**Assignment Policy**

****

Daily Assignments

When work is assigned daily in class, students will be given ample time to complete the tasks. A child’s pace and on-task behavior will determine the amount of work that will be brought home each night. Assignments that are not completed during class time, should be completed as homework and turned in the following morning. As we progress through the year, larger special projects will be given and due dates will be assigned as needed.

Homework Assignments

Homework will be assigned up to 3 nights each week. These assignments should normally take up to 20 minutes to complete and are due the following morning. In addition to these assignments, it is expected that students read at least 30 minutes each night, including on the weekends. Students will record their reading in their planner and get a signature each night of reading. Lack of a parent signature will result in a late assignment.

The Planner

The purpose of the Planner is to build student responsibility and organizational skills. The Planner is a place where students record their daily assignments, homework, and upcoming tests.  I have found the Planner to be a very valuable tool that communicates what your child is learning each day in school.

Progress Reports

Progress reports will come home twice each marking period. Please sign and have your child return the progress report the next day.

Late or Missing Work

* Daily work and homework not completed or handed in on time will result in the student staying in for recess to complete the work and loss of participation in weekly class reward time. If a student has a continuous problem with getting work in on time, a plan of assistance will be created.
* The importance of quality work is stressed in Room 272. If work is not quality, it will be assigned again and counted as a late assignment.
* Students must have their planners signed and returned Monday, Tuesday, Wednesday, and Friday mornings. If the planner is not signed, it will be a late assignment.

Special Occasions or Emergencies

Occasionally homework or assignments may conflict with special family occasions or there may be a family emergency. If this happens and work cannot be completed, please send a note the following day and the student will have an extra day to complete their work.

Absences

When a student is absent, they will be given a form listing what assignments they are expected to make up. These assignments are to be completed within a couple of days.

This plan has been developed to help your child become responsible and organized. It will also help develop good study habits and improve academic skills.