



The Warhawk Way



Daleville High School Student Mentoring and Advocacy Program

Developed by the Faculty and Staff of DHS

Session 1

Make Up Work and Attendance

Objective: Students will understand the rules for excused and unexcused absences. Students will also know when and how they are able to make up work and understand the consequences of excessive absences.

Materials:

- Policies and Procedures for absences (you can either give one to each student or project in on the board in your room)
- What Happens when you miss school worksheet (one per student)
- How Much is attending school worth worksheet (one per student)

Lesson: Each student should receive a handout of DHS' policies and procedures for absences and makeup work or you should have this projected on the board so all students can see. Teachers should go over the DHS policies for absences, make up work and tardies. (5 minutes)

Students can work with a partner or individually to fill in the "What Happens When You Miss School?" handout. As a class go over the answers to the handout and discuss the importance of being in school. (6 minutes)

Each student should fill in the "How Much is Attending Class Worth" handout (teachers with younger students may want to do this together as a class) When students are finished, teachers should use this to reiterate how important attendance is, whether it is at school, work or other responsibilities. (8 minutes)

Evidence: Teachers should keep the student's "What Happens When You Miss School?" handout to put in each students folder.

Daleville High School Handbook

Policies and Procedures for Absences and Makeup Work

Absences for the following reasons will be considered excused:

1. Illness
2. Death in the immediate family
3. Inclement Weather, as determined by the Superintendent and/or principal.
4. Legal Reasons
5. Emergency conditions as determined by the Superintendent and/or principal.
6. Prior permission of the principal.
7. Any student with a chronic long-term medical diagnosis that has been documented by a medical doctor must have proper documentation on file with the school nurse in order for the absences related to the condition to be excused. This documentation must be renewed at the START OF EACH SCHOOL YEAR. Any absence beyond 8 per 1 credit class and 4 per 1/2 credit class related to this diagnosis must be accompanied by a current Dr.'s excuse.
 - All other reasons will result in an unexcused absence. Also if a student does not turn in a note the absences will be unexcused. All excuses need to be turned in within **3 days** of the day that was missed.
 - All class work, homework, projects, reports and exams missed because of an absence (excused or unexcused) must be made up within **7 days** of returning to school.
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Tardy Policy

Tardies to school or to class will not be tolerated, as they decrease the student's mandatory amount of instructional time set forth by the Alabama State Board of Education. Actions to be taken are as follows.

Third Tardy:	Warning.
Fourth Tardy:	Parental contact with two days after school detention or corporal punishment
Fifth Tardy:	Parental contact with three days after school detention or corporal punishment
Sixth Tardy:	Referral to Attendance Committee and May result in suspensions

What Happens When You Miss School??

Being Tardy

Being tardy (late) to school or to class will not be tolerated and will be disciplined.

Third Tardy: _____

Forth Tardy: Parental contact with _____ days after school detention or corporal punishment

Fifth Tardy: Parental contact with _____ days after school detention or corporal punishment

Sixth Tardy: Referral to Attendance Committee and may result in suspensions for any subsequent tardy.

****If you are late leaving a class, then get a _____ from the teacher****

There are two kinds of absences. Excused and Unexcused

Excused Absences

- Illness
- Death in the _____ family
- Inclement weather as determined by the superintendent or principal
- Legal reasons
- Emergency conditions as determined by the superintendent or principal
- Prior permission of the principal
- Long-term _____ medical condition

Each of these excuses requires a doctor's note or a parent note to be considered an excused absence.

**** You have _____ days to make-up any work missed because of an excused absence ****

Unexcused Absences

- Any day that an excuse note is NOT turned in (truancy, parent neglect, etc.)

All excuses need to be turned in within _____ days of the day that was missed. After this is will be an unexcused absence.

**** Graded classwork, homework, projects, reports, and exams missed due to an unexcused absence may not be made up (that's a _____). ****

