

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Absences

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that absences from school be considered either excused or unexcused.

Excused absences are those that are approved by the school administration. These may include, but are not limited to: illness, family emergencies, diocesan, parish and school-sponsored or approved activities. Work missed during an excused absence may be completed for full credit. It is the student's responsibility to initiate contact with the teacher concerning missed work.

Unexcused absences are those not approved by the school administration. Because learning is important, work missed during unexcused absences should be completed.

Disciplinary action for unexcused absences is at the discretion of the school administration. The State of Iowa defines truancy as, "being absent from school without an excuse for more than 8 days in a 45-day period." Notices will be sent to parents when a child has missed 5 day within a 45-day period alerting them to the attendance issue. If absences continue, the issue may be turned over to the truancy officer for investigation or the county attorney.

The principal or a designee (assistant principal or counselor) shall serve as the truancy officer. The truancy officer shall investigate the cause of all truancy and, if truancy continues, the matter may be reported to the office of the respective county attorney. (299-IAC .8 and 281-IAC 12.2)

Policy Adopted: January 20, 1992

Policy Revised: January 30, 2020
July 30, 2021