

EDU-P-5200 –ATTENDANCE POLICY

The Board of Fei Tian Academy of the Arts-Middletown (FTAA-MT) believes that our students must value the highest standards in education, which will enable them to excel in life and be morally upright citizens providing high quality service to society. Our objective is to have every student attend school everyday on time. Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day.

An important objective of this policy is to encourage student commitment to, staff awareness of, and parental support for daily class attendance.

Strategies

The main objective of this policy is to take accurate attendance, identify chronically absent students, and provide interventions designed to improve the attendance of these identified students.

A plain language summary of this policy is included in the school handbook and the code of conduct, which are distributed to students and parents at the beginning of each school year.

Tardiness and absence can be excused for specific reasons designated by the school. Unexcused absences shall be uniquely identified in the attendance coding system.

Coding System

The attendance recording system shall uniquely identify reasons for pupil absence, tardiness, or early departure.

Relationship Between Course Credit and Attendance

In order to obtain the minimum-passing grade for a course, students must demonstrate sufficient comprehension of course material to justify promotion to a subsequent course of study. To obtain a higher grade, students must demonstrate by examination, class participation, and the completion of assigned work that they have a sufficient mastery of course material to satisfy established departmental standards. Unexcused absences may also affect a student's grade and course credit.

Incentives and Sanctions

FTAA-Middletown is encouraged to recognize the impact of good attendance on student learning and develop incentives that provide individual motivation to students and families. Poor attendance will result in consequences in accordance with regulation EDU-R-200 and the school Code of Conduct.

Notice to Parents

Parents shall be notified by phone or by letter whenever their child is absent, tardy, or departs without a proper excuse.

Intervention Strategies

Additional actions shall be taken for students with severe attendance problems. These include referral to a student support or child study team, and the provision of counseling service.

Responsibility for Review of Student Attendance Records

The Student Affairs Office shall be responsible for conducting an annual review of pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness, and early departure consistent with this policy.

Parental Notification

The school shall provide a plain language summary of the attendance regulation to the parents or persons in parental relation to students at the beginning of each school year and take such other steps deemed necessary to promote the understanding of such policy by students and their parents or persons in parental relation.

Teacher Notification

The school shall provide each teacher with a copy of the regulation and any amendments thereto as soon as practicable following initial adoption or amendment of the policy, and providing new teachers with a copy of the policy upon their employment.

Staff Notification

The school shall make copies of the regulation available to any other member of the Fei Tian community upon request.

Cross Ref:

New York Commissioner's Regulation 104.1, 80.3, 100.2, 109.2

Student Handbook/Discipline Matrix

Code of Conduct

Attendance Regulation EDU-R-200

NY Education Law 3024, 3211, 3212, 3213

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