

Vanguard Academy

Late Work and Resubmission Policy

Purpose:

This policy supports Vanguard's mission and vision by supporting a culture of high expectations, personal responsibility, and academic growth. It is designed to help students achieve **100% mastery** of 100% of concepts in each course. We believe that all students can succeed when provided with appropriate support and clear expectations.

Understanding the Role of Assignments

- **Homework and class assignments** are tools for **practice and learning**, not just for grades. These assignments support skill development and concept reinforcement.
 - **Quizzes, tests, and projects** serve as **formal measurements of mastery** and reflect a student's readiness to move on to new material.
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Grading Weight and Expectations

- Teachers are responsible for clearly communicating assignment expectations, due dates, and the criteria for completing all assignments to students and parents in a timely manner. **Teachers must post assignments on Canvas no later than two weeks before the assignment is due.**
- Teachers are responsible for providing timely feedback on all student submissions.
- **Homework and assignments** will account for **no more than 20% of the total course grade**.
- To earn **full credit**, homework & assignments must be submitted **on or before the due date**.
 - Teachers are encouraged to allow students to submit assignments before they are due in order to provide constructive feedback.
- Homework and class assignments submitted **after the due date but before the end of the quarter** may only receive **up to half credit**.
- If a student has an excused absence, they have one week **from the date they return** to make up assignments from the homework/assignments category. Work missed due to unexcused absences will follow the same process for a student who was in attendance that day.
- Teachers may grant **exceptions** to this policy **in cases of extenuating circumstances (serious illness, death in the family, etc)**. Exceptions must be approved by the department head the teacher reports to.
- Students may request an extension for an assignment. However, there must be written communication between the teacher and student prior to the due date.