

Absent and Late Work Protocol 2025-2026

As we all know, life happens, and then what??? The following information has been put together to help everyone be on the same page. These guidelines will help our children do their best to be prepared and ultimately, be successful!

- When a student is absent, the work can be found on SOTI Studies at the top of the 4th grade page. It is posted at the end of each school day. *****It is critical that an adult goes over all the lessons missed with their child.** In order to receive the credit for the absent work, ALL classwork MUST be completed before the homework assignment is done. Our students tend to head straight to the homework missed, forgetting they missed a 90 minute lesson on the content covered in the homework. We thank you in advance for helping the children to follow this protocol.
 - If a child is absent due to illness, in order for students to be successful and prepared for class, it is important for them to do the absent work. They are encouraged to do it daily, if possible. Per our school handbook, students will have as many days as they are absent to turn in absent work for full credit. After the amount of time absent, work will be considered “Late” and will not receive full credit.
 - If a child is absent due to travel, in order for students to be successful and prepared for class, it is in their best interest to do the posted absent work each day. It will benefit the child greatly to turn in all posted absent work upon return to school. Depending upon the nature of the work, students may be given one day after return to turn in their work for full credit. Students should also be prepared to make up ALL tests or quizzes missed during travel when they return. Per the AOB/school policy, some items may not be able to be made up. (Handbook p29)
- Classwork
 - Students complete classwork for a grade on a regular basis. Teachers will always give adequate time to complete the work to be turned in. Due dates are made clear. Students are expected to turn all work in on time.
 - Late Work: If a student does not turn in their work on time, it will still be accepted, minus late points for up to 2 weeks after the due date. If an assignment is not turned in within the 2 weeks, a zero will be given. Assignments WILL NOT BE ACCEPTED after the 2 week grace period.
 - For each day an assignment is late, a ½ point will be deducted from the total earned score. Please be aware that many 4th grade assignments are only worth 2-5 points so the score could become a zero before the 2 week grace period is reached.