

**ASSIGNMENT COMPLETION AND LATE WORK**

This policy has been developed for the guidance of teachers and parents/guardians. It is not intended to be all inclusive or to be specifically definitive. Completing assignments outside of the specific class environment is an extension of the teacher's classroom instruction.

It is important for teachers to be clear about the purposes for which they assign homework and the outcomes the students are to achieve. At both the elementary and secondary levels, the Board recognizes the following general reasons for the assignment of school work to be done at home. They are:

1. Practice – to increase speed, mastery, or maintenance of skills;
2. Participation – to increase the involvement of each student with the learning task;
3. Personal Development – to build student responsibility, honesty, perseverance, time management, self-confidence, creative ability, and special interests;
4. Provides the background and preparation for future learning;
5. Completion of an assignment;
6. When the goal for the student is to utilize resources unique to the home and/or community;
7. Reflection – awareness of learning and its connection to content.

When assigning homework to students, teachers should give consideration to the amount and timing of the homework in relation to other academic activity requirements of students (e.g. homework required by other teachers, grading period exams) and student accessibility to computers and specialized equipment.

K-2: Homework should be introduced at this level in order to encourage parental involvement. Homework should be planned in accord with individual needs with teachers conferring with parents/guardians when necessary.

3-5: Homework should be introduced at this level in order to encourage independent study habits. Homework assignments should be based on the individual needs and ability of students. Homework assignments must be constructive and reasonable. Special weaknesses of individual students should be considered by conferring with parents/guardians.

6-8: Homework assignments at this level should be both short- and long-range and should be completed on time. Parents/guardians and teachers must work together in the development of the independent study habits by checking on student progress and by conferring with each other.

9-12: Homework assignments should depend on the course and the intellectual maturity and particular interests of the students.

The Board also recognizes that for optimal learning a student needs to keep current on all aspects of a class. The Board recognizes that, except in rare circumstances uncontrolled by the student, a student should not have late or missing work and any work missed due to absences or special uncontrollable circumstances should be completed as soon as is possible.

Under normal circumstances late work and make-up work will be governed by the following guidelines:

1. A student excused under the Wisconsin State Statute guidelines for attendance will complete any course work missed during an absence. Any student assigned an out-of-school suspension will fall under the same guidelines as an excused absence. Students suspended in school are not considered

absent. The student has the responsibility of obtaining missed class work, notes, assignments, etc. by no later than the next class period. The teacher has the responsibility of supplying missed assignments and in-class work information due to absences or in-school suspensions. The student will then have one day to complete the missed work due to absences unless otherwise mutually agreed upon between the student and teacher.

When a student has prior knowledge of a pending absence that student is responsible for obtaining such work that will be missed prior to the absence and that work will be due upon the student's return to school unless otherwise mutually agreed upon between the student and teacher.

If a student does not meet the deadlines as stated above, they may forfeit either the total amount of credit for the assignment or a set percentage of the assignment, as determined by the teacher. The teacher's policy for late and make-up work will be outlined in their course syllabus and given to each student enrolled in their class.

2. Students with an unexcused absence or an out-of-school suspension will be held to the same responsibility mentioned previously in number 1; however, the teacher is not required to give credit for missed work due to unexcused absences or out-of-school suspensions, with the exception of major exams.
3. The Board recognizes that unexcused tardies to class are disruptive to the learning environment for the students participating within that class as well as for the student who is tardy. Students who show a habit of being chronically late to classes may suffer the consequences as determined by the office as well as forfeiting credit for that day's class work.

A statement regarding homework and late work shall be included in each teacher's course/classroom expectations. The statement shall include the effect homework and late work will have on the student's grade.

APPROVED: August 20, 2007

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