



Zoo School Policy



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Revised: 2020-12-09

Branch: Learning & Engagement
Subject: ATTENDANCE

Purpose

Zoo School recognizes that regular attendance and punctuality are essential to student achievement and will communicate with parents/guardians regarding attendance issues. The purpose of this policy is to outline Zoo School’s attendance policy.

Procedure

Absent / Late Reporting

Each absence or late arrival results in a learning opportunity that cannot be regained.

Students/parents/guardians shall call the Zoo School office at 416-392-5944 or provide a written explanation through email to ZooSchool@torontozoo.ca for all student absences or late arrivals.

Zoo School staff shall monitor and record all absences and late arrivals.

For any student who is absent and the Zoo School office has not been informed of the absence, Zoo School staff or principal(s) will follow up by contacting the student / parent / guardian to determine the circumstances and assess whether the student can attend later in the day to avoid missing large components of the course.

Zoo School staff/ principal(s) shall follow up with students and parents/guardians as required for any significant documented absences or concerns regarding punctuality.

All student absences and late occurrences will be recorded on the teacher’s daily attendance sheet and reported on the mid-term and final report cards.

Attendance Requirements / Accommodations

Students are expected attend all classes punctually and be prepared. Students should come to school ready to learn with a positive attitude, and strive for excellence in all assignments.

It is essential that students meet the minimum number of 110 instructional hours to successfully complete the course.

Students will be expected to complete additional assignments for missed classes.

Zoo School will do its best to accommodate any student who is absent from class for a valid reason. If students are absent from class to an extent where it is deemed that they will be unable to complete all of the necessary course content, as set out by the Ministry of Education, a credit may not be granted.

Online Learning (if applicable)

In addition to the above Attendance Policy requirements, regular attendance is required for students participating in an online session of Zoo School. Attendance in the online courses will be monitored by the teacher taking attendance at the start of each online lesson and will be recorded. Any unexpected student absences will be followed up with the student/parent that day by phone and/or email. Attendance will also be monitored through ensuring that daily assigned coursework is completed by the scheduled date/time.