

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 as absences and state laws about excessive absences still apply in these circumstances.

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:

- a) approve the request,
- b) give conditional approval to the request, or
- c) deny the request.

Requests that would cause a student significant academic risk may be conditionally approved by the building administrator pending the student satisfactorily achieving relevant academic expectations. It should be noted that additional days absent beyond the ALE or vacation could negatively impact the student academically. 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.

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;
3. Demonstrate satisfactory attendance history; and
4. The ALE request must not fall within district testing windows.

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.

OLENTANGY LOCAL SCHOOLS

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

OLENTANGY LOCAL SCHOOLS

Alternate Learning Experience/Student Vacation
Teacher Signature

Date _____

Student's name _____ Grade _____

Date(s) of school absence _____

The above-named student has applied for an Alternate Learning Experience/Student Vacation. Please indicate his/her cumulative average in your course and the number of days absent this quarter.

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