

## Attendance Policy

### Overview

At Royal Ontario Academy, our flexible learning asynchronous school is designed to accommodate various learning styles and schedules, allowing students to progress at their own pace. However, regular engagement and participation are crucial to ensure consistent progress and academic success. This policy outlines the expectations for student attendance and engagement in our asynchronous courses.

### Definition of Attendance

Attendance in an asynchronous learning environment is measured by active participation and progress in coursework rather than physical presence in a classroom. This includes logging into the Learning Management System (LMS), completing assignments, participating in discussions, and engaging with course materials.

### Minimum Engagement Requirements

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Students are expected to log into the Learning Management System (LMS) at least every two weeks. Inactivity beyond 14 days triggers an email reminder, and 21 days of inactivity will be recorded as an absence on the student's report card.

If a student remains inactive for 30 days, a mandatory meeting with the student and principal will be scheduled to discuss challenges, establish a re-engagement plan, or consider possible withdrawal from the course.

## Tracking Attendance

- Logins: The system will track the time spent on the course
- Assignment Submission: Timely submission of assignments will be monitored.
- Discussion Participation: Involvement in online discussions will be tracked.
- Course Progress: Progress through course modules will be regularly reviewed.

## Excused Absences

Students may have excused absences for reasons such as:

- Medical issues (documentation may be required).
- Family emergencies.
- Technical difficulties (must be reported immediately).
- Other valid reasons approved by the instructor or administration.

## Reporting Absences

- Students should notify the instructor or school administration of any expected absences in advance when possible.
- For unforeseen absences, students should inform the instructor as soon as possible and provide appropriate documentation if required.

## Consequences of Non-Engagement

- Initial Warning: If a student fails to log in or complete assignments in a timely way, they will receive an initial warning via email.
- Follow-Up Meeting: Continued lack of engagement will result in a mandatory meeting with the instructor, principal or parent to discuss obstacles and develop a plan for improvement.
- Course Withdrawal: Persistent non-engagement may lead to withdrawal from the course.

## Support and Resources

- Tutoring: Access to tutoring services for academic support.
- Technical Assistance: Helpdesk support for any technical issues related to accessing the LMS.
- Counseling: Academic counseling to assist with time management and study strategies.

By adhering to this attendance policy, students will maximize their learning potential and achieve their academic goals at Royal Ontario Academy.

The school administration will review this policy/procedure annually to ensure its effectiveness and alignment with educational standards and goals, making revisions as needed. For further information regarding this policy, students and parents/guardians are encouraged to contact us at Royal Ontario Academy at [info@royalontarioacademy.com](mailto:info@royalontarioacademy.com).