

## Administrative Regulation

Attendance Procedures, Unexcused Absences and Grades

A school may adopt an attendance procedure that incorporates the provisions of Education Code Section 49067(b), with the approval of the appropriate assistant superintendent.

The provisions of Education Code Section 49067(b) shall be applied only when a school-wide plan has received the approval indicated above.

The procedures adopted pursuant to this regulation shall include, but not be limited to, the following:

- A. A reasonable opportunity for the pupil or the pupil's parents or guardian to explain absences.
- B. A method for identification in the pupil's record of the failing grades assigned to the pupil on the basis of excessive unexcused absences.
- C. Adequate parent notification by mail and conferences.
- D. A student who accumulates 15 or more unexcused absences in a semester may be assigned a failing grade.

Ref: EC Sections 46110-46143, 48200, 48205, 48260, 49067

Approved: August 2, 1988

Reviewed: July 1, 2000