

## UPPER SCHOOL HOMEWORK POLICY

*This applies to an average upper school student with a standard schedule.*

**Students are expected to work independently unless otherwise directed by the teacher. Work needs to be submitted on time. Any work that does not meet the teacher's expectations and guidelines may need to be redone. Each assignment must be the student's own work and not that of another student or his parents.**

### **Purpose of homework**

1. To practice skills introduced in class
2. To extend skills into new areas of study
3. To prepare and be ready for new material to be introduced in class
4. To develop organizational skills and responsibility
5. To help students take charge of their own learning opportunities

### **Definition of homework**

1. Homework is defined as any work or task planned by the teacher to be completed by the student outside of the classroom without immediate and direct teacher interaction.
2. Homework is an effective instructional technique. TMA is committed to excellence in instructional programs and homework is a continuation of a learning process developed in the classroom and carried out by the student in the home environment. Its effectiveness depends upon careful planning by the teacher as well as supportive parental involvement.
3. Homework will involve short-term and long-term assignments.

**Work submitted after due date** (This includes projects, daily homework and anything else assigned by the teachers.)

Work is considered late anytime after the teacher has collected it during that class period. It is the student's responsibility to have the homework with them in class.

### **For Grades 6 – 8:**

- 1 grace per semester – no penalty
- 1 day late – receive ½ credit; thereafter – 0 credit. Work is still required to be completed.
- Any problems with computer/toner/anything electronic or technological, student must turn in a hand-written final draft on the due date. This is the draft that will be graded.

### **For Grades 9 – 12:**

- College prep classes: 1 day late – receive ½ credit; after that – 0 credit
- Honors and AP classes: 1 day late – 0 credit
- In the event of a computer/toner/anything electronic or technological problem, student must turn in a handwritten final draft on the due date. This is the draft that will be graded.

### **Average Duration of Assignments** (This includes short-term and long-term assignments.)

**Grade 6** – four assignments per academic subject, per week, with a total daily time of approximately 45 – 60 minutes for all subjects combined

**Grades 7-9** - four to five assignments per week, each lasting between 15-20 minutes with the total daily time lasting 70-90 minutes for all subjects combined

**Grades 10-12** – five assignments per subject, per week, each lasting between 20-30 minutes with the total daily time lasting 100-120 minutes for all subjects combined

### **Parents responsibilities:**

- Recognize that the amount of time spent on homework will vary and will depend on a student's ability and work/study habits.
- Provide a well-lighted, distraction free study area where the student can comfortably read and write.
- Be positive, provide encouragement and make sure assignments are completed on time.
- Assist the student with budgeting his/her time.
- Talk with the teacher about any concerns or problems regarding homework.
- Encourage the student to take responsibility of keeping track of school materials and assignments.
- Monitor student's grades, assignments and performance on Net TMA Classroom.

### **Teacher responsibilities:**

- Recognize that the amount of time spent on homework will depend on a student's ability and work/study habits.
- Explain assignments clearly and thoroughly. Ensure that students are aware of what is expected of them, and how their work will be assessed.
- Maintain a current list of assignments on Net TMA Classroom.
- Provide students with feedback regarding completed homework.
- Provide quality homework activities related to class work.

- Set a suitable amount of homework which is appropriate to the ability of each student.
- Monitor the completion of homework and contact parents when necessary.
- Promptly check or grade homework and update student's grades on RenWeb.

**Student responsibilities:**

- Listen carefully and follow the directions provided by the teacher.
- Use time efficiently. Plan ahead. Do NOT wait until the last minutes to do the long-term assignments.
- Take pride in your work and make sure your homework is of a high standard.
- Be neat, well organized, and keep track of school materials and assignments.
- Talk with the teacher if you have problems completing homework or become aware of any grade discrepancies.
- Discuss homework assignments with your parents.
- Monitor grades on Net TMA Classroom.

**\*\*Contact specific teachers FIRST if your student is having difficulty keeping up with homework.**

**AP classes will exceed these target workloads due to the class being taught as a college-level course.**

**Incomplete and Make-up Work**

It is the student's responsibility to obtain all missed assignments and to make arrangements with the teacher for make-up work and tests. Students have one day for each school day missed to make-up work and to take make-up tests unless other arrangements are made with the teacher. Make-up tests will be given at the teacher's convenience. During the period of time allotted for make-up work, grades will appear as "I" (Incomplete) on all school records.

Work not completed within the stated time frame will not receive credit.