



# ST. PETER'S LUTHERAN SCHOOL

## Homework Policies

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As we begin our 156<sup>th</sup> school year, it is important that all students and parents are fully aware of each grade levels' homework policies. Teachers have worked hard to develop policies that are development appropriate for the students in their respective classrooms. Questions on our policies should be directed to specific classroom teachers. Thank you for being a part of the SPLS family!

### Homework Guidelines

Children are expected to prepare their work neatly, accurately, completely, and to submit their assignments on time. Parents should show an interest and concern in their child's work by frequently discussing it with him or her and by being willing to assist them with their work.

Grade levels will determine their individual consequences for incomplete or late homework. Penalties will not exceed a 50% reduction for one day late. Homework two or more days late may be counted as a zero (0). Additionally, recess time may be removed from students who have difficulty completing homework assignments on time. Parents will be notified through a referral, phone call, or email every day that their children miss homework assignments. If a referral is sent home, the referral is to be returned the next day with a parent signature. Children are given opportunities to complete many of their assignments in school. In cases where a child seems to bring home a large amount of work, parents should arrange to discuss this condition with the classroom teacher.

### Make-up Assignments and Tests

Students who are absent from school, whether such absences are excused or unexcused, are expected to independently make up any work missed during the absence. All students will be given the opportunity to make up work missed due to absence in accordance with the following guidelines:

- The student or the parent shall contact the teacher(s) to make arrangements for making up work missed during an absence from school.
- Teachers will provide a time schedule (days of absence plus additional time) for completion of work missed due to absence.
- Tests missed due to an excused absence can be taken at a reasonable time mutually agreed upon by teacher and student.

### Kindergarten

Students are responsible for completing letter/sight word homework by Friday of each week. If the homework is not returned by Friday, students will have a grace period over the weekend to complete the work. The work must be returned by Monday or the student will remain inside for the first recess of the day to complete the assigned work.

### First Grade

Students will receive one free homework pass each quarter. Once the free homework pass has been used, the following consequences are enforced for additional missing homework assignments:

- 2<sup>nd</sup> Missing Assignment: Five minutes off recess, and must finish work
- 3<sup>rd</sup> Missing Assignment: Five minutes off recess, and must finish work
- 4<sup>th</sup> Missing Assignment: Ten minutes off recess, and must finish work
- 5<sup>th</sup> Missing Assignment: Loss of one recess, and must finish work
- 6<sup>th</sup> Missing Assignment: Meeting with child, teacher, parents, and administration
- 7<sup>th</sup> Missing Assignment: Meeting with child, teacher, parents, and administration

## Second Grade

Students will receive grace for the first two missing homework assignments. At the third missing assignments, and any additional assignments during that quarter, students will receive a grade of zero. If the missing assignment is returned to school, the zero will be will then be edited. At the beginning of each quarter, students start with a fresh slate.

## Third Grade

Students will be allowed to hand in late assignments on the following day. If this does not happen, missing assignments will be completed during recess. Students will still be granted partial recess time. If homework is still late after two days, students will stay in at recess to work on completing the past due assignments, and parents will be contacted. Points will still not be deducted from the homework assignments. After three days, missing assignments will each be recorded as zero. Students may get partial credit if these are handed in by the end of the week.

## Fourth Grade

Students in 4th Grade will be expected to have all assigned work fully completed before entering the classroom on the day work is due. The work must be turned in on the due date. Because most of our work will be completed in class, students will be expected to make a wise use of their time during the school day to avoid having much, if any, homework in the evenings. Students who do not have homework or class work completed as expected will have the opportunity to continue their work during our Study Hall / Bonus Recess, which takes place towards the end of our school day. After three days (within a two-week period) of late or missing work, students will serve lunch detention daily until all work is complete. Habitually late work may result in an after-school detention on a case by case basis.

## Fifth Grade

Homework is turned in daily, and if incomplete, time is given to correct at recess. Three missing assignments in a two-week period will result in an afterschool detention.

## Sixth Grade

Students are expected to complete and turn in the assigned homework when it is due. If students do not complete homework, they will complete the assigned work at recess. Students who fail to achieve a 70% will need to do corrections before going out to recess. This penalty may be waived, at teacher discretion, with a homework pass or a note from a parent or by talking with the teacher before the tardy bell.

## Seventh and Eighth Grade

### Purpose

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the St. Peter's Lutheran School Junior High teachers to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework may be modified based on students' individual needs (i.e. IEP, 504 plans).

### Homework assignments include:

- **Practice exercises** to follow classroom instruction;
- **Preview assignments** to prepare for subsequent lessons;
- **Extension assignments** to transfer new skills or concepts to new situations;
- **Creative activities** to integrate many skills toward the production of a response or product.

### Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are encouraged to pursue non-assigned, independent, leisure reading.

### **Late Work Policies**

Students are expected to turn work in on time. Students who are present in class when an assignment is due will have one day to turn in a missing assignment. The assignment will be graded and a 50% penalty assessed for being late. Students who turn in late assignments on a consistent basis may additionally receive any of the following based upon individual teacher discretion:

- **No credit;**
- **Communication with parents;**
- **Lunchroom isolation (LI).**

### **Major Projects**

Major projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Students are expected to manage time in order to complete major projects on time. Students who are present in class when a major project is due will have only one day to turn in a missing major project. The project will be graded and a 50% penalty assessed for being late.

### **Absent Make-up Work**

Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the student's responsibility to get work missed due to illness or absence by talking with each teacher in Junior High. If a student is absent from school, they will have one day of attendance plus one day to make-up tests and quizzes. We encourage students to use their study hall time wisely and make up work during this time. If an extended absence occurs, students should speak with all teachers and discuss a plan for the timely make-up of missing work.

### **Responsibilities of Staff**

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Give feedback and/or correct homework.
- Involve parents and contact them if a pattern of late or incomplete homework persists.

### **Responsibilities of Parents**

- Set a regular, uninterrupted study time each day.
- Establish a quiet, well-lit study area.
- Monitor student's organization and daily list of assignments in their agenda.
- Help student work to find the answer, not just get it done.
- Be supportive when the student gets frustrated with difficult assignments.
- Contact teacher to stay well informed about the student's learning process.
- Check Fast Direct regularly to stay abreast of student's progress.

### **Responsibilities of Students**

- Write down assignments in assignment notebook (one is provided by SPLS).
- Be sure all assignments are clear; don't be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.