



Yi Hwang Academy of  
Language Excellence  
(YHALE)

**Student & Family  
Handbook 2021-2022**

## Table of Contents

Introduction.....	5
Mission Statement.....	5
Mission Outcomes .....	5
School Operations.....	5
School Calendar .....	5
School Hours .....	5
Communication .....	5
Website.....	5
Phone Calls .....	6
Email.....	6
Parent Portal.....	6
Questions and Information .....	6
Social Media .....	7
Media and Public Relations .....	7
Change in Personal Information .....	7
School Payments.....	7
Expectations for Parents - Promoting a Positive School Environment.....	8
Carpool and Dismissal Procedures .....	8
Carpool Rules.....	8
Morning Carpool.....	9
Afternoon Carpool .....	10
Late Pick-up.....	10
Authorized Persons for Pick-up.....	11
School Policies .....	11
Nondiscrimination Policy.....	11
Attendance .....	11
Attendance Rules .....	11
Excused Absences .....	12
Unexcused Absences.....	12
Truant .....	12
Tardiness.....	12
In-School Absences.....	12
Attendance Referral Process .....	13
Dress Code and Uniforms .....	13

Uniform Policy Violations.....	13
Out-of-Uniform Days.....	13
Code of Conduct and Discipline .....	14
Cheating and Plagiarism .....	14
Consequences for Cheating/Plagiarism.....	15
Prohibited Items.....	15
Cell Phones and Electronics .....	15
Weapons, Alcohol, and Tobacco.....	15
Toys.....	15
Valuables.....	15
School Visitors .....	15
Distraction-free Instructional Time.....	16
No Child Visitors .....	16
Visitor Procedures .....	16
Visiting Animals .....	16
Guidelines for Acceptable Use of YHALE Technology Resources .....	16
Consequences for Violation of Technology Use Guidelines .....	17
Supervision and Monitoring.....	17
Resource, Inquiry, and Collaboration Materials Policy and Procedures .....	18
Purpose .....	18
Mission Statement.....	18
Use by Students .....	18
Use by Teachers .....	18
Lost and Damaged School Books .....	19
Curriculum Selection and Required Participation in Curriculum.....	19
Celebrations.....	19
Birthdays.....	19
Classroom Parties .....	19
Field Trips .....	20
Classroom Pets and Plants .....	20
School Telephones .....	20
Lost and Found.....	20

Withdrawal from School.....	20
Publicity and Photos of Students and Right to Opt Out of Publicity .....	20
Fundraising Activities .....	21
No Preferential Treatment for Donors .....	21
Fundraising and Charitable Activities for and by Outside Organizations .....	21
School Programs.....	21
After School Program (ASP).....	21
After School Enrichment Activities.....	21
Lunch Program .....	21
Food Allergens.....	21
Reporting Abuse & Student Reporting of Alleged Sexually Inappropriate Behavior.....	22
Prohibition of Harassment & Title IX / Equal Opportunity .....	23
Standardized Testing .....	24
Georgia Milestones Assessment System (Georgia Milestones) .....	24
Test Security.....	24
Student Support Programs.....	24
Early Intervention Programs (EIP) .....	24
Response to Intervention (RTI).....	25
English Learners (EL) .....	25
Gifted Services.....	25
Communicating Student Progress .....	25
Report Cards.....	25
School Safety Plan.....	26
Security .....	26
Fire Drills.....	26
Severe Weather Drills .....	26
Code Red Drill.....	27
School Emergency Closure Procedures / Inclement Weather .....	27
Health and Wellness .....	27
Sick policy .....	27
Medication.....	28
Student Accidents .....	28
Immunizations.....	28
Immunization and Health Screening Requirements.....	28
Hearing, Vision, and Dental Screening.....	28

Allergies .....	29
Healthy Snack Policy .....	30
Soda-Free School .....	30
Parent Teacher Organization (PTO).....	30

## Introduction

We believe in nurturing students to become compassionate, lifelong, bilingual learners who are committed to taking actions that will improve our world.

## Mission Statement

Yi Hwang Academy of Language Excellence's mission is to strive to prepare students for a successful future by promoting academic excellence through rigorous instruction that includes multilingualism, cultural awareness, respect, and tolerance for others. We utilize both dual-language and cultural immersion to nurture student curiosity into compassion for others and a commitment to improve our world. Furthermore, we employ student-centered teaching to create actively engaged, lifelong learners.

## Mission Outcomes

- All students will achieve bilingualism and biliteracy.
- All students will achieve the multicultural awareness necessary to participate in society as globally-minded citizens.
- All students will voluntarily take actions for the betterment of their communities and/or the world.

## School Operations

### School Calendar

The school calendar is available on the YHALE website at [www.YHALE.org](http://www.YHALE.org).

### School Hours

***Monday - Friday 8:30 am - 3:30 pm***

### Communication

Please stay informed and involved in your child's school experiences and activities by reading all school correspondence sent via your student's agenda, the mail, or electronically through the school's website, email, classroom blogs, and social media. Emergency information is sent through email and/or an emergency communications system and posted on the website and/or the YHALE Facebook page.

Please ensure that the email used for school registration is correct, and notify [info@YHALE.org](mailto:info@YHALE.org) when you have a change in email address, phone number, or home address to ensure that you are receiving important information and news. Check the "spam" folder in the email account if update emails are not received. Typically, at least one update email is sent every week.

### Website

Calendars, news, policies, and resources can be found on YHALE's website at [www.YHALE.org](http://www.YHALE.org), which is updated frequently. The Governing Board documents are located on the website and information and links to faculty and staff email addresses and class blogs. **The YHALE website is the best first place to look for information you need.**

## Phone Calls

The school telephone is answered during the school day. Teachers are unable to take calls during the school day, but they are glad to return calls when they are not instructing students. Due to the busy nature of the school, administration and staff may not be able to answer the phone when you call. Please leave a voice mail message and allow 24-48 hours for a return phone call from YHALE faculty and staff.

School Phone Number: 404-623-0003

## Email

All faculty and staff can be contacted via email following this format: first initial last name@YHALE.org (for example: jdoe@yhale.org). Please allow teachers and staff 48 hours to reply and note that email may not be checked during school breaks. If you need a more immediate response, please contact the front desk at 404-623-0003 to leave a message.

For all general school questions, please email [admin@YHALE.org](mailto:admin@YHALE.org).

## Parent Portal

YHALE expects to post information about students' schedules and grades on the Parent Portal beginning in the 2021-2022 year. Email blasts sent to parents may also be available through the Parent Portal.

## Questions and Information

YHALE expects that parents will have frequent questions throughout the school year. For general questions, please start by checking for information on YHALE's website at [www.YHALE.org](http://www.YHALE.org). Answers to most questions can be found there. Also, be sure to read update emails for information about upcoming events and activities.

- For general questions and requests for information and policies, please email [admin@YHALE.org](mailto:admin@YHALE.org).
- For questions about the online store, fundraising, and media and public relations, please email [giving@YHALE.org](mailto:giving@YHALE.org).
- For questions and concerns about your child or your child's class, please email your child's teacher. Find the teacher's email address on the YHALE website at [www.YHALE.org](http://www.YHALE.org).
- For questions and concerns about your child's social-emotional wellbeing, please email the principal at [principal@YHALE.org](mailto:principal@YHALE.org).
- For questions and concerns about your child's health and medical care during the school day, please email [admin@YHALE.org](mailto:admin@YHALE.org).
- For questions about the Early Intervention Program (EIP) or Remedial Education Program (REP), please email the principal at [principal@YHALE.org](mailto:principal@YHALE.org).
- For questions about Special Education services, please contact your child's teacher or email the Director of Special Education or principal at [principal@YHALE.org](mailto:principal@YHALE.org).
- For questions about free and reduced lunch and/or services for homeless or foster children, please contact us at [admin@YHALE.org](mailto:admin@YHALE.org).
- For questions about new student admissions, please email [enrollment@YHALE.org](mailto:enrollment@YHALE.org).
- For requests for records, please email [admin@YHALE.org](mailto:admin@YHALE.org).
- For questions and concerns about school policies, please email [lpark@YHALE.org](mailto:lpark@YHALE.org).

- For requests to conduct activities on behalf of outside organizations (scouts, etc.), please email [admin@YHALE.org](mailto:admin@YHALE.org).
- For questions about spirit nights and other PTO-sponsored events, please email [pto@YHALE.org](mailto:pto@YHALE.org).

## Social Media

YHALE maintains an official Facebook page to share news and information, which is located at [www.facebook.com/yihwangacademy](http://www.facebook.com/yihwangacademy). This site is used to post reminders about YHALE events and activities, share school news, and post urgent information. This is the only Facebook page maintained and monitored by YHALE. Please contact the school directly with any questions instead of posting them on Facebook so that you can receive the fastest and most accurate answer.

The YHALE PTO moderates additional Facebook pages to promote PTO-sponsored activities, show support for YHALE, and share resources between parents; however, the school does not moderate, monitor, or respond to these sites, and the views and opinions on these pages do not represent the views and opinions of YHALE, the Governing Board, and/or the YHALE faculty and staff. Questions about school operations should be directed to YHALE via email or phone in order to receive a timely and accurate response.

### *Special Notes about Using Social Media*

Social media can help bring the YHALE community closer together and let the wider community know about YHALE, but families should use common sense and courtesy when posting online. Please take the opportunity on social media to uplift and inspire the YHALE community and share good news.

Facebook is a great way to celebrate successes, build community, and share resources. Social media is not the appropriate venue for airing concerns and grievances, and social media should never be used to publicly humiliate or criticize another parent, faculty or staff member, or student. Please see the Grievance Policy for ways to express concerns and file a grievance so that appropriate resolutions can be found.

When posting photos of YHALE students to personal social media accounts, please be mindful of the privacy of other families. As a reminder, social media sites have age restrictions for account creation, and students are not allowed to access or utilize social media sites during the school day or YHALE sponsored activities.

## Media and Public Relations

All media inquiries and comments should be referred to the Governing Board. Please contact the Governing Board prior to using the YHALE logo, mascot images, or photos of school buildings in publications or other distributed materials or social media posts. The only two acceptable formats for the school name are as follows:

- Yi Hwang Academy of Language Excellence
- YHALE

## Change in Personal Information

If there is any change in information regarding a student (e.g. change in address, change in guardianship, etc.), the parent must email the Data Clerk. Please visit [www.YHALE.org/faculty](http://www.YHALE.org/faculty) for the email address. This information must be submitted in writing.

## School Payments

From time to time, YHALE asks families to make financial payments to cover the costs of field trips, supplies, books, shirts, etc. It is YHALE's policy to accept payment through an electronic payment processor.

## **Expectations for Parents - Promoting a Positive School Environment**

YHALE promotes an environment of inquiry, diversity, and multiculturalism, recognizing every person's value and worth. Students are expected to treat everyone with respect and communicate in a positive and appropriate manner, even when they may disagree with others. YHALE holds the same expectation for faculty, staff, and parents. A healthy school community includes families who are engaged in the academic achievement and overall wellbeing of their children and the school as a whole. The school and parents are partners in ensuring that children are nurtured and receive a quality education. YHALE expects that conflicts will arise, and parents will have concerns from time to time.

YHALE is committed to resolving difficulties and concerns in a constructive manner, through open and positive dialogue. Parents are encouraged to approach teachers, administration, and staff in a respectful and constructive way and offer faculty and staff the benefit of the doubt when concerns arise. In return, YHALE faculty and staff are committed to nurturing students, listening to parents, and treating all members of the YHALE community with respect. The Grievance Policy and Procedures can be found on the YHALE website at [www.YHALE.org](http://www.YHALE.org).

**With this in mind, the following behavior will not be tolerated from any member of the YHALE community:**

- Disruptive behavior which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.
- Any inappropriate behavior on the school premises.
- Using loud or offensive language, cursing, or displaying temper.
- Threatening a member of the YHALE faculty staff, visitor, other parent/guardian or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the YHALE community.
- Defamatory, offensive, or derogatory comments regarding the school or member of the YHALE community on Facebook or other social media.
- The use of physical, verbal, or written aggression towards another adult or child.

**In order to promote order and limit distractions, parents, guardians, and visitors should refrain from the following behavior:**

- Approaching any student during the school day unless as a part of a pre-approved activity. Parents should refrain from approaching or speaking/calling out to students during carpool, recess, fire drills, school evacuations, etc.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards his/her own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences.)
- Bringing treats or food items to students without a teacher's or an administrator's approval. Please be mindful that many students have serious food allergies, and students should only be eating the food items that their parents have provided for them.

Thank you for helping us maintain a positive learning environment for our students!

## **Carpool and Dismissal Procedures**

### ***Carpool Rules***

Since YHALE is unable to offer school buses, all students arrive at and leave from school in private vehicles. Carpool generates a large volume of traffic every day. For this reason, YHALE implores parents to remain alert, calm, patient, and careful during carpool in order to maintain safety and order.

- Please remember that the safety of everyone involved in carpool is far more important than avoiding a tardy. It is imperative that parents remember to follow these carpool rules, even when running late. Remaining calm and respectful to other vehicles, parents, students, police officers, and YHALE staff is the best way to help your child have a great start to their school day.
- Please remain in your vehicle during carpool and do not leave your vehicle unattended.
- Children must remain in the vehicle during carpool and may not play in the parking lot, road, or YHALE play area.
- In order to maintain safety and a smooth carpool process, students and parents should not exit the vehicle to access the vehicle's trunk during carpool. Students should have their belongings and be ready to exit the vehicle.
- Please follow the instructions of police officers who are directing traffic and remain respectful to these officers who are helping our school. If YHALE parents do not follow traffic laws, the police have the authority to issue citations. Further, if parents repeatedly violate traffic laws or create dangerous driving conditions, the city can require changes to YHALE's carpool patterns and procedures.
- Please follow the directions of YHALE staff and remain courteous and respectful as they assist students to enter and exit vehicles safely in all weather conditions. Offensive hand gestures and rude or degrading comments will not be tolerated.
- Please be mindful of the safety of YHALE students and staff. Keep a safe distance from other cars and individuals who are walking or directing traffic and maintain a safe speed when approaching the carpool line.
- Please do not use phones or other electronic devices during carpool.
- Pets should be restrained during carpool and should not pose a threat or disruption (i.e. lunging out of a door or window or barking at staff or students).
- Remember that carpool will be slower the first few weeks of school as new families learn carpool procedures, and everyone adjusts to the new school year. Please be patient!

### ***Morning Carpool***

Morning carpool begins at 8:00 a.m. and ends at 8:25 a.m. Vehicles must be stopped in front of the school in the carpool line (and not moving through the parking lot) by 8:25 a.m. for the student to be participate in the carpool line.

Prior to the beginning of carpool, families should park in YHALE's parking lot and students should remain in their vehicle.

During carpool, students should be ready with their backpacks and belongings when the vehicle reaches the unloading area. Students should exit the vehicle and enter the school building on their own, following the directions of YHALE staff.

After carpool ends, parents must park their car and walk their child into the school. Students entering the school by 8:30 a.m. are not tardy. Students entering the building after 8:30 a.m. are tardy. Parents will then sign their child in as tardy, and the front desk will issue a late pass before the child is allowed to go to his or her classroom.

Prior to the beginning of carpool, families should park in the carpool line or in YHALE's parking lot and students should remain in their vehicle.

During carpool, students should be ready with their backpacks and belongings when the vehicle reaches the unloading area. Students should exit the vehicle and enter the school building on their own, following the directions of YHALE staff. Parents should not assist students with unloading and entering the building.

## ***Afternoon Carpool***

Afternoon carpool starts at 3:30 p.m. and ends at 4:00 p.m.

Early pick-up ends at 2:40 p.m. Anyone arriving to pick up their child after this time must wait in the lobby until carpool has ended. Please inform your child's teacher and the receptionist ahead of time to expedite the process.

Transportation changes must be submitted to the front desk receptionist by emailing [admin@YHALE.org](mailto:admin@YHALE.org).

### ***Carpool Tags***

Every family is issued a unique carpool number for the children in that family, and each family is given two carpool tags. The official YHALE carpool tag with the student's number on it must be displayed on the front windshield of the vehicle for the student to be released to that vehicle. More than one carpool tag may be displayed. If you do not have the official, original YHALE carpool tag, please park your car in the parking lot and come to the reception desk if it is after 2:40 p.m. Your child will be brought to you after carpool has ended, and the family will be subject to the late pick-up policy below.

Replacement tags are available if needed. If you need a new or additional carpool tag, please email [admin@YHALE.org](mailto:admin@YHALE.org). You will be notified when the new tag is available. Please allow at least 48 hours.

Students line up inside the school building and will enter their vehicle when it arrives and has come to complete stop in the carpool line. Parents should remain in their vehicle and allow students to enter the vehicle without assistance.

### ***Late Pick-up***

Students must be picked up before the end of carpool or enrolled in the afterschool program (ASP), afterschool enrichment program, or club. Parents who do not pick up their children on time will be charged \$5.00 for the first 10 minutes after carpool ends and then \$1.00 per minute after that. Payment is expected when parents pick up their child.

YHALE offers this service to parents as a courtesy to allow for unforeseen circumstances. If a child has been left after the end of carpool more than five times, the family may be referred to the YHALE Operations Director, and a referral may be made to Children and Family Services to ensure that the family has necessary resources to care for their children. A referral to the school Operations Director may be considered if a student has been left more than once after the end of carpool for more than 30 minutes. If a family maintains an outstanding balance for late pick-up fees, students may be restricted from participating in optional school activities.

### **Authorized Persons for Pick-up**

School personnel are bound by law to release children to the authorized adults, as indicated on the student's enrollment records. Proper identification is required. Adults must remain in the lobby, and the student will be brought to you. Adults may not enter the school building beyond the lobby to pick up a child for dismissal at any time.

If someone other than any authorized adults listed in the enrollment records will be picking up your child, please email [admin@YHALE.org](mailto:admin@YHALE.org) at least one hour prior to the end of the school day and follow up with a phone call to 404-623-0003.

## **School Policies**

### **Nondiscrimination Policy**

YHALE operates on a policy of nondiscrimination based on race, color, national origin, sex, religion, creed, and disability in program services.

Please refer to our website at [www.YHALE.org](http://www.YHALE.org) for any changes to the information given in this handbook.

### **Attendance**

The Yi Hwang Academy of Language Excellence operates under the authority of the State Board of Education Rules and laws set forth in the state of Georgia.

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s).

Students of school age have a right to a free public school education; they have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them. Unless excused by their campus director, students are expected to be in school on time every day.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16. This law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces students to be absent or who employs or harbors a student who should be in school.

### **Attendance Rules**

#### *First Day of School Rule*

Any student who is enrolled prior to the first day of school for the academic year will be expected to start attending school on the first day of school of that academic year. Any student who enrolls after the first day of school will be expected to start school within five (5) school days of the completion of their enrollment paperwork.

If a student does not show up on their first scheduled day of attendance, they will be withdrawn as a "no show" student, according to the State Board of Education Rule 160-5-1-.07 Student Data Collection and 160-5-1-.28 Student Enrollment and Withdrawal.

#### *Checking Students In and Out*

Any student who is tardy or who must leave school prior to regular dismissal time MUST check in and/or out at the front desk. Otherwise, the student will be considered absent.

#### *Cumulative Record*

A student's attendance record is cumulative and is based on a complete school year.

### **Excused Absences**

The following are considered reasons for excused absences: illness, funeral, death of an immediate family member, religious holiday, orders from court or other government agency, or medical appointment. Documentation will be required within **five (5) days** of the student's return to school.

A student who has been absent for more than five (5) days for illness must present a physician's statement in order for the absences to be excused.

### **Excuse Notes**

Students must present written documentation to excuse absences within five (5) days of the last absence. Excuse notes presented after five (5) days will not be accepted, and the absence will be considered unexcused. Parents/guardians may write up to four (4) excuses per school semester (for a total of no more than eight days per school year). After YHALE receives four (4) parent/guardian written excuses per semester (or a total of eight parental-excused sick days), a medical/doctor's note will be required in order to excuse any further absences. For special circumstances, parents must consult with the principal regarding how best to comply with state law and follow a medical professional's orders or recommendations.

### **Unexcused Absences**

Examples of unexcused absences, even with parental consent, include, but are not limited to the following: truancies, working, missing the bus or carpool/vanpool, oversleeping, shopping, car not starting, keeping personal appointments, going out-of-town (including out of the country), needed at home, etc. If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the campus director. Students must make up all work to meet their educational needs.

**Please note that students who have accumulated ten (10) consecutive, unexcused absences will be unenrolled from YHALE.** When a student who is un-enrolled under these circumstances attempts to re-enroll, he or she will be subject to the same requirements as if he or she were a newly enrolling student.

### **Truant**

Any student who is absent for five (5) or more days is considered by Georgia Compulsory Attendance Code 20-2-690 to be truant. These absences do not include those that result from participation in school-sponsored trips or absences due to Out of School Suspensions. Students who are truant will be referred to the school social worker for further support.

### **Tardiness**

A student is considered tardy when he or she arrives to class after school has begun.

- Students who arrive after school begins but before 12:00pm, will be considered **tardy**. In order to excuse the tardy, the student must present documentation when checking into school. Excused tardies include the following: medical appointment or orders from court or other government agency.
- Students who arrive at school **after 12:00pm** are considered **absent** for that school day.
- Three unexcused tardies or unexcused absences of 30 minutes or more during the school day will be equivalent to one unexcused absence.

### **In-School Absences**

In-School Absences include the following circumstances:

- A student is on school property but does not attend class.
- A student has any unexcused tardy to a regular class which exceeds five minutes.
- A student leaves the classroom without a signed teacher permission slip.

A student who is considered "In-School Absent" will receive **no credit** for work missed; however, students must make up all work to meet their educational needs. A student who is out of the classroom with a staff

member will not be considered to be “In-School Absent”; however, he/she must present an excuse from the staff member.

### ***Attendance Referral Process***

The primary goal of the attendance policy is to address unexcused and excessive absences for students. Absences stemming from out of school suspensions (OSS) shall not warrant an attendance referral, unless deemed necessary by school administration.

- **Three (3) unexcused absences:** The school will notify the parent/guardian regarding student absences via email to start a conversation regarding the importance of attendance and to offer resources for education regarding attendance.
- **Five (5) unexcused absences:** The school will notify the parent/guardian regarding student absences via email, reminding parents about Georgia’s School Attendance Law 20-2-690.1 and will refer the family to the school social worker for further support.
- **Seven (7) unexcused absences:** The school will send an email to the parent/guardian requesting a meeting between the parent/guardian and the school’s Attendance Protocol Committee to schedule a Mandatory Truancy Intervention Panel meeting with the school social worker.
- **Ten (10) unexcused absences:** After a student accrues ten (10) or more unexcused absences, a referral to Juvenile Court for Truancy or the Department of Family and Children Services for Educational Neglect will be submitted.

### **Dress Code and Uniforms**

The YHALE Uniform Policy can be found on the YHALE website at [www.YHALE.org](http://www.YHALE.org) and in the student agenda. Information about approved uniform and spirit wear vendors are also on the website. **This policy will be strictly enforced.**

**\*An exemption of the dress code and uniforms exists for students' religious reasons and purposes.**

### ***Uniform Policy Violations***

The following is a guide for the non-compliance of YHALE’s uniform policy, however the Executive Director and/or designee will make every effort to investigate, support, and communicate with families to resolve issues related to non-compliance of the YHALE uniform policy before administering any documented disciplinary infraction.

#### **1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> infractions:**

- Student may be removed from classroom until a change of dress can occur (student will be sent to the nurse for a change of clothing (if available) or parents will be called to bring a change of clothes to the school)
- Parent/Guardian is contacted via phone.
- The Dress Code Violation Form is sent home.

#### **4<sup>th</sup> and subsequent infractions:**

- Student removed from classroom until a change of dress can occur (student will be sent to the nurse for a change of clothing (if available) or parents will be called to bring a change of clothes to the school)
- Parent/guardian is contacted via phone.
- Student may be assigned administrative consequences (see the Discipline Rubric).

### ***Out-of-Uniform Days***

If or when YHALE has an “out-of-uniform” day, students are still expected to be dressed appropriately and modestly. Students must refrain from any mode of dress which is distracting to classroom instruction or which contributes to the disruption of the normal function of the school. Students who come to school

with any article of clothing/apparel in the list below and/or that is determined inappropriate will be subject to the actions listed above and may not be able to participate in activities related to the out-of-uniform day.

**A determination of appropriateness of clothing is made at the sole discretion of YHALE administration and is not subject to appeal. Except for religious reasons or purposes**, the following apparel is considered inappropriate and not allowed at YHALE and YHALE-sponsored activities:

- Shorts and skirts that are too short (no more than two inches above the knee). Note: Style and material may make certain garments inappropriate even at appropriate length
- Tank tops or strapless tops without wearing a jacket or sweater, and some thin-strapped tops when too much skin is exposed.
- Shirts or blouses that expose the midriff
- Shirts or blouses with elongated arm openings or opened in the front or sides without an undershirt
- See-through or transparent clothing
- Pants, shorts, or skirts with holes or rips in them
- Pajamas or house slippers (unless pajama day)
- Boxer shorts or other exposed underwear
- Cut-off sweatpants, jeans, shorts, etc.
- Spandex shorts, pants, or leggings worn without a garment of appropriate length worn over (i.e. skirt, shorts, long tunic shirt, dress)
- Clothing which advertises alcohol or substances that are illegal for minors or display suggestive or offensive phrases, designs, markings, or profanities
- Clothing that displays weapons, violence, gang affiliations, or other logos that cause dissension
- Caps, hats, bandannas, sweat bands, or other head coverings during the school day. Upon arrival at school, students must place these items in their backpack or locker and take them out only when leaving the campus. Students who wear hats during the school day will have them confiscated.
- Unfastened belts
- Chains
- Flip flops, open-toe shoes, or other shoes without a strap or material holding the shoe onto the foot
- High-heel or “wedge” heel shoes
- Large, over-sized earrings and necklaces and jewelry that causes distractions (unless part of a costume for a school-sponsored activity)

## **Code of Conduct and Discipline**

The YHALE Student Code of Conduct & Discipline Handbook can be found on the YHALE website.

No student will be allowed to interfere with another student's right to learn. Therefore, students are expected to respect one another and all adults, and to behave appropriately in class, while on school property, and during school-sponsored activities. The YHALE Student Code of Conduct provides uniform discipline guidelines, and each teacher establishes his or her own classroom management strategies within these guidelines.

Please see the YHALE Student Code of Conduct & Discipline Handbook for more information.

### ***Cheating and Plagiarism***

**YHALE does not allow cheating by students in any form, and work submitted for grading must be the independent work of the student (or the students in a work group).** Plagiarism, or the copying and use of someone else's work without proper acknowledgment, is not permitted, nor is it permissible for any student to allow another student to copy their work. Plagiarism is the act of taking and using another's published or unpublished thoughts, ideas, and/or writing as one's own. This definition includes all print and electronic sources as well as computer programs and artwork.

**Examples of plagiarism include (but are not limited to):**

- Copying another’s work, whether from a book, article, website, or another student’s assignment.
- Paraphrasing (rewording) another’s work, with changes but retaining the meaning and ideas, without giving credit to the author.
- Piecing together sections of several pieces of other’s work into a new whole.
- Submitting work that has already been submitted to another teacher without the explicit permission from teachers.
- Producing assignments with help from another person (tutor, another student, etc.) that should be your own independent work.

### ***Consequences for Cheating/Plagiarism***

Assignments found to be plagiarized to any degree will earn a grade of zero. At the discretion of the teacher and/or administration, these assignments may be made up and turned in for partial credit and/or alternative assignments will be given. **Students who allow others to copy their work will receive the same consequences.**

## **Prohibited Items**

### ***Cell Phones and Electronics***

Students are not allowed to use cell phones, “smart” watches, or other electronic communication devices at school during the regular school day unless authorized by a teacher or administrator. Students are encouraged to leave all electronic devices at home to avoid loss or damage - unless otherwise requested by a teacher for classroom use. If they choose to bring phones or other devices to school, they must stay in their backpacks. If a cell phone or “smart” watch signals an alert (rings/buzzes) in class, or if a student is observed using his/her phone, he/she will be given administrative consequences.

If message needs to be relayed to a student, please call the school at 404-623-0003.

### ***Weapons, Alcohol, and Tobacco***

Weapons of all kinds (as well as items that look like weapons), alcohol, and tobacco and related products are prohibited at all times by faculty, staff, and visitors on YHALE property and at YHALE-sponsored events and activities.

### ***Toys***

In order to encourage a distraction-free learning environment, students should refrain from bringing toys to schools. If a student brings a toy to school, the teacher will confiscate the toy and hold it until the end of the day, or the student will be instructed to put the toy in his or her backpack. Please email your teacher with any questions about specific items.

### ***Valuables***

Please discourage students from bringing valuables to school. YHALE is not responsible for damage to or loss of students’ personal articles.

## **School Visitors**

Parents are very important to their children’s academic success, and we encourage parents to become engaged in the YHALE community. In order to ensure the safety of YHALE’s students and faculty and staff and promote effective learning environments, all YHALE visitors must follow specific procedures. **Parents may not visit a child’s classroom without prior approval and a specific purpose.**

Visitors may be allowed entry for the following reasons only:

- YHALE sponsored activity when parents/family members are invited
- Pre-planned and pre-approved volunteer activity sponsored by an YHALE faculty or staff member (names must be submitted in advance to the receptionist and the visitor’s name must be in the list)
- Parent lunch with child during non-pandemic times (must sign up through the lunch sign-up in advance)

- Pre-planned meeting with YHALE faculty or staff
- Other pre-planned purpose approved by YHALE administration (name must be on a list at the receptionist's desk)
- Other business-related purpose (visitors for business purposes must be expected and/or escorted by an YHALE staff member into the school building)

### ***Distraction-free Instructional Time***

Parents and other visitor are not allowed to “drop in” to the classroom at any time to avoid causing disruption in the learning of all students. Parents must come to the front office to pick up their child or to set up an appointment to talk to their child’s teacher. All visits must be pre-planned and pre-approved as stated above. When coming for lunch or other events, parents may not go to the classroom unless expressly allowed to go to the classroom.

### ***No Child Visitors***

In order to ensure the safety of all visitors, children under the age of 18 who are not YHALE students are not allowed during the school day in YHALE buildings beyond the reception area unless specifically allowed by administration for special events announced in advance. In addition, visitors who are minors are not allowed on YHALE play areas, greenspace, or outdoor classrooms during the school day. This includes siblings of students and infants. **There are no exceptions to this policy.**

### ***Visitor Procedures***

Exterior doors shall remain locked during the school day, and visitors shall only be allowed entry after presenting themselves to the receptionist.

Once a visitor has entered the building, he/she must present a photo ID and state his/her purpose for the visit to the YHALE staff member on duty. The receptionist, or other designated YHALE representative, shall check the visitor’s identity in the Visitor Management System. When approved, the visitor will be given a visitor badge that must be worn and displayed throughout the duration of the visit on school premises. The visitor will then be escorted or directed to the appropriate location in the school.

All school volunteers must complete online training and submit volunteer training completion at least 48 hours prior to the date of the volunteer commitment. More information and links can be found on the YHALE website. The application will be reviewed before approval is granted. All volunteers must sign up and be approved in advance of the volunteer opportunity. Once the volunteer opportunity ends, volunteers must leave the school building.

Please note that unless speaking in English is deemed necessary or allowed for special circumstances by the classroom teacher or administration, only the target language can be spoken in the language classrooms. This may restrict volunteer opportunities in those classroom to parents who speak the target language.

Information about having lunch with elementary grade students (K-5<sup>th</sup> grade) is available on the YHALE website and teacher blogs during non-pandemic times. Please sign up in advance.

### ***Visiting Animals***

Pets are not allowed inside YHALE buildings or during events on YHALE school grounds. Pets in vehicles during carpool must be restrained and should not threaten the safety of students or staff or provide disruption by barking. Only certified, properly-identified service animals may enter the building.

### **Guidelines for Acceptable Use of YHALE Technology Resources**

YHALE's information technology resources are provided for educational purposes only. Although the Student Code of Conduct provides detailed information about technology policies and procedures, the need for specific guidelines to reinforce acceptable use by students of the information technology (IT) resources of YHALE is critical. Therefore, YHALE has established the following guidelines for student use

of system technological resources. Please note that these guidelines are subject to frequent updates, as warranted by changes in the digital environment. **Please review these guidelines with your child to ensure that he/she understands the expectations when using technology resources.**

### ***Consequences for Violation of Technology Use Guidelines***

Violations of these rules may result in disciplinary action, including, but not limited to, the loss of a student's privileges to use YHALE's information technology resources.

### ***Supervision and Monitoring***

Administrators reserve the right to examine, use, and disclose any data found on YHALE's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

#### **Students Shall:**

- Treat technology resources with care and use them only as directed at all times.
- Respect and protect the privacy of others.
- Use only accounts assigned to them.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices.
- Report security risks or violations to a teacher or staff member.
- Conserve, protect, and share helpful resources with other students and Internet users.
- Respect and protect the intellectual property of others.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher, administrator, or other school personnel.

#### **Students Shall NOT:**

- Eat or drink while using an YHALE electronic device or have food or drinks in the proximity of devices.
- Destroy or damage data, hardware, drives, networks, wiring, or other YHALE technology resources.
- Alter or attempt to alter hardware or software settings.
- Alter or attempt to alter desktop and/or screensaver images.
- View, copy, or use data for which they are not authorized.
- Access or attempt to access networks for which they are not authorized.
- Use or attempt to use personal electronic devices to access the school network.
- Use or attempt to use passwords assigned to anyone other than themselves.
- Distribute private information about others or themselves.
- Infringe copyrights (e.g., make illegal copies of music, games, or movies).
- Plagiarize.
- Access, transmit, copy, or create material that violates the school's code of conduct (e.g., messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Use electronic media to bully, harass, threaten or humiliate, isolate, and/or manipulate others.
- Access, transmit, copy, or create material that is illegal (e.g., obscenity, stolen materials, or illegal copies of copyrighted works).
- Use technology resources to further other acts that are criminal or violate the school's code of conduct.
- Send spam, chain letters, or other mass unsolicited mailings.
- Buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Use school IT resources for purposes not related to their school work.

## **Resource, Inquiry, and Collaboration Materials Policy and Procedures**

### ***Purpose***

The purpose of this policy and related procedures is to outline the guidelines and requirements for use of the Resource, Inquiry, and Collaboration Materials at YHALE and the materials held in collection by the school.

### ***Mission Statement***

The mission of the YHALE Resource, Inquiry, and Collaboration Materials is to facilitate the journey of our students toward information literacy and a love of reading and research that stimulates a commitment to lifelong learning.

### ***Use by Students***

Students may use resource materials during the school day under the following circumstances:

- With their class during a regularly-scheduled time or time scheduled by the teacher OR
- With permission by a teacher or administrator.

## **Lost and Damaged Books**

If a student loses or damages a book, the student will be responsible for the cost of replacing the book. The YHALE Director of Operations will give the cost to replace the book, using the exact same specifications as the book lost or damaged, to the student.

All fees to replace a book must be received by the end of the semester.

The YHALE Director of Operations holds sole responsibility in determining if a book is "damaged." Damage includes, but is not limited to, missing page(s); writing/coloring/scribbling/drawing on any part of the book; contact with any liquid; broken spine; missing spine label(s) or barcode; missing book jacket/cover/protective covering; torn, folded, or rippled page(s) and/or cover; stickers or adhesive bandages on any part of the book; and any evidence of contact with a food product, slime, paint, adhesive, play dough, glitter, bodily fluid, or any other item that alters the appearance, texture, or readability of the book.

YHALE expects all faculty, staff, students, and visitors to respect the school's books and technology resources.

## **Curriculum Selection and Required Participation in Curriculum**

YHALE, as a public school, must adhere to the Georgia Standards of Excellence when determining course content. As a charter school, YHALE may select the curriculum and delivery method for presenting these standards to students. YHALE administration and faculty take great care when selecting curriculum, including books, online resources, media resources, presentations, and teaching materials, to ensure that students meet all Georgia Standards while also considering the objectives of YHALE's mission as appropriate. Faculty select materials that will challenge students academically, intellectually, and emotionally, and they strive to utilize materials that are relevant for today's world.

Students may not "opt out" of any required curriculum at YHALE for any reason. Students are expected to complete all work as assigned in every class. Parent requests for alternative curriculum choices within a child's class will be denied. From time to time, teachers utilize movies that are rated PG.

## **Celebrations**

### **Birthdays**

Parents may send in nut-free cupcakes or other individually separated nut-free treat to celebrate their child's birthday with their child's classmates. There must be enough for every child in the classroom to receive a treat. Instead of a food item, parents may also elect to send "goodie bags" that include pencils, stickers, erasers, and other such tokens in lieu of food for their child's classmates.

Invitations to birthday parties (or other parties) may not be distributed at YHALE unless all students in a class are invited to the party. In order to avoid embarrassment for students not invited to parties, please either distribute birthday party invitations outside of school or invite the entire class. Teachers cannot provide a list of email addresses or phone numbers to parents. The YHALE PTO maintains a student directory for PTO members. Please email [pto@YHALE.org](mailto:pto@YHALE.org) for more information.

### **Classroom Parties**

Classroom teachers and/or room parents organize the food lists for these parties. All food should be store-bought and include ingredient lists to help prevent exposure to allergens.

## **Field Trips**

A field trip is defined as “a planned educational experience directly related to and correlated with a particular unit of study or a specialized function of the school.” YHALE teachers try to offer enriching field trip experiences for all students. Parents may not initiate plans for field trips, and all field trips must be related to a unit a study. Students will not be allowed to attend a field trip without written parental permission. Parents are responsible for any costs associated with in-school or out-of-school field trips.

## **Classroom Pets and Plants**

Classroom pets and non-toxic plants are great teaching tools and are allowed at YHALE. Teachers may incorporate pets and plants in their classroom at their own discretion. Teachers will send a permission slip to parents, which must be received before a student is allowed to handle an animal. Please let your teacher know if your child has an allergy to a classroom pet.

## **School Telephones**

School phones are for school business only. Students are responsible for bringing all essential items to school and will not be allowed to call someone to bring those items. Students calling home without being given permission by the staff or school nurse will be given administrative consequences.

## **Lost and Found**

All belongings should be labeled clearly with the child’s name. Unclaimed clothing and other items found on school premises will be taken to the school’s lost and found, located at the front of each campus. At the end of each semester or when the lost and found becomes too full, all unclaimed articles will be donated to a charitable organization.

## **Withdrawal from School**

To withdraw a student from YHALE, please notify the child’s teacher and school administration. Also, please see the receptionist to request and complete the necessary withdrawal paperwork.

## **Publicity and Photos of Students and Right to Opt Out of Publicity**

Each school year provides many opportunities to publicize and celebrate YHALE and the activities of students. Publicity may take many different forms, including but not limited to, photographs to hang in school or appear on school TV monitors; news releases, photos and video submitted to television, radio and newspapers; media interviews, stories, photography and video for television, newspaper or radio stories; State Charter Schools Commission (SCSC) materials/displays; special events; video for school use or for television stories for publication in the school newsletter or in SCSC news releases; postings on school web pages and/or the SCSC website or other online sites associated with the school or charter school support organizations; or online instruction-related activities.

YHALE is very proud of students’ accomplishments, we and know that parents and guardians are, too. Publicity can be an important part of students’ positive school experience. Parents/guardians who would like their student to be included in publicity opportunities do not need to take any action.

Any parent/guardian who does not wish to have their student appear in publicity may notify YHALE by providing to the school a written request to opt out of publicity and photos. This written request must be made annually to the school office within 14 days of the student’s first day during the school year. The school will maintain a record of students whose parents or guardians have opted out of publicity for the student. A parent/guardian wishing to change a student’s status with regard to publicity may do so at any time with written notice to the school office.

Please note that certain school events are public in nature, and publicity in the form of photographs, video, social media posts, etc. is often not within the control of YHALE. This includes events such as concerts, awards programs, extracurricular athletics, competitions, and year-end events such as graduation ceremonies. Student names will appear in event programs, on honor roll lists, on artwork and in yearbooks (along with a photograph) unless the parent/guardian makes a separate specific written request that the student’s name and/or image be withheld.

## **Fundraising Activities**

As a state-commissioned charter school, YHALE receives funding only from the State of Georgia. Unlike traditional public schools, YHALE does not receive funding from local government sources. For this reason, YHALE engages in fundraising activities to support the school's operations and initiatives. From time to time, YHALE will ask families and the greater community to support fundraising activities. Please email [admin@YHALE.org](mailto:admin@YHALE.org) with any questions or to volunteer or make a donation.

## **No Preferential Treatment for Donors**

Donations or any material support do not guarantee a class slot for any student during enrollment, nor do they affect how YHALE treats any student. Every student will have an equal opportunity to enroll in YHALE, and no consideration of donations/material support will be given when grades, class placement, and disciplinary actions are determined.

## **Fundraising and Charitable Activities for and by Outside Organizations**

YHALE has a wonderful community of caring, enthusiastic students and families who want to make a difference in our community and the world. Service learning is a part of YHALE's educational environment, and YHALE, as a state charter school, must raise funds to support the school's mission. For that reason, all fundraising activities at YHALE or YHALE-sponsored activities shall benefit YHALE or YHALE-sponsored initiatives, including approved student-led projects and projects that support the wider YHALE community. All fundraising and charitable activities are approved by YHALE administration in advance.

In some instances, YHALE shall allow outside organizations, such as Scouting organizations, to lead charitable activities such as collections for food drives, recycling efforts, etc. All activities must receive approval from YHALE administration and must be presented at least six weeks in advance to the Development and Communications Manager. No such activities may take place anywhere on the YHALE school grounds without prior written approval (including the parking lot). Please note that not every project will be approved, and activities organized and led by at least ten (10) YHALE students shall be given preference. Such activities must not conflict with YHALE-sponsored activities or place an undue burden on YHALE faculty and staff.

## **School Programs**

### **After School Program (ASP)**

YHALE offers an after school program (ASP) for students in Kindergarten through 5th grade. Details regarding ASP can be found on YHALE's website under Parents & Students.

### **After School Enrichment Activities**

YHALE will offer limited after school enrichment activities during non-pandemic times provided by outside vendors on the YHALE school grounds. These enrichment classes take place on various days and for various lengths of time after school, depending on vendor offerings. Parents register and pay directly through the vendor. Additional information, including current vendor offerings and registration links can be found on the YHALE website. Parents must arrive promptly at the conclusion of these classes to pick up their child. Students who attend ASP will be taken there and signed in by the vendor at the end of their enrichment class.

### **Lunch Program**

Students may bring their own lunch from home or order through YHALE's lunch vendor during non-pandemic times. More information regarding the vendor and ordering can be found on the YHALE website. Please note that students are not be allowed to use a microwave to heat up lunch items, so please ensure that all lunch items are ready to eat.

### **Food Allergens**

Due to students with severe nut allergies, YHALE classrooms are peanut and/or tree-nut free. Please be aware of items that may contain these allergens and do not allow your child to bring allergens to school. If your child has a food allergen, please communicate with school administrators in writing.

## Reporting Abuse

### **§ 20-2-751.7 - State mandated process for students to follow in reporting instances of alleged inappropriate behavior by teacher or other school personnel; notice of process; training; investigations**

#### **O.C.G.A. 20-2-751.7 (2010)**

20-2-751.7. State mandated process for students to follow in reporting instances of alleged inappropriate behavior by teacher or other school personnel; notice of process; training; investigations

- (a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.
- (b) If it is determined through the state mandated process established pursuant to subsection (a) of this Code section that a complaint against a teacher, administrator, or other school employee is unsubstantiated and without merit, the local school system shall, at the request of the aggrieved party, submit a written statement to that effect to all local print and television media outlets that published any articles or reported any news relating to such complaint against the teacher, administrator, or employee.
- (c) The Professional Standards Commission shall coordinate a training program on educator sexual misconduct. Such program shall be delivered by trained staff from the Professional Standards Commission, regional educational service agencies, and local school systems. The superintendent of each local school system shall ensure that all certified staff in its school system receive such training.
- (d) (1) The staff of the Professional Standards Commission shall be authorized, without notification to the Professional Standards Commission, to immediately open an investigation submitted to the commission by a local school superintendent, with approval of the local board of education, of a complaint by a student against an educator alleging a sexual offense, as provided for in Code Sections 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100.
- (2) The Professional Standards Commission shall have on staff a minimum of one investigator specifically trained in investigating educator sexual misconduct. The investigation of any complaint of sexual misconduct shall be completed in no more than 60 days and shall be presented at the commission meeting immediately following the conclusion of the investigation.
- (3) If the Professional Standards Commission's review of the investigative report results in a sanction against the educator, the educator shall have the right to appeal the commission decision to a hearing before an administrative law judge within 90 days of such sanction.
- (e) Nothing in this Code section shall be construed to infringe on any right provided to students with Individualized Education Programs pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act of 1990.

#### **Student Reporting of Alleged Sexually Inappropriate Behavior**

- (a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

## **Prohibition of Harassment & Title IX**

YHALE prohibits unlawful discrimination based on sex in all of its education programs and activities, including admissions and employment. It is the policy of YHALE to comply fully with the requirements of Title IX of the Education Amendment of 1972 ("Title IX"). This policy is applicable to conduct occurring on property owned, rented, or used by YHALE, at school-sponsored activities, while using YHALE provided equipment and technology, or transportation.

### **Definition of Sex Discrimination and Other Terms**

YHALE prohibits all forms of sex discrimination as defined by Title IX, including:

- An employee conditioning the provision of an aid, benefit, or service on a student's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or
- The following specific crimes as defined by federal law: "Sexual Assault" as defined by 20 U.S.C. § 1092(f)(6)(A)(v), "Dating Violence" as defined in 34 U.S.C. § 12291(a)(10), "Domestic Violence" as defined in 24 U.S.C. § 12291(a)(8), and "Stalking" as defined in 34 U.S.C. § 12291(a)(30).

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting the conduct is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment to the Title IX Coordinator. Reports may be made orally or in writing. Reports may be made at any time, including nonbusiness hours, by using the telephone number, email, or mail to the Title IX Coordinator as follows:

Susan George

Yi Hwang Academy of Language Excellence

4550 River Green Parkway

Duluth, GA 30096

Email: [sgeorge@yhale.org](mailto:sgeorge@yhale.org)

- The Title IX Coordinator will be responsible for directing YHALE activities to comply with Title IX and the school's policies and procedures to further the objectives of Title IX. The Title IX Coordinator will be informed of all reports and formal complaints of sexual harassment. Any questions or concerns regarding YHALE's compliance or activities under Title IX should be directed to the Title IX Coordinator. The Title IX Coordinator will oversee the investigation and resolution of formal complaints made pursuant to Title IX.

## **Equal Opportunity**

YHALE does not discriminate on the basis of, age, sex, race, color, religion, national origin, or disability in its educational programs or activities.

## **Standardized Testing**

### **Georgia Milestones Assessment System (Georgia Milestones)**

The Georgia Milestones Assessment System (Georgia Milestones) is a comprehensive summative assessment program spanning grade 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. Students in grades 3 through 8 will take an end-of-grade assessment in each content area. The tests are usually administered between mid-March through mid-May and include three types of questions: 1) multiple choice, 2) open-ended, and 3) a writing component. To learn more about the Georgia Milestones please visit the Georgia Department of Education's website:

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx>

### **Test Security**

YHALE trains all personnel to follow specific guidelines and standards when administering any state or national assessment, such as Georgia Milestones. Specific protocol for test security is strictly followed and monitored daily during the testing window to maintain the accuracy and integrity of the testing process. All materials are checked in and out daily and kept in a locked location. Any violations of test security are reported to the Governing Board, and the Governing Board reports violations to the Georgia Department of Education (GaDOE). Consequences for violations are determined by GaDOE.

## **Student Support Programs**

### **Early Intervention Programs (EIP)**

Teachers and administrators analyze current achievement data to improve teaching and learning. Students who have not met a school-determined level of achievement receive EIP (Knd-5th) services and/or additional intervention support to help students meet achievement targets. The EIP placement and exit criteria are based on documented student performance in ELA and mathematics. This program is a part of the Response to Intervention (RTI) framework for providing support to students. EIP provides a structure for additional instruction to ensure students meet grade level expectations.

## Response to Intervention (RTI)

RTI is a three-tier program that provides support for students who are at-risk academically. All tiers include research-based interventions that are added to the regular school curriculum to provide extra support for individualized educational goals. Parents who receive RTI paperwork and have questions should feel free to call the school and ask to speak to the RTI Coordinator for more information.

## English Learners (EL)

Based on the results of the Home Language Survey, YHALE uses the WIDA-ACCESS Placement Test to assess a student's English proficiency to determine if they qualify for the English Learner (EL) program. Language assistance curricula in the EL program consists of plans of instruction which are adapted to the English language proficiency of the children.

## Gifted Services

YHALE identifies gifted students in first through fifth grades. All YHALE students are included in gifted level curriculum so all students are serviced with gifted instruction. However, the Gifted Program is designed to meet the specific needs of students identified as gifted and extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and metacognitive skills in addition to the experience of the regular classroom. The Georgia State Department of Education governs the procedures for identifying and placing students in the gifted program. To be eligible for gifted services, the criteria must be met in three of the following four areas:

1. **Mental Ability:** 96th percentile on a national normed test (99th in 1st grade)
2. **Achievement:** 90th percentile on Total Reading, Total Math, or Composite on a nationally normed test **OR** A superior student-generated product or performance
3. **Creativity:** 90th percentile on a nationally normed test **OR** Superior rating on a standardized creativity rating scale **OR** A superior student-generated product or performance or portfolio
4. **Motivation:** Superior rating on a standardized motivation rating scale **OR** A superior student-generated product or performance or portfolio

A student already participating in a Gifted Program in Georgia will most likely be transferred into YHALE's program. However, the eligibility committee will review the student's records and test data before a final placement decision is made. Students who transfer from out of state must meet Georgia requirements for placement in the YHALE program. Test data from a previous school will be considered if the test results are less than two years old, **and** if they meet the Georgia eligibility criteria. For further questions, please contact the YHALE Gifted Coordinator.

## Communicating Student Progress

### Report Cards

YHALE sends home progress reports in mid-semester and report cards at the end of each semester. When report cards are issued, parents must sign the envelope and return it to the child's teacher. The report card may be kept at home.

## **School Safety Plan**

Emergency situations may arise at any time. To ensure the safety of all YHALE students and staff, the following procedural guidelines have been implemented.

### **Security**

All entrances to the school are locked at all times, and entry is restricted to faculty, staff, students, and authorized visitors. Reception staff follow the Visitors Procedures outlined in this handbook.

### **Fire Drills**

YHALE conducts fire drills to ensure that faculty, staff, and students are prepared in the unlikely event of a fire emergency. During a fire drill, the fire drill signal will be given by an administrator. All classes will take the primary route indicated on the room Evacuation Chart. Students will walk quietly, in an orderly fashion, with the supervising adult to a destination at least sixty (60) feet away from the building. All students and staff will remain there until the “all clear” signal has been given by administration.

Fire drills are required by State law at least once each quarter. With the exception of administration, all students, staff, and visitors must exit the building upon a fire alarm signal. No student, staff member, or visitor should return to the building until the “all clear” signal has been given by administration.

### **Severe Weather Drills**

YHALE conducts severe weather drills to ensure that faculty, staff, and students are prepared in the event of a severe weather event. During a severe weather drill, students, faculty, and staff are instructed to take cover in their designated location, away from windows and exterior doors, sitting on the floor, facing the wall and covering their heads with their arms. Students must remain quiet during this time in order to be able to hear any further instructions. Administration will give an “all clear” signal when the drill has ended. Severe weather drills are required by State law at least two times per school year.

In the event of a NOAA Weather issued tornado warning, and instructions will be given over the intercom system. Teachers will follow directions for protection and safety, as practiced during the drills.

## Code Red Drill

YHALE conducts Code Red drills to ensure that faculty, staff, and students are prepared in the unlikely event of an intruder/active shooter event. The Code Red alert drill signal will be given by an administrator. Teachers and students will follow directions for protection and safety during an intruder/active shooter event.

## School Emergency Closure Procedures / Inclement Weather

In the event of school closure due to severe weather and emergency situations, notifications will be sent to parents at the email address provided. Parents should monitor their email, phones, and text messages for important messages. Information will also be posted on the YHALE website.

Please note that YHALE is a part of the State Charter School system and does not explicitly follow the closing announcements or calendar of any particular local school district.

Since YHALE students and staff live in multiple counties, the safety of the entire YHALE community is taken into consideration when school closure decisions are made.

## Health and Wellness

### Sick policy

Our students' health is important to us. We work to ensure preventative measures are in place as warranted and feasible.

A child who has been ill due to a communicable disease must provide written permission from a doctor or health officer upon returning to school (ex: head lice, conjunctivitis).

If a child is suspected of having a communicable disease, parents are called to pick up the child from school and seek a physician's diagnosis prior to returning the child to class. This procedure is for the safety and well-being of all our students. **PLEASE do not send children to school who feel ill or who have had a fever or vomiting within 24 hours.**

Furthermore, if your child has been diagnosed with ANY communicable infections, please notify the school nurse.

- A child with a fever of 100 degrees or above must stay home. If a child develops a fever of 100 degrees or above during the school day, she/he will be sent home.
- A child who has vomited within the last 24 hours must stay at home. A child who becomes sick and vomits during the day will be sent home.
- A child may return to school after they have been free from fever for 24 hours without the use of Tylenol or Motrin or any other antipyretics.
- A child with uncontrollable diarrhea, (3-4 stools per hour) must stay at home.
- A child diagnosed with Strep Throat must have been treated with antibiotics for 24 hours before returning to school.
- A child diagnosed with bacterial conjunctivitis (pink eye) must have medication for 24 hours before returning to school. Children with viral conjunctivitis must have a doctor's release/report before returning to school.
- In order for a child diagnosed with chickenpox to return to school, the lesions must be crusted over, fading and or disappearing 24 hours prior to return to school. The child must be free of fever for at least 24 hours without the use of medication.
- A child diagnosed with ringworm must be treated for 24 hours before returning to school and the affected area kept covered until healed.
- A child with impetigo must be free of weeping lesions. The lesions must be covered and medically treated for 24 hours before returning to school.
- A child with head lice must have been treated with a medicated shampoo and be seen by the nurse before returning to school.

- A child must feel well enough to participate in school. A sick child will remain in the nurse's office until he or she is picked up by a parent or guardian when he or she has a condition that may be considered contagious and easily passed from child to child. Final decisions are at the discretion of the nurse.

## **Medication**

All medications for students **MUST** be administered through the healthcare technician who is under the direction of a consulting nurse. The proper paperwork must be completed, and the healthcare technician is responsible for scheduling and administering all medications. YHALE does not supply any non-prescription medications. If your child needs to take any medication during school hours, please fill out the Medical Authorization form, have it signed by the prescribing physician, and return it to the healthcare technician or front office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription.

## **Student Accidents**

If a student is injured at school, the parents will be contacted by an administrator, teacher, or the staff member in charge. A Student Accident Report will be completed for all student accidents.

If a child is seriously injured during the day and requires immediate medical attention, he or she will be transported to an emergency room and parents will be contacted. Judgment in such cases is at the discretion of school authorities, and parents will assume financial responsibility. Please keep medical information updated and phone numbers on file in the office and in the clinic.

## **Immunizations**

Students' immunizations should be kept up to date based on Georgia law. Students not in compliance may not be allowed to start school.

### ***Immunization and Health Screening Requirements***

Prior to enrollment at YHALE, Georgia law requires that each student present the Georgia Department of Human Resources **Form 3231 Certificate of Immunization** showing that the child has adequate protection against varicella (chicken pox), Hepatitis A, Hepatitis B, diphtheria-pertussis (whooping-cough), tetanus (lockjaw), polio, measles, rubella (German measles) and mumps.

### **Further guidelines:**

- The Certificate of Immunization (Form 3231) must be signed by a physician licensed under the laws of Georgia OR by a qualified employee of a county health department.
- A child who cannot be immunized because of a medical disability can be given a special certificate by a licensed physician or a county health department. If a child is not immunized for religious reasons, an exemption waiver must be notarized.
- Additional Immunization Requirements for students entering sixth grade: Students entering the sixth grade must have a certificate showing proof of two measles, mumps, and rubella (MMR) vaccinations administered since the first birthday.

## **Hearing, Vision, and Dental Screening**

Prior to enrollment at YHALE, Georgia law requires that each student present the Georgia Department of Human Resources **Form 3300, Certificate of Ear, Eye and Dental Examinations**. Form 3300 must be dated within 12 months of the first day of school.

\*Students transferring to YHALE from another state or country must obtain a certificate from a Georgia licensed physician or the Georgia Department of Public Health (or any of their county offices). A parent must present a written, dated immunization record, signed by a licensed physician or an authorized representative of a health agency of another state or country, that adequate immunizations have been

received by the student. The Georgia Department of Public Health (or any of their county offices) will place the record on file and issue a Certificate of Immunization. The student can then be admitted to school.

## Allergies

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. YHALE cannot guarantee to provide an allergen-free environment for all students with life-threatening allergies or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The goal of YHALE regarding Life Threatening Allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life threatening allergic reactions
- Prepare for any allergic reactions
- Respond appropriately to any allergy emergencies that arise

The school consulting nurse, in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist will prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life-threatening allergy.

The plans will be reviewed by the school nurse, the student's parent(s)/guardian(s) and primary care provider and/or the student's allergist, and signed off by the child's parent indicating that he/she deems it to be adequate. Multiple copies of the Allergy Action Plan/Individual Health Care Plan will be kept at the school for quick access in the main office and the student's homeroom, and in the student's target language teacher's room.

EpiPens will be available in the nurse's office and those prescribed for individual students will be kept in that child's homeroom emergency backpack or, with permission, carried by the child at all times. Staff will be trained to identify and respond to reactions from life threatening allergies, including the use of EpiPens. Any staff involved with students who have life threatening allergies will be informed by the parents and provided information from the Allergy Action Plan of each of these students. School staff will take steps to ensure that these classrooms and instructional areas are as allergen free as possible. During lunch, YHALE will encourage "NO NUTS" and "NO FOOD TRADING" and "NO UTENSIL SHARING" to minimize accidental exposure to allergens.

It is requested that each parent of a student with a life-threatening allergy inform the school nurse/administration of the child's allergies prior to the opening of school (or as soon as possible after a diagnosis). Parents must arrange to meet with the school nurse/administration to develop an Allergy Action Plan/Individual Health Care Plan for the student and provide medical information from the child's treating physician as needed to write the plans.

In addition, parents should do the following:

- Provide the school nurse /administration with enough up-to-date emergency medications (including EpiPens) so they can be placed in all required locations for the current school year
- Complete and submit all required medication forms
- Provide a Medic ALERT ID for their child
- Notify nurse/administration of any upcoming field trip as soon as possible and provide an EpiPen to be taken on field trips
- Encourage their child to wash hands before and after handling food
- Teach their child to recognize the first symptoms of an allergic/anaphylactic reaction and to communicate clearly as soon as she/he feels a reaction is starting
- Encourage their child NOT to share snacks, lunches, or drinks
- Encourage their child to take as much responsibility as possible for his/her own safety

- Help their child understand the seriousness of allergies and the potential consequences of children with allergies by being exposed to allergens.

### **Healthy Snack Policy**

Students in grades K-5 are allowed to eat a daily snack during a time designated by the teacher. Students should bring healthy snacks with them to school daily to eat during times designated by the teacher. Please do not allow your child to bring sodas or candy. Children are encouraged to bring a reusable bottle of water in the classroom. Please see your student's teacher for more specific guidelines or restrictions of any sort due to allergies in your child's class (e.g. milk, grains, etc.). The school will not provide snacks to the students.

### **Soda-Free School**

YHALE does not allow students to bring or consume sugary or artificially-sweetened sodas during the school day. Sodas will not be sold or provided to students during YHALE-sponsored events.

### **Parent Teacher Organization (PTO)**

The YHALE PTO is a 5019(c)(3) organization whose objectives are 1) To work with the school and community to provide quality education and educational enrichment for the children

and youth of Yi Hwang Academy of Language Excellence, and 2) To promote the health and welfare of the students as well as to promote collaboration between parents, school and the community at large.

The PTO offers numerous volunteer opportunities that allow parents to share in the success of the school and its students. Please email [PTO@YHALE.org](mailto:PTO@YHALE.org)