

LAUNCH

ATTENDANCE & ACADEMIC POLICIES

Fall 2022 - Spring 2023

Purpose:

Procedure for notifying and enforcement of instructional activities policy for full-time virtual Launch MOCAP students.

Policy:

Parents, guardians and students should reference the MOCAP Important Dates Document (see page two) for drop date and marking period information.

Attendance*: Students are expected to participate daily in Launch courses. Participation is defined as submitting assignments and attending live lessons with Launch instructors, when applicable.

- **Five Day No-Show:** Guardian receives email notification from Launch office with drop warning
- **Ten Day No-Show:** Guardian receives email notification from Launch office with final drop warning and call from Launch Administrator
- **15 Day No-Show:** Student is notified they will be dropped from Launch
- Students who are dropped for no participation are provided with a two-day window in which to appeal. If the appeal is accepted, students are provided three days to meet attendance requirements. Students are allowed one attendance appeal per academic year.
- Students and guardians who are dropped for attendance policy violation are notified via email.
- Resident district is notified student has been dropped and must provide a list of educational options for the student

*Students with an IEP may have an altered timeline to allow IEP team to convene prior to drop

Academic Performance K-5:

- Students must earn 60% in proficiency and completion in ELA and Math.
- Students who have been enrolled in Launch programming minimum of 15 days, and earn below a 60% in proficiency and completion in ELA and Math will be placed on academic probation on Fridays following the 20th day of the semester.

- Guardians will be notified their student has been placed on academic probation by Launch administration. Teachers will provide an academic plan for improvement.
- Students who earn below a 60% in proficiency and completion in ELA and Math at the Quarter marking period will be reviewed by the student's teacher who will determine if the student is making the appropriate academic progress. Students who are not making appropriate academic progress will be dropped from Launch if an appeal is not submitted and accepted.
- Students who are dropped for academic probation are provided with a one-week window in which to appeal. If the appeal is accepted, students are provided until the next marking period to meet academic requirements. Students are allowed one academic appeal per academic year.
- Students and guardians who are dropped for academic policy violation are notified via email.
- Resident district is notified student has been dropped and must provide a list of educational options for the student.

Academic Performance 6-12:

- Students who are failing three or more courses will be placed on academic probation on Fridays following the 20th day of the semester.
- Guardians will be notified their student has been placed on academic probation by Launch administration. Teachers will provide an academic plan for improvement.
- Students who are failing three or more courses at the Quarter marking period will be dropped from Launch if an appeal is not submitted and accepted.
- Students who are dropped for academic probation are provided with a one-week window in which to appeal. If the appeal is accepted, students are provided until the next marking period to meet academic requirements. Students are allowed one academic appeal per academic year.
- Students and guardians who are dropped for academic policy violation are notified via email.
- Resident district is notified student has been dropped and must provide a list of educational options for the student.

Fueled By

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MOCAP IMPORTANT 22-23 SPRING DATES

Fall 2022 - Spring 2023

Regular Year Traditional Virtual Course Dates:

	Semester (18 weeks) HS, MS, ES	3rd Quarter (9 weeks) HS	4th Quarter (9 weeks) HS
Course Starts	January 4 th	January 4 th	March 20 th
Academic Probation Drop	March 9 th April 20 th	March 9 th	April 20 th
Course End	May TBD* 6:00 PM	March 9 th 6:00 PM	May TBD* 6:00 PM
Grades Due	May TBD* 12:00 PM	March 10 th 12:00 PM	May TBD* 12:00 PM
Grades Available in Parent Portal	March 20 th (Progress) May TBD* (Final)	March 20 th (Final)	May TBD* (Final)

[*Download the most up-to-date calendar here](#)

Registration Deadline for Spring Semester

Applications must be submitted by March 1st, 2023. Applications submitted on or after March 2nd, will not be accepted.

All registration steps must be completed by March 9th, 2023. Documents or registration steps completed on or after March 10th, will not be reviewed.

***Last day of the 22-23 School Year** will be announced by Springfield Public Schools after March 15th, depending on weather-related closures. The last day of Spring, Quarter 4 and Credit Recovery courses could be as early as May 16th or as late as May 25th.

Academic Probation drops will take place after the close of Quarter 3 on March 9th, and mid-4th Quarter on April 20th.

LAUNCH

SPECIAL EDUCATION ATTENDANCE POLICY

Fall 2022 - Spring 2023

Purpose:

Procedure for notifying and enforcement of instructional activities policy for full-time virtual SPS students who receive special education services.

Policy:

Attendance: Students are expected to participate weekly in special education Strategies courses. Participation is defined as attending live lessons with the Launch special education teacher and submitting at least one assignment per week.

- **Five Day No-Show:** Guardian receives a phone call and IEP case manager receives an email notification from special education teacher with drop warning. Log phone call in Spedtrack Dashboard Note Tab and Parent Communication.
- **Ten Day (consecutive) No-Show:**
 - Guardian receives a second phone call from the special education teacher.
 - Process Coordinator and IEP case manager receives an email notification from the special education teacher.
 - Teacher will log communication in Spedtrack Dashboard Note Tab and Parent Communication.
 - Case manager makes first attempt to convene team - The IEP team will be asked to reconvene to determine if the student can/will continue to be enrolled in virtual special education classes.
- **15 Day No-Show:** Guardian receives a phone call and IEP case manager receives an email* notification from the special education teacher with a final drop warning.
- **20 Days + No-Show:** if no meeting has occurred and non attendance continues, teacher notifies case manager and process coordinator of continued non attendance and documents absences in Spedtrack.
 - PC makes a 2nd attempt for the IEP team to reconvene to determine if the student can/will continue to be enrolled in virtual special education classes.
- **30 Days + No-Show:** Students will be dropped from virtual courses and be returned to seated classes.
- Students who are dropped for no participation are provided with a two-day window in which to appeal. If the appeal is accepted, students are provided with one week to meet attendance requirements. Students are allowed one attendance appeal per academic year.
 - Students and guardians who are dropped for attendance policy violation are notified via email.
 - Resident district is notified that the student has been dropped and must provide a list of educational options for the student.
 - Students who are dropped may not re-enroll for the remainder of the academic year