

## **YA---005 STUDENT LEAVE OF ABSENCE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide parameters for making a decision about whether or not a student can maintain his or her enrollment status at Yinghua Academy while taking a Leave of Absence from the school. This policy and accompanying procedures outline the process parents/guardians must use when requesting a Leave of Absence, the process administration must use when evaluating such a request, and the process board members must use in approving such a request. The goal is to ensure that appropriate educational progress will be made while the student is away from Yinghua so that the student will have a smooth transition upon their return at the end of the leave.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. APPROVAL**

The Yinghua Academy Board of Directors makes all final decisions regarding the granting of student Leaves of Absence. The board may at its sole discretion decide to approve or not to approve a request. In making such decisions, the board takes into consideration the recommendation of Administration, which includes the parent-planned academic activities during the Leave of Absence to keep the child on track with peers in the Yinghua classroom, and the effects of holding a seat open for a student.

#### **B. ELIGIBILITY**

Any currently enrolled student, who either as an individual or through his/her family member, has an opportunity to live or study outside of the Yinghua enrollment area, is eligible to request a Leave of Absence.

#### **C. DURATION OF LEAVE**

It is recommended that a Leave of Absence be no longer than one calendar year in duration. However, a Leave of Absence can be requested for any time period and longer leaves will be considered. 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return to Yinghua is expected on or about the estimated date of return, or that student may be considered to have withdrawn from the school.

### **III. PROCEDURES**

#### **A. 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 consider all aspects of the opportunity, to work out an educational plan, and to present the recommendation to the CEO/Executive Director for discussion and consideration.

The CEO/Executive Director will present to the School Board for approval at its next regular meeting. Failure to comply with this timeline may result in a denial of the leave of absence request. The Board and the Executive Director may consider exceptions to the timeline in emergency situations.

#### **B. PROCESS FOR REQUEST**

In order to request a Leave of Absence, the student's parent(s)/guardian(s) should:

- i. Schedule a meeting with the Academic Director at least 6 weeks prior to the beginning of the leave. The purpose of this meeting is to present the request, to gain understanding of the necessary educational plan, and to begin a draft of the plan in collaboration with the Academic Director.
- ii. Finalize an educational plan to outline how the child's academic progress will be maintained during the Leave of Absence relative to his or her peers at Yinghua. The goal is to continue learning in both Mandarin and English, using Core Knowledge and Minnesota Educational standards as guidelines, and to promote smooth re-entry into the classroom once back at Yinghua. A sample request and plan are attached.
- iii. Upon completion of the educational plan, submit the plan to the Academic Director. The Academic Director will present the Leave of Absence request and the proposed educational plan to the CEO/Executive Director. The CEO/Executive 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 month as per the master calendar; please plan for this schedule when timing the request.

#### **C. DURING THE LEAVE**

Parents/Guardians are responsible for overseeing the implementation of the educational plan and communicating, if necessary, with the Academic Director during the leave.

#### **D. RETURNING FROM LEAVE**

Parents/Guardians are responsible for contacting the Academic Director at least one month prior to returning to Yinghua to notify the school of the date of the student's planned return to the classroom. The Academic Director will set an appointment with the student and family to review the student's progress; it may be necessary for the student to sit for exams to confirm subject placement.

### **IV. ATTACHMENTS**

- A.** Leave of Absence Request Form
- B.** Sample Educational Plan

Note: Check with office for most current versions of these attachments.

REQUEST FOR LEAVE OF ABSENCE

Student's Name(s):	
Current Grade(s):	
Parent/Guardian's 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, if necessary as per the educational plan:	
Other Information that would be helpful in considering this application:	
<p><b>Please Note:</b> A Leave of Absence Educational Plan for each student/family requesting leave, created in collaboration with the Academic Director, must accompany this request in order to be considered by the Board of Directors.</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. 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 attend (elementary/middle) school in (city/country).
2. (Student) will work on (X) grade level English, science, math and social studies concepts covered at Yinghua Academy. If concepts and skills are not covered at his/her attending school, the parents are responsible to provide resources and support such as a tutor or online resources for the student. The parents will be provided a Yinghua curriculum map, Minnesota State Standards for each subject, Singapore Math materials, grade---level appropriate Core Knowledge curricula, and other grade level texts and will use these to guide the student's learning.
3. The School will provide MCA test preparation packets in: mathematics and English reading if in grades 3 through 8, and in science if in grades 5 through 8, which will provide practice for anticipated testing upon the student's return.
4. A Mandarin speaking tutor will be hired to provide individual tutoring at an appropriate level given the student's current proficiency and the need to maintain Chinese language skills and prevent language loss, particularly in the following areas:
  - Conversational skills
  - Math skills in Mandarin
  - Chinese character recognition
  - Instruction and content to follow the appropriate grade CLA curriculum map and learning standards
  - Chinese language books or online resources as recommended by the school
5. Visiting important and interesting sites in and around the (city, country) will expose the student to historical, cultural, and natural aspects of the area.
6. The student will document and share experiences by journaling, photographing, drawing, and taking video. The student will keep a weekly log of her/his experiences and observations of life in (city, country). Some of her/his documentations of life in (city, country) may be shared via internet with classmates at Yinghua.
7. If appropriate and necessary, the student will maintain contact with Yinghua Academy on a monthly basis, providing an update to the Academic Director on the first of each month regarding her/his activities. The Academic Director will advise or direct her/him to share particular content, posts, presentation, or video with his teachers or classmates.

8. The parents will keep all student academic records (including local school report cards, as well as evidence of other academic results) and submit all the material to the Academic Director for review at the meeting scheduled one month prior to the student's return to Yinghua.