Flex Academy Family Attendance Accommodation Policy

At Flex Academy, we recognize that families may pursue unique opportunities through travel or other accommodations that impact regular school attendance. While we value flexibility, it is also our responsibility to ensure that students maintain consistent academic progress, contribute to our community, and uphold the standards of our school.

To remain in good standing with Flex Academy and to continue participation in extracurricular programs that require adjustments to attendance, families are expected to adhere to the following guidelines:

1. Communication & Scheduling

- Families must provide clear and timely communication with school staff regarding travel or accommodation needs.
- Schedules and all impacted dates must be submitted in advance of the absence and must be approved by the school prior to the family leaving the school/beginning extracurricular activities
- Families are expected to coordinate with teachers to understand assignments, assessments, and projects that will be missed and how these will be completed
- Students with IE designations will be reviewed carefully to ensure we are able to to ensure adequate supports prior to approval of attendance accommodations

2. Attendance Expectations

- Students are required to attend a minimum percentage of in-person school days each term to maintain connection with staff and peers.
- Planned absences will be reviewed individually to ensure they do not compromise the student’s academic progress or social engagement.

3. Academic Progress & Accountability

- Students must remain on track with their courses and demonstrate ongoing proficiency in their learning as assessed by teachers.
- Assignments and assessments are expected to be completed on time or be ready to be submitted upon arrival. Any extensions must be pre-approved by the teacher.
- Families must ensure that students have reliable access to the internet and technology during travel.

4. Engagement & Attitude at School

- When present, students are expected to maintain a positive and engaged attitude in class.
- Students should contribute to a welcoming, respectful, and supportive school environment.
- Social cohesion and peer connection are valued; students are encouraged to remain active participants in the community.

5. Extracurricular Participation

- Participation in extracurricular activities (e.g., sports, leadership, café program, clubs, performances) is a privilege that requires consistent academic standing, positive school engagement, and reliable attendance.
- Travel or accommodations that significantly interfere with these responsibilities may result in limited participation.

6. Responsibility

- Each request for travel or accommodation will be reviewed on a case-by-case basis in order to ensure there is an appropriate balance of time on campus and off.
- Families remain responsible for their child’s safety, supervision, and for ensuring all requirements for instructional outcomes are met during extended absences.

7. Review & Adjustment

- If concerns arise regarding communication, attendance, academic progress, student engagement, or social cohesion, Flex Academy staff will revisit the agreement with the family.
- Adjustments to schedules or supports may be put in place, and in some cases extracurricular participation or accommodations may be modified or paused in order to ensure student learning outcomes are being met.
- Agreements are subject to review each term to ensure ongoing suitability and student success.

Our goal is to partner with families in ways that balance flexibility with responsibility, ensuring that every student thrives academically, socially, and personally while maintaining the integrity of the Flex Academy community and educational programs.

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