Policy #:	**EDU.150.2**
Policy Title:	Student Schedule, Attendance, and Coursework
Approval Date:	7-25-22
Review Date:	N/A
Related Documents:	N/A

Student Schedule

Academic Advisors (AAs) work with parent(s)/guardian(s) to schedule classes appropriate to each child and ensure that high quality education is given throughout the school year. Classes are outlined in each student's Personalized Learning Plan (PLP), aligning with the Colorado Academic Standards. A unique schedule is created for each student in the MVCS website; the meeting times for all courses are documented, down to the day(s) and time(s) each week the class is scheduled to meet.

- Full-time students in 1-12th grades must have a minimum of 720 hours logged each school year (360-540 hours projected for fall semester). PLPs for full-time students must have 5 - 8 classes (2.5 - 4 credits) in a semester.
- Kindergarteners must have a minimum of 360 hours logged each school year (180-270 hours projected for fall semester).
- Part-time students in 6-12th grades must have 90 hours minimum projected for fall semester.

These minimum hours must be scheduled between Monday and Friday; additional hours may also be scheduled on Saturdays. The annual MCVS calendar sets dates within which student schedules must fall, however, the exact start and end dates of the school year may vary slightly for each student, as long as the day and hour requirements are met.

Documentation of Attendance

Each student's attendance is documented by the parent/guardian via a Weekly Progress Report (WPR) by Monday morning of the following week. Monthly, Academic Advisors physically review the work which was reported on the WPRs. Annually, attendance data is reported to the District for inclusion in the Colorado Department of Education's student count. Parent(s)/guardian(s) of grade 6-12 part-time students do not log time for the two classes in which they are enrolled; instead attendance is taken in those classes.

Academic Advisors monitor implementation of student PLPs by evaluating the student's academic progress and completion of instructional hours. The AA provides weekly feedback for core courses that are taught at home or in the community (not those taught at a school such as on-site MVCS, D51 crossovers, or concurrent classes which include regular oversight by a classroom teacher). This monitoring includes evaluating

academic progress, completion of instructional hours, and viewing feedback on/grading of work. Students who continually do not meet attendance requirements within the school year may be exited from the school.

Coursework

Students in grades 9-12 fall under different expectations based on graduation requirements. See High School Program (EDU.300) and High School Credit (EDU.350) for details specific to those students. The below guidelines are applicable to high school students only insofar as they do not conflict with those policies.

Core Courses

MVCS students in grades K-8 are required to schedule courses in the following subject matter areas each school year.

1. English Language Arts (Reading, Writing, & Communicating)
2. Mathematics
3. Science
4. Social Studies

The topics of literacy and numeracy should especially be emphasized in grades K-3. At least 30 minutes per day of physical activity is also recommended for elementary students.

Core courses are expected to span the entire school year and to cover a year's worth of curriculum. These courses should be built to consider the student's current achievement levels with an eye toward maximizing growth; students who are behind grade-level expectations may be expected to cover additional material to catch up. If students are not appropriately growing in core subject areas, parents may be required to schedule more time for these courses. Furthermore, Multi-Tiered System of Supports (MTSS) interventions may need to be added to the schedule separately from and in addition to the regular instruction in the subject.

The Colorado Academic Standards outline expectations of subject areas to be covered each year (e.g. 4th grade students are expected to cover Colorado history). MVCS does not require students to cover specific (non-sequential) topics during specific years for science and social studies, but MVCS does require that students cover topics within a few years—prior or after—(e.g. cover all 1-5th grade topics by 5th grade, and 6-8th grade topics by 8th grade). This timing flexibility allows for families to study topics together even if siblings are in different grades. However, in such instances, each student should be given material appropriate to his/her grade level and students may in subsequent years need to revisit topics covered earlier at a more basic level.

Elective Courses
In addition to required courses, MVCS students may elect (and are encouraged) to take additional courses. Progress through elective courses is monitored by time spent and goals achieved, but not through MVCS assessments. Elective courses include but are not limited to subjects in the following content areas.

1. Health and Physical Education
2. Visual and Performing Arts (e.g. Dance, Drama/Theater, Music, & Visual)
3. World Language
4. Computer Science

Elective courses contribute to the overall total number of educational hours during a school year. A minimum of 30 hours per year should be planned for a course to be included on the PLP. If activities of an elective nature will take less time than that, they should be rolled into a related course as supplemental to that course, if possible, instead of being listed on their own. Those that cannot be incorporated should not be included on the PLP.

Extracurricular Activities
Extracurricular activities such as clubs and service organizations are not included as stand-alone subjects in the PLP. No time is logged for these activities on the WPR, and no student funds may be used to support these activities. If there is an educational component to such an activity (corresponding to the Colorado Academic Standards), that component of the activity may be included in a core or elective course, and should be included in the additional course description on the PLP. In such cases, funding for these activities follows the funding guidelines (BDG.200).