

Absent Work & Late Work

Students will have until the late work deadline outlined below to submit absent work. If students have not completed the missing assignments by end of the late work time, the grade on the assignment will be changed from “missing” to zero points. According to [WCSD Administrative Regulation 5401.4.f](#), absent students are required to complete missed assignments to receive credit for missed work. **Exception:** Students who are absent more than 3 consecutive class periods will have the number of class periods absent plus one to submit absent work.

Due Dates:

- **Assessments: Playing Tests** = one week after the due date.
 - If students are absent on the day of a playing assessment, they may make it up for full credit by the late work deadline
- **Assessments: Written Work** = as indicated next to the original due date.
 - Late written work will be graded at 80% of the total grade earned.
 - This does not include absent work that meets the guidelines outlined above.
- **Approach to Learning** = one week after the due date.
 - ATL grades due to absences can be made up by practicing for 15 minutes in the orchestra room during lunch or after school on Monday, Thursday, or Friday. A solid 15 minutes of practice is required, without stopping, talking, daydreaming, etc. Students must sign-in on the green binder by the light switches for this to count toward their absence and/or grade.
- **Concerts/Rehearsals**
 - If students need to miss a concert, they must complete an alternate assignment which is **due on the date of the concert**. This assignment will be on the back of the concert reminder note.
- It is the student’s responsibility to see Ms. Karl during lunch or after school on Monday, Thursday, or Friday, to make up late or missing work. Do not email Ms. Karl about grades because the response will be to come at the above times. Just show up during lunch or after school.
- If students miss a late work deadline, their grades in Infinite Campus will remain “M” which calculates as 0%.