



# 2025 - 2026 Attendance Policy

## I. Overview

Level Up Scholars Academy operates a **year-round, quarter-based academic calendar** designed to maximize access and flexibility while meeting and exceeding state instructional day requirements. Our model provides **over 200 instructional days per year**, surpassing the strictest U.S. state mandates (e.g., Illinois & North Carolina's 185-day minimum).

As an Intragrated Private School, we measure attendance through engagement metrics rather than seat time. This policy outlines our expectations and supports students in maintaining consistent academic progress.

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## II. Instructional Calendar and Comparison to Traditional Models

Our school follows a **12-month calendar** with four full quarters:

- **Q1:** September 1 – November 30
- **Q2:** December 1 – February 28
- **Q3:** March 1 – May 31
- **Q4:** June 1 – August 31

Each quarter contains **50+ instructional days**, totaling **over 200 days annually**.

Feature	Traditional Schools	Intragrated Model
School Year Length	9–10 months	12 months
Instructional Days	175–180	200+
Attendance Tracking	Physical presence	Engagement & submission-based
Scheduled Breaks	Fixed (e.g., summer, spring break)	Flexible student-selected time off
Start Dates	1x per year	4x per year (start of any quarter)

This approach allows families greater flexibility in planning travel, managing life events, and progressing at a personalized pace while remaining aligned with national standards for credit recognition.

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### III. Defining Attendance

Attendance is recorded when students demonstrate **meaningful engagement**, such as:

- Logging into the online learning system
- Submitting assignments or assessments
- Participating in virtual classes or check-ins
- Communicating with teachers or advisors

Students are expected to engage on **most instructional days** during each quarter. While daily logins are encouraged, pacing plans and advisor communication serve as the primary metrics for engagement.

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### IV. Flexible Vacation Days

Students may take up to **5 flexible vacation days per quarter**, for a total of **20 self-selected days per year**. These can not be scheduled during school-wide assessment windows. These do not require documentation, provided:

- They are submitted to an Advisor in advance
- The student remains on track with their pacing guide

If students exceed these days without cause or communication, the absences will be considered **unexcused**.

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### V. Absences for Illness or Emergencies

Students who face an illness or emergency should notify their Advisor as soon as practicable. More than 3 consecutive days may require:

- A medical note, parent explanation, or
- Documentation of family emergency

Students needing extended time away due to serious illness or hardship may apply for a **Leave of Absence** with parent/guardian approval. All leaves of absence must be approved by the Head of School and will pause expectations for engagement while preserving enrollment status.

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## VI. Continuity of Learning

Because our school schedule is flexible and much of the learning is asynchronous:

- Students are **not required to make up lost days**, but are responsible for staying within pacing benchmarks
  - Students behind in pacing will be offered support or alternate timelines
  - Course deadlines (e.g., proctored assessments or group projects) still apply unless extended for valid reasons
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## VII. Attendance Monitoring and Intervention

Attendance and engagement data are reviewed weekly by the Level Up Leadership Council (LLC) Advisory Team.

**Students may be flagged for intervention if they:**

- Are inactive for **10+ instructional days** in a quarter
- Miss multiple check-ins or communications
- Accumulate **over 25 absences** (flexible + excused) annually
- Do not respond to outreach attempts over a 10-day period

**Tiered Interventions May Include:**

1. Advisor contact and check-in plan
2. Revised pacing calendar
3. Temporary academic support or accommodations
4. Family conference or Advisor-Parent-Student meeting
5. **Conditional enrollment or probation notice**

**Withdrawal/Discharge Policy:** If engagement is not restored following intervention, students may be **discharged from the program** after 30 days of documented outreach and intervention without improvement. Families may appeal this decision in writing.

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## VIII. Alignment with Credit and Compliance Standards

Each quarter is equivalent to a traditional term, and credits are awarded using national Carnegie unit equivalents. Completion of all four quarters is equal to one full academic year. Our 200+ day instructional offering ensures compliance with national norms for diploma-issuing institutions and transferability across state lines.

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## IX. Policy Review and Revision

This attendance policy shall be reviewed **annually** by the school's executive leadership and compliance team.

Reviews will assess:

- Effectiveness of flexible scheduling
- Student progress and completion rates
- Feedback from families, staff, and accreditation bodies

All revisions must be approved by the Head of School and updated versions will be published to the family handbook and school website.

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For additional information, please contact [attendance@levelupscholars.org](mailto:attendance@levelupscholars.org)