, prescription or over-the-counter, to school. If they must, medications absolutely must be stored in a locked cabinet or drawer where students are unable to access them.

** To keep an EPI-pen or inhaler contained in a fanny pack on their person, students must submit a separate medication authorization form to the School Nurse.*

3. Emergency and Evacuation Procedures

FIRE AND EVACUATION

All staff will be clearly briefed prior to Term 1 as to the evacuation procedures and their responsibilities in the event of evacuation.

The evacuation procedures will be prominently displayed in all teaching areas, and areas in which classes may be in attendance.

Evacuation drills are held monthly according to DC regulations. The Director of Operations will monitor the timing and efficiency of the evacuation. Staff and students will be informed as to the efficiency of the evacuations and changes or improvements that need to be made to increase the efficiency of the evacuation, assembly, roll call or reporting processes.

EMERGENCY EVACUATION PROCEDURES

In the event of a fire drill or if a fire or emergency situation has been discovered, the fire alarm bell will ring continuously.

- The priority is to evacuate the school buildings of all personnel and students and assemble on school grounds.
- Before each class leaves their classroom, please turn out the lights and close the door.
- Teachers will be provided with class lists at the beginning of the school year. Each lead teacher will let the Director of Operations know when all of their students are accounted for or if a student is missing. ***A class roll call must be made as soon as possible once assembled outside.***
- All personnel (teaching, non-teaching staff and visitors to the school) must proceed to the assembly point.

Students

- All teachers should account for the students in their care and proceed directly to the playground.
- Classes should exit the building in a quiet, orderly and controlled fashion.
- The Director of Operations will ensure that everyone has evacuated all school areas and that lights are turned off and doors are closed.
- ***If students are in a single subject class*** (not with their homeroom teacher), the single subject teacher should escort the students to the assembly point where they will meet their homeroom teacher.
- Once homeroom teachers have called the roll, the Director of Operations will check that all students, staff members and visitors are accounted for.
- In the event of a real fire or emergency, any missing students or adults and their last location are to be reported immediately to the Director of Teaching and Learning or Director of Operations, who will urgently inform the Fire Response Team operating in the building. Once the person has been found this will be reported, and the person will be escorted to the assembly point.

Leaving the Playground

- All personnel and students must not leave the assembly point until directed by the Director of Operations or Director of Teaching and Learning that it is safe to return to the school building.
- Classes must exit in an orderly and controlled fashion beginning with the PreK classes.

General Safety Fire Precautions

- As part of normal practice, please ensure that all electrical appliances are switched off at the end of every day.

- All staff should be aware of the location and use of the Fire Extinguishers and Fire Alarm Pull Stations in rooms and hallways.
- Please do not put any signs on the fire hydrant cabinets. This is against fire regulations, and any posters or signs will be removed.

TORNADO PRECAUTIONS AND DRILLS

In cases of severe weather such as tornadoes, it may become necessary to relocate all building occupants to Severe Weather Safe Areas within the building to protect them from flying glass or other projectiles. The best shelter areas in the building are first floor interior hallways, restrooms, and other enclosed hall areas that are located away from large glass areas or open rooms. If hallways are not suitable, use the inside wall of a room, or rooms on the opposite side of the corridor from which the storm is approaching. Do not use end-rooms, the auditorium, gymnasium, cafeteria, or other large rooms. Each classroom will be assigned a designated Safe Area to relocate to in the event of a tornado and during mandatory tornado drills. These tornado drills shall be held twice during the school year.

Tornado Drill Procedures:

*Be sure to review all procedures with your students **prior** to the actual drill.

*Admin staff will check bathrooms and other common spaces for students.

1. An alarm will be given over the PA system OR classes will be notified of a planned tornado drill in advance.
2. Classes should line up; teachers should take class lists.
3. Classes should walk quietly, in single file, to their assigned Safe Areas. Teachers should note the attendance on the class list.
4. Teachers close doors after exiting the classroom and any other open doors they pass.
5. Students should stand quietly against the wall until commanded by their teachers to get down on the ground, against the wall, and crouch on elbows and knees with hands placed over the back of their neck. Students are **not** to talk during the drill.
6. Students should stay in the protective position until the office signals that it is safe.
7. Teachers lead students quietly back to their classrooms.

4. Infectious Diseases

It is the policy of Yu Ying that employees with infectious, long-term, life-threatening or other serious diseases may work as long as they are physically and mentally able to perform their duties without undue risk to their health and that of other employees and students.

In the event that a Yu Ying student or employee is believed to have a serious communicable disease, the Executive Director, Director of Teaching and Learning, and School Nurse should be promptly informed of the diagnosis and kept up to date on the progress of treatment.

The school may require any student or employee who has been told that he or she has a serious communicable disease to have a definitive medical diagnosis.

The school will keep in strict confidence all information it receives from any source regarding Yu Ying students and employees who have a serious communicable disease subject to the requirements of the law.

Should a Yu Ying student or employee contract a serious communicable disease, the school reserves the right to evaluate its response on a case-by-case basis.

The school follows the Blood-borne Pathogens plan on file in the Front Office. It also follows its policy covering AIDS as adopted with respect to staff members.

Yu Ying's exclusion for the following illnesses are:

- Measles - 7 days from the appearance of rash
- German Measles - 5 days from the appearance of rash
- Chicken Pox - 5 days from the appearance of rash
- Mumps - 10 days from onset of symptoms
- Impetigo - Must be fully covered and approved by nurse
- Ring Worm - Must be fully covered and approved by nurse
- Fever-24 hours
- Pink Eye- student must provide a doctor's note notifying the school that he/she may return
- Head lice - student must provide a doctor's note notifying the school that he/she may return

HEAD LICE

We may discover that a student or students have head lice. Head lice may occur in anyone but are most common in children aged 4-11. Head lice are insects that live on the scalp and neck. They may make the head feel itchy. Although head lice may be embarrassing and occasionally uncomfortable, they don't cause illness. However, they will not clear up on their own and should be treated promptly. Our head lice policy is that our students must be nit free.

Head lice at Yu Ying is usually discovered in two ways:

1. a teacher suspecting head lice and sending the student to the school nurse for checking
2. a parent informing the school nurse of their child having head lice

If a student is suspected of having head lice, the student should be sent to the Nurse. He/she will check the student's head and if nits are found, the student will be sent home and may not return to school until they have been effectively treated. Upon their return, they must bring a doctor's note. They must be checked again 21 days after the treatment.

All other students will be issued with a school letter to take home alerting parents of head lice in their child's class, so their child can be monitored.

5. Medical Suite

Yu Ying has been provided a School Nurse by the State Superintendent of Education. Students feeling ill or requiring minor medical attention will be sent to the nurse's suite to receive care. If a nurse is not at school, students shall be sent to the front office, teachers should only send emergency situations to the office. If there are issues or concerns about the Health suite, please email Nurse Supervisor Tony Hankton, THankton@childrensnational.org.

Hours for the School Nurse for SY18-19 are Monday to Friday 8:00 am to 4:00 pm.

6. Security

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 where they are required to state their business, sign in and receive a visitor's pass, which they are required to wear and clearly display during the entire length of their visit. New visitors to the school may be required to show identification. Employees shall inform the Front Office if a visitor is expected, including parent volunteers.

Employees 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.

No child will be alone outside under any circumstances. Additionally, employees are instructed to challenge any child who is alone anywhere in the building without a pass and to accompany such child to his/her class or to the office.

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 Registration Packet or by phone and/or note. Unrecognized but authorized pickups 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.

In order to take preventative security measures all staff should:

- keep your classrooms locked during the day and before leaving after school hours.
- put any electrical AV equipment or laptop computers in your possession in the locked cupboard in your classroom after hours at all times.
- be careful with keys to school buildings – please do not give them out to any other person.
- do not leave valuables in your room unattended at any time. All personal belongings are brought to school at your own risk.
- please report any missing items to the Director of Operations or Executive Director immediately, no matter how small.
- teach students to not open external doors at Yu Ying for anyone
- Not transfer or lend keycards to unauthorized persons, including student teachers

7. Workplace Safety

Workplace Safety begins with the identification and analysis of potential risk exposures in the school environment.

Workplace safety procedures at Yu Ying include:

- *“walkthrough” inspections by the Executive Director and Director of Operations*
- *the reporting and routine follow up of required maintenance items arising from wear and tear and damage*
- *examination of the accident injury report forms*

Appendix A: Family and Medical Leave Policy

WASHINGTON YU YING PUBLIC CHARTER SCHOOL FAMILY AND MEDICAL LEAVE POLICY

It is the School's policy to comply with the federal Family and Medical Leave Act ("FMLA") and the District of Columbia Family and Medical Leave Act ("DC FMLA"). The School will provide employees with the benefits of whichever statute provides greater benefits in a given situation. However, when leave qualifies under both statutes, the leave counts against the employee's entitlement under both laws. For more information about the FMLA, the DC FMLA, and/or this policy, please contact the Human Resources Representatives.

Eligibility

In order to be eligible for a family and/or medical leave of absence under the federal FMLA, an employee must have been employed by the School for at least 12 months and worked at least 1,250 hours during the 12 months prior to the beginning of the leave.

Under the DC FMLA, an employee is eligible for a family and/or medical leave of absence if the employee has worked for the School for at least one year without a break in service and for a minimum of 1,000 hours during the 12 months prior to the beginning of the leave.

Federal FMLA Leave Entitlement

Eligible employees are entitled to family and/or medical leave for up to a maximum of 12 workweeks in a rolling 12-month period (measured backwards from the date the employee uses/will use the leave to see if any family and/or medical leave has been used during the prior 12 months) for reasons 1 through 5 below. Available leave will be calculated forward from the date the employee's family or medical leave first begins.

1. Birth of a Child. The birth of the employee's child and in order to take care of such child;
2. Placement of a Child. The placement of a child with the employee through adoption or foster care;
3. Family Medical. To care for the employee's parent, child, or spouse (defined as in a same-sex or common law marriage) with a serious health condition;

4. Employee Medical. Because of the employee's own serious health condition, which renders the employee unable to perform the functions of his or her position;
5. Qualifying Exigency. Because of any qualifying exigency arising out of the fact that the employee's parent, child, or spouse who is a current member of any regular or reserve component of the Armed Forces is serving on covered active military duty (deployment to a foreign country) or a current member of any reserve component of the Armed Forces has been notified of any impending federal call or order to covered active duty (deployment to a foreign country) in the Armed Forces or in support of a covered contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Covered Service member Leave. In addition, an eligible employee is entitled to take a maximum of twenty-six (26) workweeks of leave during a single 12 month period to care for the employee's spouse, child, parent, or next of kin (as defined by the FMLA) who is (a) a member of the Armed Forces (including the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list for a serious injury or illness incurred or aggravated during covered active duty; or (b) a veteran of the Armed Forces (including the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness (as defined by the Secretary of Labor) incurred or aggravated during covered active duty and who was a member of the Armed Forces (including the National Guard or Reserves) during the period of 5 years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy. The "single 12 month period" begins on the first day the employee takes FMLA leave to care for a covered service member and ends 12 months after that date. (Note: an eligible employee will be entitled to a combined total of 26 workweeks of leave for any federal FMLA-qualifying reason during the single 12 month period, but the employee will not be entitled to more than 12 weeks of leave for one or more of the reasons identified in (1) through (5) above.)

DC FMLA Leave Entitlement

Eligible employees are entitled to take up to 16 weeks of family leave (for reasons 1 through 3 below) and 16 weeks of medical leave (for reason 4 below) during a rolling 24 month period (measured backwards from the date the employee uses/will use the leave to see if any of the relevant family or medical leave has been used in the prior 24 month period).

1. Birth of a Child. The birth of the employee's child and in order to take care of such child;
2. Placement of a Child. The placement of a child with the employee through adoption or foster care or for whom the employee permanently assumes and discharges parental responsibility;
3. Family Medical. To provide care to a family member (defined as a person to whom the employee is related by blood, legal custody, or in a same-sex or common law marriage; a child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility; or a person with whom the employee shares/has shared within the last year a mutual residence and with whom the employee maintains a committed relationship) who has a serious health condition;
4. Employee Medical. Because of the employee's own serious health condition, which renders the employee unable to perform the functions of his or her position;

Leave Rules

1. Leave taken for the birth of a child or placement for adoption or foster care must be completed within the 12-month period beginning on the date of birth or placement.
2. Spouses employed by the School who request leave for the birth of a child, placement of a child, to care for a parent with a serious health condition, or to care for a covered service member may be subject to limits on the aggregate amount of leave they may take.
3. Employees serving in a principally instructional capacity ("instructional employees") may be subject to additional leave restrictions under the FMLA for the use of intermittent or reduced schedule leave or for the use of leave near the conclusion of an academic term. These restrictions are set forth below. Any federal or DC FMLA leave not governed by those additional restrictions will be governed by the general provisions of this Policy. If an employee has a question as to whether they are considered an "instructional employee" for the purposes of this Policy, the employee should contact the Human Resources Representatives.

Medical and Other Benefits

During the leave, the School will maintain the employee's group health benefits on the same conditions as if the employee had continued working. If paid leave is used during federal or DC FMLA leave, the School will deduct any premium normally paid by the employee as a regular payroll deduction. If the leave is unpaid, the

employee must make arrangements with the Human Resources Representatives to pay his or her portion of the premium. If the School pays the employee's share of insurance premiums that were missed while on leave, it may require the employee to reimburse it for such payments. If the employee's share of premiums are not paid, or the payment is more than 30 days late, group health coverage may be terminated (but the employee will be notified at least 15 days before the coverage lapses). If an employee fails to return to work after unpaid federal or DC FMLA leave, the School may also seek reimbursement from the employee for its share of the premiums paid on behalf of that employee under certain circumstances.

An employee is not entitled to seniority or benefit accruals, such as Paid Time Off time, during periods of unpaid leave. Retirement contributions will only be made if the employee is compensated for Paid Time Off during the leave.

Leave is Unpaid

Family and Medical leave is unpaid leave. However, any accrued paid leave as defined in Section III of the Employee Handbook ("PTO") must be used with otherwise unpaid federal FMLA leave. In addition, paid time under any short-term and/or long-term disability policies and any leave for workers' compensation will apply as part of the 12-week leave period for an Employee Medical leave. An employee may elect whether to use PTO when using DC FMLA leave. Using paid leave does not extend the total amount of federal or DC FMLA leave to which an employee is entitled.

Summer Pay

Any leave covered by paid leave, parent bonding, short-term or long-term disability, or FMLA will not affect a teacher's pay received during summer months. However, any additional leave or leave taken outside of these leave categories will result in a loss of summer pay, proportionate to the amount of unpaid leave taken during the school year.

Notice of Leave

If the employee's need for leave is foreseeable, the employee must give the Human Resources Representatives at least 30 days prior written notice or as much notice as is practicable. Where the need for leave is not foreseeable, the employee is expected to notify the Human Resources Representatives as soon as practicable when requesting leave under the federal FMLA. When requesting leave under the DC FMLA, an employee is expected to notify the Human Resources Representatives no later than 5 business days after the absence begins or as soon as practicable thereafter if the need for leave is not foreseeable. Failure to provide such notice may be grounds for delay or denial of leave and may result in adverse employment actions. Request for federal and/or DC FMLA leave forms are available from the Human Resources Representatives. In addition, employees

must comply with the School's usual leave request procedures. Absent unusual circumstances, employees must follow these procedures and use these forms when requesting federal and/or DC FMLA leave. **Requests for federal and DC FMLA leave must be provided to the Human Resources Representatives.**

Medical Certification/Second and Third Opinions for Employee Medical and Family Medical Leave

The employee will be required to provide a certification from the appropriate health care provider for Employee Medical leave or Family Medical leave. The appropriate certification form may be obtained from the Human Resources Representatives. Completed certification forms must be provided within 15 days after the employee is requested to provide the certification. Failure to provide requested medical certification in a timely manner might result in delay or denial of leave or other adverse consequences. The School, at its discretion and expense, may require an examination by a second health care provider designated by the School, if it reasonably doubts the medical certification initially provided by the employee. If the second health care provider's opinion conflicts with the original medical certification, the employee may obtain or the School may require, at the School's expense, a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The School may ask for authentication and/or clarification of any medical certification submitted. The School may also require re-certification periodically during the leave, and employees will be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness. All forms must be filled out completely and legibly.

Certification for Qualifying Exigency and Covered Service member Leaves

If the employee is requesting leave for a Qualifying Exigency or to care for a Covered Service member, certification forms are also required. These certification forms must be provided to the Human Resources Representatives within 15 calendar days after they are requested unless it is not practicable for the employee to do so despite the employee's diligent good faith efforts.

Reporting While on Leave

If an employee takes leave because of his or her own serious health condition or to care for a family member, the employee may be required to contact his or her supervisor on a regular basis regarding the status of the condition and the employee's intention to return to work. For leaves for other purposes, the employee may be periodically required to report on his or her status and intent to return to work.

Intermittent and Reduced Schedule Leave

Employee Medical, Family Medical, and Covered Service member leave may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced work schedule (reducing the usual number of hours worked per work week or work day) if medically necessary. Qualifying Exigency leave may also be taken intermittently or on a reduced work schedule basis. An instructional employee's ability to take intermittent and reduced schedule leave is subject to the limitations set forth below.

If leave is unpaid, the School will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced schedule leave for planned medical treatment, the School may temporarily transfer the employee to an available alternative position which better accommodates the employee's recurring leave and which has equivalent pay and benefits. **If an employee is certified to take FMLA leave on an intermittent or reduced leave schedule basis, the employee must advise the Human Resources Representatives at the time of his or her absence from work if the absence is for the employee's certified FMLA reason.**

Intermittent and Reduced Schedule Leave for Instructional Employees

An eligible instructional employee taking Family Medical leave, Employee Medical leave or Covered Service member Leave as defined above that is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the School may require that such employee elect either--

- (A) to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- (B) to transfer temporarily to an available alternative position offered by the employer for which the employee is qualified, and that--
 - (i) has equivalent pay and benefits; and
 - (ii) better accommodates recurring periods of leave than the regular employment position of the employee.

Leave Rules for Instructional Employees Near the Conclusion of an Academic Term

If the eligible instructional employee begins FMLA leave more than 5 weeks prior to the end of the academic term, the School may require the employee to continue taking leave until the end of such term, if--

(A) the leave is of at least 3 weeks duration; and

(B) the return to employment would occur during the 3-week period before the end of such term.

If the eligible instructional employee begins Birth of a Child leave, Placement of a Child leave, Family Medical leave, or Covered Servicemember Leave as defined above during the period that commences 5 weeks prior to the end of the academic term, the School may require the employee to continue taking leave until the end of such term, if--

(A) the leave is of greater than 2 weeks duration; and

(B) the return to employment would occur during the 2-week period before the end of such term.

If the eligible instructional employee begins Birth of a Child leave, Placement of a Child leave, Family Medical leave, or Covered Service member Leave, as defined above during the period that commences 3 weeks prior to the end of the academic term and the duration of the leave is greater than 5 working days, the School may require the employee to continue to take leave until the end of such term.

Returning from Leave

An employee taking leave under this policy is generally entitled to return to his or her same position or to an equivalent position with equal benefits, pay and other terms and conditions of employment, subject to any applicable exceptions. In addition, employees have no greater rights to reinstatement or to other benefits and conditions of employment than if they had not taken federal and/or DC FMLA leave. If an employee takes Employee Medical leave, the employee will be required to provide a fitness for duty certification that the employee is fit to resume work and able to perform the essential job functions. Employees failing to provide a fitness for duty certification will not be permitted to resume work until it is provided.

Governance

Any employee who feels that the School has violated any provision of the FMLA, DC FMLA, and/or this Policy may utilize the School's Grievance Policies and Procedures set forth in the Employee Handbook.

Applicable Laws

As with all of the School's policies, nothing in this policy will be applied or interpreted in a manner inconsistent with applicable law.

Additional Information

Additional information on employee rights under the federal FMLA is contained in the attached Department of Labor (WH 1420) publication.

Appendix B: Leave without Pay and Absence Without Leave Policy

Leave without pay (LWOP) is an approved temporary absence from duty in a nonpay status requested by an employee. The term does not cover a suspension, furlough, or an absence for which leave has not been approved.

Absence without official leave (AWOL) is a period of absence without pay for which the employee did not obtain approval or for which a request for leave is denied. AWOL is based on the supervisor's determination that no form of leave (annual, sick, LWOP, etc.) has been or should be approved for the absence based on existing evidence. AWOL can be converted to appropriate leave when a supervisor receives and is satisfied with documentation justifying the absence. AWOL is not disciplinary in nature, but may be the basis for disciplinary action.

Basic Premises

The authorization of LWOP is a matter of administrative discretion and may not be demanded by an employee, except that:

- Disabled veterans are entitled to LWOP, if requested, for medical treatment;
- Members of the armed forces reserves and National Guard are entitled to LWOP, if requested, when ordered to military training duties if the absence is not covered by military leave; and
- Employees are entitled to 12 administrative work weeks of LWOP under the Family Medical Leave Act (FMLA), if supported by administratively acceptable evidence.

LWOP must be charged in increments of an hour.

LWOP will not ordinarily be granted to enable an employee to engage in other employment. However, employees may be granted LWOP in the unusual circumstance where there is a temporarily reduced need for their services and it is expected that they will return to duty. An employee requesting LWOP to engage in outside employment must comply with applicable restrictions related to employee conduct and conflict of interest policies.

LWOP may be authorized for up to 6 months, and in some instances more, for:

- Educational purposes when the studies will enhance the employee's value upon his or her return to Washington Yu Ying;
- Service with a public or private enterprise when the job is of a temporary character, and the service to be performed is in the interests of Yu Ying;
- Furtherance of a program of official interest to Washington Yu Ying; and

- Recovery from illness or disability not of a permanent nature, when continued employment or immediate return to employment might impair the employee's health or the health of other employees.

Each request for extended LWOP should be examined closely to assure that the value to the Washington Yu Ying or serious needs of the employee are sufficient to offset the costs and administrative inconveniences involved, including for example encumbrance of a position, loss of needed services, complications related to a reduction in force, and obligation to provide employment at the end of the period of leave.

As a basic condition for approval of extended LWOP, there should be reasonable expectation that the employee will return to work at the end of the approved absence. An employee requesting LWOP may be required to first exhaust annual leave when the absence is primarily for the personal convenience of the employee. Here personal convenience means that LWOP 1) is not initiated by Washington Yu Ying PCS and 2) not deemed by the Executive Director to be mutually beneficial to both employee and to Washington Yu Ying PCS.

Generally, LWOP may not be substituted retroactively for annual or sick leave.

Unpaid Leave for Family Friendly Purposes

Unpaid leave for family friendly purposes is LWOP, which may be granted to an employee to help balance the demands of family and work. An employee may schedule and be granted up to 24 hours of LWOP in a leave year to:

- Attend school and early childhood educational activities that are directly related to the educational advancement of a child. This includes, but is not limited to, parent-teacher conferences (outside of Yu Ying), meetings with child-care providers, interviews for a new school or child-care facility, participation in volunteer activities which support a child's educational advancement, or school-sponsored activities. Employees who do not have children may request LWOP under this heading for participation in school activities deemed important to the educational advancement of a child, such as tutoring or attendance at school board meetings. School in these instances refers to elementary and secondary schools, Head Start programs, or child-care facilities;
- Accompany children to routine medical or dental appointments, such as annual checkups or vaccinations. LWOP for these purposes is in addition to an employee's entitlement to personal leave for general family care; and
- Accompany elderly or disabled relatives to routine medical or dental appointments or other professional services that are directly related to the care of the relative. This includes, but is not limited to, making arrangements for housing, meals, phone services, banking services, and other such activities. Elderly relatives refers to an individual related by blood or marriage to the employee. LWOP for these purposes is in

addition to an employee's entitlement to sick leave for general family care and LWOP under the FMLA.

LWOP for general family care purposes differs from LWOP under the FMLA in that it is not a positive employee entitlement and may not be demanded by an employee. In addition, there is no employee right to substitute paid leave for unpaid leave used.

Applications for LWOP

LWOP may be requested by submitting a letter to the Executive Director, Human Resource Manager, and the employee's immediate supervisor. The employee's time and attendance reports will show the exact dates of LWOP. If the LWOP request is made for health reasons, the employee may be requested to furnish a statement from the physician or other licensed health care practitioner indicating the need for the absence and the prognosis of the employee's ability to return to work at the end of the period of LWOP.

An employee's absence on extended LWOP and subsequent return to duty must be recorded in the Official Personnel Folder. The employing office must process a personnel action for each instance of extended LWOP.

Absence Without Official Leave (AWOL)

When a supervisor determines that an employee's absence from duty has not been authorized and should not be charged as approved leave or excused absence, the employee's forfeiture of pay for the period of absence is not a disciplinary action, because the decision to be absent was made by the employee rather than by the supervisor. However, such periods of absence may be the basis for disciplinary action. A supervisor must consult with the Executive Director when proposing disciplinary action.

Appendix C: Communication Protocols

Yu Ying staff will strive to communicate the right information at the right time, with the right people, through the right channel (Goal 1 of Yu Ying's Strategic Plan 2014-2018). This communication protocol is also found at the following Google document: [Yu Ying's Communication Protocols](#)

Communication Protocols: Below are Yu Ying's communication protocols. These protocols:

- define the roles staff play when communicating to internal and external stakeholders
- outline the flow of information (who sends what to whom and when)
- present a format to categorize information by relevance and level of urgency
- describe Yu Ying's crisis communication policy
- recommend strategies to help Yu Ying staff create and build community across stakeholder groups

1. Communication Review and Improvement

On an ongoing basis, leadership will review Yu Ying's communication strengths and weaknesses. Based on this review, staff will update and revise these protocols to ensure that school leaders and staff continue to communicate relevant information to stakeholders timely and accurately.

2. Role of Yu Ying Staff

The following defines the Yu Ying staff roles when communicating broadly to internal and external stakeholders.

Executive Director (ED)

Yu Ying's Executive Director is the public face of the school. As such, the ED communicates relevant and timely school-wide information to following stakeholders:

- Board of Trustees
- Press
- Development Committee (within the BOT)

- Yu Ying board members working on strategic growth efforts
- Governing entities
- Education leaders (local and national)
- Parents
- Staff
- Community members

The Chief Operating Officer (COO)

Yu Ying's Chief Operating Officer leads all aspects of the business operations. Therefore, communication from the COO to stakeholders is related primarily to Yu Ying's operations. The COO communicates relevant and timely information to the following stakeholders:

- Finance committee (within the board of trustees)
- Development Committee (within the BOT)
- Yu Ying board members working on strategic growth efforts
- Governing entities
- Education leaders
- Parents
- Staff
- Vendors
- Potential donors
- Local and state officials
- Real estate development companies
- Community members (as needed)
- Press (as requested by the ED)
- Board of Trustees (as requested by the ED)

Director of Operations

Yu Ying's Director of Operations is responsible for overseeing day-to-day operations and managing student enrollment. The Director of Operations will communicate about enrollment and other relevant operations to the following groups:

- Governing entities as appropriate
- Education leaders (MSDC, DCI for example)
- All current Yu Ying families (as requested by ED/COO)
- Prospective families (regarding application process)
- Vendors
- Staff

Director of Teaching and Learning

Yu Ying's Director of Teaching and Learning is responsible for the management and organization of instructional programs and special academic programs. The DTL will communicate about Yu Ying's academic program primarily to:

- Staff

- Individual families as needed
- All Yu Ying families
- Governing entities
- Media related to Yu Ying's Educational Model in collaboration with the ED

REEF:

Yu Ying's REEF Managers are responsible for the overall success of extended learning programs at Washington Yu Ying PCS, such as before and after care (REEF) and some student activities that fall outside typical school hours. The REEF Managers will communicate about REEF and other special programs s/he oversees primarily to:

- Individual families as needed
- All current Yu Ying families (as requested by DTL/DOO/COO/ED)
- REEF staff (and all staff when appropriate)
- Community partners
- Local universities
- REEF vendors

3. Format of Communications

The following provides suggestions for how to format regular communications to staff, parents, and board members. *General School Updates to All Current Families (via email)*

- Yu Ying staff will plan the content of each "updates & happenings" email by compiling a current list of topics within the [Constant Contact - Drafts for Publications](#).
- These "updates & happenings" emails should be sent throughout the month but staff should avoid sending multiple emails within a given week.
- Staff will send "update" emails to current families through Constant Contact.
- Staff will write in the subject line "Updates & Happenings [Month] [Year]." If staff send multiple "Updates & Happenings" in one month, staff will indicate the time of month, such as early June, mid June, or late June.
- All "updates & happenings" emails should be sent by the ED or COO.
- These emails should present current and relevant updates about Yu Ying. These various updates should be categorized with sub-titles (within the email) that provide a summary of information, so that families quickly understand the relevance of the message.
- All "updates & happenings" emails should have a list of important upcoming dates at the bottom of the email.

- Staff members other than the ED, COO, and DTL are not permitted to post on the Family Portal and PA List serve or answer parent questions through the Pa list serve.

Urgent communications to staff and parents about school delays or closures due to inclement weather

- The ED and COO will communicate through email, phone, and website when the weather prevents the school from operating on a normal schedule. This communication is sent to parents and staff as soon as school leaders decide to delay or cancel school. If possible, it is best to avoid sending phone calls to parents after 10 pm and before 5:30 am.

Other urgent or important emails to current parents

When sending high priority or urgent communications, staff will indicate the level of urgency in the subject line of the email, for example “Important” or “Urgent.” For more on Crisis Communication see below.

Weekly Updates to Staff

- Once per week (usually Thursdays), the Director of Teaching and Learning sends weekly updates to all staff using the intranet
- Subject line for staff communications should be “Weekly Staff Updates: [Date]”
- The [format](#) of weekly staff updates includes:
 - o Highlights: recognizing others’ accomplishments or shout outs
 - o Action Items
 - o Other important updates
 - o Resources and professional development opportunities
 - o Quote, question, or thought of the week
 - o Attachments (if relevant)

Communications to Yu Ying’s Board of Trustees

- Once per month (about 5 days before the monthly board meeting), the ED will send board members via Basecamp the following information:
 - o Management report
 - o Monthly financials
 - o Other relevant pre-read materials or attachments
- On an as needed basis, the ED will correspond with board members about school-wide happenings, events, or matters via Basecamp. The ED may delegate board correspondence to the COO as needed.

4. Crisis Communication Policy

The purpose of this policy is to provide staff with direction related to communicating about a crisis at or around Yu Ying. (Note: much of the information below was taken from policies and plans from the following: [Jordan School District Crisis Communications Plan](#), [Piecenter.com](#), and [Colorado Nonprofit Association](#).)

DEFINITION

A crisis is an emergency or a controversial issue that affects Yu Ying. Examples of crises may include a teacher unexpectedly leaving her/his role, a student requiring an ambulance, a natural disaster occurring around Washington, DC, active shooter coming onto campus, etc.

POLICY

All crises should be reported to a manager or coordinator and to Yu Ying's COO and HOS immediately. For a checklist of procedures to follow during specific types of crises, please see [Crisis Communication Checklists](#).

5. Communicating to Stakeholders and the Media. Only the ED is authorized to release information to the media and/or public related to a crisis. (The ED may delegate this responsibility too the COO or to a consulting firm.) All other staff should be professional and helpful to the media by connecting them with the ED but staff should neither speak to the media nor provide any information about the crisis. All comments related to the crisis should be professional and transparent and serve to mitigate the crisis. "No comment" is not a response. If an answer is unknown, tell the reporter or stakeholder, the HOS will get back with her/him.

6. Confidentiality

Personnel matters are to remain confidential.

7. Crisis Communication Team

Yu Ying Crisis Communication Team (CCT) includes the ED, Director of Operations, Chief Operating Officer, and DTL. This team will assess and manage the communications related to the crisis at or related to Yu Ying. Here are the cell numbers for the Crisis Communication Team:

- o Maquita: 202-445-7778 (cell)
- o Annie: 202-725-6280 (cell)
- o Cheri: 202-669-1204 (cell)
- o Amy: 202-557-6631

8. Internal communications

All internal emails related to the crisis should be sent through email

9. Incoming calls

Yu Ying's reception desk may expect an increase in calls and both the receptionist and REEF staff receptionist should have the fact sheet to answer questions and names and extension numbers of staff who can field questions that the receptionist cannot answer. The CCT will determine if additional staff will be needed to help answer calls at the reception desks to handle incoming calls.

10. Crisis Communication Team's Responsibilities during a Crisis

Gather information. Within 4 hours (this could vary depending on crisis), the Crisis Communication Team starts gathering facts about the crisis on the fact summary table on the [Crisis Communication Templates](#) and update these facts regularly. For more information, go to [Yu Ying's Communication Protocols](#)

11. ED and COO's Responsibilities during a Crisis

- ED and COO proactively and effectively co-manage any crisis at Yu Ying.
- The COO will setup information files via Google drive. Materials related to the crisis may include: clippings, statements, letters, memos, and a timeline of events and actions related to the crisis.
- The ED will monitor the crisis situation daily and will frequently update the CCT and staff as appropriate.
- The ED will determine who will be the CCT member who will be responsible for taking and keeping notes during the crisis. These notes will help document the steps Yu Ying took in response to the crisis. These notes will also be reviewed after the crisis to determine how Yu Ying can improve any future crisis response. It is crucial that the COO and ED ensure that the CCT develops and maintains a communication inventory of every event and date related to the crisis. Events, for example, would include: media requests, communication with a lawyer or other third party, Yu Ying's response to the an event (who, time, date), Yu Ying's response to stakeholders. See [Crisis Communication Template](#) for an example of an Event Inventory Table.

12. Strategies to Build Community

While its primary goal is to provide relevant and timely information, communication to internal and external stakeholders can also help build and support Yu Ying's community. Below are some strategies to help staff use communication to build community:

- provide space or systems for stakeholders (staff, parents, neighbors) to ask questions or provide comments about Yu Ying

- respond to stakeholders correspondence promptly--within 36 hours if possible
- validate concerns from stakeholders; it's important that they feel that they are heard
- if a stakeholder inadvertently sends a message to the wrong, staff person, please forward stakeholder's emails to appropriate staff and communicate with sender that his/her email has been forwarded to another staff member
- have a neutral tone and be solution oriented when addressing stakeholders concerns or criticisms
- be benevolent and make decisions based on the best interests of stakeholders and Yu Ying.
- be open and non-judgmental when hearing criticisms and/or complaints
- follow through on decisions and commitments be professional, courteous, and kind

Appendix C: Anti-Harassment and Anti-Violence Policy

The [U.S. Department of Education Sample School Anti-Harassment Policies](#) significantly contributed to Yu Ying's revised policy.

SUMMARY

Harassment because of an individual's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or any other status protected under applicable federal, state or local laws will not be tolerated. Below is a summary of Yu Ying's Anti-Harassment Policy.

1. Everyone a Yu Ying has a right to feel respected and safe, and we want you to know about our policy to prevent harassment.
2. A harasser may be a student or an adult.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the Director of Teaching and Learning, HR manager, Chief Operating Officer, or the Executive Director.
4. You may also make a written report. It should be given to a teacher, counselor, the Director of Teaching and Learning, HR manager, Chief Operating Officer, or the Executive Director.
5. Your right to privacy will be respected as much as possible.

6. We take seriously all reports of harassment, and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.

7. Yu Ying will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

See below for a complete policy. Additionally, this policy is available in Yu Ying's employee and family handbooks as well as upon request.

INTRODUCTION

Washington Yu Ying (Yu Ying) is committed to maintaining an environment free from harassment and violence. Yu Ying prohibits any and all forms of harassment based on an individual's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, and political affiliation. It shall be a violation of Yu Ying's policy for any student, teacher, administrator, or other school personnel of Yu Ying to harass or show violent behavior toward a student or staff member as defined by this policy.

It shall also be a violation of this policy for any teacher, administrator or other school personnel of Yu Ying to tolerate harassment or violence, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of Yu Ying.

For purpose of this policy, the term "school personnel" includes Yu Ying board members, employees, representatives, volunteers, contractors, or persons subject to the supervision and control of Yu Ying.

Yu Ying will 1) promptly investigate all harassment complaints--formal or informal, verbal or written; 2) take appropriate action to protect individuals from further harassment; and 3) promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

DEFINITIONS

Yu Ying prohibits any and all forms of harassment based on an individual's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, and political affiliation. It shall be a violation

of Yu Ying's policy for any student, teacher, administrator, or other school personnel of Yu Ying to harass a student or staff member as defined by this policy.

A. Sexual Harassment

Sexual harassment is illegal. Sexual harassment of a Yu Ying student or school personnel consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A member of Yu Ying's personnel causes a student or fellow personnel to believe that he or she must submit to sexual conduct in order to participate in a school program or activity, or when a member of Yu Ying's personnel causes a student or fellow personnel to believe that an educational or performance decision is based on whether or not the individual submits to ~~unwelcome~~ sexual conduct; or
2. Sexual conduct is so severe, persistent or pervasive that it affects a student or staff's ability to participate in or benefit from an educational or professional program or activity, or creates an intimidating, threatening or abusive environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Examples of conduct which may constitute sexual harassment include:

- sexual advances
- touching, patting, grabbing or pinching another person's intimate parts
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another
- graffiti of a sexual nature
- sexual gestures
- sexual or dirty jokes or innuendos
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other students as to sexual activity or performance
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact.
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Please note: this policy does not prohibit legitimate, non sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student.

B. Harassment because of Race or Color

For purposes of this policy, racial harassment of a student or school personnel consists of verbal or physical conduct relating to an individual's race or color, when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational or professional program or activity, or creates an intimidating, threatening or abusive environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- threatening or intimidating conduct directed at another because of the other's race or color
- notes or cartoons
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

C. Harassment based upon National Origin or Ethnicity

For purposes of this policy, ethnic or national origin harassment of a student or school personnel consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

1. the harassing conduct is so severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- Using another race's voice or speech pattern when quoting them
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

D. Harassment because of Disability

For purposes of this policy, harassment because of the disability of a student or school personnel consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability
- threatening or intimidating conduct directed at another because of the other's physical or mental disability
- jokes, rumors or name calling based upon an individual's physical or mental disability
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

E. Physical Intimidation / Violence

Yu Ying does not tolerate physical intimidation or violence of any kind. Intimidation happens when a member of the Yu Ying community uses physical violence or threats, blackmail, or verbal abuse to manipulate school personnel. It usually occurs over time, developing a pattern of mistreatment that can negatively affect an employee's mood, productivity, and even mental and physical health.

No two intimidation situations are exactly the same. Some common examples of workplace intimidation include:

- Physical violence or threats
- Yelling or screaming
- Hostile physical posturing
- Ridiculing or insulting you in front of coworkers or customers
- Intentionally assigning tasks outside your expertise
- Finding fault with your work or assigning errors to you that are not your responsibility
- Taking credit for your work
- Sabotaging your work or setting you up to fail
- Raising the bar for success or setting up different standards for the targeted employee
- Interfering with your ability to work

F. Microaggressions

Microaggressions are the everyday verbal, nonverbal, and environmental slights, snubs, or insults, while intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership. In many cases, these hidden messages may:

- invalidate the group identity or experiential reality of target persons,
- demean them on a personal or group level,
- communicate they are lesser human beings,
- suggest they do not belong with the majority group,
- threaten and intimidate, or
- relegate them to inferior status and treatment.

The following are examples of microaggressions.

- Failing to learn to pronounce or continuing to mispronounce the names of students / coworkers after they have corrected you.
- Mimicking someone's accent. When mimicking accents, people often express stereotypes about a group of people. Or they intentionally use bad grammar to mock certain groups for speaking differently.
- Intentionally scheduling tests and project due dates on religious or cultural holidays.
- Disregarding religious traditions or their details. (Ex. Impacts of fasting)
- Calling on, engaging and validating one gender, class, or race of students while ignoring other students during class.
- Assigning student tasks or roles that reinforce particular gender roles or don't allow all students flexibility across roles and responses.
- Using inappropriate humor that degrades students or co-workers from different groups.
- Expressing racially charged political opinions in the classroom or workplace, assuming that the targets of those opinions in class or in the workplace.
- Hosting debates in class that place students from groups who may represent a minority opinion in a difficult position.
- Singling out students or co-workers because of their backgrounds.
- Expecting students of any particular group to 'represent' the perspectives of others of their race, gender, etc. in class discussions or debates.
- Denying the experiences of students or co-workers by questioning the credibility and validity of their stories.
- Using sexist language.
- Assuming the gender of any student.
- Continuing to misuse pronouns even after a student, transgender or not, indicates their preferred gender pronoun.

While microaggressions are generally discussed from the perspective of race and racism, any marginalized group may become targets of microaggressions: people of color, females, LGBT persons, those with disabilities, religious minorities, low-income families, and so on.

Our interactions with each other greatly affect Yu Ying’s culture and student achievement. All Yu Ying employees must strive to communicate in ways that create inclusive and supportive environments within the classroom and workplace.

PREVENTION

Preventing harassment and violent behavior at Yu Ying is important to ensure a nondiscriminatory, safe environment for all. Students and school personnel may not know what harassment is, how to stop it, and what can be done to prevent it from happening in the first place. Yu Ying has the follow the practices in place to help prevent harassment.

A. Anti-Harassment and Anti-Violence Training for Staff

All full-time and part-time staff receive the following anti-harassment training:

- New full-time staff will receive anti-harassment training within two months of being hired
- All full-time employees will receive anti-harassment training annually at the beginning of the school year
- All employees must receive mandated reporter annual training for how to report harassment
- All part-time REEF employees will receive in-person anti-harassment training once each trimester
- Staff receive communication training to help them 1) de-escalate tense interactions and 2) communicate effectively to prevent threats or violence from happening in the first place.

B. Anti-Harassment Discussions for Students

Talking about unwelcomed and unacceptable behaviors should begin with elementary children before they enter into middle school. If begun in the early grades, education on harassment can greatly reduce its prevalence, especially as children get older. Having parents and teachers understand Yu Ying’s harassment policy is one way to start and continue dialogue with students. In addition, Yu Ying will provide age-appropriate discussions with students each year.

C. Open Window Policy

All internal windows must be transparent and free of obstruction. At Yu Ying, all classrooms and small group spaces have internal windows, which are shared with communal areas of the school, like hallways and work areas. It is the policy of Yu Ying that all internal windows remain transparent and unobstructed, so that

individuals can see into classrooms, small group spaces, and other areas where student learn and play. Transparent and unobstructed windows mean nothing is covering the window. Blinds cannot be pulled down over the window (unless for lockdown purposes) and paper or other objects cannot be placed on the window blocking the view into the classroom or small group space. This “open window” policy protects both our students and school personnel.

D. One-on-One Interactions with Students

Sexual abuse is much more likely to occur when a child is alone with an offender. Even if no abuse takes place, one-on-one settings increase the acceptance and “comfort” of the student in being alone with an adult, which could be an attempt by the offender to “groom” the student. For these reasons, this policy limits one-on-one interactions between adults and students.

At Yu Ying, no adult can spend one-on-one time with a student within a private or semi-private space. Yu Ying teachers may talk with a student individually as long as the teacher and the student are in a communal space where other students and staff are present. For example, if families are late in picking up students from school or from REEF, at least two adults must stay with the last child being picked up to ensure that there is no one-on-one interaction with the student. Employees may not drive students to or from school when they are working at Yu Ying. It is against Yu Ying policy for employees to spend one-on-one time with students before or after school.

The exceptions to this policy allow for selected Yu Ying staff--such as the counselor, Director of Teaching and Learning, and Assistant Principal--be alone with students as long as those staff members are within a space with transparent, unobstructed internal windows. (See Open Window Policy above.)

E. Safety Checks

Yu Ying will conduct a variety of checks to help keep students safe:

- **Background Checks:** Any adult who will spend at least 8 hours at Yu Ying during a given year when students are present must have a background check. The following are examples of adults who must receive background checks: all employees (at the time of hire and every 2 years), volunteers, and contractors. Teachers are required to inform HR when a volunteer spends or plans to spend at least 8 hours at Yu Ying during a given year. HR will conduct random audits of volunteers to ensure that background checks are completed.
- **Facility Checks:** During the school day and after school, Yu Ying staff will walk around campus ensuring that children are safe.

F. Review of Policy

Yu Ying's Trustees along with the Executive Director shall review policy shall be reviewed at least annually it remains relevant as well as compliant with state and federal law.

G. Notice of Anti-Harassment Policy

Yu Ying shall conspicuously post this policy against harassment and violence in a place accessible to students, faculty, administrators, employees, parents and members of the public. This notice shall include the name, mailing address and telephone number of the Executive Director, [the name, mailing address and telephone number of the state agency responsible for investigating allegations of discrimination in educational opportunities,] and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights. A copy of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

H. Limit Intimate Relationships with Coworkers

Yu Ying does not have a policy against employees dating each other. However, it is best if you follow a "one strike and you're out" rule. If you ask a coworker for a date, and the co-worker lets you know that he or she is not interested, don't ask again. Repeated requests for a date may constitute harassment, while a single, polite request probably will not.

REPORTING PROCEDURES

Any student or school personnel who believes she or he has been the victim of harassment or violent behavior by a student, teacher, administrator or other school personnel of Yu Ying, or by any other person who is participating in, observing, or otherwise engaged in activities, including cultural events and other extracurricular activities, under the auspices of Yu Ying, is strongly encouraged to immediately report the alleged acts to an appropriate Yu Ying official designated by this policy.

Any teacher, administrator, or other school official who has or receives notice that a student or staff personnel has or may have been the victim of harassment or violent behavior, as defined in this policy, is required to immediately report the alleged acts to an appropriate Yu Ying official designated by this policy.

Any other person with knowledge or belief that a student or staff personnel has or may have been the victim of violent behavior or sexual harassment or harassment based on race, color, national origin, or disability as set forth above, is strongly encouraged to immediately report the alleged acts to an appropriate Yu Ying official designated by this policy. Yu Ying encourages the reporting party or complainant to use the report form available at the end of this policy or from

the Executive Director, Chief Operating Officer, or HR Manager, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to the Chair of Yu Ying's Board of Trustees.

A. Role of Human Resources Manager

The HR Manager is the person responsible for receiving oral or written reports of sexual harassment, or harassment based on race, color, national origin, or disability at the building level. Any Yu Ying personnel who receives a report of sexual harassment, or harassment based on race, color, national origin, or disability shall inform the HR Manager immediately. Upon receipt of a report, the HR Manager must notify the COO and Executive Director immediately, without screening or investigating the report. The HR Manager may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the HR Manager to the COO and Executive Director. If the report was given verbally, the HR Manager shall personally reduce it to written form within 24 hours and forward it to the COO and Executive Director. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the HR Manager. If the complaint involves the HR Manager, the complaint shall be made or filed directly with the COO or Executive Director by the reporting party or the complainant.

B. Role of Executive Director

The Yu Ying's Board has designated the Executive Director as the officer with responsibility to identify, prevent, and remedy harassment. The Executive Director shall:

- receive reports or complaints of sexual harassment, and harassment based on race, color, national origin, or disability;
- oversee the investigative process;
- be responsible for assessing the training needs of Yu Ying's staff and students in connection with the dissemination, comprehension, and compliance with this policy;
- arrange for necessary training required for compliance with this policy; and

- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

C. Role of Yu Ying Trustees

In partnership with management, Yu Ying's Board of Trustees will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis or more frequently if needed, and at such other times as the Board in consultation with the Executive Director determines is necessary or appropriate.

D. Privacy

Yu Ying will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with Yu Ying's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

The person lodging the complaint will be advised of the results of any investigation, and the appropriate corrective action will be taken against the harasser when investigation confirms the allegations. If after investigating any complaint of harassment or unlawful discrimination Yu Ying learns that an employee has purposely provided false information regarding the complaint, disciplinary action up to and including dismissal may be taken against the individual who provided the false information.

INVESTIGATION

Upon receipt of a report or complaint alleging sexual harassment, or harassment based upon race, national origin, or disability, the Executive Director shall immediately undertake or authorize an investigation. That investigation may be conducted by Yu Ying officials or by a third party designated by Yu Ying. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this policy, Yu Ying officials shall consider the following:

- the nature of the behavior
- how often the conduct occurred
- whether there were past incidents or past continuing patterns of behavior
- the relationship between the parties involved
- the race, national origin, sex and age of the victim
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student or school personnel allegedly subjected to harassment
- the number of alleged harassers
- the age of the alleged harasser

- where the harassment occurred
- whether there have been other incidents in the school involving the same or other students or or school personnel
- whether the conduct adversely affected the individual's environment
- the context in which the alleged incidents occurred

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The investigation shall be completed no later than 14 days from receipt of the report. The Executive Director shall make a written report upon the completion of the investigation and file that report directly with Yu Ying's Board of Trustees. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Executive Director's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

CONSEQUENCES

A. Actions to Address Violation of Policy

Upon receipt of a report that a violation has occurred, Yu Ying will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to:

- counseling
- awareness training
- parent-teacher conferences
- warning
- suspension
- exclusion
- expulsion
- remediation
- termination or discharge

Yu Ying's action taken for violation of this policy shall be consistent with the requirements of applicable state and federal law and Yu Ying policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, Yu Ying shall consider:

- what response is most likely to end any ongoing harassment
- whether a particular response is likely to deter similar future conduct by the harasser or others
- the amount and kind of harm suffered by the victim of the harassment
- the identity of the party who engaged in the harassing conduct

- whether the harassment was engaged in by school personnel, and if so, the Yu Ying will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of an District of Columbia criminal statute, the Yu Ying's Board of Trustees shall also direct the Executive Director to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

B. Reporting Results of the Investigation

The results of the Yu Ying's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by Yu Ying in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

C. Appealing the Results of the Investigation

If the results of Yu Ying's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established Board procedures for appealing other adverse personnel and/or education related actions.

If the results of the Yu Ying's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established Yu Ying's Board procedures for appealing other adverse personnel and/or education related actions.

D. File Period of Complaints and Investigations

Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained for a period of two years at the Yu Ying.

Hard copies of complaints and investigations shall be locked in Yu Ying's Human Resource file cabinet. Only the Executive Director, Chief Operating Officer, and HR Manager shall have access to the HR file cabinet.

REPRISAL

Submission of a good faith complaint or report of harassment as defined in this policy will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignments. Yu Ying will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of

alleged sexual, racial, ethnic or disability related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

APPENDIX: Harassment / Violence Report Form

1. Complainant _____

2. Home Address _____

3. Work Address _____

4. Home Phone _____

5. Work Phone _____

6. Date of alleged incident(s) _____

7. Did the incidents involve (check all that apply):

- sexual harassment
- racial harassment
- harassment because of national origin
- harassment because of disability
- physical intimidation / threats / violence

8. Name of person you believe harassed you or another person:

9. If the alleged harassment was toward another person, identify that other person:

10. Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary:

11. When and where did the incident occur?

12. List any witnesses who were present: _____

13. This complaint is based upon my honest belief that _____ has harassed me or another person. I hereby certify

that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

_____ (complainant's signature)

_____ (date)

_____ (received by)

_____ (date)

Appendix E Whistle Blower Policy

Washington Yu Ying's Whistleblower Protection Policy

Washington Yu Ying PCS (Yu Ying) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Yu Ying,, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Yu Ying can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Yu Ying's code of ethics or suspected violations of law or regulations that govern Yu Ying's operations.

No Retaliation

It is contrary to the values of Yu Ying for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Yu Ying. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Yu Ying has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director, Chief Operating Officer, or Board Trustees. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Yu Ying's Executive Director, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the COO or a Board Trustee.

Accounting and Auditing Matters

The Executive Director or COO shall immediately notify the Audit Committee/Finance Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Executive Director: Maquita Alexander | maquita@washingtoneyuying.org

Chief Operating Officer: Cheri Harrington | cheri@washingtoneyuying.org

Policy approved by the Board of
Directors on

Source: This policy was largely taken from the [National Council of Nonprofits](#)