

Attendance Policy

Purpose

Royal Ontario Academy (ROA) offers flexible asynchronous learning, but students must engage regularly to maintain steady progress and achieve course expectations.

Attendance in an Asynchronous Course

Attendance is demonstrated through regular engagement, not physical presence.

Engagement includes:

- logging into the Learning Management System (LMS)
- accessing course content
- submitting assignments
- participating in required discussions/activities
- making consistent progress through course modules

Minimum Weekly Engagement Expectation

Students must:

- log into the LMS at least once every 7 days, and
- show ongoing course activity (e.g., viewing content, submitting work, or completing learning tasks).

How ROA Monitors Engagement

ROA may track:

- LMS logins and time in course
- assignment submission and completion
- participation in discussion boards (where applicable)
- progress through modules and learning activities

Non-Engagement Procedures (Inactivity Escalation)

ROA will follow this sequence when a student shows no course activity:

After 7 days of inactivity

- Email reminder sent to the student (and parent/guardian where applicable) to re-engage.

After 14 days of inactivity

- Inactivity is recorded as an absence on the student's report card.

After more than 14 days of inactivity

- A mandatory meeting is scheduled with the student and the Principal (and parent/guardian where applicable) to identify barriers and create a re-engagement plan with timelines.

Failure to Respond / Continued Inactivity

If the student does not respond to outreach and/or does not attend the scheduled meeting:

- ROA will contact the parent/guardian (where applicable), and
- the student may be subject to administrative review, which may result in temporary suspension or withdrawal from the course, consistent with ROA policies.

Excused Absences and Approved Interruptions

ROA may recognize excused absences/approved interruptions for:

- medical reasons (documentation may be required)
- family emergencies
- technical difficulties (must be reported immediately)
- other circumstances approved by ROA administration

Reporting an Absence or Interruption

- Students should notify the instructor/school in advance when possible.
- For unforeseen absences, students should notify ROA as soon as possible and provide documentation if requested.

Student Supports

ROA may offer:

- tutoring and academic support (where available)
- technical support for LMS access
- academic guidance for time management and study strategies

Review and Contact

This policy will be reviewed annually and updated as needed. Questions may be directed to ROA at info@royalontarioacademy.com