

HAYES LEWIS SCHOOL ASSIGNMENT POLICY



DEFINITION

Assignments will be used to increase students' opportunities to learn. They are to be completed inside and outside the classroom and is intended to provide added opportunity to practice skills, engage information, and explore topics using varied learning styles and interests. Assignments will include not only written assignments but also opportunities to take part in cultural and creative activities and real-world applications of learning.

PURPOSE

This policy is intended to guide all faculty, parents, and students and to establish responsibilities and guidelines for standards for the assignment, evaluation, and monitoring of homework assignments.

The policy does not apply to students receiving homebound instruction or whose Individualized Education Plans require that homework be addressed in a different way.

TEACHER RESPONSIBILITIES

All teachers will:

1. In an age-appropriate manner, make sure that students understand this policy.
2. Make sure that students understand any individual classroom homework standards that a teacher may have.
3. Assign appropriate assignments on a regular basis that is designed to support instructional goals, and that does one or more of the following:
 - Reinforces class instruction and skills that have been taught by transferring and extending classroom instruction.
 - Increases understanding and retention.
 - Prepares for class discussion.
 - Provides opportunities for curriculum enrichment and real-world applications.
4. Assign appropriate amounts of work per week, which may vary depending on the subject matter and students' needs.
5. Return collected assignments in a timely manner and provide instructional follow-up and feedback that focuses on content and performance standards.

- a. All assignments will have a clear due date. Late work will receive ten (10) points off per day. Students who do not complete the assignment within 3 days of the due date will receive a grade of zero (0).
6. Ensure that students understand and can explain not only assignment directions but also the purpose of any given assignment as well as how it relates to what they are learning in class.
7. Keep accurate records of assignments.

PRINCIPAL RESPONSIBILITIES

The principal will ensure that:

1. All teachers, parents, and students receive a copy of this policy.
2. Ensure that assignments align to state standards.

STUDENT RESPONSIBILITIES

Students are responsible for completing and turning in their assignments and, with support from their parents, will be encouraged to:

1. Write down assignments and due dates, ask questions, and select necessary books and supplies before leaving school.
2. Plan the best time to complete work so that assignments are completed on time. This means using time in class wisely as well as completing assignments not finished in class at home if directed to do so by parents.
3. Complete work so that it is neat and legible.

PARENTAL SUPPORT

Parents will be urged to actively involve themselves with their children's schoolwork by doing the following:

1. Showing interest with questions about and comments on the schoolwork children bring home.
2. Providing a suitable place to study that is free from disturbances and by supplying needed materials for completing homework.
3. Assisting their child with time management including monitoring cell phone, TV/computer/video game use.
4. Checking to see that work is complete.
5. Encouraging children to do their best work and praising a job well done including rewarding children in appropriate ways for completed work.
6. Staying in close communication with teachers.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: October 23, 2019

Date(s) Reviewed or Revised:

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