

REGULATION OF THE PRINCIPAL

Category: **STUDENTS**

Issued: 6/28/17

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Subject: ATTENDANCE

SUMMARY

Fei Tian Academy of the Arts-Middletown (FTAA-MT) wants our faculty to take accurate attendance, identify chronically absent students, and provide interventions designed to improve the attendance of these identified students.

This regulation sets forth standards for attendance at FTAA-MT, including requirements for meeting state attendance mandates, and establishes the procedures for school attendance services, and attendance reporting, and intervention measures to strive for high student achievement.

The regulation also provides assistance to school personnel in understanding and putting into practice procedures consistent with Federal, State, and FTAA-MT School Board attendance policy. The regulation provides general information, procedural information, and forms that can be utilized by staff.

Recordkeeping

Attendance shall be taken at the beginning of each period of scheduled instruction. Each classroom teacher shall record the students' presence or absence on the PRAXISCHOOL Electronic System.

Coding System

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

- Absent (A)
- Early dismissal (D)
- Tardy or late (T)
- Unexcused Absence (UA)
- Unexcused Tardiness (UT)
- Excused Absence (EA)

Absences

A tardiness greater than 15 minutes is considered an absence for the class. Excessive absences may require disciplinary actions (i.e. counseling, discipline matrix).

Excused absences typically require 24 hour advance written notice on the Student Leave of Absence Form (Exhibit A) from the parent/guardian, dorm teacher, or homestay parent. Common excused absences include illness, religious observances, medical appointments, and college visits. Students arriving late to school must have a parent/guardian contact the main office at 845-341-1935 or email contactus@feitianacademy.org to be considered excused. Students without parental excuse will be considered unexcused until a note is received from the parent or guardian. A parent's failure to notify the school may result in the student being marked with an unexcused absence, and a call from the student affairs office during the school day.

Time Limit for bringing in Excuses for Absences

Students are expected to bring in written parent/guardian excuses for any absence(s) on the day of return to school upon arrival. In certain circumstances, when a student is late, the student affairs office may request that the parent/guardian complete a Student Leave of Absence form (Exhibit A) by accessing it on the school website or sending via email.

Tardiness to School

Tardiness is defined as any failure to show up for class on time. A tardiness greater than 15 minutes is considered an absence for the class. Teachers can use their discretion in excusing a tardiness for valid reasons (e.g. insufficient time between classes, previous class delayed, etc.).

Repeated tardiness may result in a teacher reporting it as a minor disciplinary infraction or the student being referred to the student affairs office for discipline consistent with the Discipline Matrix (i.e. lost privileges, community work, etc.).

Families are encouraged to schedule any appointments outside of the school day so students do not miss instructional time.

All students must be in homeroom by 7:50 a.m. Students who arrive to school after that are considered to be tardy.

Excused Absences and Tardiness

Tardiness and absence for the following reasons are excused:

- Medical and dental appointments
- School sponsored events
- College visits and interviews
- Career development or explorations programs approved by the principal
- Driver's road test (not permit tests)
- Late arriving bus
- Impassable roads or weather making travel unsafe
- Personal illness or injury
- Death or emergency illness in the immediate family
- Extreme emergency situations
- Obligatory religious observance
- Required court appearance
- Others as authorized by the principal

Dismissals During the School Day

A parent or student requesting early dismissal from school should complete the Leave of Absence Form noting the time and reason for the requested dismissal. Students or parents/guardians should bring the form to the Student Affairs office as soon as possible before the dismissal time.

Homework

After three (3) days absence, parents or guardians should submit a written request for homework.

Homework requests should be e-mailed to contact.us@feitianacademy.org. The request will be forwarded to teachers the day it is received. Homework assignments will be forwarded to the parent or dropped off in the Student Affairs Office by the end of the next day (5:00 p.m.) Note: There is a full day turnaround.

For absences less than three days students will be check with their teachers for make-up work.

Consequences for Unexcused Absences – Chronic absences and tardiness, whether excused or unexcused, are disruptive to the educational process and will be subject to discipline. Make-up work will be for excused absences and lateness, subject to the classroom teacher’s discretion. For unexcused absences and tardiness, make-up work will generally not be offered, but teachers may use their discretion. The following procedures are in place to deal with excessive absences (whether excused or unexcused):

1. One full day unexcused absence or an accumulation of three unexcused class absences will result in a student being subject to discipline and intervention strategies consistent with the Discipline Matrix. Otherwise teachers may use their discretion in handling unexcused lateness, such as strongly advising the student and documenting it on the Minor Disciplinary Infraction form (Exhibit B).
2. 3–5 days absent – letter to parents from Student Affairs Office (Exhibit C);
3. 6–9 days absent or tardy – Letter from the Student Affairs Office to parents (Exhibit D), three-way conference (Parent/Student/Principal).
4. 10–19 days absent or tardy – Notification of suspension from Principal to parents (Exhibit E).
5. 20 or more days absent or tardy – Notification of hearing for expulsion (Exhibit F).

Course Credit

Any cumulative unexcused absences in excess of ten periods of instruction for a full-year course or five (5) periods for a 1/2 year course shall cause parents to be notified by the Director of Academic Affairs (Exhibit G) that their child’s course credit is being denied. The school retains discretion to allow a student to perform make-up work for properly excused absences in order to avoid having the absence counted in a determination to deny course credit. The school retains discretion to evaluate a student’s attendance in light of academic performance and other indicators in deciding whether credit shall be denied. The school retains discretion to allow for credit recovery.

Incentives and Sanctions

Rewards for good attendance – In addition to the likelihood of enhanced educational progress, good attendance will be the basis for student recognition awards. Any student who attends 95% or more of his or her scheduled instructional periods will be eligible for good attendance recognition. Any student who has perfect attendance shall be eligible for perfect attendance recognition. In addition, good attendance will be a positive

endorsement factor in any letter of recommendation written by a school employee on behalf of a student.

Contacting Parents

In the event that a student is absent from school without previous notification to the teacher or principal, the school will call the student's home to confirm the absence. If no parent or person in parental relation is home, the school will contact a parent or person in parental relationship at their place of employment or number listed on the student's emergency contact form. In both situations, if contact is not made with a parent or person in parental relation, a message will be left for the parent or person in parental relation to call the school.

Homebound Instruction – A student (who resides in the U.S.) unable to attend school due to physical, mental, or emotional illness or injury as substantiated by a licensed physician is eligible to be instructed at home or in a hospital by a tutor provided by the school district in which the pupil resides. If a prolonged absence is foreseen and such instruction seems appropriate, it is recommended that the Principal discuss with parents the possibility of arranging for homebound instruction. An absence of two weeks is generally considered a prolonged absence. This should be verified by a statement from the student's physician. The parents should then be encouraged to contact the public school district where the student resides and make arrangements for instruction to begin as soon as possible. If the parent requests, the Principal may contact the local school district and arrange for the tutor service.

In accordance with C.R. 175.21, instruction should be provided for a minimum of ten hours per week, preferably two hours per day if the student resides in a New York school district. Communication between the Principal and the tutor employed by the district is essential to ensure continuation of the pupil's normal program. The Principal should make textbooks, other materials, and appropriate records of the pupil available to the tutor as instruction begins. At the conclusion of this interim service, the tutor should submit to FTAA-MT a report of the student's progress during the period of homebound instruction.

Out of state student's parent/guardian must contact the local school district in the state where the student resides and request homebound instruction. The FTAA-MT Principal shall assist the parent in coordinating the homebound instruction if the parent/guardian requests.

International students are not eligible for home instruction and must temporarily withdraw from school and provide the school with a statement from a physician. If the international student cannot return after 5 months, he/she must start the I-20 process over again.

Mental Illness – When the school counselor determines that a student should be referred for a psychological or psychiatric evaluation, he/she shall complete a counselor referral
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form (Exhibit H) and submit directly to the school psychiatrist or to the Principal. The Principal shall immediately contact the parent/guardian to arrange an in-person conference. The Principal shall advise the parent/guardian that the student needs a professional clinical evaluation, and that the parent should arrange for home instruction until the student is medically capable of returning to school. The parent/guardian must sign a Mental Illness Notification form (Exhibit I), which releases the school from responsibility for the care of the student.

Cross Reference

NY EL 3210, 3211, 3212.2(d), 3213, 3024
CR 104.1, 80.3, 109.2, 100.2

Revised 10-18-17

INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

| | | |
|--------------------------|-------------------------|------------------------------|
| Telephone: | Academic Affairs Office | Email: |
| 1+ (845) 341-1935 | 42 Jason Place | contactus@feitianacademy.org |
| Middletown, NY 10940 USA | | |

EXHIBIT A

Student Leave of Absence Form

Student Name _____ Student ID _____

Date of absence: From _____ To _____

Time of absence: From _____ To _____

Classes to be missed:

1) _____ Teacher: _____

2) _____ Teacher: _____

3) _____ Teacher: _____

4) _____ Teacher: _____

5) _____ Teacher: _____

Parent (guardian) name: _____ Signature _____

Date: _____ Phone: _____

Reason for absence:

Dept. Chair signature: _____ Approve/Deny: _____

Date: _____

If deny, give reason: _____

Student Affairs Signature: _____ Approve/Deny: _____

Date: _____

If deny, give reason: _____

EXHIBIT B

**Fei Tian Academy of the Arts-Middletown
Minor Disciplinary Infraction Form**

Student Name _____

Homeroom _____

1st Minor Infraction

Date/Time _____

Classroom _____

Behavior

- Disruptive
- Dress Code
- Electronic Device
- Physical Contact
- Sleeping
- Minor dishonesty
- Throwing
- Disrespect

- Inappropriate Language
 - Defiance
 - Stealing
 - Property Misuse
- Consequence

Other _____

Intervention:

- Planned ignoring
- Redirect
- Private Conversation
- Phone call home
- Loss of privileges
- Walk
- Self- Contain

- Stu/teacher negotiated
- Relaxation exercises/sensory
- Natural

Removal student/Class

Journaling

Other _____

Incident Description: _____

Comments: Restate Expectation & Re-teach

2nd Minor Infraction

Date/Time _____

Classroom _____

Behavior

- Disruptive
- Dress Code
- Electronic Device
- Physical Contact
- Sleeping
- Minor dishonesty
- Throwing
- Disrespect

- Inappropriate Language
 - Defiance
 - Stealing
 - Property Misuse
- Consequence

Other _____

Intervention:

- Planned ignoring
- Redirect
- Private Conversation
- Phone call home
- Loss of privileges
- Walk
- Self- Contain

- Stu/teacher negotiated
- Relaxation exercises/sensory
- Natural

Removal student/Class

Journaling

Other _____

Incident Description: _____

Comments: Restate Expectation & Re-teach

3rd Minor Infraction

Date/Time _____

Classroom _____

Behavior

- Disruptive
- Dress Code
- Electronic Device
- Physical Contact
- Sleeping
- Minor dishonesty
- Throwing
- Disrespect

- Inappropriate Language
- Defiance
- Other _____
- Stealing
- Property Misuse

Intervention:

- Planned ignoring
- Redirect
- Private Conversation
- Phone call home
- Stu/teacher negotiated
- Relaxation exercises/sensory
- Removal student/Class
- Journaling
- Other _____
- Loss of privileges
- Walk
- Self- Contain
- Natural

Incident Description: _____

Comments: Restate Expectation & Re-teach

4th Minor Infraction

Write a **Student Removal Referral**.

Attach and submit this Minor Disciplinary Infraction Form with Student Removal Referral to Student Affairs office.

EXHIBIT C

Attendance Warning Letter-1

Date:

Parent(s)/Guardian(s) of:

Student First /Last Name :

Address:

City/State/Zip:

Re: Absences/Tardiness

Dear Parent/Guardian:

Attendance is an essential component to a student's academic success. Often, the number of days that students are absent accumulate without parents realizing how many days have been missed.

This letter is to inform you that your child has accumulated _____ days of unexcused absences or tardies. At this time, your child's unexcused absences have been reported to the Student Affairs Office and your child has been assigned community service work.

Regular attendance is absolutely necessary in order for your child to progress in his/her academic studies. Per FTAA-MT Policy AA-P-5200 and Principal Regulation AA-R-200, students are required to attend school regularly. Parents and guardians are responsible for ensuring that their children attend school on a daily basis.

Please be advised that if absences continue, your child's course credit may be in jeopardy. If you feel our records are incorrect, or there are circumstances of which we should be aware of, please contact the school's administrative office at 845-341-1935.

Sincerely,

Director of Student Affairs

Exhibit D
Attendance Warning Letter-2

Date:

Parent(s)/Guardian(s) of:
Student First /Last Name :
Address:
City/State/Zip:

Re: Absences

Dear Parent/Guardian:

This letter is to inform you that your child has accumulated at least six (6) days of unexcused absences or tardiness.

We have concerns regarding your child's excessive absences. Per A Academy of the Arts-Middletown Policy and Regulation, students are required to attend school regularly in order to progress in their academic studies.

A written notice is required for every absence or tardiness in order for it to be excused. Excessive excused absences are equally concerning.

Due to your child's continued absences, I have scheduled a meeting to identify possible solutions to improve your child's attendance. This meeting **for you and your child** is scheduled for:

_____ on _____ at the Student
(Time) (Date)

Affairs Office, located at _____ (address).

Please call the Student Affairs Office at _____ (phone number) no later than _____ (date) to confirm this meeting.

IMPORTANT: Continued failure of your child to attend school may result in loss of course credit or suspension.

If you feel our records are incorrect, or there are circumstances of which we should be aware of, please contact the school's Student Affairs office at 845-341-1935.

Sincerely,

Director of Student Affairs

Exhibit E

Notification of Suspension Letter

Date:

Parent(s)/Guardian(s) of:
Student First /Last Name :
Address:
City/State/Zip:

Re: Absences

Dear Parent/Guardian:

This letter is to inform you that despite repeated warnings, interventions, and threatened loss of course credit your child has accumulated at least ten (10) days of unexcused absences and/or tardiness.

This poor attendance/punctuality affects your child's education, and creates a poor example for other pupils. Because your child's attendance has not improved, I have scheduled a meeting to discuss pending suspension and how your child can make up the days. This meeting **for you and your child** is scheduled for:

_____ on _____ at the Principal's Office,
located at _____
_____ (address).

Please call the Principal's Office at _____ (phone number) no later than _____ (date) to confirm this meeting.

Failure to attend this meeting with the Principal will result in immediate suspension for your child.

I look forward to meeting with you to resolve this barrier to your child's education.

Sincerely,

Principal

cc: Director of Student Affairs

Exhibit F
Notification of Expulsion Hearing

Date:

Parent(s)/Guardian(s) of:

Student First /Last Name :

Address:

City/State/Zip:

Re: Absences

Dear Parent/Guardian:

This letter is to inform you that the a faculty council has recommended that your child be expelled from Fei Tian Academy of the Arts-Middletown for the following reasons:

The faculty council evaluates a student's attendance in light of academic performance and other indicators in deciding whether expulsion is recommended.

As a result of this recommendation, The Principal and the Director of Education retain discretion to allow for credit recovery and to allow a student to perform make-up work for properly excused absences in order to avoid having the absences counted toward the determination to permanently expel the student.

In order to make the final decision, a Principal's Expulsion Conference has been scheduled for (date, time, and place). Your presence is required in order to discuss the recommendation and determine whether expulsion is justified and will be imposed.

Please arrive promptly and bring your child with you. If you are unable to keep this appointment, please call the school to arrange for a mutually convenient time. If your

preferred language or mode of communication is not English and a translator is required, you should bring a translator to the conference. At the conference, you and your child have the right to explain the excessive absences and provide documentary evidence of excused absences.

Please contact the principal's office at 845-341-1935 in the next two (2) days to confirm the conference date.

Sincerely,

Principal

cc: Director of Student Affairs
Board of FTAA-MT

Exhibit G

Notification of Loss of Course Credit

Date:

Parent(s)/Guardian(s) of:

Student First /Last Name :

Address:

City/State/Zip:

Re: Absences

Dear Parent/Guardian:

This letter is to inform you that your child is being denied course credit for the following classes:

According to Section 104.1 (i) of the New York State Education Department Commissioner Regulations, schools must implement interventions to enforce regular school attendance. Due to your child's continued absences, and failure to improve attendance behavior, Fei Tian Academy of the Arts-Middletown was left with no other alternative.

If you feel our records are incorrect, or there are circumstances of which we should be aware of, please contact the Director of Academic Affairs' office at 845-341-1935.

Sincerely,

Director of Academic Affairs

cc: Principal

Exhibit H

**FTAA-MT
COUNSELOR REFERRAL FORM FOR PSYCHIATRIST INTERVENTION**

Please use this form to refer a student for a psychiatric evaluation. Please document what you have tried and any contacts that you have had with the parent/guardian. You must submit this form directly to the school psychiatrist or to the principal. Please keep a copy for your own records. This serves as documentation for you as well as the school. Any feedback that the psychiatrist can provide to you after meeting with the student will be done on this form also.

REFERRING COUNSELOR'S NAME: _____

STUDENT'S NAME: (LAST, FIRST): _____ DATE OF REFERRAL: _____

ISSUES AND CONCERNS (Please check all that apply):

- Cutting self
- Family Issues
- Delusional
- Other: (please be specific in this space)
- Hearing voices
- Crying spells
- Anger Issues
- Lying
- Mood swings
- Habitually disruptive

What intervention have you already tried with the student?

Has contact been made with the parent/guardian? YES NO

When? _____ With Whom? _____ How? In person email phone

Counselor Name: _____ Counselor Signature: _____

Date student was met with: _____

Any information that can be shared with the referring counselor:

Date report sent to principal _____

Psychiatrist Name: _____ Psychiatrist Signature _____

EXHIBIT I

Mental Illness Notification

Parent/Guardian Notification

I have been notified that my child, _____, has stated that s/he is _____

_____. It has been strongly recommended that I seek immediate psychiatric assistance for my child and that Fei Tian Academy of the Arts-Middletown (FTAA-MT) will NOT assume responsibility for this serious concern.

In addition, I have been advised by FTAA-MT to submit a physician's note to FTAA-MT indicating the diagnosis and the length of time my child may be medically absent from school. I understand that it is my responsibility to request home instruction for my child from my local public school district, if necessary.

Upon request, the FTAA-MT principal will assist me in coordinating home instruction for my child. I have been provided with contact information for medical and mental health professionals in _____.

In order to assist my child, I agree to arrange to immediately take him/her to a qualified mental health professional for assistance and immediately contact my local public school district to arrange for home instruction, if necessary. I will provide FTAA-MT with a note from a qualified physician, psychiatrist or other appropriate medical care provider.

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Date: _____

Witness Name: _____ Title: _____

Witness Name: _____ Title: _____

Law Enforcement Witness Name/Title (if applicable):
