Attendance policy – 90% attendance requirement

In order to receive credit for the semester, 90% attendance is required in each assigned class. Classes missed due to school approved activities (i.e. field trips, student government, etc.) are excluded. Administrators are authorized to excuse additional absences for extended illness, injury or extenuating circumstances upon satisfactory verification. In such cases, students are expected to make up missed work in a timely manner. Please allow 24 hours for missed work to be compiled for any student who has missed three or more days of school. This allows time for faculty to prepare the necessary materials.

State truancy law

School attendance is not only a good habit, but state law requires it. Arizona state law (ARS 15-802.A & ARS 15- 803.E) requires that every person who has custody of a child between the ages of six and sixteen, ensures that child’s attendance at school unless they are unable to attend due to illness or another legitimate reason. If a parent fails to comply with law, they may be found guilty of a Class 3 misdemeanor.

Absences

Regular, uninterrupted attendance by students is fundamental to student success. Consequently, AAEC will make diligent efforts to support parents and students in the improvement of attendance.

When a student is absent, the parent/guardian is expected to call the Administration Office before 10:00 AM to inform the school of the absence. If the parent is unable to call, a note from a parent/guardian may be provided on the day the student returns to school. The note should include the student’s name, date of absence (s), the parent/guardian’s name and phone number. Absences not excused within 24 hours will remain unexcused. However, both excused and unexcused absences count against the 90% attendance requirement.

Religious absences are excused; doctor and dentist appointments will be excused with a note from the doctor’s office. The student is solely responsible for obtaining any missed work due to the absence(s); it is not the responsibility of the teacher.

Teachers retain the discretion to assign alternative work for makeup or missed assignments, tests, projects, papers and quizzes as a result of any valid excused absence.

Tardy policy

A student shall be considered tardy if he/she is not inside the classroom when the class is scheduled to begin. Students arriving on campus after the class begins must report to the office for a late pass. A late arrival to school may be excused if a parent calls in, provides a note or accompanies the student to the office. These excused tardies will be limited to three per semester. All others will be considered unexcused and students will be subject to disciplinary procedures.

Students who are late to class throughout the remainder of the day will follow their individual teacher’s policy and procedure as outlined in their teacher’s syllabus. Excessive tardies may require a parent/student/teacher/administrator conference.

Arizona’s Workplace Employability Skills (WES) was defined by Arizona employers for the developing 21st century workplace. The standards reflect the thinking and experience of the broadest possible section of Arizona business and industry so that the content is responsive to the needs of any employer. Listed under professionalism is the expectation that employees arrive at work on time. We believe it is our responsibility to instill this workplace skill in our students.

Leaving school early

Parents must call the office to authorize an early departure for any reason. This must be completed before their student departs campus, and it is the student’s responsibility to verify that permission has been received before leaving the campus.

If a student becomes ill after arriving at school, he/she must report to the office. At that time, the student’s parents/guardian will be contacted and a determination will be made as to whether the student needs to be sent home. Any student not receiving permission to leave/or who does not check out through the office will have a truancy (cut, unexcused absence) assigned.

Makeup work

Students are responsible to make up all work missed when absent from school. It is the student’s responsibility to ensure that all work is obtained from their teacher upon returning from any type of absence. The student has an amount of time equivalent to the number of days absent to submit the work. Students who are truant (ditching) will not receive credit for a class.

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Chronic illness

ARS 15-346 provides for adjunct accommodations for students with chronic health problems. This is defined in part as “...pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease or accident but who are not homebound.” A Chronic Health Illness Plan may be put into place when a medically certified, chronic illness impacts attendance. Students may be exempted from the 90% attendance requirement, as well as given modified assignments to replace what was covered during their absences.

Student expectations

Expectations are high for student self-control and behavior. Students who choose to act out in ways that are inappropriate or are in any way disrespectful towards faculty, staff and peers will face consequences that may culminate in detention, suspension or expulsion.

All students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function on or off campus. The regular school day includes the time of travel to and from a student’s home. All students are expected to leave the campus when their day has concluded. Students are not allowed into classrooms or other school buildings for any reason without faculty or staff supervision. Full-time enrollment requires that students actively be in a class for a minimum of 4 hours each day (including weeks when college classes are not in session.)

Students must respect public and private property in the community. Defacing, littering or trespassing is forbidden.

Students are expected to be prompt to all classes. Report directly to class and obtain permission from the teacher to leave class for any reason. Report directly and immediately to the office upon arriving late to school.

Community service

All students are required to complete 30 hours of community service each school year. Community service must be through a non-profit organization, i.e.: library, church, hospital, food drive, etc. Student and club activities (unless specifically designated by the club/sponsor/ designee) do not count for community service hours. However, some hours such as approved/supervised student tutoring or peer mentoring may apply. Students cannot miss regularly scheduled classes to complete community service. Timely and proper paperwork must be included with each submission.

Guests/visitors

Students not enrolled at AAEC are not permitted on campus. Individuals not employed by the school district must check in at the main office. Parents/guardians are always welcome in the classroom with prior teacher and administrative approval. Parents are required to check in at the main office. It is usually best to call ahead for an appointment as classes will not be interrupted for unscheduled meetings.

Closed campus

Students are not permitted to leave school property during the school day without following the proper procedures and signing out at the office. Freshmen and sophomores may not leave campus at any time except to attend college classes.

Juniors and seniors may depart throughout the day if they do not have a high school class.

Food and drinks

Meals and snacks are available for purchase during lunch. No food or drink is permitted in the classrooms. Food and beverages, during celebratory activities, may be permitted with administrative approval.

Drinking water is permitted inside the classroom providing it is in a container with a lid. In addition, due to possible health hazards, no high energy drinks, such as Red Bull, Rock Star, and Monster are allowed on campus. Chewing gum is not permitted inside or outside any AAEC building or anywhere on campus premises.

Electronic devices

Students are expected to cooperate with all school personnel regarding the use of cell phones and other personal electronic devices.  
Devices used in the classroom without teacher authorization will be confiscated and taken to the office. Parents may be required to pick up the device.

Text messaging is considered unauthorized use of a cell phone and is disruptive to the educational goals of the school.

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Bicycles/skateboards

Bicycles/skateboards are to be locked and parked in the area provided within the campus. They are not to be ridden on school grounds.

Parking procedures

All students who park a vehicle/motorcycle on AAEC grounds must have a valid Arizona driver’s license. All vehicles/motorcycles must be registered in the main office. Student drivers must adhere to campus driving and parking rules. Students park at their own risk. Do not leave valuables in parked cars, as AAEC does not assume any responsibility for lost or stolen items. Student vehicles parked on school property are subject to search by school officials if there is reasonable suspicion.

Students must leave their vehicle and the parking lot immediately after parking. Sitting in cars is prohibited during the school day, including lunch hours. There is absolutely no loitering in the parking lot during the school day. Students must drive their vehicles carefully and with a concern for the well-being of others.

Personal property

Personal or individual property brought on any AAEC facility is the responsibility of the individual (staff, students or parents) bringing the item on site.

AAEC is not responsible for lost, stolen or damaged personal items brought on an AAEC facility at any time. School/district transportation

Valley Metro bus cards are provided for students who live more than one mile from the school. A parent permission slip must be on file in order to receive a bus card. In order to receive a new bus card, the expired card must be returned. Students are required to attend school on a regular basis in order to receive a bus card. A fee will be charged for the replacement of a lost or stolen bus card.

Eligibility to participate in extra-curricular activities

In order to participate in extra-curricular activities, a student must be earning a passing grade in each course in which they are enrolled and shall maintain satisfactory progress towards graduation.

Activities information

All students who participate in field trips sponsored by AAEC do so with the understanding that any injuries or other medical problems that might occur must be reported to and will be addressed by the sponsor/advisor. Students who participate in extra-curricular activities must be covered by medical insurance. Medical coverage is the responsibility of the family.

Fundraising

The various clubs and activities on campus are permitted to hold fundraisers to fiscally support their activities. A written request for approval must be submitted to the Student Government and an administrator. All monies earned must be recorded by campus personnel, and deposited to the District Office.

School activities and dances

All school rules will be in effect at all AAEC High School sponsored activities and dances. Student attire at school activities and dances must conform to the school dress code. All students attending a school dance must conduct themselves appropriately. There is no loitering permitted on site during or after a dance. Students who do not vacate the premises immediately after the dance will be restricted from attendance at future dances. Students wishing to bring a guest must obtain a guest pass at least two weeks prior to the dance. Dancing and other behavior that is inappropriate will result in the student being removed from the dance and no refund will be given. Further disciplinary action will be taken.

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AAEC disciplinary policy

The purpose of this student disciplinary policy is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.  
AAEC operates under a “no tolerance” policy for drugs, alcohol, weapons, tobacco, and violence.  
Any behavior that disrupts the learning process and/or threatens the safety of AAEC students, faculty, staff or visitors is subject to this discipline policy. Under the policy, there are three (3) main consequences for infractions:

\*Immediate suspension followed by a special disciplinary hearing or a board hearing with a recommendation for expulsion.  
\*Immediate suspension followed by a special disciplinary hearing or a board hearing with a recommendation for a long-term suspension: 1 to 9 days of in-school or out-of-school suspension.

\*Detention or community service; if a student violates school policies on multiple occasions, these multiple offenses may lead to progressive discipline and may possibly result in expulsion.

AAEC reserves the right to modify this discipline policy or the implementation of its consequences to account for special circumstances.

Expectations for behavior

All persons on campus are expected to be treated with courtesy and respect. Any behavior that is disruptive to a teacher’s classroom or a student’s opportunity to learn will not be tolerated.  
All students have the right to attend school without threat to their health and safety.  
All rules and expectations apply at all AAEC activities.

Bullying/general harassment

Bullying occurs when a student treats another abusively, or threatens another through actions or statements that are reasonably interpreted as a serious expression of purpose to inflict harm. Bullying may include, but is not limited to:

\*Intentionally, repeatedly, or over time in any way inflicting or threatening to inflict physical or emotional injury or discomfort on another’s body, feelings or possessions.  
\*Physical harm to another student’s body or property, intimidating through physical proximity with the intent of instilling fear due to the victim’s lack of strength or handicap.

\*Emotional harm to another student’s sense of self.  
\*Social harm to another student’s group acceptance.  
\*Demeaning another student through taunting, writing, artwork, or being habitually cruel with the express purpose of embarrassing, humiliating, or demeaning the victim in front of his or her peers or affecting the victim’s self-perception in a negative way. This may include, but is not limited to, comparing in a negative way, body size or any part of the body, mental capacity, sex or sexual orientation, or any physical trait, dress that may not conform with another student’s due to lack of financial resources or the wearing of cultural or religion-prescribed attire.

Harassment may include behavior or innuendos (spoken, written or graphic,) related to gender, race, color, religion, national origin or disability that are vulgar, lewd, obscene, or plainly offensive or that disrupt or materially interfere with school activities. These may include, but are not limited to, implied or overt threats, intimidation, demeaning jokes, taunting, slurs, derogatory remarks or nicknames.

ARS§ 15:341 (40) requires that all schools prescribe and enforce policies and procedures to prohibit pupils fromharassing, intimidating, or bullying other pupils on school grounds, on school property, on school buses, at school bus stops and at school-sponsored events and activities.