



# Attendance Policy

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AASuccess Life Skills Academy follows the guidelines established in the AASuccess current policy and procedure manual, which can be viewed electronically via this [LINK](#), specifically on page 20.

Starting with the second unexcused absences to our academy, students are assigned consequences up to a three-month suspension. Two or more late arrivals or unexcused absences in a month to our Saturday class will prevent a student from being eligible for the AASuccess reward program awarding to qualified students based on quality work and consistent efforts to apply life skills knowledge in their daily lives and school work.

Attendance and active participation in Saturday class are crucial to a student's academic achievement and to the opportunities and resources provided by AASuccess and its business support community.

## **General:**

**Life Skills In-Person Class:** For both green and blue program's students begins promptly at 10:00 AM and ends at 2:00 PM on a Saturday class. All first and second year students are expected to attend every Saturday class or activity for which they are scheduled each life skills session. Specifically, this means that students must attend in-person (virtually with a special approval by the Life Skills Program Director) all Saturday classes; report to their assigned 30 minute lunch; and be punctual. AASuccess requires that a call or note be received from a parent or guardian at least 12 hours before the starting time of each Saturday class.

## **What To Do When A Student Is or Will Be Absent From School:**

- Parents or students must call **703.609.4019** before 10 PM on the night immediately before the Saturday's class or email the note to [attendance@asuccess.org](mailto:attendance@asuccess.org)
- Provide name date/time and reason for absence.
- If students will be absent for more than 2 Saturday of the month, a call must be made to the Life Skills Academy Director.
- Students are responsible for ensuring that contact is made in accordance with the above instruction.
- Students are responsible for checking Com\_Link/Student Folder for assignments missed.
- Students who are or will be absent without a note or phone prior to 10 PM on the night immediately before the Saturday class will be marked unexcused and may face disciplinary action.



### **What To Do When Student Arrives Late To School:**

- A note or phone call from students before 10 AM is required for an excused tardy.
- Students must make contact with all designated life skills coaches or mentors for assignments missed.
- Students who arrive late without a note or phone prior to 10 AM of the Saturday's class will be marked unexcused and may face disciplinary action.

### **What To Do When Student Needs To Leave AASuccess Early:**

- Prior to 10:00 AM, the student must present a note to one of the LSA managers or assistant managers. The note must include the reason for leaving the office early.
- Students who leave early without checking out properly will be marked unexcused and may face disciplinary action.

### **Pre-Arranged Absences:**

Arrangements for a pre-arranged absence of at least two consecutive Saturdays must be made at least 72 hours (3 days) before the absence occurs. A note stating the dates and reason for the absence must be presented to the LSA management staff via emails or a phone call. The student will receive a pre-arranged absence notification outlining the conditions related to a pre-arranged absence. The notification will then be emailed to all skills mentors and designated life skills coaches of the student. If the absence is not approved and the student does not attend our required Saturday classes, then the absences will be unexcused. Be aware that a student with a prearranged absence is expected to be fully prepared on the day of her/his return (i.e. life skills assignments and project assignments) and will assume the responsibility for completing and rescheduling assignments with the student's life skills coach or project lead before leaving.

### **Classifying Excused & Unexcused Absences:**

- Reasons for excused absences include: illness of the student, death in the family, doctor or dentist appointment, observance of a religious holiday, or another reason acceptable to the Life Skills Academy Director.
- Reasons for unexcused absences include: Non-school related activities, missed car rides, traffic or car problems, any absence for which the parent or guardian does not have prior knowledge, consent and/or legitimate reason, or other reasons unacceptable to the Life Skills Academy Director.



### **Make-Up Work Due to Absence:**

- All students should check their Com\_Link for assignments.
- Students who are absent one day will submit or hand in previously assigned work the day they return to the office for life skills classes. Assignments made and/or Com\_Link required given in their absence should be made up upon returning to the office.
- In the case of pre-arranged absences, students will deliver to designated life skills coaches or skills mentors all previously assigned work due during their absence the day they return.
- Under extenuating circumstances, at the discretion of the designated life skills coach or skills mentor, an extension may be granted for any of these different conditions. Students have the responsibility for discussing these extenuating circumstances with the designated life skills coach or skills mentor.
- For unexcused absences, students are fully responsible for completing any missed assignments.