



Discipline Policy

Behavior Action: Suspension and Expulsion

Suspension and expulsion are our most serious disciplinary actions. We define them as:

- Suspension, in- and out-of-school, or long-term - The denial of a student's right to attend our school and participate in classes and school activities for a defined period of time.
- Expulsion - The denial of a student's right to attend our school, which includes all classes, school activities, functions or events.

Short-Term Suspension

In-School Suspension

In-school suspension (ISS) is a consequence we use if a student's misbehavior is extreme. With ISS, students can stay at school, but can't participate in their regular activities.

Students who have an ISS spend their time in a different safe space than their classroom.

The safe space is dependent upon the student needs, situation, and reasons leading to ISS. The student is not left alone in the safe space. An administrator or other school staff member, with an educational and behavior management training is with the student at all times.

Out-of-School Suspension

We use out-of-school suspension (OSS) as a consequence if:

- A student willfully caused, attempted to cause, or threatened to cause bodily injury or extreme emotional distress to another person.

If a student is suspended, steps to follow are:

- contact their parent or guardian so they can be picked up from school.
- If a parent can't get to school that day, the student's suspension starts on the next school day.
 - The student is moved to an alternate safe space other than their classroom until the current school day is finished.
 -

We follow these guidelines when considering OSS:

- We won't suspend students in grade 1 - grade 5 for more than five consecutive school days, unless they're facing expulsion.
- In general, students won't be suspended for more than 20 cumulative days in the school year unless:
 - They're facing expulsion.
 - Our Executive Director gives written justification to the student's family explaining why more than 20 days is a more appropriate disciplinary action than another type of action.
- We may make an exception to the 20-day limit if a student's behavior required them to be removed

from school as an emergency. Our Executive Director must give the student's family written justification explaining the reason for their emergency removal.

- PreK and K students won't be expelled under any circumstances. Students in PreK and K classes can only be suspended for up to three days if the student willfully caused, attempted to cause or threatened bodily injury unless the injury or threat was made in self-defense.

Long-Term Suspension or Expulsion

We use suspension for more than five days or expulsion as a last resort. These actions may be taken if a student:

- Repeatedly engages in suspendable behavior and can't correct themselves after other measures and options have been exhausted

Our expulsion process starts after a student has been suspended for 6 or more cumulative or consecutive days in a school year.

- Administration will notify the student's family of the intent to expel.
- A request for a pre-expulsion conference will be made, in order to discuss the reasons and evidence for recommending expulsion.

Long-Term Suspension and Expulsion Process

Our Executive Director makes the final decision for long-term suspension or expulsion. However, the Director of Teaching and Learning and the grade level Assistant Principal is involved every step of the way.

- If a student is under consideration for long-term suspension or expulsion, the grade level Assistant Principal will:
 - Meet with the student.
 - Talk with them about the accusation or wrongdoing.
 - Share the information we have about their engagement in extreme behavior.
 - Give them a chance to share their side of the story and/or explain the behavior.
- If necessary, the Assistant Principal will investigate the circumstances of the student's behavior and their explanation. The investigation will be done within three days of the incident, or within three days of when our administration was notified of the incident.
- After the student meeting and investigation, the Assistant Principal will send a written notice to parents or guardians with a recommendation for long-term suspension or expulsion. The reasons for the recommendation will also be explained.
- Within five school days of the written notice, a conference will be requested/held with the parents or guardians and the Assistant Principal to review the behavior that led to the long-term suspension or expulsion recommendation. The goal is to discuss all information available to help our disciplinary committee, including our Director of Teaching and Learning, make an impartial decision on the proposed disciplinary action.
- At the conference, the Assistant Principal will:
 - Share the information used to support the recommended disciplinary action.
 - Give the student an opportunity to fully respond to the information. If desired, the student may be represented by an attorney.
 - Allow the student to share any additional information they'd like with the committee and Executive Director to consider when making the final decision.
- After the conference, the disciplinary committee will present all of the information to our Executive Director. Within two school days after the hearing, the disciplinary committee and Executive Director will notify the parents or guardians in writing of the final determination and the reasons for making the decision.
- Parents and guardians who aren't satisfied with the final determination can appeal the decision

within five calendar days. The appeal process is explained at the end of this section.

When a student is expelled, they're no longer allowed to be in our school environment or on school property, and can't attend school-related activities or events.

Suspension Policy: Students With Disabilities

Suspensions Lasting 5 School Days or Less

Yu Ying can suspend students with disabilities for up to 5 consecutive or cumulative school days per school year in the same way we suspend general education students. In these cases, we don't provide services for the first 10 days a student is suspended in a school year.

Suspensions Lasting More than 5 School Days

Students with disabilities who are suspended for more than 5 cumulative days in a school year have additional disciplinary procedures. We hold a manifestation determination review meeting and provide services during the suspension. The review meeting covers the relationship between a student's disability and the behavior that caused the suspension. If a student's behavior was a manifestation of their disability, the student must return to school unless the child's parent or guardian and our administration agree otherwise. If the student's behavior is not a manifestation of their disability, the student may be disciplined according to the school's discipline policy applicable to all students.

We won't conduct a manifestation determination review meeting if:

- A student is suspended for more than 5 cumulative school days in a school year, and
- The suspensions don't constitute a pattern based on these factors:
 - The child's behavior isn't substantially similar to their behavior in previous incidents that resulted in previous removals; and
 - The length of each removal, the total amount of time for each removal, how close the removals are to each other, and/or other considerations are different.

We'll continue educational services for any student with a disability who is suspended for more than 5 days in the school year while they're suspended, but in another setting. We do this so they can continue to participate in the general education curriculum and make progress towards their Individualized Education Plan (IEP) goals. If appropriate, we'll also provide a functional behavior assessment and behavior intervention services and modifications. We want to help address behaviors so they don't happen again.

We'll hold a manifestation determination review meeting if:

- A student is suspended for more than 5 consecutive or cumulative school days in a school year, and
- The reason for the suspension constitutes a pattern based on these factors:
 - The child's behavior is substantially similar to their behavior in previous incidents that resulted in previous removals; and
 - The length of each removal, the total amount of time for each removal, how close the removals are to each other, and/or other considerations are similar.

The following is required if both criteria are met:

1. Parent or guardian notification - A student's parent or guardian must be notified of the disciplinary action on the day it was taken. They must also be provided a copy of their procedural safeguards.
2. Manifestation determination review meeting - An IEP team meeting must be held within 10 school days of the action to determine if a student's behavior was a manifestation of their disability.

3. Review of behavior intervention plan - If the student's behavior is a manifestation of their disability, the IEP team must also do a functional behavior assessment if it hasn't already been done. A behavior intervention plan must be developed for the student. If the student already has one, the existing plan must be modified, as needed.

Manifestation Determination Review Meeting Outcome

If we determine a student's behavior wasn't a manifestation of their disability, we'll follow the same disciplinary procedures we use for students without a disability. This may include long-term suspension or expulsion.

Special Circumstances

There are situations when a student with a disability can be removed from school for up to 45 days without regard to whether their behavior was a manifestation of their disability. These situations include:

- Possession of a weapon on school premises or during a school function
- Possession or use of an illegal drug on school premises or during a school function
- Infliction of serious bodily injury on school premises or during a school function

With parent or guardian consent, the IEP team reserves the right to change a student's placement at any time.

Hearing Officer

If we're concerned a student's attendance at school is substantially likely to result in injury to themselves or others, we can request a hearing officer put them in a different setting for up to 45 days. We'll maintain their educational services during the suspension so they can continue their general education curriculum and progress towards their IEP goals.

Students Not Yet Found Eligible for Special Education or Related Services

There may be a situation where a student hasn't yet been determined as eligible for special education and related services, but may still receive the same discipline procedure as students with disabilities. This is possible only if we knew the student potentially had a disability before the behavior requiring action took place.

For us to know a student may have a disability, one or more of these actions must have occurred:

- The student's parent or guardian expressed their concern in writing about the need for special education and related services to our Assistant Principal, Director of Teaching and Learning, and/or instructional personnel.
- The student's parent or guardian requested an evaluation of their child.
- The student's teacher or another member of our school's personnel expressed specific concerns about a behavior pattern to our Learning Support Coordinator or other supervisory personnel.

We won't have knowledge a student may have a disability if:

- We previously evaluated the student and they didn't qualify for special education services.
- The student qualified for special education services, but their family refused them.
- The parent or guardian refused to allow us to evaluate their child.

Reinstatement After Suspension

We encourage students and their parent or guardian to attend a reinstatement meeting with the grade level Assistant Principal to review expectations before they can return to school after a suspension.

Appeal Process: Suspension and Expulsion

Parents or guardians who want to appeal a suspension or expulsion must complete our [Appeal Form](#), which will go to our Director of Teaching and Learning. The appeal may only result in the removal of the letter from the student's file.

Parents or guardians who aren't satisfied with the letter removal can contact our Executive Director. Our Executive Director may invite the student and their parent or guardian to appeal in person. Families can further appeal to our Board of Trustees by sending a letter to boardchair@washingtoneyuying.org. The Board of Trustees may ask the student and their parent or guardian to appeal in person at a regularly scheduled or special meeting. The Board of Trustees decision is final.

Attendance Policy

Attendance and Truancy

Yu Ying follows DC Office of the State Superintendent of Education (OSSE) truancy guidelines and reporting requirements. This means we require a written statement from a parent or guardian with a reason for their child's absence from school.

The statement can be:

- Preferred! Submitted through our Online Attendance Form
- Sent by email to reception@washingtoneyu.org
- Given to our front desk on paper

If possible, please provide us with your statement ahead of time if your child will be away from school. Be sure to include when you expect them to come back. If you can't do this, you can give us the statement after your child returns. Submitting your written statement doesn't mean the absence will be excused. Instead, the absence won't automatically be coded as "unverified," which means it's unexcused. Any absences not verified with a valid, written excuse are considered unexcused.

If you can't send a written statement online or in person, be sure to call our front office at 202-635-1950 to tell us your child will be absent. Then, complete the written statement as soon as you're able.

Excused Absences

We consider these situations excused absences:

- An emergency where the student has to be at home or away from school
- A death in the immediate family
- Observance of a religious holiday so long as we're told ahead of time
- Student illness — a medical certificate or doctor's note may be required; see "Sickness" in the "Student Health" section for details

If your child has three or more excused absences in a trimester because of sickness, you must give us a doctor's note for all future absences. If your child doesn't see their doctor after being sick for multiple days, our school nurse will follow up with your family.

You must give our school nurse a doctor's note if your child was absent because of head lice, strep throat or pink eye. With lice, you must also show the nurse proof of treatment. For more information, please see "Head Lice" in the "Student Health" section.

Unexcused Absences

If we don't get a written statement about a student's absence, we automatically code the absence as "unverified/unexcused." Every time this happens, we try to contact the child's parent or guardian by noon on the same day.

After 10 unexcused absences, we'll contact the DC Child and Family Services Agency (CFSA).

After 20 consecutive days of unexcused absences, a student will no longer be considered enrolled at our school.

Students are considered truant if they're a minor age 5 - 18 and willfully absent from school with or without approval, or their parent or guardian's knowledge or consent. The table on the next page shows what actions we'll take depending on how many unexcused absences a student has.

Number of Unexcused Absences	School Action	Next Steps
One to two days in a row	We'll record the unexcused absence(s) in our information system.	None.
Three days in a row	We'll try to call the student's family using every phone number we have, including emergency contacts.	If we don't hear from the family by the fourth day, we'll do a home visit on the fifth day and include a letter in the student's file.
Five days in a row	<ul style="list-style-type: none"> • We'll try to call the student's family again. • We'll send a notification letter to the student's parents or guardians. • If we still haven't heard from the family, we'll complete a home visit. • We'll schedule a mandatory meeting with the student's support team. 	We'll continue to monitor the student's absences. If the family can't be reached, we'll send a welfare request to the police department.
Eight days in a row	<ul style="list-style-type: none"> • We'll try to call the student's family again. • We'll send another notification letter to the student's parents or guardians. • We'll schedule a mandatory meeting with the student's support team. 	After 10 absences, we'll contact CFSA.
<p><i>Important note: If a student has 20 or more consecutive unexcused absences, they'll be considered un-enrolled for the current school year and must receive permission to reapply for the following school year.</i></p>		

Tardies

Students who come to school after 8:30 a.m. are tardy. This includes children who arrive to school on time, but aren't in their class by 8:30 a.m. Please remind your older children to go straight to class after dropping off younger siblings.

Five unexcused tardies per trimester equals one unexcused absence. If a student is often tardy, we may send a warning notice home and ask their family to meet with us. We want to create an action plan to help the student be on time. We don't want them to miss class and hurt their academic progress.

We may need to take disciplinary action or further steps if a student has a large number of tardy arrivals and unverified/unexcused absences. The following table shows what actions we'll take depending on how many unexcused absences a student has.

Number of Tardies	School Action	Next Steps
10 per trimester	<ul style="list-style-type: none"> Classroom teachers will reach out to the student's family to discuss why they're late. We'll schedule a mandatory meeting with the student's support team. 	We'll document the tardies in the student's file.
20 per trimester	<ul style="list-style-type: none"> We'll schedule a mandatory meeting with the student's support team. Our Family Liaison will complete a home visit. 	Our Family Liaison will do weekly check-ins until the student is tardy no more than once a week.
More than 25 per trimester	<ul style="list-style-type: none"> We'll schedule a mandatory meeting with the student's support team. Our Family Liaison will complete a home visit. 	We'll determine further disciplinary action based on the student's family circumstances.

Vacations

In general, we consider vacations unexcused absences. They negatively affect our school's attendance rating and Tier status with the Public Charter School Board. Please take your vacations only during scheduled school breaks.

If you do take your child out of school for more than a day, please:

- Complete our Online Attendance Form.
- Email your child's classroom teachers and your grade level PYP Coordinator.
- Your child's teachers and the PYP Coordinator will tell you what work your child needs to complete while they're away.
- The PYP Coordinator will review your child's work once it's done. They may decide to excuse the absence(s) if the work and experiences your child had are sufficient.
- Tell us if your child or others you traveled with were exposed to any potential contagious diseases or outbreaks. We appreciate your keeping our community safe!

Religious Holidays

We respect and accept that our families practice a variety of religions and observe diverse holidays. If your child will be absent because of a special observance or custom you follow, please complete our Online Attendance Form and tell your classroom teachers. Absences for religious holidays are excused.

Grievance Procedures and Process

The following overview outlines the process for filing a grievance with our school.

What May Be Grieved

The Washington Yu Ying grievance process should be used as follows:

- To deal with complaints and concerns pertaining to educational environment, employment arrangements or interpersonal conflicts, and
- To resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise.

Who May Grieve

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

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.

Informal Grievance

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

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

Formal Grievance

Within 90 days of encountering the harassment, discrimination or complaint that is the subject of the grievance, a grievant shall file a written notice with the school administration (Executive Director or Special Education Coordinator). Grievants may, but are not required to, use the Grievance Form, which is available from Amy Quinn, our Director of Teaching and Learning. 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 a grievance is being filed by the legal guardian or parent of a student, the student and the legal guardian and/or parent shall sign and date the grievance.

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

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

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

If, as a result of the investigation, harassment or a valid grievance is established, appropriate corrective and

remedial action will be taken.

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 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 the attention of "Washington Yu Ying Board of Trustees" at board.secretary@washingtoneyu.org.

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

Prohibition Against Retaliation

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

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

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.

Contact Information

Maquita Alexander, Executive Director
220 Taylor Street NE
Washington, DC 20017
Phone: 202-635-1950
Email: maquita@washingtoneyu.org

Amy Quinn, Director of Teaching and Learning
220 Taylor Street NE
Washington, DC 20017
Phone: 202-635-1950
Email: aquinn@washingtoneyu.org

Stephanie James, Learning Support Coordinator
220 Taylor Street NE
Washington, DC 20017
Phone: 202-635-1950
Email: sjames@washingtoneyu.org

Washington Yu Ying Board of Trustees
220 Taylor Street NE
Washington, DC 20017
Phone: 202-635-1950
Email: board.secretary@washingtoneyu.org

Non-Discrimination Policy

Our school doesn't discriminate or permit discrimination on the basis of race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place or residence or business, or any other distinguishing characteristic in our programs and activities. We provide equal access to education.

Family Educational Rights and Privacy Act (FERPA) Notice

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Washington Yu Ying FERPA Administrator a written request that identifies the record(s) they wish to inspect. The FERPA Administrator address is listed in number four.

The FERPA Administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the FERPA Administrator, clearly identify the part of the record they want changed and specify why it is inaccurate. If the FERPA Administrator decides not to amend the record as requested by the parent or eligible student, the FERPA Administrator will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is:
 - A person employed by the Washington Yu Ying as an administrator, supervisor, instructor or support staff member, including health or medical staff and law enforcement unit personnel
 - A person serving on the School Board
 - A person or company with whom Washington Yu Ying has contracted to perform a special task such as an attorney, auditor, medical consultant or therapist
 - A parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue SW
Washington, DC 20202-5901

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

Washington Yu Ying PCS
Attn: FERPA Administrator
220 Taylor Street NE
Washington, DC 20017
info@washingtoneyu.org

FERPA permits the disclosure of information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose information from the education records of a student without obtaining prior written consent of the parents or the eligible student. The following is a list of disclosures that elementary schools may make without consent:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as the state educational agency in the parent or eligible student's state (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.

(§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

If you don't want Washington Yu Ying to disclose directory information from your child's education records without your prior written consent, you must notify Washington Yu Ying in writing by October 15, 2020. Washington Yu Ying has designated the following information as directory information:

- Student's name
- Date and place of birth
- Address
- Phone number
- Email address
- Grade level
- Dates of attendance
- Student ID number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. Important note: A student's Social Security Number (SSN), in whole or in part, can't be used for this purpose.
- Photograph

Open Meetings Policy

Regarding board meeting accessibility:

- Each month of the year, the Board of Trustees holds an open meeting
- Meetings are advertised on the public calendar on Yu Ying's website and on the weekly parent newsletter.

Admission Preference Policy

Yu Ying gives enrollment preference to the following groups of applicants:

1. Children of Yu Ying Founders
2. Children of Yu Ying Staff
3. Siblings of Current Yu Ying Students
4. Siblings of Current DCI Students
5. Siblings of Accepted Yu Ying Students
6. Siblings of Accepted DCI Students
7. Children of DCI Staff

Students leaving Yu Ying's 5th grade receive a transfer preference to attend DCI's Chinese track for the 6th grade.