***MYERSTOWN SCHOOL LATE HOMEWORK POLICY***

Over the years, we have had different levels of difficulty with late work. Different teachers have tried different methods with various degrees of success. As a school, we would like to address the issue in a unified way. The problem seems to become an issue somewhere around the third-grade level; therefore, these policies will affect primarily grades 3 - 10.

What determines when an assignment is “late”?

1. Homework must be completed by 8:30 A.M. on the day it is due. Students should not have to work on an assignment on the day it is due.
2. By definition, a late paper is any assignment on which more than 30 percent cannot be graded at class time.
3. Memory work will be handled at the discretion of the teacher.

What happens to late work?

1. Students will receive one “grace exception” per quarter.
2. Late papers will need to be finished by the time set by the teacher. Each day that an unfinished assignment is not handed in will be counted as another late paper.
3. After the first late paper, we would take the following steps:
	1. For the second late paper, the student would miss half of activity.
	2. For the third late paper, the student would miss a whole activity, and parents and principal would be notified of the problem.
	3. After the fourth late paper, we will again contact the parents to discuss how to address the problem.
4. These measures would be “reset” after each marking period.

Are there any exceptions? YES

1. Sick days and pre-arranged absences will be considered exceptions; however, reasonable effort must be demonstrated on the part of the home and the student to get the missing work caught up.
2. Students who know they will be missing should make every reasonable effort to have their work finished before they leave. If the absence will be long, some sort of system needs to be determined between the home and the school so the work comes in on a timely manner.
3. If the student’s parent feels that a child has a reasonable excuse, we will not count work late if the student has a note from his parent stating that reasonable excuse. In such cases, the teacher and the student would set a time to have such work completed. Such situations, however, should be the exception, not the norm.
4. If a student cannot finish an assignment because he could not figure out how to do them, or because he did not understand them, he needs to talk to the teacher before 8:30, and explain the situation. The teacher and the student would then make arrangements to get the work done in a timely manner. Again, we feel that such situations should not be an everyday occurrence.
5. Students should not expect to call home and have late work brought to school.

**TEST POLICY**

1. Some tests, such as English and math, are designed to tell how well a child has learned to do certain operations or procedures. These tests do not require as much study because they are based on work the student has been doing. Other tests are designed more to check how much information the child remembers, and thus require more study. Some parents have expressed an interest in knowing when their child will be having such tests. If you would like this, let us know, and we will try to inform you several days in advance.
2. Part of the indication of mastery of a subject, especially in English and math, is the ability to complete a test in a timely manner. We have had students spend all day on math tests that are designed to take about forty-five minutes to an hour. The teacher manuals say that “once most of the students are done, the rest should finish in another ten or fifteen minutes.” We are planning to limit the amount of time a student may spend on tests. Consideration will be given to students with special needs.

Feel free to contact us to discuss any of these matters.