

## VCMS and VCHS Absent Grading Policy (Updated)

VCMS and VCHS Teachers: Please review the current handbook policies regarding absences, make-up work, and grade entry practices (see below - updates to absent work grading are highlighted). So that practices are aligned with the policy moving forward effective Monday, April 20th, teachers should communicate these expectations clearly and proactively to students (this week). If, for any reason, your current classroom practice differs significantly from the policy, or if the policy was not previously clear to you and immediate implementation would create an abrupt shift for students, please email an administrator with your concern so it can be reviewed and addressed.

---

### *VCMS Handbook:*

Students with excused absences are given one day for each day they were absent to get their work completed. Whenever an absence is planned for two or more days, it must be submitted to the school administration for approval at least one week ahead of time. Once the absence has been approved, the student will circulate an assignment sheet to all of his/her teachers and will have the sheet for reference.

*When entering grades in PowerSchool or Schoology, teachers should mark missed assignments and assessments with the "Absent" flag and include a comment noting the updated due date so students have a clear timeline to submit their work. If the absent work has not been turned in after the students allotted time to make up the missing work, teachers will change the absent flag to a grade of "0" in no later than 2-3 weeks.*

All work missed is to be turned in to the teacher on the day the student returns to school. Students missing class for a scheduled event (athletic meet, class field trip, music festival, ACSI event, etc.) must turn in their work prior to leaving for the event when possible. Major assignments such as tests and term papers may not qualify for any makeup-work days. A student with a pre-planned absence, who is absent on the day of a test, is required to take the test immediately upon his/her return.

Whenever a period of absence is planned for a period of two or more days, the "Pre-Planned Absence" form must be completed and approved at least one week prior to the absence. Once the absence has been approved, the student will circulate an assignment sheet to all of his/her teachers. A completed copy of the assignment sheet must be turned in to the office prior to the student's departure. All work missed is to be turned in to their teachers upon the day of return.

Late Work Guidelines: To discourage students from turning in homework late, VCMS has adopted the following late-work policy:

Late work will not be accepted if the homework is reviewed and the answers are given in class the following day. Parents are asked to email the middle school office in the event of extenuating circumstances, such as medical conditions, ER trips, or a death in the family. Verification of the situation will likely be requested.

One (1) day late: 25% off (the maximum grade that can be received for a perfect paper is 75%)

Two (2) or more days late: 50% off (the maximum grade earned is 50%)

Occasionally, especially in math or foreign language, late work will not be accepted because homework is reviewed and answers are given in class the following day.

Major assignments (such as projects and term papers) assigned two or more weeks in advance may not qualify for the reduced credit scale listed above, but may have a more severe reduction of grade, if they are accepted late.

Parents are asked to email the high school administration in the event of extenuating circumstances such as medical considerations, ER trips, or a death in the family. Verification of the situation will likely be requested.

---

*VCHS Handbook:*

Whenever a student incurs an excused absence, he/ she is responsible to find out what assignments were missed by checking Schoology/PowerSchool and communicating with the teacher. Most assignments are posted in PowerSchool, which can be accessed from the school's website at [www.go-vcs.com](http://www.go-vcs.com). These assignments must be made up according to the amount of time that was missed. Students have one day for each day that they missed to get their work turned in. For example, if a student is sick and absent for two days, the student has two days to make up for the missed work once he/she returns to school. If the amount of make-up work is overwhelming, the student must communicate with the teacher prior to the due date to request an extension.

*When entering grades in PowerSchool or Schoology, teachers should mark missed assignments and assessments with the "Absent" flag and include a comment noting the updated due date so students have a clear timeline to submit their work. If the absent work has not been turned in after the students allotted time to make up the missing work, teachers will change the absent flag to a grade of "0" in no later than 2-3 weeks.*

Academic work missed due to truancy, unexcused absences, or suspensions cannot be made up and results in a grade of zero (0%). This includes tests and quizzes which are missed as a result of the above situations.

Whenever an absence is planned for a period of two or more days, it must be submitted for approval to school administration at least one week in advance of the absence. Once the absence has been approved, the student will circulate an assignment sheet to all of his/her teachers. A completed copy of the assignment sheet must be turned in to the office prior to the student's departure. All work missed is to be turned in to the teacher upon the day of return.

Students missing a class for a school-scheduled event (sports' game, class field trip etc.) follow the same guidelines as a pre-planned absence. Whenever possible, students are encouraged to turn in the classwork prior to the event.

Major assignments (such as tests and term papers) assigned 2 or more weeks in advance may not qualify for any makeup work days (check with your teacher). A student who is absent on the day of a test due to a pre-planned absence is required to take the test immediately upon his/her return.

#### Late Work Guidelines

1 day late: 25% off (the maximum grade that can be received for a perfect paper is 75%)

2 or more days late: 50% off (the maximum grade earned is 50%)

Occasionally, especially in math or foreign language, late work will not be accepted because homework is reviewed and answers are given in class the following day.

Major assignments (such as projects and term papers) assigned two or more weeks in advance may not qualify for the reduced credit scale listed above, but may have a more severe reduction of grade, if they are accepted late.

Parents are asked to email the high school administration in the event of extenuating circumstances such as a medical considerations, ER trips, or a death in the family. Verification of the situation will likely be requested.

---

## Unexcused Absences

Zero credit is given to students for work during an unexcused absence, although the work may be required by the teacher to aid in student understanding of content or in cases when the work is connected to future learning (i.e. projects).