

**WESTMORLAND UNION ELEMENTARY SCHOOL DISTRICT**

**Board Policy No. 5007: ASSIGNMENT OF FAILING GRADE DUE TO UNEXCUSED ABSENCES**

- A. Unexcused absences from class exceeding ten (10) days in a school semester may be sufficient reason for a teacher to assign the pupil a failing grade for the class. The teacher may assign a failing grade in such cases.
- B. The pupil and parent/guardian shall be notified of each unexcused absence. The pupil and parent/guardian shall be given three (3) days to explain the absence. If the absence is not verified as an excusable absence, it shall be recorded as unexcused, together with the reason for the absence as given by the parent and the date when the explanation was given. The name of the person receiving any oral explanation of the absence shall also be recorded.
- C. If a pupil receives a failing grade because of unexcused absences exceeding the above maximum, school records shall specify that the grade was given because of excessive unexcused absences.
- D. As required by Education Code section 49067(a), whenever it becomes evident that a pupil is in danger of failing due to unexcused absences, the teacher shall schedule a conference with the parent(s) or legal guardian or make a written report to the parent(s) or guardian. The refusal or failure of a parent to attend the conference shall not preclude failing the pupil at the end of the grading period.
- E. In the case of excused absences, retention may be appropriate if the pupil cannot achieve a passing grade because the pupil has missed a significant amount of instruction.

**Legal Reference:**

Education Code section 49067

Date Policy Adopted By The Board: August 22, 1989 (formerly B.P. 5006)

Date Policy Revised By The Board: November 8, 1994

Date Policy Revised By The Board: October 9, 2003 (formerly B.P. 5007)