

## Policy on Student Attendance Expectations in the LMS

This policy aims to establish the expectations for student attendance and participation in the LATAM Global School's Learning Management System (LMS), ensuring that all students can progress adequately in their studies according to the institution's specified timelines.

### Attendance and Participation in the Platform

- **Access Frequency:** Although our methodology allows for self-paced learning, consistent access and active participation in each course's activities are strongly recommended. This facilitates continuous progress, enabling students to complete their grade levels within the recommended periods, typically within 9 months to a maximum of one calendar year.
- **Use of the Pacing Guide:** Students are provided with a Pacing Guide for each course, serving as a tool to plan and allocate the necessary study time to meet scheduled activities. This guide should be reviewed and used to set clear objectives at the beginning of each course.
- **Monitoring by Parents or Guardians:** Parents or guardians should regularly monitor the student's academic progress and verify if the Pacing Guide prepared by the student aligns with the established timelines. The platform allows parents to access attendance records and LMS login times, which can be viewed on individual, monthly, or weekly sessions.
- **Time Management:** It is crucial for each student to organize their study time considering their extracurricular activities and learning pace, ensuring not to exceed the recommended time limits for completing the grade level.
- **Attendance in School Activities:** Participation in Live Sessions, Workshops, Special Activities, or other social and educational activities offered by the school is not mandatory for students. However, these spaces provide an excellent opportunity to reinforce knowledge and facilitate interaction with other students and teachers.

### Expectations of Compliance

- **Student Responsibility:** Students are expected to regularly access the LMS and actively participate in their courses, utilizing the provided resources and tools to facilitate their learning.
- **Parent or Guardian Commitment:** Parents or guardians are encouraged to stay involved in the students' educational process, supporting them in organizing their study schedules and ensuring that recommended timelines are met.

### Consequences of Inactivity

- **Tracking Inactivity:** If a student shows prolonged periods of inactivity without adequate justification, the LMS will send follow-up notifications informing of the student's absence and encouraging them to resume their study pace. These notifications serve as the initial

warning to prompt the student to promptly resume their academic activities. If, after the email warning sent via the LMS, the student does not log into the platform to continue progressing in their courses, the assigned teacher or student services representative will contact both the student and their representative to discuss the current status and reach agreements to facilitate and ensure the student's progress in their courses.

- **Academic Interventions:** Depending on the case, additional academic support measures may be implemented to help the student regain the necessary pace and meet course objectives.

**Note:** If after monitoring the student's academic inactivity and establishing specific commitments, the student continues to make no progress in their courses and shows continuous periods of inactivity, action will be taken as stipulated in the student academic progress monitoring policies.