

Canada Online Academy Attendance Policy

The academic success of every student at Canada Online Academy (COA) is important to us. Student's active participation in the online learning environment is critical to this success. Ontario Ministry of Education requires that each credit course, either online or in the classroom, be taught over 110 hours of instruction. We therefore expect a student's regular attendance in the virtual classroom.

Attendance expectations for all COA students are as follows:

- A **minimum of 2 log-ins** per week in each of the student's enrolled course(s) is required for every student at COA. The teacher will check all online learning logs against the time tracker imbedded in the online learning platform.
- An **absence** will be recorded if the teacher finds that the student failed to keep the minimum logins for any week.

If the student's attendance cannot meet COA expectations, disciplinary actions will be taken depending on the number of absences the student may have in any enrolled course:

- If there are 3 absences accumulatively, an official **warning letter** will be issued to the student.
- A **second and final warning letter** will be issued when 5 absences were observed.
- Should there be no improvement in the students' online participation and a total of 7 absences observed for any enrolled course, the student may face **serious academic consequences** up to and including failure of the course and dismissal from COA.

Learning should be an ongoing process regardless of whether it takes place in an online or brick-and-mortar classroom. It is therefore expected that the student at COA submits course work along the process to obtain proper feedback from the course teacher. A huge amount of course work submitted all at once by the student should be avoided at any point of the study.

For the same reason, the student is allowed to enroll in **up to 4 courses at a time** when study at COA.

Once again, student's success is our utmost priority. We are always here to provide assistance whenever needed.