

Adopted: 4/12/2010

Yinghua Academy Policy YA-005

Revised: 1/9/2012

YA-005 STUDENT LEAVE OF ABSENCE POLICY

PURPOSE: From time to time the families/parents/guardians of Yinghua students have an opportunity to work or study outside of the Yinghua enrollment area. These parents/guardians often ask if their child(ren) can take a leave of absence from Yinghua, with a guarantee that the child(ren) can attend Yinghua when the family returns to Minnesota. This policy and accompanying procedures outline the process for making such a request and ensuring the kind of educational progress that will allow for readmission with the student's peer group at the end of the leave.

APPROVAL: The Yinghua Academy Board of Directors approves or disapproves all requests for Leaves of Absence. In making such decisions, the board takes into consideration the student's potential learning experiences while on leave, current academic level and proficiency, the planned academic activities during the Leave of Absence to keep the child on track with peers in the Yinghua classroom, and the financial reality of supervising students for whom the school will not receive the state per pupil funding for any student who is on leave.

ELIGIBILITY: Any currently enrolled student is eligible to request a Leave of Absence.

DURATION OF LEAVE: A Leave of Absence can be requested for a maximum of one year in duration. A student's return to Yinghua is expected on or about the estimated date of return, or that student may be considered to have withdrawn from the school.

TIMELINE FOR REQUEST: The parent/guardian should take the first step of meeting with the Academic Director **at least 6 weeks prior** to the start date for the proposed Leave of Absence. This timeline allows time for the parents and Academic Director to work out an educational plan with the student's teacher(s). Failure to comply with this timeline may result in a denial of the leave of absence request.

PROCESS FOR REQUEST: In order to request a Leave of Absence, the student's parent/guardian should:

1. Draft a two page educational plan to outline how you will maintain your child's academic progress during the Leave of Absence relative to his or her peers at Yinghua. The goal is continued learning in both Mandarin and English, using Core Knowledge and Minnesota Educational standards, and smooth re-entry into the classroom once back at Yinghua. A sample is attached.
2. Schedule a meeting with the Academic Director or Executive Director at least 6 weeks prior to the beginning of the leave. Bring the completed attached form and the Leave of Absence educational plan (sample items attached) to the meeting for discussion. The purpose of this meeting is to request assistance in making the plan ready for formal approval, in collaboration with the Academic Director and the child's teachers.

3. Schedule a meeting with your child's teacher(s). Bring the draft Leave of Absence educational plan to the meeting for discussion. The purpose of this meeting is to ascertain your child's current academic performance and needs, to discuss the Leave of Absence educational plan relative to those needs, and to work collaboratively to revise the plan as needed.
4. When the educational plan is complete, the Academic Director will make a recommendation to the Board of Directors at the next scheduled board meeting regarding whether or not to approve the requested leave of absence. The board meets every 3-4 weeks; please plan for this schedule when timing your request.
5. The board makes all final decisions regarding granting student Leaves of Absence. The board may at its sole discretion decide to approve or not to approve a request for a student Leave of Absence.

DURING THE LEAVE: Parents/Guardians are responsible for overseeing the implementation of the educational plan and communicating progress to Yinghua during the leave, including:

1. Parents/Guardians will supply an email address or other means of remaining in contact with the school during the leave, including both a means of communication between the parent/guardian and the school and a means of receiving and submitting materials outlined in the educational plan.
2. Parent/Guardians will oversee the student in following the approved educational plan, checking in with the Academic Director and/or teacher(s) as needed, and as specified in the educational plan, regarding the student's progress on the plan.

READMISSION: The process for readmission of the student to Yinghua Academy at the end of the Leave of Absence is as follows:

1. The parents/guardians of the student are encouraged to contact the Academic Director approximately 6 weeks prior to the student's expected return from the leave of absence to discuss readmission and allow sufficient time for evaluation and approval.
2. The Academic Director, in collaboration with appropriate teaching staff, will evaluate the student's work for the period of the leave and prepare a recommendation to the board regarding recommended readmission.
3. On the last meeting of the board prior to the student's expected return from the leave of absence, the Academic Director will make a recommendation to the board regarding the student's readmission, advising them about the student's degree of success in completing the educational plan. The board makes all decisions regarding whether to readmit a student following a leave of absence based on the student's compliance with the Educational Plan.

ATTACHMENTS:

1. Leave of Absence request form to be completed before submitting request
2. Sample Educational Plan, a draft of which is to be prepared before submitting request, and perfected in collaboration with the Academic Director and appropriate teacher(s).

REQUEST FOR LEAVE OF ABSENCE

Student Name(s):	
Grade(s):	
Parent/Guardian Name(s):	
Purpose of Leave: <i>(describe nature of absence and educational benefits to student)</i>	
Estimated Last Date at Yinghua prior to leave:	
Estimated First Day Back at Yinghua after leave:	
Dates at which parent/guardian agrees to check in with Yinghua regarding student progress:	
Other Information that would be helpful in considering this application:	
<p>Please Note: A Leave of Absence Educational Plan for each student requesting leave, created in collaboration with the Academic Director and the student's teacher(s), must accompany this request in order to be considered by the board.</p>	

(SAMPLE) EDUCATIONAL PLAN

Proposal for Offsite Study for (student)

Yinghua student (name) will be in (city, country) from (start date) to (return date). The following offsite educational plan has been developed in collaboration with the Academic Director and the student's teacher(s). We, the student's (parents/guardians), will implement this guided offsite study with the help of (a tutor, school, other resources), and maintain educational progress comparable with the student's peers at Yinghua during the same time period.

Proposed Educational Plan:

1. (Student) will complete the following educational project to submit in preparation for readmission to Yinghua: (describe project)
2. A Mandarin speaking tutor will be hired to provide the following at an appropriate level given (student)'s current proficiency and need to maintain educational progress:
 - a) Conversation skills
 - b) Math skills in Mandarin
 - c) Chinese character recognition
 - d) Instruction and content to follow the Yinghua (grade level) curriculum map
 - e) Read to (student) from Chinese language books recommended by xx Laoshi.
3. A Mandarin immersion environment, daily living, communication and interactions will be experienced in the following ways. *(If student will not be living in a Mandarin-speaking location or home, describe further how an immersion environment will be provided.)*
4. Through drawing, photographing, videotaping, and other creative and experiential means, (student) will create a weekly "entry" relaying an experience or observation of life in (city, country). These entries may be based on topics studied, or other topics of interest, and may be shared via the Internet with the student's classmates at Yinghua.
5. The parent/guardian will acquire a Yinghua curriculum map, Singapore Math books, grade-level appropriate Core Knowledge curriculum book, and other grade-level texts and will use these materials to guide learning in both Mandarin and English by (supplying information to tutor, supplementing leave school curriculum at home, etc).
6. Visiting important and interesting sites in and around (city, country), will expose (student) to historical, cultural, and natural aspects of the area. (Student) will document and share these experiences by (journaling, photojournalism, creating a Powerpoint or Prezi presentation, etc)
7. The parents/guardians of (student) will keep a weekly log of what was covered and her experiences with regard to learning about China and Mandarin language.
8. The parents/guardians of (student) will acquire a MCA test preparation packet from Yinghua and provide (student) practice for anticipated testing upon return (grades 3-8 only).
9. The parents/guardians of (student) will maintain contact with Yinghua Academy by (giving student progress updates by (dates agreed on), helping (student) submit weekly posts on a website to be viewed by classmates, etc)

The parents/guardians of (student) understand and acknowledge that failure to comply with this Educational Plan may result in the board denying readmission upon the student's return from the leave of absence.