

**Port Orford-Langlois  
School District 2CJ**

Code: **JED**  
Adopted: 5/12/92  
Readopted: 6/8/04  
Orig. Code(s): JED

**Student Absences and Excuses**

The superintendent or designee shall be responsible for administering and maintaining an accurate student attendance records system. Such attendance shall include written excuses signed by the parent for all student absences.

Parents are encouraged to call their student's school prior to an absence, giving the reasons for the anticipated absence.

Students who have been absent from school, shall present, upon return, to the superintendent (or his/her designee) a written excuse stating the student's name, the reason for the absence and the date(s) of the absence. The written excuse must be signed by the student's parent and must be dated.

Excuses will be honored for the following reasons:

1. Illness;
2. Danger to health from serious exposure to contagious disease, upon the advice of the family physician;
3. Death or serious illness in the family;
4. Doctor and/or dental appointments;
5. Field trips and school-approved activities;
6. Other reasons deemed appropriate by the superintendent or designee when satisfactory arrangements have been made in advance of the absence.

Absences for reasons other than those listed above may be unexcused. The superintendent or designee has the authority to determine whether or not an absence is to be excused if the reason for the absence is not covered in items 1.-4. above.

END OF POLICY

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**Legal Reference(s):**

[ORS 109.056](#)

[ORS 339.030](#)

[ORS 339.065](#)

[ORS 339.420](#)

[OAR 581-021-0046](#)

[OAR 581-021-0050](#)

[OAR 581-023-0006](#) (11)

**Cross Reference(s):**

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GBHD - Program Exemptions