



## Diocese of Davenport

Office of Pastoral Services  
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### Regina Attendance Policy

#### **Attendance:**

Attendance at school is required. School begins at 8:20 a.m. unless otherwise stated (weather delays). Students are expected to be in class by 8:20 a.m. Students are considered absent when they do not come to school

#### **Extended Absences:**

The maximum number of days, excused or unexcused, a student may miss in a semester is ten (10). Once a student misses five (5) days he/she will be notified along with parents. Students missing more than 10 days per semester in any class will receive a failing grade for that class. School related activities and extended illness, with medical confirmation, will not count toward the 10 day limit.

#### **Excused Absences Needing Prior Approval:**

When a student wishes to be excused from school for reasons other than illness or a school sponsored activity, please do the following:

1. At least two (2) days in advance, bring a note from parents or guardians explaining the absence.
2. Administration must approve the absence. A parental notification will be made should the student have more than 7 class absences.
3. The student must take a Prior Approval Slip around to each teacher making arrangements to complete work in advance or not later than the day of return. If a teacher feels that class progress is unsatisfactory he/she will not sign the prior approval. Failure to obtain a teacher's signature means the teacher does not think the student should miss class.
4. The Prior Approval Slip must be returned to the office prior to the absence.
5. The following are cases needing prior approval:
  - a. wedding
  - b. funeral
  - c. family vacation
  - d. personal business

Field trips and athletic contests do not need Prior Approval slips.