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Online School Attendance Policy

Policy: The Definition of Online Attendance

Our school runs asynchronous online courses. Courses are designed to take 110 hours to complete all course assessments including the final exam. The courses have been carefully designed and broken down into units in order to meet the expectations. Online courses take 3 months to complete.

Regular attendance at school is critical for the student's learning and achievement of course expectations. Where in the principal's professional judgement a student's frequent absence from their online course or failure to participate in the planned activities is jeopardizing his or her successful completion of a course, contact with the student and their parent/guardian will be made for any student who is under the age of 18. If a student is over 18, contact will be made directly to the student. The purpose of this contact is to explain the potential consequences of the absences or lack of participation, including failure to gain the credit, and to discuss steps that could be implemented to improve attendance.

Students are expected to login a minimum of 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 the absence will be recorded on their report card.

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 parents/guardian of the student, who is under 18 years of age, will be contacted by the school principal. An online conference with all the stakeholders involved will be scheduled as soon as possible to ascertain the cause of the absence from the course.

Policy: Outlines of Courses of Study

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. The instructor will list any additional resources a student may wish to use in this Course of Study.

Policy: Online Exam Proctoring Process

If the final exam is written off-site, then the final exam must be written under the direct supervision of an impartial individual known as the Proctor. This 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 will be reviewed by the school principal and the student will be notified regarding the status of their application. If approved, the Proctor must meet the following criteria in order to be approved:

- Must have a professional University degree and be a working Professional;
- Must provide a business email address for correspondence purposes;
- Cannot be a neighbour, friend or tutor, or anyone related to the student.

Policy: Oral communication Expectations Through the Online Format

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