

Monitoring and Reporting of Student Academic Progress Policy

Establish the procedures and criteria for monitoring the academic progress of students on the LATAM Global School platform, ensuring that all students can adequately advance in their courses and receive the necessary support in cases of inactivity or underperformance.

Automatic Progress Monitoring: The LMS automatically monitors students' progress, detecting periods of inactivity and underperformance in courses. The platform sends notifications to both congratulate students on their progress and good performance and to alert them about inactivity or underperformance.

Interventions for Extended Inactivity: In cases where a student shows prolonged periods of inactivity, is not progressing in the course, or there is no evident progress after the platform's monitoring, the following steps will be taken:

- 1. Initial Notification:** The student service representative (SSR) and/or the teacher will contact the student and their representative via email to inform them of the situation.
- 2. Expected Response:** The student and their representative are expected to inform the school about the reasons for inactivity or slow progress and for the student to resume their study pace and advance in the course.

Students at Risk of Underachievement Management Procedure: If, after the initial interventions, the student still does not show significant progress in their academic performance, the SSR and/or the teacher will follow the internal academic follow-up policy.

Parent or Guardian Responsibility: Although the platform, teachers, and SSR monitor the student's progress, it is the responsibility of the parent or guardian to monitor the student's progress at home and provide the necessary support for them to advance in their courses according to their learning pace.

This policy ensures that students at LATAM Global School receive the necessary monitoring and support for their academic success, involving both the institution and the parents or guardians in the educational process.