



ADMINISTRATIVE POLICY
Attendance Requirements
INS-A009

Policies are periodically revised. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1. Salem-Keizer Public Schools is committed to providing a quality education for all students. A strong correlation exists between the student’s academic success in school and their daily attendance. A student is expected to be present in each of their classes during any grading period in order to meet the goals and objectives of the class.
2. In terms of attendance, a student is either present or absent.
 - 2.1. An **excused absence** is one which is approved by the principal or their designee in one of the following situations:
 - 2.1.1. Illness of the student, including mental or behavioral health.
 - 2.1.2. Serious illness in the family
 - 2.1.3. Religious instruction (with limitations per ORS 339.420)
 - 2.1.4. Inclement weather
 - 2.1.5. Doctor, Dentist, and legal or court appointments that require student attendance.
 - 2.1.5.1. Parents and guardians should try to schedule these appointments outside of the school day, when possible.
 - 2.1.5.2. The school may request documentation or confirmation of appointments.
 - 2.1.6. Emergency, pre-excused, or extenuating circumstances.
 - 2.1.7. For students that are dependents of an Armed Forces Member of the United States on active duty, up to seven (7) days can be excused for any absences related to their service.
 - 2.2. Absences must be excused by a student’s parent or guardian. In order to maintain student safety, the district must communicate directly with parents or guardians when discussing a student’s absence.
 - 2.3. Official absence:
 - 2.3.1. Field trips and activities.
 - 2.3.2. School action which prevents the student from attending class.
 - 2.4. An unexcused absence is one which is neither excused nor official and may result in disciplinary action.
3. Each principal or their designee shall develop and implement an attendance and building tardy policy and procedure that includes the expectation of student attendance and encourages such attendance.
4. The parent or other person in parental relationship will be notified by the District if a student has missed school and the absence has not been cleared.
5. Appeal of disciplinary action taken as a result of unexcused absences may be made through the District’s complaint process.

Implementing Procedures:

1. Irregular Attendance / Nonattendance Procedure (INS-P018)

Revision History:

Date	Description
10/10/11	Cabinet Approved
8/28/19	Updated absences reasons in response to HB 2191 and HB 2556.



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Approved By: Assistant Superintendents (*approval on file*)