

# **Online School Attendance Policy**

## **Policy: The Definition of Online Attendance**

Duke Academy runs asynchronous online courses and, therefore, students are free to log-in and work on their course material at their own pace. Courses are designed to take 110 hours to complete and all course assignments, including the final exam, must be completed within 10 months from the start of enrolment.

Regular attendance at school is critical for the student's learning and achievement of course expectations. Where, in the principal's judgment, a student's frequent absences from school (online course/s) are jeopardizing his or her successful completion of a course, school staff will arrange to meet with the student and the parents to explain the potential consequences of the absences, including failure to gain credits, and discuss steps that could be taken to improve attendance. A meeting or online conference, with all stakeholder, will be scheduled as soon as possible to ascertain the cause of the absence from the course.

If a student fails to attend their course and does not participate in the planned online activities then the student, and the parent(s) of the student, who is under 18 years of age, will be contacted by the school principal. A meeting or online conference, with all stakeholder, will be scheduled as soon as possible to ascertain the cause of the absence from the course.

Students are expected to login 3 times each week, not including scheduled holidays, for the entire duration of their course. If a student fails to login to their course three times in a single week then an absence will be recorded on their report card.

## **Policy: Contacting Students and Parents who Fail to Log-in**

If a student fails to attend their course and does not participate in the planned online activities then the student, and the parent(s) of the student, who is under 18 years of age, will be contacted by the school principal. A meeting or online conference, with all stakeholder, will be scheduled as soon as possible to ascertain the cause of the absence from the course.

## **Policy: Online Log-in Expectations**

Students are instructed to login to their course on a regular basis. Students can assume that 110 hr. course, completed in 2 months, However, students are expected to work at their own pace and are free to complete the course, as they are able. Our school does not track student hours but rather, student performance in the assessments and evaluations. Courses have been carefully designed to take 110 hours and units and activities have been broken down to meet this expectation.

### **Policy: Online Absences Recording**

Student course participation is verified through login records and the consistency of their work, examined by the course instructor, over time. If a student fails to attend their course and does not participate in the planned online activities then the student, and the parent(s) of the student, who is under 18 years of age, will be contacted by the school principal. A meeting or online conference, with all stakeholder, will be scheduled as soon as possible to ascertain the cause of the absence from the course.

### **Policy: Outlines of Courses of Study Include Indications of Online and Offline Activities**

Online courses are designed to be entirely online and often do not require or rely on any textbook. If a course requires offline activities then these will be listed in the Course of Study. A list of additional resources a student may wish to consult is made available through the Courses of Study synopsis provided at the start of each course.

### **Policy: Online Exam Proctoring Process**

If the final exam is written off-site then the final exam must be written under the supervision of an impartial individual known as the Proctor. The student is responsible for selecting a Proctor and submitting an application to the office 3 weeks in advance of their intended exam date. The application is then reviewed by the school principal and the student is notified regarding the status of their application. If approved, the Proctor is sent the exam via e-mail. In order to ensure the integrity and security of the final exam, the Proctor must meet the following criteria in order to be approved:

- Must have a professional University degree and a be a working Professional;
- Must provide a business e-mail address for correspondence purposes generic e-mail addresses (Gmail, Yahoo, etc.) are not permitted;
- Cannot be a neighbour, friend or tutor, or anyone related to the student.

### **Policy: Oral Communication Expectations Through Our Online Format**

Periodically students will plan, prepare, and deliver their own oral presentation, to be submitted in various formats through the Moodle system.