

# Oswayo Valley Jr./Sr. High School

## Attendance Terminology Guide

### Excused (Legal) Absences

**Normal Absence:** Students are allowed up to 10 regular absences per school year. A written excuse from a guardian **must** be given or emailed to the HS office within 3 days of the absence. A list of eligible reasons is in the student handbook.

**Medical Excuse:** If a student misses school for a medical reason, they should ask for a medical excuse from the doctor. These do not count towards the normal absences, so getting a doctor's excuse is highly recommended.

**Educational Field Trip:** Students are allowed to ask for prior approval to take educational trips during the school year. They are allowed up to 15 days of EFT, but must fill out the form for approval before the absences. These days do not count towards the 10 normal absences.

**Homebound Instruction:** Under certain circumstances, a student may be eligible to receive instruction at home for a set amount of time. This is usually granted for medical reasons, family emergencies, etc. Please contact the school ASAP if you are in a situation where this might be an option.

### Unexcused (Unexcused) Absences

**Absence without Excuse:** If a student is absent and fails to provide an excuse within 3 days of the absence, the absence is considered unexcused.

**Absence After 10 Excused Absences without a Doctor's Excuse:** If the student has exhausted their 10 regular absences, then they must provide a doctor's excuse for any absence afterward.

\*Students will receive a "zero" for any assignments due on days of unexcused absences\*

---

### Other Unexcused Absence Terminology

**Truant:** Having 3 or more unexcused absences in 1 school year. When a student reaches this level, the school will hold a Student Attendance Improvement Plan meeting and invite the student and guardians to attend and participate in creating a plan to limit/eliminate any further unexcused absences.

**Habitually Truant:** Having 6 or more unexcused absences in 1 school year. When a student reaches this level, the school will refer the case to Children and Youth Services and file truancy citation with the District Magistrate. (The citation could result in a fine, community service, loss of driver's license, completion of a course, jail time) If absences continue, the student can be dropped from the active roll.