

Associates in Emergency Care



May 7, 2020

ATTENDANCE POLICY: Located on Pages 3 and 4 of the Program Policy Manual

Attendance

Students are required to attend all scheduled classes and clinical experiences.

Students cannot miss more than the allotted number of absence hours for the entirety of the course. Please keep in mind that an entire Saturday or Sunday will be counted as eight (8) hours and entire weeknights will be counted as four (4) hours. Students will be deducted for the number of hours arriving late and for the number of hours leaving class early without a proper dismissal.

Every student is required to sign the attendance sheet at the beginning of each class. AEC uses the Virginia Office of EMS attendance sheet to document student attendance at each and every class. Student will be assigned a line number that he/she will sign in on for the duration of the program. The line number is determined using the alphabetic order of student's last names. Student attendance sheet numbers are assigned at orientation.

Hard copies of the Virginia Office of EMS attendance sheets will be kept as permanent record and held in the Instructor Binder until the end of class. These attendance sheets will be scanned electronically for long-term records. In addition to the hard copy sheets, records of the student's total missed hours will be visible on our LMS, Blackboard. Students will be able to see how many hours they have missed on a relatively live basis throughout the course.

Any class time missed, regardless of excused or unexcused, is missed time and will be deducted from the absence hours allotted for the specific course attending. The only exception to this policy is military deployment or active duty training. In these instances, the student must submit the orders of deployment or documentation regarding mandatory training in advance. The student must also have a signed letter from his/her superior stating that he/she did attend the training. If the student supplies both pre and post documentation, then under the Higher Education Act, no hours can be counted against the student.

Once a student returns from deployment, he/she may join the next available class, at the exact place that he/she left off, prior to being deployed.

*Any student using GI Bill benefits will receive a notification of termination of certification, with a Last Date of Attendance noted, as the last date attended prior to being deployed. The school (AEC) will re-certify the student in a new course, once the student returns from deployment, in order to complete what he/she had started.

Attendance Disciplinary Action:

Failure to comply with the attendance policy, will result in immediate dismissal from the program. No exceptions can be made. When a student is unable to attend class, he/she **MUST** contact the appropriate Program Coordinator prior to the start of class.

1. EMT to Paramedic – 36 absence hours
2. Advanced Placement Paramedic – 32 absence hours
3. Advanced EMT (AEMT) – 14 absence hours

If a class is missed, the student is responsible for obtaining the material covered.

If the class missed involves an exam, the student has until the next class to complete the exam(s) or receive a **zero** for that exam(s). This policy also holds for exam retests.

For any class being held at the AEC Training Center in Manassas, students are required to make-up the exam “before” attending the next class. Students can contact the Program Coordinator for scheduling.

Homework and quizzes not completed on the Blackboard by the assigned due date and time receive a zero.

Tardiness

Habitual tardiness is disruptive to class. Also, this behavior reflects poorly on the student’s interest. Repeated tardiness is cause for disciplinary action (Student Counseling Form). If the student is more than five (5) minutes late, past the start time of class, then a thirty (30) minute deduction will be taken from the total allotted absence hours of thirty six (36). This policy holds true for every thirty (30) minute interval past the class start time. For example, if the student arrives at 1806 when class was supposed to begin at 1800, the student will be docked thirty (30) minutes of absence. If the student arrives at 1835, the student will be docked one (1) hour of absence for the day.