



Blue Ridge Sponsored Tutoring: Attendance, Late Cancellation, and No-Show Policy

Blue Ridge sponsors tutoring through Branches Learning and reserves tutoring time in advance for participating students. Because tutoring spaces are limited and Blue Ridge pays for reserved sessions regardless of student attendance, consistent participation is required.

The purpose of this policy is to ensure that sponsored tutoring spaces are used consistently and remain available to students who can participate.

Definitions

Late Cancellation: A cancellation made less than 12-hours before the scheduled tutoring session.

No-Show: A student does not attend a scheduled tutoring session and has not provided advance notice of the absence.

Late Cancellations

First late cancellation:

The late cancellation will be excused. The session may be made up if the tutor has availability.

Second late cancellation:

The family will receive an attendance warning. The missed session is forfeited and cannot be rescheduled. The family will be reminded that another late cancellation or no-show may result in loss of the student's reserved tutoring time.

Third late cancellation:

The student will lose their recurring tutoring time and will be removed from the current tutor's roster.

The parent/guardian may request to resume Blue Ridge-sponsored tutoring after 30 days by emailing info@brancheslearning.org. Please do not re-enroll the student directly. Return to tutoring will be based on available space and is not guaranteed. If space is available, Branches will assign an available tutor and schedule, which may differ from the student's previous placement.

Any additional late cancellations after reinstatement:

The student may lose eligibility for Blue Ridge-sponsored tutoring for the remainder of the school year unless Blue Ridge administration approves an exception.



No-Shows

First no-show:

The no-show will be excused. The missed session is forfeited and cannot be rescheduled. The family will receive a reminder of the attendance policy.

Second no-show:

The student will lose their recurring tutoring time and will be removed from the current tutor's roster.

The parent/guardian may request to resume Blue Ridge-sponsored tutoring after 30 days by emailing info@brancheslearning.org. Please do not re-enroll the student directly. Return to tutoring will be based on available space and is not guaranteed. Branches will assign an available tutor and schedule based on current availability.

Any additional no-shows after reinstatement:

The student may lose eligibility for Blue Ridge-sponsored tutoring for the remainder of the school year unless Blue Ridge administration approves an exception.

Pattern of Missed Sessions

Blue Ridge may also review a student's tutoring placement when there is a pattern of missed sessions, including a combination of late cancellations, no-shows, or other absences that result in the student's reserved tutoring space being regularly unused.

When attendance becomes inconsistent, Blue Ridge may release the student's recurring tutoring time so that the space can be offered to another student.

Reinstatement and Availability

A student who loses a reserved tutoring time is not guaranteed placement with the same tutor, on the same day or time, or immediately upon requesting reinstatement.

Reinstatement is subject to:

- available tutoring capacity;
- Blue Ridge approval;
- the student's ability to attend consistently; and
- any other program requirements established by Blue Ridge or Branches Learning.

Students returning after an attendance-related removal may be placed on a waiting list if no tutoring spaces are available.

Administrative Exceptions

Blue Ridge administration may make exceptions when circumstances warrant them, including emergencies or other significant events outside the family's control.

Exceptions will be considered on a case-by-case basis. Blue Ridge administration retains final discretion regarding continued participation in sponsored tutoring.