



KENSTON FOREST SCHOOL

75 RIDGE ROAD
BLACKSTONE, VIRGINIA 23824

Integrity
Service
Excellence

O F F I C E O F T H E H E A D M A S T E R

14 Dec 2011

MEMORANDUM FOR TEACHERS, STUDENTS, and PARENTS

FROM: Headmaster

SUBJECT: Clarification of Academic Reprieve for School Sponsored/Excused Absences

1. A conflict in interpretation between a teacher's syllabus/course guidance and the *General Handbook* was brought to our attention. According to the *General Handbook*:

School-sponsored absences include, but are not limited to, Kenston Forest School athletic activities, school club events, college visits, and field trips sanctioned by the school. School-sponsored absences are always given "academic reprieve," allowing the student to make up missed work.

2. A student who *misses work* that was accomplished on the day of the school sponsored/excused absence will be granted academic reprieve and be allowed to make up that missed work, as specified in the *General Handbook*.

3. There is a difference in missing *work that was accomplished* on the day of the school sponsored/excused absence and *work that was due for submission* on that day and assigned several days in advance.

4. If a teacher (of a DE or non-DE class) makes it clear that an assignment is due at some future date several days away (e.g., an essay/paper is due in 10 days on date x) the student is expected to submit that work on *or prior to* the due date. In such cases, the teacher may apply a grading penalty for late work, or may have a policy of "no late work accepted" even if the student's absence on that final due date is school sponsored/excused. Teachers must make these due dates and grading policies clear, and ensure that options such as "due by midnight" or email or fax submissions are explained as acceptable or not acceptable. Students are expected to coordinate with teachers *before* the due date for anticipated absences.

JAMES W. MILROY
Headmaster