

Canada Oakridge Academy Attendance Policy

The academic success of every student at Canada Oakridge Academy 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.

Students must log in to each enrolled course at least **twice (2 times)** per week.

A login is defined as participation in any of the following activities:

- Viewing course materials or activities
- Posting in a discussion thread or responding to others
- Submitting an assignment to the course dropbox
- Completing a quiz or assessment

A student will be marked **absent** for any week in which they do not meet the minimum login requirement for a course.

Failure to meet attendance requirements may result in disciplinary action, based on the number of accumulated absences in any enrolled course:

- 3 Absences: An official warning letter will be sent to the student and their parent(s) or guardian(s).
- 5 Absences: A second and final warning letter will be issued.
- 7 Absences: The student may face serious academic consequences, which may include:
 - Academic probation
 - Course failure
 - Dismissal from the school

In such cases, student's parent or guardian will be formally notified, and a meeting will be scheduled with the student, their family, and school staff to assess the situation and explore possible interventions.

Students facing personal challenges that may impact their ability to meet attendance expectations are strongly encouraged to reach out to the school proactively. Based on the situation, the school may provide support or accommodations as appropriate.

To support meaningful feedback and academic progress, students are expected to submit coursework regularly throughout the term. Submitting a large volume of coursework all at once is discouraged and may not result in timely or thorough feedback from teachers.

To maintain academic quality and student success, students may enroll in a maximum of **four (4)** courses at a time.

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