

308. DMA ABSENCE & LATE POLICY- Virtual Learning Days.

Absences:

The Commandant is responsible for enforcing the attendance laws of the State of Delaware and determines if an absence is necessary and legal (Delaware Code - Title 14, Chapter 27).

All attendance notes are to be emailed within 24 hours to our attendance officer Jennifer Kryspin at Jennifer.Kryspin@DMA.K12.DE.US.

When is a Cadet is considered absent from class?

-If your class is synchronous (live with your teacher) for the day, your teacher/instructor will take live attendance AND provide a simple task for you to do within the live session. This must be done before the class ends for you to be counted as present in that class. If you ONLY attend the zoom but do not do the simple task, ie discussion board or question(s), you will be marked absent unexcused.

-In addition to taking live attendance (and your simple task) your teacher/ instructor will go over the lesson for the day and assign work to be turned for your live class.

-If your class is asynchronous (No live session, lessons and work provided by teacher/instructor online in Schoology only) for the day, the teacher will have at least one assignment posted and due for that day. This allows for teachers to be able to take attendance for that class. If the assignment is not turned in by 11:59pm for an asynchronous class, the cadet will be marked unexcused for that class.

When is a Cadet considered absent from school?

-If a cadet does not attend all classes (synchronous and asynchronous) scheduled for that day they are considered absent from school for that day.

This policy includes both excused and unexcused absences for Virtual days. As one of the requirements for promotion, credit course work, or eligibility for graduation, a cadet shall not exceed 9 days of absence per semester or exceed 18 days for the entire school year.

1. When a cadet misses class for any reason the cadet's teachers must be notified and the cadet is responsible for any missed work.
2. We will not accept any absence notes after the first 48-hours of a missed class or day.
3. All doctor's notes need to be sent to our Attendance Officer, Jennifer Kryspin at Jennifer.Kryspin@dma.k12.de.us with in a 24 hour period of the missed class/day.
4. A parent/guardian has the right to provide a note for any absence for the first three (Consecutive or Nonconsecutive) days that a cadet is absent and it will be accepted as excused per semester.
5. Following the fifth day of all total absences (excused or unexcused), a letter will be emailed to the parent stating that medical documentation will be required for any additional classes missed during the semester.
6. After the tenth day, of total absences within the school year, a letter will be emailed and mailed to the parent/guardian stating a conference will be held. This meeting will be held with either the Attendance Officer, the Commandant the Academic Review Board or a combination of all

three. A parent/guardian will be required to attend. During this conference meeting a determination will be made regarding the cadet's standing and academic proficiency.

Long term, documented, medical issues are handled on a case-by-case basis. Excuses recognized as valid for "necessary and legal absences" are:

- Illness, if necessary, attested by a physician's certificate
- Critical illness of a family member
- Death in the family
- Legal business
- Remedial Health treatment
- College Visits and Educational trips (must be pre-arranged with Mrs. Certesio)
- Suspension or expulsion from school

The attendance policy will reset at the start of the Second semester (mid to late January), keeping in mind that a cadet shall not exceed 18 days for the entire school year.

Missed assignments:

1. Cadets will be allowed to make up any missed work for a full credit if the absence is marked as excused within the allotted 48 hour time frame. Cadets will have one day to make up work for each day they have missed.
2. Cadets who are unexcused from any class will be allowed to make up any missed work and the highest grade a student can earn is a B. The grade will drop a letter grade per day after the assigned due date. After the third day the highest grade able to be earned is a D.
3. If a Cadet is found cutting class, it will be handled according to the Code of Conduct and the Cadet will be unable to complete any of the work missed for credit.

Late to School Virtually

- Lateness (10 minutes or more): Classes will be recorded and monitored by the teacher. Cadets will be admitted to the zoom call, but marked absent unexcused. After three late arrivals to class, the lates will be submitted to the appropriate discipline officer for review.
 - Commander Easley and/or Mr. Jeanne will determine if the lates are excused or unexcused and communicate with teachers, cadets, and parents.