

OLENTANGY LOCAL SCHOOLS

SPECIAL ABSENCES: ALTERNATE LEARNING EXPERIENCE (ALE) AND STUDENT VACATIONS DURING THE SCHOOL YEAR

The Olentangy Board of Education recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford students the opportunity to take advantage of an unusual opportunity to learn, provided those experiences have obvious educational benefits. Students may be required to submit a report or journal of their experience. Students are also permitted to take vacation with their family during the school year. ALE and student vacation absence days count toward the Five Class Period/Day Rule.

If approved, school absences due to an ALE or vacation will be considered excused and schoolwork missed during the experience may be made up. Teachers will not be required to give homework assignments prior to the absence. Upon receiving an ALE or vacation request, the building administrator will do one of the following:

1. approve the request;
2. give conditional approval to the request; or
3. deny the request.

Requests that would cause a student to exceed the Five Period Class/Day Rule may be conditionally approved by the building administrator pending the student satisfactorily completing all academic course work. It should be noted that additional days absent, counting toward the Five Class Period/Day Rule, within the grading period of the ALE or vacation could cause the student to fail the nine-week grading period or be otherwise impacted (e.g. Third Grade Guarantee).

ALE will not be approved for longer than 10 days. Absences that are not approved for an ALE or vacation may be marked as unexcused.

To be granted an ALE, the student will meet all the criteria listed below:

1. Submit a request on the designated form one week prior to the proposed absence, this form is available on the district website as well as in the main office;
2. document a valid learning content to the alternate experience, if applicable; and
3. demonstrate satisfactory attendance history.

An ALE or vacation request will not be approved for applications submitted after the experience, if there are academic concerns, for experiences that fall within district testing windows. An ALE or vacation request may be denied at the discretion of the building principal. Multiple ALEs and vacation requests are discouraged from being submitted in the same academic year.

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Alternate Learning Experience Application Student Vacation Application

Date _____

Student's name _____ Grade _____

Date(s) of school absence _____

An ALE will not be approved for longer than 10 days. Absences that are not approved for an ALE or vacation may be marked as unexcused.

Where will the experience take place? _____

Briefly describe the experience.

Other school-age siblings and their grade levels _____

I attest that all of the above information is true and accurate.

Student's signature _____ Date _____

Parent's signature _____ Date _____

Address _____ City _____ Zip _____

Home phone _____ Cell phone _____

As the parent/guardian, your signature indicates that you have read and understand the *Special Absences: Alternate Learning Experience (ALE) and Student Vacations During the School Year Policy* and believe that your request meets all of the qualifications as stated.

FOR SCHOOL USE ONLY

_____ Approved _____ Conditionally approved _____ Denied

Administrator's signature _____ Date _____

If denied, reason for denial:

- _____ Application submitted after the experience
- _____ Application submitted less than one week prior to the proposed absence
- _____ Academic concerns
- _____ Unsatisfactory attendance
- _____ Experience request falls within district testing windows

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To the teachers of _____
The above-named student has applied for an **Alternate Learning Experience** for the dates of: _____

Please indicate his/her cumulative average in your course and the number of days absent this quarter:

Period	Subject	Cumulative Avg.	Days Absent	Teacher Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				