



Homework Policies and Procedures

Homework Statement

The prime responsibility of homework belongs to the students themselves. The teachers, parents, and administrators also play an integral role in a successful homework experience. The need for active communication is essential throughout the homework process.

Purpose of Homework

- Practice/Review - to reinforce and/or master basic skills already presented in class
- Preparation - to introduce material to be presented in future lessons
- Extension - to provide students with opportunities to see concepts learned in class used in new situations
- Application - to enable students to connect skills and concepts to new situations.

Types of Homework

- Nightly assignments for practice or review of classwork
- Review for tests or exams
- Research activities
- Reading and/or writing assignments
- Projects, both individual and group

Time Guidelines

Students are expected to complete homework by the assigned due date. It is the student's responsibility to secure assignments and to complete work on time. When absent, upon returning to school, a student shall have a period of school days equal to the number of school days absent in which to make up any classwork.

- Semester 1:
 - a. Homework is due on the assigned date for full credit
 - b. Assignments 1 day late earn a 20% reduction in grade
 - c. Assignments 2 days late earn a 50% reduction in grade
 - d. Assignments 3+ days late earn a 100% deduction in grade

**For example, assume an assignment is worth 5 points.

- If the assignment is turned in on time, the student will receive a 5/5 (100%)
- If the assignment is turned in 1 day late, the student will receive a 4/5 (80%)
- If the assignment is turned in 2 days late, the student will receive a 2.5/5 (50%)

- If the assignment is turned in 3+ days, the student will receive a 0/5 (0%)
- Semester 2:
 - a. Homework due on the assigned date for full credit
 - b. Any late assignments are awarded an automatic 0%. Even though credit cannot be earned, all students are encouraged to do the missed work so as not to fall behind and have an understanding of the concept.
 - c. If the student is under suspension it is their responsibility to get missed work. All work is due upon return to school for full credit. Otherwise, it is not accepted.
- Students who are categorized as IEP and 504 will have 6 school days to complete work for full credit.

Areas of Responsibility

Though this is a rather comprehensive list, it is not intended to be all-inclusive.

Teacher Responsibility

The teacher has the autonomy to assign homework to their students based on what will best assist the students in their educational program. There are, however, certain procedures that all teachers are expected to adhere to concerning homework. These include the following items:

- Each teacher will distribute to every student a written homework guideline at the beginning of each semester. This guideline is to be reviewed by the student and parent, signed, and returned to the teacher.
- Homework guidelines from the teacher to the student include
 - The date on which an assignment is due.
 - Methods in which the assignments will be given.
 - Procedure for turning in assignments late, including any penalty. (See Time Guidelines).
 - Expected length of various written assignments.
 - The expected format of the assignment (e.g. medium to use, material, bibliography required, research style, etc).
 - Rubric where applicable.
 - Posted to Google Classroom.

Student Responsibilities

The students are expected to understand the importance of homework and are responsible to comply with each teacher's guidelines. Homework is the responsibility of the student - NOT the parent, sibling, or another party. Homework is "practice" and the benefits of doing it well will be reaped at assessment times. If a student is suspected of academic dishonesty, the instructor will communicate with the student for confirmation and the resulting consequences.

The student will be expected to:

- Read and review each teacher's guidelines on homework.
- Sign the homework guideline and return it to the teacher as instructed.
- Take responsibility for getting all assignments, whether they are in class or not.

- Make every effort to complete each homework assignment to the best of his/her ability.
- Seek help from the teacher if he/she does not understand an assignment or has difficulty completing homework.

Parent Responsibilities

Parents play a valuable role in the homework process.

The parent should:

- Review with their student each teacher's homework guideline at the beginning of each semester, sign it, and have their child return it as requested.
- Encourage good homework practice.
- Assist with homework when necessary, though not initially. Students should attempt to do it on their own first.
- Provide a quiet area that would be conducive to doing homework assignments.
- Communicate to teachers when the parent feels the homework might be too difficult or too much or cannot be completed due to extenuating circumstances.
- Contact the teacher directly when the student is having difficulty.

Administrative Responsibilities

For homework to be considered an important means to success in all curricula, administrators need to be involved in the process. They are educational leaders. Their leadership, support, and encouragement will assist all parties in the pursuit of good homework practices.

The administrators will:

- Review and monitor all teachers' homework guidelines before they are communicated to the students.
- Place homework procedures and practices on the agenda for Professional Development and department meetings on a quarterly basis, or as needed.