

Dear Parents,

Homework assignments reinforce what has been taught in class, prepares students for upcoming lessons, and helps students develop self-discipline, responsibility and organizational skills. Because of this, we expect students to turn in all work completed, neatly done, and on time. Incomplete work will be considered late.

Consequences for late assignments:

1. The student will fill out a notification form and make a phone call to a parent/guardian. The notification form must be taken home, signed, and returned the following school day. Students can arrange to stay for supervised study to work on the assignment even if supervised study is not part of the consequence.
- a. On the first and second instances, the student will call home from Mrs. Laferla's office.
- b. On the third and fourth instances, the student will call home from Mrs. Laferla's office and must attend supervised study.
- c. On the fifth instance, the student will call home from the Asst. Principal's office and serve a supervised study with the Asst. Principal.
- d. On the sixth instance, the student will call home from the Asst. Principal's office; the Asst. Principal will hold a meeting with parents and teachers.
- e. Late assignment counts will reset each quarter.
2. If the assignment is turned in late, the student can earn no higher than an 80% grade.
3. No assignment will be accepted after one week from the original due date. A zero will be recorded in the grade book.

As teachers, we understand that sometimes students don't always grasp concepts right away; therefore, students may redo completed work up to an 80% grade. This redone work must be turned back in **before** the test is given over those concepts. **No incomplete or late assignments can be redone.**

Quizzes and tests will be given periodically. Adequate notice will be given for all tests and projects. If a student scores below an 80% on a quiz/test, it can be retaken up to a grade of 80%. For this to happen, the student must complete a "Request to Retest" form, discuss it with a parent/guardian, and return the signed copy to the teacher. The teacher will then discuss the matter with the student and determine if a retake is possible. **Tests/Quizzes must be retaken no later than one week after it has been returned.**

· **Individual Writing Assignment Policy Only:** 7th and 8th grade Literature classes will have Individual Writing Assignments (IWAs) throughout the school year. IWAs are designed to be turned in multiple times over the course of each quarter and have a date on which the turn-in window closes. After a particular IWA window closes, students may not turn in that IWA for any reason whatsoever. This policy only applies to IWAs, not to other types of writing assignments.

We feel that parents/guardians are the key to making homework a positive experience for their children. Therefore, we ask that you make homework a top priority, provide necessary supplies, promote a quiet work environment, and give plenty of support. We are looking forward to enjoying an exciting, productive year at school. Please do not hesitate to contact us if you have any questions or concerns throughout the year.

Sincerely,

Junior High Teachers